

CHAMPLAIN COLLEGE TRANSPORTATION POLICY

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**CHAMPLAIN COLLEGE
TRANSPORTATION POLICY**

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CHAMPLAIN COLLEGE

TRANSPORTATION POLICY

I. POLICY STATEMENT

The Champlain College Transportation Policy establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle in connection with College business or activities. Protecting our employee and student drivers, their passengers, and the general public is of the highest priority to Champlain College.

II. SCOPE

This policy applies to the operation of motor vehicles and transportation of people in connection with College business or activities.

Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or (for employees) termination of employment.

The College reserves the right, in its sole discretion, to amend this policy from time to time with or without notice.

III. DRIVER AUTHORIZATION

Driver Authorization is required in order to:

- a) drive a vehicle owned, rented or leased by the College, or
- b) drive a personal vehicle in connection with College business or activities.

Examples of “College business or activities” may include, but are not limited to, class field trips, SGA club activities, sports practices and games, conferences, admissions events, picking up College visitors at the airport, etc.

In order for a driver to be authorized, the driver must meet all of the following requirements:

- Be a currently enrolled student or current employee.
- Be 20 years old or older. (Note: Students under age 20 may receive limited driver authorization. See Limited Authorization for Students Under Age 20, below in this Section.)
- Have at least 2 years of licensed driving experience.
- Have a valid U.S. driver’s license issued by their state of residence. (Only U.S driver’s licenses are acceptable due to the difficulty in obtaining MVR reports from foreign countries and potential unfamiliarity with U.S. laws and driving behaviors).
- Have a satisfactory motor vehicle record (see Section IV., Motor Vehicle Record, below).
- Complete an online driver safety course and the other Steps to Become an Authorized Driver (see Section V).
- Stay in compliance with this Transportation Policy.

Limited Authorization for Students under Age 20

Students age 18 and 19 who otherwise meet all of the requirements to be an Authorized Driver, may be authorized to drive **themselves only** (no passengers) for their own College-related internships, club or community service activities within a 50-mile radius of campus, with the approval of the Transportation Office.

Students age 19 may additionally be authorized to carry passengers under the same restrictions, in the sole discretion of the Transportation Office.

The Authorized Driver is responsible for adhering to this limited authorization under the College's Code of Conduct. Violations of this limited authorization provision will be reported to the College disciplinary system.

IV. MOTOR VEHICLE RECORD ("MVR")

Authorized Drivers must have a satisfactory Motor Vehicle Record ("MVR"). A new applicant for driver authorization with an Unsatisfactory Motor Vehicle Record is not qualified to be an Authorized Driver. A current authorized driver with an Unsatisfactory Motor Vehicle Record is subject to suspension or revocation of their driver authorization. See Section VII, Sanctions – Suspension or Revocation.

Unsatisfactory Motor Vehicle Records include any of the following:

- A. Students: Any points on their driver's license for moving violations.
- B. Employees: More than 4 points on their driver's license for moving violations.
- C. Conviction for any of the following violations in the last three years:
 - Driving under the influence (DUI or Driving while intoxicated (DWI))
 - Refusal to submit to a Blood Alcohol Content (BAC) test
 - Negligent homicide
 - Operating with a suspended license
 - Using a motor vehicle for commission of a felony
 - Aggravated assault with a motor vehicle
 - Operating a motor vehicle without the owner's consent
 - Permitting an unlicensed driver to drive
 - Reckless or careless and negligent driving
 - Hit and Run or leaving the scene of a crash with injury or death resulting
- D. An at-fault incident in the last three years with 1) serious injuries to a person or 2) damage to a vehicle or property exceeding \$5000.
- E. More than three moving violations or at-fault incidents (regardless of the extent of injuries or damage), in any combination, in the last three years.
- F. Having an operator's license suspended or revoked with the past three years.
- G. Any motor vehicle violation or series of violations that, in the discretion of the Transportation Office, warrants suspension or revocation of a driver's authorization.

Updating driver's license information

Drivers must provide the Transportation Office with written notification of any changes to their state license status (i.e. the College is to be made aware of any license suspension, points added to a license, speeding tickets, moving violations, or crashes involving the driver).

Re-checking MVR records

The Transportation Office will conduct an MVR check each January for all current Authorized Drivers. If a driver does not meet the MVR criteria under this policy, the driver authorization may be suspended or revoked (see Section XI, Sanctions, below).

V. STEPS TO BECOME AN AUTHORIZED DRIVER

The following steps are required to become an **Authorized Driver of passenger cars**. To be authorized to drive **vans**, a road test for van certification is also required (see below).

1. Read, understand and follow the requirements contained in this Transportation Policy.
2. Complete the online driver's safety course. See Champlain.edu/vans for instructions.
3. Complete and sign the *Driver History and Transportation Acknowledgement Form*, which includes the driver's authorization for the College to obtain Motor Vehicle Records.
4. Submit the [Driver History and Transportation Policy Acknowledgement Form](#) and driver safety course certificate of completion to the Transportation Office.
5. Receive an email from the Transportation Office confirming driver is authorized.

Scope and duration of driver authorization

Driver authorization permits a person to drive a passenger vehicle in connection with College business or activities; however, in order to drive a College van (or truck, for employees), drivers must also be van certified or truck certified (see Van Certification and Truck Certification in this section, below).

Driver authorization continues until a driver is no longer a currently enrolled student or current employee of the College, or if the driver authorization is suspended or revoked. Authorized Drivers do not need to reapply each year.

Van Certification

After becoming an Authorized Driver, drivers who wish to drive vans must be van certified. In order to be certified to drive a van, a driver must take and pass a road test in a College van. The road test must be scheduled by the driver with Campus Public Safety or the Transportation Office. Scheduling is subject to availability so it is recommended to schedule the road test as far in advance as possible. The testing officer will determine in their sole discretion whether a driver is approved to operate a van.

Truck Certification – Facilities Employees

In order to be certified to drive a College pickup truck or service vehicle in connection with work duties, employees must take and pass a road test in a College pickup truck or service vehicle after they have become an Authorized Driver. The

road test must be scheduled by the driver with Campus Public Safety. Scheduling is subject to the availability of Campus Public Safety, so it is recommended to schedule the road test as far in advance as possible. Campus Public Safety will determine in their sole discretion whether a driver is approved to operate a pickup truck or service vehicle.

NOTE: THE TRANSPORTATION OFFICE RESERVES THE RIGHT, IN ITS SOLE DISCRETION, 1) TO ADD OR MAKE EXCEPTIONS TO AUTHORIZATION REQUIREMENTS IN INDIVIDUAL CASES; 2) TO SUSPEND, REVOKE OR DENY AUTHORIZATION AND 3) TO PLACE CONDITIONS OR RESTRICTIONS ON A DRIVER'S PRIVILEGES.

VI. UNAUTHORIZED DRIVERS AND NON-COLLEGE VEHICLES

A. Unauthorized Drivers; Driving in Violation of this Policy

1. Only Authorized Drivers may drive vehicles owned, rented or leased by the College in connection with College business or activities.
2. If driver who drives a vehicle owned, rented or leased by the College is not authorized under this policy, or is not certified for the vehicle being driven, or operates the vehicle in violation of this policy, the driver will be responsible for any loss or damage caused and shall indemnify the College for any loss. The College will not indemnify the driver, should the driver be named in any legal proceeding. Other disciplinary action including suspension of driving privileges or dismissal of the employee who allowed the unauthorized use may be taken. (See Section XI, Sanctions, below)

B. Non-College Vehicles Used for College-related Business or Activities

Non-College Vehicle Definition. "Non-College Vehicle" means any vehicle not owned, rented or leased by the College or officially arranged by the College for an activity. Examples of Non-College Vehicles include: a student's own vehicle, another student's vehicle, a family member's vehicle, vehicles rented by students or others, personal vehicles of employees, taxis, ride-hailing services (like Uber) and public transportation. Examples of College transportation include: College-owned vans, rental cars rented in the name of the College for authorized College business, or charter buses hired by the College for an activity.

Students should use College vans for transportation to College activities. Employees should use College vans or rental cars for College-related business.

Benefits of using a College van include:

- Vans are maintained by the College
- Crashes are covered by the College's automobile insurance, not an individual's auto insurance;
- No operating costs: free gas for vans, no mileage on a personal vehicle
- Capacity to take up to 7 passengers
- Help those students who do not want to drive in another person's private car
- Community-building by traveling together as a group

Using a Non-College Vehicle. If a student or employee drives their own car, drives in another person's car, or takes any type of Non-College Vehicle to and/or from College business or activities, the student or employee does so at their own risk and assumes the full risk and liability.

Risks of using a Non-College Vehicle for transportation:

- The driver may or may not be a College-authorized driver and the College has no information about vehicles not owned by the College and makes no representation as to the quality, condition or suitability of drivers or of such vehicles. Individuals assume full responsibility for all risks associated with the use of Non-College Vehicles to or from the activity, including being a driver or a passenger.
- The owner of a personal vehicle or the person renting the vehicle (unless rented under Champlain's account for Champlain business) is liable for paying any claims related to the use of the vehicle and claims should be reported to the owner's insurance carrier.
- Champlain College assumes no liability for injuries or damage to the individual, other students or any third parties, or any property damage, that may result from the use of a Non-College Vehicle to or from the activity.

VII. AUTHORIZED VEHICLE USE

A. Champlain College employees transporting students

Employees may not transport a Champlain College student in a personal vehicle except in exceptional circumstances with the permission from the Transportation Office and after signing a liability release form. Drivers should be aware that they are exposing themselves and the vehicle owner to potential liability for any legal claims, personal injuries or vehicle damage that may occur. Passengers should be aware that Champlain College does not inspect or approve the condition or safety of personal vehicles.

B. Rental Vehicles

Vehicles may be rented for College-related activities subject to the following conditions:

- Enterprise and National are the preferred rental companies. You must use Champlain College's account number to get the corporate rate and insurance benefits (account number available from the Transportation Office). Employee may also wish to enroll in the Enterprise/National Emerald Club.
- Eight-passenger vehicles are the largest that may be rented.
- The person renting the vehicle must be age 21 or older (note: some rental agencies require drivers to be at least 25 years old and/or pay an additional rental fee).
- All Drivers of rental vehicles must be authorized under this Transportation Policy. Drivers of rented vans must be Van Certified.
- Drivers of rental vehicles must abide by the General Operating Parameters for Transporting Students in College Vans and Rental Vehicles (Section VIII, below).
- *Insurance for rental vehicles for authorized College purposes:*

- If you rent at Enterprise or National under the Champlain College account, damage and liability insurance are included and you do not need to purchase additional insurance. For this reason, please use Enterprise or National when possible. Confirm the insurance coverage is included when you arrange the rental.
- For other rental companies, you should purchase the damage insurance (damage waiver) but do not need to purchase the liability insurance (liability insurance for authorized rentals is covered by Champlain's insurance policies). For questions about insurance contact the Risk Management Director. If needed, an ID Card with Champlain's rental insurance information can be provided by Risk Management.

C. Use of College Vans for College-Sponsored Activities

College vans are available for college-related business and student activities. The vans are not available for personal use. Examples of appropriate van use included: student teaching, student community service, SGA-recognized club trips, social outings organized by Student Life, student film production, course field trips, transportation to airports for faculty-led international trips, etc. Vans are available on a first come, first served basis. Information about reserving a College van is included on the Transportation and Parking web site.

D. Field Trips

College vans are the preferred mode of transportation for field trips.

Field trips may be either voluntary for students (not required for a course) or mandatory (required for a course). Voluntary and mandatory trips have slightly different guidelines:

Voluntary field trips:

Transportation: When possible, trip leaders should arrange for College-provided transportation for students (i.e., College vans with authorized drivers, or chartered buses), and may permit students to voluntarily drive personal vehicles to local activities with the approval of the Transportation Office.

Release forms: Students are required to sign release forms in advance. Trip leaders should contact Risk Management for forms.

Mandatory field trips:

Transportation: Trip leaders must offer to arrange for College-provided transportation for students (i.e., College vans with authorized drivers, or chartered buses), but may permit students to voluntarily drive personal vehicles to local activities with the approval of the Transportation Office.

Release forms: Students are not required to sign release forms if they are travelling in College-provided transportation. Students are required to sign release forms in advance if they choose to drive in a personal vehicle. Trip leaders should contact Risk Management for forms.

E. Motorcycles

Use of a motorcycle for college business or activities is prohibited.

VIII. GENERAL OPERATING PARAMETERS FOR TRANSPORTING PASSENGERS

A. Driver Responsibilities:

The following are general responsibilities of the Driver. The Transportation Office may impose other requirements or restrictions in the Director's discretion to assure the safety of the Driver and passengers.

- The Driver shall abide by all College policies including the Code of Conduct.
- The Driver must ensure the safety of all passengers.
- The Driver shall not transport more passengers in a vehicle than the vehicle is intended to transport. In most cases this is the same as the number of factory-installed seatbelts.
- Each passenger must wear a seat belt.
- The Driver may only take passengers who are connected to the College business or activity being pursued.
- The Driver may not pick up hitchhikers.
- No smoking or consumption of alcohol in the vehicle shall be permitted.
- A Driver may not operate a vehicle on College business or for a College activity at any time, when their ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
- A back-up (authorized) driver shall be included as a passenger on any trips over 3 hours in duration (See Section XI, Long-Distance Trips).
- No loud music or rowdy behavior that may distract the Driver is permitted.
- The Driver must follow all local and state laws.
- The Driver must adhere to any license restrictions.
- The Driver is financially responsible for any tolls, traffic citations or parking citations that they may receive.
- In the event of inclement weather, the following procedures must be followed:
 - The Drivers should consult with The Department Program Director, Dean, program advisor, or approved student organization advisor who will determine if the vehicle is to be used for the scheduled trip.
 - If it is determined that the vehicle will not be operated, the trip must be cancelled.
 - During the duration of the trip, it is the responsibility of the Driver to determine if inclement weather necessitates changing return plans. In inclement weather it is expected that the return will be postponed and the Driver will cease operation of the vehicle. In some circumstances, overnight arrangements may need to be made.

B. Cell phones and other mobile devices

- Drivers must comply with all applicable laws and regulations regarding the use of mobile technology while driving.
- Use of hand-held cell phones while driving is prohibited.

- Cell phone calls using hands-free technology while driving are discouraged. To minimize the impact of distractions, calls, if any, should be brief. Extended conversations should be made when not driving.
- Texting and emailing while driving are prohibited. Do not send or read text messages or emails while driving.
- Dialing cell phones, viewing television, viewing videos or DVDs and inputting data into devices or navigation systems are prohibited while driving.
- Crashes incurred while a Driver is using a mobile device may be considered preventable, and subject to disciplinary action and potential legal liability.

C. How to use GPS Safely

- The Driver should become familiar with the route before driving, to avoid over-reliance on the GPS.
- The Driver should program the GPS before starting the trip. The Driver should keep eyes and attention on the road at all times and should never program the GPS while driving. If the Driver needs to change course, pull off the road in a safe area to reprogram directions.
- If the vehicle has a navigation display, that should be used instead of the cell phone. If a cell phone is used, the Driver should use a dash- or windshield-mounted cell phone holder to keep the phone at eye level.
- Keep the GPS volume turned up and the volume of music audio down. Listening to instructions is safer than constantly looking at directions.
- If there is a passenger, the passenger should handle the navigation so the Driver's attention can be fully focused on the road.

IX. LONG-DISTANCE TRIPS

A. Definition of long-distance trips:

- Long distance trips are trips outside of trips over 2 hours.

B. To drive a College van long distance:

- A driver must be authorized and van certified;
- A driver must have completed at least 2 van trips within Chittenden County, to gain experience driving a van; or received approval from the Transportation Office to drive long distance.
- Long-distance trips in College vans must be approved by the Transportation Office.
 - Approval allows the Transportation Office to know the location of students and vans, and to confirm the driver has met the requirements to drive long distance. Drivers should request approval at least one week in advance.

C. Driver while tired:

Driving while tired is a primary cause of crashes. Therefore, when driving any College vehicle long distance:

- It is recommended that drivers take a 15-minute rest about every two hours.
- Student drivers are **required to rotate drivers after approximately 3 hours**. It is recommended that employee drivers rotate after about 3 hours. No driver should drive more than 8 hours in a 24-hour period.
- Trip organizers must arrange to have sufficient Authorized Drivers available to rotate for the length of the trip.
 - A new van driver (with 2 trips or less driving a College van in Chittenden County) may do a 2-hour rotation on long-distance trips as a relief van driver (followed by at least 2 hours of rest), with the approval of the Transportation Office.
- If there are insufficient drivers for the length of the trip, an overnight stay is required.
- The front passenger should remain awake, help the driver stay alert and assist the driver with navigation.
- Avoid driving late at night when possible.

Authorized Drivers are responsible for adhering to the rules for long distance travel under the College’s Code of Conduct. Violations of this provision will be reported to the College disciplinary system

X. EMPLOYEE POSITIONS THAT REQUIRE DRIVING

Motor Vehicle Record (“MVR”) checks will be conducted on all external candidates to whom an offer of employment or appointment has been extended. Employment will be contingent on successfully passing the MVR check. In addition, an MVR check may be performed for a current employee applying for a position that requires driving a Champlain vehicle.

XI. SANCTIONS – SUSPENSION OR REVOCATION

A. Student Authorized Drivers - Grounds for Sanctions

Revocation

Any student who ceases to be enrolled at the college will automatically have their driver authorization revoked and shall not drive a College vehicle for any reason.

Suspension or revocation

The Transportation Office may, in their sole discretion, suspend or revoke a student driver’s authorization at any time if:

1. The driver has violated this Transportation Policy
2. The driver has an Unsatisfactory Motor Vehicle Record (per Section IV)
3. The driver no longer meets the requirements for being an Authorized Driver
4. The driver’s continued authorization presents a significant safety risk.

Student violations will be reported to the College disciplinary system.

B. Employee Authorized Drivers - Grounds for Sanctions

Revocation

Any employee who ceases to be employed by the college will automatically have their driver authorization revoked and shall not drive a College vehicle for any reason.

Suspension or Revocation

The Transportation Office may, in consultation with an employee's supervisor and the People Center, suspend or revoke an employee driver's authorization at any time if:

1. The driver has violated this Transportation Policy
2. The driver has an Unsatisfactory Motor Vehicle Record (per Section IV)
3. The driver no longer meets the requirements for being an Authorized Driver
4. The driver's continued authorization presents a significant safety risk.

A driver who is an employee with a driving-related job may be subject to disciplinary action if their driver authorization is suspended, or may be subject to termination if their driver authorization is revoked, unless a suitable replacement non-driving job in the College is available.

C. Suspension Procedure - Probation

If the Transportation Office determines that a student or employee driver's authorization should be suspended, the Transportation Office may place the driver on probation in accordance with the following guidelines:

1. The Transportation Office should obtain an MVR Report every six months for the duration of the probationary period.
2. The Driver's authorization shall be immediately revoked if any single repeat violation or an additional violation occurs while on probation, OR if any terms of probation are violated.
3. The Transportation Office may impose any reasonable operating limitations or conditions on the driver. For employees, the Transportation Office shall consult with the employee's supervisors before implementing any limitations or conditions. Examples of conditions or limitations include, but are not limited to, requiring additional driver training, restrictions on distance or time of travel, or transfer of an employee to a non-driving position.
4. The Transportation Office shall provide the terms of the probation to the Driver in writing. The Driver will be required by signature to signify that they have been informed of the probation terms and duration. For employees, the signed terms of probation should be kept in the employee's file with the People Center.
5. The Transportation Office will remove the suspension of the driver's authorization if: a) the probationary period has been served; b) the employee has not had any other infractions during that probationary period; and c) the Transportation Office determines that reinstatement of driving privileges is warranted. Reinstatement of driving privileges does not constitute an offer by the College for any Driver position. Normal job posting procedures will still have to be followed.

D. Re-Authorization after Revocation

A Driver whose Driver Authorization has been revoked must meet all of the Transportation Policy requirements for a new Driver Authorization, and any other additional requirements imposed by the Transportation Office in order to be re-authorized.

XII. ROLES AND RESPONSIBILITIES

Specific roles and responsibilities are outlined as follows:

A. Drivers

Responsibilities:

1. Read, understand and follow the information in this Transportation Policy.
2. Meet all Driver requirements.

B. Transportation Office

Responsibilities:

1. Implement this Transportation Policy and ensure accountability for program requirements.
2. Administer the driver authorization process, including obtaining Motor Vehicle Record reports, retaining signed *Transportation Policy Acknowledgement Forms* and maintaining a list of authorized drivers.
3. Interpret the application of the Transportation Policy as needed in particular cases, including responding to driver requests concerning the policy, imposing restrictions on drivers, enforcing the policy and imposing sanctions.
4. Be responsible for taking appropriate action to manage high risk drivers.
5. Investigate all crashes and ensure that crash reports are completed.
6. Provide regular maintenance and repair of college vans and maintain maintenance records.
7. Maintain a web site to disseminate current versions of the Transportation Policy; provide an online van reservation system, and provide other transportation-related information.
8. Periodically review and revise the Transportation Policy as needed, together with the Risk Management Director.

C. Risk Management Director

Responsibilities:

1. Serve as a technical resource to the Transportation Office, ensuring the continuous development and maintenance of the Transportation Policy.
2. Periodically review and revise the Transportation Policy as needed, together with the Transportation Director.
3. Evaluate and approve driver training courses and other driver resources.
4. Provide release forms for trip participants.

D. Campus Public Safety

Responsibilities:

1. Conduct road tests for van and truck certifications.
2. Provide regular maintenance and repair of Campus Public Safety vehicles, and maintain maintenance records.
3. Investigate crashes involving College Vehicles in the local area.

E. Facilities

Responsibilities:

Provide regular maintenance and repair of Facilities vehicles, and maintain maintenance records.

XIII. POLICY ADHERENCE & CONTACT

A. Policy Adherence

The Transportation Office is the responsible for changes to and administration of this policy.

B. Contact

Questions related to the interpretation of this policy should be directed to the Transportation Office.

CHAMPLAIN COLLEGE

SAMPLE DRIVER HISTORY AND TRANSPORTATION POLICY ACKNOWLEDGEMENT

(this form may be completed electronically)

Driver's Name (Print): _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Date of birth: _____

1. Do you have a valid Driver's License? Yes ___ No ___

a. Driver's License Number: _____

b. Expiration Date: _____

c. State: _____

2. If you have held a license in any other state during the past 36 months, please provide the following information:

Dates		State
From: _____	to _____	_____
From: _____	to _____	_____
From: _____	to _____	_____

3. Have you been convicted of any of the following violations within the past 3 years?

- Y / N Driving under the influence (DUI or Driving while intoxicated (DWI))
- Y / N Refusal to submit to a Blood Alcohol Content (BAC) test
- Y / N Negligent homicide
- Y / N Operating with a suspended license
- Y / N Using a motor vehicle for commission of a felony
- Y / N Aggravated assault with a motor vehicle
- Y / N Operating a motor vehicle without the owner's consent
- Y / N Permitting an unlicensed driver to drive
- Y / N Reckless or careless and negligent driving
- Y / N Hit and Run or leaving the scene of a crash with injury or death resulting
- Y / N An at-fault crash with 1) serious injuries to a person or 2) damage to a vehicle or property exceeding \$5000.

If you marked any of the above as a "yes", give explanation(s) and date(s) on next page:

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(provide explanation(s) and date(s) for any "yes" answers to question 3 below)

4. Have you had any moving violations or at-fault crashes in the past three years?

Yes () No () If yes, give explanation(s) and date(s):

5. Have you had your operator's license suspended, revoked or administratively restricted within the past 3 years?

Yes () No () If yes, give explanation(s) and date(s):

6. Have you been convicted of any other moving vehicle violations during the past three years?

Yes () No () If yes, list the type(s) and date(s):

(Continued)

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I certify that the answers provided to the questions on this form are true to the best of my knowledge.

I understand that any misstatement of the facts on this form may be grounds for termination of employment.

I authorize Champlain College or its designated representative(s) to obtain information regarding my driving record in any state at any time while I am enrolled or employed by (or seeking employment with) the college.

In the event that my MVR Report indicates that I have an unsatisfactory Motor Vehicle Record as defined in the Transportation Policy, I understand that I may be subject to revocation of driving privileges, and if driving is required as my job, possible termination of employment.

I hereby acknowledge that I have received and read a copy of the Champlain College Transportation Policy. If approved as an Authorized Driver, I agree to comply with the policies and procedures contained in the Champlain College Transportation Policy.

Driver's Signature

Date

Driver's Name (Print)