

 <p><b>RHODE ISLAND COLLEGE</b></p> <p><b>OFFICIAL POLICY</b></p>	<p><b>Operation of College Vehicles</b></p>	<p><b>EFFECTIVE DATE:</b> 2015-07-13</p> <p><b>REVISION HISTORY:</b> complete revision and updating of Vehicle Operating/Operations policy</p>
<p><b>RESPONSIBLE OFFICE:</b> Facilities &amp; Operations</p>	<p><b>POLICY OWNER:</b> Designated college fleet officer in Facilities &amp; Operations</p>	<p><b>SUPERSEDES:</b> Vehicle Operating/Operations (eff. date unknown)</p>

**PART 1. RATIONALE**

This policy and associated procedures are established pursuant to Chapter 42-11.3 of the RI General Laws, and regulations promulgated by the RI Department of Administration, with respect to state and college-owned motor vehicles. The provisions contained herein relate to the unique characteristics of an institution of higher education, in contrast with the departments of state government. Ultimately, the goal of this policy is to promote the safety of students and employees, while reducing financial risk to the college.

**PART 2. SCOPE**

This policy applies to employees and to any student to whom a college vehicle is assigned.

**PART 3. DEFINITIONS [as used in this document]**

authorized	given express written permission by a supervisor, by official college policy, by contract, or by official job description
non-registered college vehicles restricted to on-campus use	includes vehicles such as golf carts and small service vehicles that are not permitted to travel on the public roadways of the state and do not require registration with the state
public roadways of the state	on the Rhode Island College campus, public roadways are those roads upon which the travel of registered vehicles is allowed. These roads are named as follows: Rhode Island College Road, Henry Barnard Circle, Library Road, Hennessey Avenue, First Avenue, Second Avenue, Fifth Avenue, Sixth Avenue, Dorm Lane, Cole Road, and Salisbury Drive.
significant moving violation	any moving violation of a criminal nature that would be heard in District Court as opposed to the Traffic Tribunal, which hears traffic citations.

**PART 4. STATEMENT OF POLICY**

- A. Liabilities and restrictions - General
  - 1. Prior to any use of a state or college-owned vehicle, the driver must complete a safe driving course offered online.
  - 2. State-owned vehicles assigned to RIC, other than non-registered vehicles restricted to on-campus use, may be driven only by full-time or part-time employees of the college.
  - 3. The driver to whom a vehicle is assigned bears sole responsibility for its proper operation and for reporting any maintenance needs during that period of use.

4. Drivers who are involved in an accident with an assigned vehicle due to willful, wanton, reckless, or negligent conduct will be held responsible for the cost of any property damage.
5. Any vehicle infraction resulting in a police citation must be reported within twenty-four (24) hours to campus police and to the designated college fleet officer in Facilities and Operations. The vehicle driver is responsible for payment of any fines incurred and will be subject to appropriate discipline.
  - a. For significant moving violations, the employee will be suspended immediately pending investigation of the incident.
6. Personal use of any state or college vehicle for any purpose is not permitted unless specifically approved by an appropriate authority by written agreement.
7. Except as provided in section A.6 of this policy, assigned vehicles are to be used only to conduct the official business of the college.

B. Additional restrictions specific to students

1. Students are not allowed to drive any registered state vehicle assigned to the college, either on- or off-campus.
2. Students, with approval of the college department for which they are working, are permitted to drive non-registered college vehicles, but these vehicles are restricted to on-campus, off road use only.
  - a. Permitted on-campus, off-road travel is allowed on the following: sidewalks or other hard-surfaced areas designated for the passage of pedestrians, parking lots, and service areas or loading areas, such as the circle in front of Roberts Hall, the courtyard of Craig-Lee Hall, the ramp on the cafeteria side of HBS, and the drop-off lane in front of Sapinsley Hall. Non-registered college vehicles may also cross public roadways to get from one permitted area to another. While travel on grass is generally prohibited, occasional, limited off-sidewalk travel is permissible when avoiding pedestrians or hazards. Limited travel on public roadways is permissible only when there is no alternative access to certain buildings.

C. All drivers of motor vehicles must abide by the following provisions, and are also responsible for the compliance of any and all passengers with such provisions:

1. Drivers must operate motor vehicles in accordance with the manufacturer's user manual, all applicable federal, state, and local laws, and college policies.
2. Drivers of authorized vehicles passing through areas of the campus used by pedestrians must yield to pedestrians at all times.
3. Non-registered vehicles may not travel on any roadway normally used by registered motor vehicles, except to cross said roadway when necessary.
4. While operating any college-vehicle, drivers must at all times have in their personal possession their valid driver's license from any of the United States or District of Columbia; such license shall be appropriate for the operation of the motor vehicle.
5. Drivers must not allow unauthorized persons to operate motor vehicles.

6. Drivers may only transport college employees, students, or other authorized individuals in motor vehicles.
7. Drivers and all passengers in registered vehicles must use seat belts at all times, regardless of whether the motor vehicle is being operated on or off campus. The number of passengers permitted in any motor vehicle may not exceed the number of seat belts. Passengers are not permitted to ride in the rear cargo area of any motor vehicle.
8. Smoking is prohibited in all motor vehicles.
9. Use of any portable electronic mobile device, with the exception of GPS units where appropriate, is prohibited while operating motor vehicles, unless a hands-free device is utilized, and then only to the extent permitted by applicable law. Drivers are not permitted to type or read text messages or emails while operating motor vehicles.
10. Drinking and/or possession of alcohol, other intoxicating substances, or illegal drugs in motor vehicles; driving motor vehicles while under the influence of alcohol or illegal drugs; driving while drowsy or sleep-impaired, or driving motor vehicles in violation of professional guidance for users of prescription or over-the-counter drugs, is prohibited.
11. Any motor vehicle that will be out of the immediate sight and/or control of the operator shall have the ignition keys removed and the engine shut down. The doors of unattended motor vehicles, if so equipped, shall be locked.
12. Fines, penalties, fees, and surcharges for traffic and parking violations are the sole responsibility of the driver.
13. When departmental policies for the use of college vehicles are more restrictive than the foregoing college-wide policy, departmental policies shall prevail.

## **PART 5. PROCEDURES**

- A. Oversight
  1. The designated college fleet officer in Facilities and Operations is responsible for overall management of all registered college vehicles and state vehicles assigned to the college. The designated college fleet officer shall be the college's official liaison to State Fleet Operations.
  2. Every college department that owns or operates any college vehicle, registered or unregistered, shall designate a departmental fleet manager. The departmental fleet manager shall be responsible for ensuring compliance with this policy and with any departmental vehicle policy, if applicable.
- B. Procedure for obtaining use of a college or college-assigned vehicle if the vehicle is not part of an employee's regular work assignment:
  1. Requestor (driver) must complete a vehicle request form and forward to the designated departmental fleet manager, along with a facsimile copy of the requestor's driver's license.
  2. The departmental fleet manager shall ensure compliance with all provisions of this policy prior to granting approval of the request.
  3. Departments may adopt any additional procedures as necessary.

- C. Required notifications
  - 1. Any change in license status must be communicated, in writing, to the designated departmental fleet manager, who will, in turn, notify the designated college fleet officer in Facilities and Operations.
  - 2. The driver's supervisor must inform the departmental fleet manager, who will, in turn, notify the designated college fleet officer in Facilities and Operations, in writing, of any change in the driver's employment status with the college.
- D. Vehicle Maintenance –responsibilities
  - 1. The department to which a vehicle is assigned is responsible for maintenance of the vehicle. The driver must report any needed vehicle repair to the designated departmental fleet manager, who will in turn notify the designated college fleet officer in Facilities and Operations (if necessary).
  - 2. The department to which a vehicle is assigned is also responsible for ensuring that fluid levels are checked and replaced when low (e.g., engine oil, transmission fluid, radiator coolant, gasoline, and window washer fluid).
- E. In case of an accident
  - 1. All off-campus incidents resulting in bodily injury or damage to property, no matter how slight, must be reported immediately to police with local jurisdiction, to RIC Campus Police, and to the departmental fleet manager, who will, in turn, notify the designated college fleet officer in Facilities and Operations.
  - 2. All on-campus incidents resulting in bodily injury or damage to property, no matter how slight, must be reported immediately to Campus Police and to the designated college fleet officer in Facilities and Operations.
  - 3. The designated college fleet officer in Facilities and Operations will notify state fleet operations, if necessary.
  - 4. The designated college fleet officer in Facilities and Operations will notify the college's designated risk management officer of any incident with a potential for liability against the college.

## **PART 6. GUIDELINES**

- A. Motor vehicles should not be driven more than five hundred (500) miles one-way from the college campus whenever practicable. For trips that exceed this distance, a rental vehicle or charter service is recommended.
  - 1. In the event that driving distances greater than 500 miles in any twenty-four (24) hour period is unavoidable, the college recommends at least two (2) authorized drivers. No driver should drive more than eight (8) continuous hours during any twenty-four (24) hour period if reasonably possible.
- B. Except for employees in the Department of Security and Safety and the Department of Facilities and Operations, driving between 11:00 p.m. and 5:00 a.m. should be avoided if reasonably possible.

## PART 7. RESPONSIBILITIES

Responsible Official	List of Responsibilities
See Parts 4 and 5 of this document	

## PART 8. CONTACTS

Subject	Office or Position	Telephone Number	Email
Accident Reports	a. Campus Police b. designated college fleet officer, facilities and operations	a. (401) 456-8201 b. (401) 456-8262	a. <a href="mailto:campussecurity@ric.edu">campussecurity@ric.edu</a> b. <a href="mailto:facilitieswo@ric.edu">facilitieswo@ric.edu</a>
Notification of incidents with potential college liability	a. Assistant Vice President for Finance/Controller b. Campus Police	a. (401) 456-8200 b. (401) 456-8201	a. TBD@ric.edu b. <a href="mailto:campussecurity@ric.edu">campussecurity@ric.edu</a>
Policy Clarification	a. designated departmental fleet managers b. designated college fleet officer, Facilities and Operations	a. contact appropriate department b. (401) 456-8262	a. <i>(use email for appropriate department; all RIC emails end with "@ric.edu")</i> b. <a href="mailto:facilitieswo@ric.edu">facilitieswo@ric.edu</a>

## PART 9. POLICY ENFORCEMENT

Violation(s)	any violation of provisions of Part 4 of this policy document
Potential consequences	(include but are not limited to): 1. the driver may be held personally accountable for the cost of any damages or liabilities. 2. may result in loss of driving privileges, disciplinary action, and possible personal liability for any damages incurred during unauthorized use. 3. may result in disciplinary action.
Where to report violations	Designated fleet officer in Facilities and Operations, Campus Police

## PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

Accident Report
<a href="#">R.I.G.L. §42-11.3</a> – Motor Vehicles Owned by a Governmental Body
<a href="#">Rules and Regulations</a> Governing the Office of State Fleet Operations and the Management and Use of State Owned Motor Vehicles by State Agencies
Vehicle Request Form