

MIDLAND COLLEGE ADMINISTRATIVE REGULATION

POLICY REFERENCE: DC Employment Practices

SUBJECT: Driver Eligibility and Vehicle Operation

Only properly authorized employees and students may operate College-owned, leased, or rented vehicles for official College business. This regulation does not apply to the operation of golf carts.

Authorized drivers (employees and students) will be identified in the College Authorized Driver List maintained by Human Resources/Payroll department. Driving privileges for operating College vehicles (owned, leased, rented or personally owned and being used for College related business) may be revoked for poor driving records or failure to comply with College policies and administrative regulations.

Note: It is the personal obligation of the owner of any vehicle, when used for College related business travel and for the protection of the traveler and any passengers, to carry automobile liability insurance.

Any authorized driver of a College vehicle shall, at all times, hold a valid eligible Texas Driver license unless the employee is a resident of another state or the driver moves from another state and is within the first 90 days of Texas residency. A three-year driving history will be obtained.

Individuals with poor driving records will not be permitted to drive College-owned vehicles or personal vehicles when performing duties on behalf of the College.

Drivers with poor driving records would include those with the following:

- a) Any conviction for an alcohol and/or drug related driving offense;
- b) Conviction for refusal to submit to a Blood Alcohol Content (BAC) test;
- c) Conviction for reckless driving;
- d) Any combination of convictions for three or more moving violations, "At Fault Accidents", or "Preventable Accidents";
- e) Suspension, revocation or administrative restriction on the driver license;
- f) Conviction for leaving the scene of an accident as defined by state laws;
- g) Conviction for at fault in a fatal accident;
- h) Conviction for fleeing or evading police;
- i) Conviction for felony committed involving a vehicle;
- j) Three or more "College Vehicle" physical damage claims in any twelve-month period.

Vehicle Operation Rules for College-Owned, Leased or Rented Vehicles, or Use of Personal Vehicle for Official College Business While Carrying Passengers

- Drive with diligence at all times, following applicable state law;
- The number of passengers may not exceed the number of seat belts;
- All occupants of the vehicle are required to wear seat belts;
- All drivers, excluding police officers while on duty, are prohibited from using hand held cellular phones while driving;

- Cellular phone calls using hands-free technology while driving is discouraged. To minimize the impact of distraction, calls, if any, should be brief. Extended conversations should be made while not driving;
- Sending or reading text messages or e-mails, dialing cellular phones, viewing television, videos or DVDs and inputting data into laptop computers, personal digital assistants or navigation systems is prohibited while driving;
- Drivers should not drive more than eleven hours in any twenty-four hour period;
- Drivers of vehicles over fifteen passengers are subject to applicable laws and requirements for commercial driver license holders;
- When transporting students, the authorized employee or student must be at least 21 years of age;
- Authorized employees and students must be at least 21 years of age. In special circumstances, as approved by the Director of Human Resources/Payroll or designee, employees or students under the age of 21 may be authorized to drive provided that students are not being transported.

If an accident occurs that involves injuries or damage to the rental vehicle, College vehicle, or another vehicle, or other property damage (to a structure, building, guardrail, etc.), it must be reported immediately to the local police agency, rental agency, and to the Human Resources/Payroll department, no matter how minor the injury or damage is.

A properly completed Authorization and Acknowledgement Form for Driver Record Check and valid driver license (a photocopy of the driver license will not be accepted) must be submitted to the Human Resources/Payroll department to be named on the Authorized Driver List. An additional authorization form is required for out of state driver licenses. For states that the College is not authorized to obtain a driver record, the employee or student will be required to obtain a driver record check and submit it to the Human Resources/Payroll department. Notification of approval or denial will normally be sent within three business days after receipt and review of form and physical license. Please note: out of state driver records checks may take longer.

Subsequent driver record checks will be required annually or upon expiration of the employee or student's driver license or more frequently if the Director of Human Resources/Payroll or designee determines that a more frequent check is necessary.