

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.05170 DR

MOTOR VEHICLE SAFETY

3.05170 DR

In addition to applicable requirements of the Department of Transportation (DOT) as to any vehicles and/or drivers under DOT jurisdiction, district employees will operate all district-owned, rented and leased vehicles in a safe manner.

- I. Employees shall operate district vehicles only for district business. Personal use of district vehicles is strictly forbidden and may result in immediate disciplinary action.
- II. The district may require employees operating district vehicles to successfully complete a district approved safe driving program.
- III. A safety inspection of district vehicles will be conducted on a monthly basis.
- IV. Employees will obey all applicable laws:
  - A. Valid License: Employees who drive on district business will have a valid motor vehicle driver's license and will comply with any restrictions on their driver's license.
  - B. Seatbelt/Shoulder Harness: All occupants shall wear seat belt/shoulder harnesses while the vehicle is being operated.
  - C. Impairment: Employees will not operate any vehicle on district business while impaired by alcohol. Employees taking a prescription or over-the-counter medication, which they know affects their ability to drive, will not drive. Employees will never take illegal drugs and operate a district vehicle.
  - D. Citations: Employees who receive a motor vehicle citation while operating a district vehicle will immediately report that event to their supervisor. The employee is personally liable for all costs associated with the citation.
  - E. Accident Report: An employee involved in an automobile accident while operating a district vehicle will submit a written report within 24 hours of the accident to the immediate supervisor and the district risk management department.

- V. For all employees whose position requires the operation of a district vehicle, a motor vehicle record check will be executed annually. A driving record reflecting any one of the following is not acceptable and may result in the modification or loss of an employee's driving authorization:
- A. More than three moving violations in a one year-period during the previous thirty-six months.
  - B. A suspended license or a license restricted because of a moving violation in the last thirty-six months.
  - C. DUI (driving under the influence) or DWI (driving while impaired) conviction in the last thirty-six months.
  - D. Any administrative alcohol/drug suspension.
  - E. Operation of a motor vehicle during revocation or suspension of a license.
  - F. Operation of a motor vehicle without a valid license or permit.
  - G. Failure to stop and report when involved in an accident.
  - H. Homicide or assault arising out of the operation of a motor vehicle.
  - I. Pending warrant for arrest.
- VI. Discipline: Employees violating any aspect of this regulation are subject to discipline, appropriate to the circumstances, including a recommendation of discharge.
- A. Driving authorization will be reassessed for disciplinary action whenever an employee who operates a district vehicle is found to have an unacceptable driving record.
  - B. A conviction for a DWI or DUI or such equivalent charges as may be in effect at any time in any locale, while engaged in district business will subject an employee whose position requires the operation of a district vehicle to a recommendation of discharge and will not be authorized to drive any vehicle for district business.
  - C. If involved in an accident while engaged in district business and the employee is convicted for a violation, the employee will be subject to discipline, appropriate to the circumstances, which may include a recommendation of discharge, and will be placed on a six-month driving probationary period. A review of the driving record will be conducted at the end of six months and if there are no additional charges, driving authorization will be reinstated.
  - D. After a third moving violation within a period of 12 months (excluding a traffic citation for DWI or DUI), the employee will be placed on a six-month driving probationary period. A review of the driving record will be conducted at the end

of six months, and if there are no additional violations, driving authorization will be reinstated.

- E. During any probationary period, an employee, while engaged in district business, involved in an additional accident or ticketed for a moving violation, will be subject to a recommendation of discharge.

Initiated by: Allan Tunis

Approved: Chancellor's Cabinet  
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