

Paris Junior College
Vehicle Operation Procedures

Section I

Administration

Introduction

College vehicles are provided for specific college business purposes. Personal use of college vehicles is prohibited. A copy of this manual is to be kept in the glove compartment of each vehicle.

Personal Vehicles Used for College Business.

Personal vehicles used for college business will be authorized for mileage reimbursement when college vehicles are not available. Approval must be made in advance by the Director of Physical Plant or Dean of Business and Finance.

Vehicle Management

Paris Junior College Physical Plant is the custodian of all fleet vehicles. The college fleet is maintained in accordance with the manufactures recommended specifications. The service to the fleet (e.g. oil, air, and oil filter and minor repairs) is provided by the college maintenance staff. Other service is provided by the warranty coverage or local vendors. Written records of all vehicle maintenance shall be maintained along with a "pre-trip report check list" completed by the maintenance person servicing the vehicle.

College Insurance

Paris Junior College provides insurance on all college owned vehicles. An up to date Texas Liability Insurance Card is kept in the glove box of all college vehicles.

Section II

College Vehicle Policies

Drivers License and Insurance Requirements

College Owned Vehicles

- A. All drivers of college owned vehicles or personal vehicles used on college business must have acceptable Motor Vehicle Driving Records (MVR'S) and have proof of personal automobile liability insurance (e.g. Texas Liability Insurance Card) before they will be allowed to use a college owned vehicle or personal vehicle on college business.

- B. A list of potential drivers will be compiled and only those individuals on the list will be allowed to operate college owned vehicles.

- C. Drivers of college vehicle will submit a legible photo copy of a current and valid drivers license and proof of liability insurance card to the Director of Physical Plant by the third Friday in September of each year. Driving records will be checked on an annual basis with the Department of Public Safety Motor Vehicle Record Division.

D. Employees whose driving records are considered unacceptable may not be authorized to drive a college vehicle or personal car on college business.

Unacceptable driving record can be defined as:

- a. **one or more serious violation such as DUI or reckless driving in the last three years,**
- b. **two or more accidents, regardless of fault, in the last three years, (*driver must provide accident report for no-fault*)**
- c. *two or more moving violations in the last three years,*
- d. *or any combination of accidents and moving violations equal to two or more in the last three years.*

Personal Vehicles on College Business

Employees who drive their own vehicles on college business are required to have automobile insurance coverage according to the following limits;

Bodily Injury	\$20,000/40,000
Property Damage`	\$15,000
Combined Single Limit	\$55,000

Authorization

Authorization to acquire a vehicle must be reviewed and approved by the Dean of the area, and will be issued subject to availability.

Section III

Drivers Responsibility

Pre-trip Check List

A. It is the responsibility of the driver to inspect the assigned vehicle before departure and complete the check list provided. If a condition is found that would make the vehicle unsafe to operate, the Supervisor of Transportation should be immediately notified.

B. Should the vehicle require service while on a trip, the Supervisor of Transportation should be notified immediately for authorization.

Trip Reports

Trip reports must be completed and include mileage, account numbers and purchases made. Keys and trip reports must be turned in with the vehicle. Trip reports for rented vehicles must be turned in to the Physical Plant and must include the above information.

Trip Mileage

Trips should be planned for the shortest routes. Side trips not on direct route and not related to college business are not to be taken.

Instructions in Case of Accident

In the event of an accident, no matter how minor, proceed as indicated below:

- A. Call an ambulance, if there are injuries.
- B. Call the police, obtain name and badge number of investigating officer.
- C. Get information to obtain a copy of accident report.
(Report or case number, cost and mailing address of agency investigating the accident.)
- D. Write down the facts.
- E. How the accident occurred, weather conditions, etc.
Name and address of owners, drivers and occupants of vehicles involved and license numbers of vehicles.
- F. Name and address of witnesses.
- G. Give other parties your name, address, phone number, insurance company and current policy number.
- H. **Do not admit fault.**

Accident Reporting

Promptly report all accidents, regardless of severity to one of the following: Chief of Department of Public Safety, the Director of Physical Plant, Supervisor of Transportation and your immediate supervisor.

- A. Those involving personal injury and/or damage sufficient to disable the vehicle must be reported immediately.
- B. Accidents not involving injury or disabling damage, must be

reported on the trip sheet and to the above listed persons.

C. All accidents involving physical damage or bodily injury must be reported to the insurance carrier at the earliest practical time.

D. The driver must cooperate with law enforcement personnel.

E. A copy of all accident reports must be sent to the Paris Junior College Department of Public Safety.

It is your responsibility to obtain a copy of the accident report.

Instructions In the Event of Theft

If a vehicle is stolen:

- A. Notify the local police.
- B. Notify the Director of Physical Plant.
- C. Notify your supervisor.

Drivers safety rules

A. Only individuals whose names are on the "College Drivers List" may drive a vehicle on college business.

B. All citations for moving violations and accidents, including those obtained when driving other than college vehicles, must be reported to the College Department of Public Safety Office as soon as possible.

C. The driver may not transport passengers for non college business.

D. No unauthorized riders, hitch hiker, etc., are permitted to ride in college vehicles.

E. Under no circumstances is a college vehicle to be driven by a non-employee except in emergencies or in case of repair testing by a mechanic.

F. Any driver who has a driver's license revoked or suspended shall immediately notify his/her supervisor, and discontinue operation of college vehicles.

G. Drivers must promptly report all summons received for moving violations during the operation of a college vehicle to their supervisor and to the College Department of Public Safety.

H. No driver shall operate college vehicle when his/her ability to do so safely has been impaired, affected or influenced by alcohol, drugs, medication, illness, fatigue or injury.

I. Drivers are responsible for ensuring the security of the college vehicles. The engine must be shut off, ignition keys removed, transmission in park or low gear, parking break applied and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key to be left.

J. Drivers must honor posted speed limits. In the event of adverse driving conditions, drivers are required to reduce speed to a safe operation speed that is consistent with the conditions of the road, weather, light and traffic.

K. Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their

vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least 6 to 8 seconds.

L. Drivers must possess a valid and current operating license to operate any vehicle for college business.

M. Drivers who are involved in excessive accidents, or accidents where traffic violations are issued, or who receive excessive traffic violations will be subject to review and corrective actions, including the loss of privilege to operate any vehicle for the college.

N. Drivers are to ensure that there is proper clearance to the sides, behind and overhead before backing. This may require that drivers physically walk behind their vehicles and/or seek assistance.

O. All drivers and passengers operating or riding in college vehicles must wear seat belts and shoulder straps if provided (even if air bags are installed). This policy applies to drivers and passengers who use personal vehicles for college business purpose. If an infant is riding in a college vehicle, it must be in an approved child restraint system.

P. Employees are prohibited from overloading and/or overcrowding a vehicle which may result in unsafe operation. It is the guideline to not carry more passengers than the number or occupant restraint systems in the vehicle.

Traffic Violations and Fines

All traffic and parking violations are considered personal and any

fine or ticket must be paid promptly by the violator. Drivers assume that duty of obeying all motor vehicle laws. Failure to pay a violation may affect the employees eligibility for driving college vehicles.

Driving into Mexico

College owned or leased vehicles **can not** be driven into Mexico.

Section IV Auto Scheduling

To schedule an auto the following items are required:

- 1). Date and time of departure.
- 2). Date and time of return.
- 3). Account number to which expenses will be charged (*we do not know your account number, please have it available*).

Vehicles are scheduled on a "first come, first serve" basis. **ONLY THE PHYSICAL PLANT DEPARTMENT CAN ISSUE OR CHANGE AUTO SCHEDULING.** The Physical Plant Department will not "BUMP".

If a vehicle has been scheduled and not going to be used, only the assigned person can cancel the vehicle by calling the Physical Plant as soon as possible.

If a college vehicle is available for travel you may not be reimbursed for the use of your personal vehicle.

Persons going the longest distance will be assigned the best auto.

Autos can not be picked up early or kept longer than scheduled without notifying the Physical Plant Department. This will prevent someone else from being delayed in their departure.

Trip reports, keys, and fuel tickets, must be turned into the Physical Plant Department when the auto is returned (**NOT LATER**). Fill out report completely. List fuel gallons and cost only (do not total). Each driver must sign their report (***YOU CAN NOT DRIVE TWO VEHICLES AT THE SAME TIME***).

PJC credit cards may only be used for college vehicles. Gas on personal cards must be turned into the Physical Plant Department along with the trip reports.

List any problems so that they can be corrected before the next trip. Failure to list defects could cause problems for the next driver.

NO TOBACCO PRODUCTS CAN BE USED IN COLLEGE VEHICLES.

No personal vehicle parking inside maintenance compound.

Do not block another vehicle or GAS TANK when returning a vehicle.

