

SKIDMORE

C O L L E G E

MOTOR VEHICLE SAFETY POLICY AND GUIDELINES

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I. Purpose

The purpose of this policy is to establish a uniform College program, which shall:

1. Ensure the safe operation of College owned, leased or rented motor vehicles, as well as the operation of personal vehicles while on Skidmore College business.
2. Ensure the safety of drivers, passengers, and the public.
3. Minimize losses, damages, and claims against the College.

II. Scope

This College policy and its associated programs apply to all drivers who may be engaged in the operation of any College owned, leased or rented motor vehicles (as defined by the NY State Vehicle and Traffic Law), on either public or private property. In addition, for purposes of this policy, this definition is extended to include other conveyances or devices identified in this policy (such as golf carts). This policy stipulates requirements in addition to those of other established programs such as campus traffic regulations and pedestrian safety, motor vehicle maintenance, parking and enforcement.

In order to meet the objectives, all drivers of College owned, leased or rented motor vehicles shall have their driver's licenses and driving records reviewed as necessary.

All full time, part time and temporary employees, including students, work-study students, and interns, who may be authorized to drive College owned, leased or rented motor vehicles must possess a current, valid US drivers license. Eligibility to receive departmental authorization to operate a College motor vehicle, as defined in this policy, is dependent upon a prospective driver's driving record. All drivers of College motor vehicles must comply with all applicable laws and regulations concerning the operation of motor vehicles.

Based on the July 2003 changes to the NYS Clean Indoor Air Act, smoking is prohibited at all times in College vehicles (owned, leased or rented) as well as any motorized equipment owned or leased by Skidmore College. Generally, smoking in private vehicles while on college business is prohibited unless all occupants agree smoking is permitted.

The College reserves the right to suspend an employee's/student's privilege to operate a College motor vehicle when this policy is violated.

Passengers are allowed only with express permission of the department supervisor or program director. Vehicles are to be kept on College premises when not in use unless the officially authorized College business purpose requires the vehicle to be kept off premises.

Skidmore's current insurance policy provides liability and collision coverage for owned, hired and non-owned vehicles when they are used in the performance of officially authorized College business, unless otherwise designated, and are driven by authorized drivers.

Rental Vehicles

The College's insurance provides for both liability and physical damage for employees and students who rent vehicles while on authorized College business. The coverage extends for car rentals in the U.S., Canada, Puerto Rico and U.S. territories (**therefore, please waive the rental agency's insurance coverage**). A Certificate of Insurance is available that will evidence the College non-owned and hired auto coverage – please contact Business Services for a copy.

Also, please note:

- For destinations that include Canada – an additional insurance card is required, which may be obtained by contacting the Office of Business Services.
- For vehicles rented in a foreign country – the College's international policy covers liability only, and therefore, you must secure physical damage coverage with the rental agency. If any rental vehicle will be in your custody for a continuous period of time (in excess of 30 days), please notify the Office of Business Services.
- Employee's personal effects, while within a vehicle, are not covered by College insurance unless the vehicle is no more than 1000 feet from campus (limit of \$25,000). If a loss or damage occurs to your personal property outside of this radius, please submit the loss directly to your homeowners/renters insurance.

Personal Vehicles

When employees or students use their own personal vehicles on authorized College business, it is required that the individual maintain adequate insurance coverage, as it is the primary coverage for liability and physical damage should an accident occur. Employees are expected to comply with all applicable laws and regulations concerning the operation of motor vehicles.

III. Procedures and Responsibilities

A. Administrative Process:

- College personnel (including faculty, staff, and students), who are designated to drive by their Department, shall complete a Driver Authorization Application. Department's will then forward the Application to the Business Services Department, where a 3-year Motor Vehicle Record (MVR) will be requested from the NYS Department of Motor Vehicles or through the College's insurance agent. A College Representative will then review the MVR to grant authorization to drive.
- College personnel (including faculty, staff, and students) who become authorized to drive, and who are required to drive, or assigned, a College owned vehicle, will be enrolled in the New York State License Event Notification Service (LENS). This NYS DMV service provides the College will automatic notification of changes in license status, convictions, etc.

All MVR and driver records will be maintained in the Business Services Department.

B. Driver Requirements:

In order to receive authorization to operate a College owned, leased or rented vehicle, College personnel (including faculty, staff, and student) must:

- Possess a current valid US driver's license or an International Driving Permit (IDP) issued by either the American Automobile Association (AAA) or American Automobile Touring Alliances National Automobile Club and be at least 18 years of age. Note: if a rental or leased vehicle will be used, compliance with that Agency's age requirements is required.
- Apply for College motor vehicle driving privileges using the "Driver Authorization Application", (attachment #1) and be accepted in accordance with the College's MVR Standard listed in section IV.
- Operate vehicles in accordance with applicable local, state and federal laws and College's regulations, at all times. (This agreement is found on the bottom portion of the Application for College Driving Privileges, and must be signed by the driver prior to the time eligibility is conferred.)
- Report any vehicle accident to your supervisor and Business Services immediately. Failure to report may result in the loss of driving privileges.
- Report any change in license status (e.g., convictions, if your license has been suspended or revoked) to your supervisor immediately.
- Comply with NYS Seat Belt Laws for yourself and passengers.
- Agree to comply with no smoking or the use of tobacco in College owned, leased or rented vehicles in accordance with the NYS Clean Indoor Air Act outlined in section 11.
- Assume the responsibility for payment of all driver related traffic violations and citations received while operating vehicle.
- Agree that any unauthorized use of Skidmore owned, rented or leased vehicles for non College related purposes will result in revocation of driving privileges.
- Agree to abstain from cell phone use (including texting) or other electronic device are to be used while driving. If the driver must use a cell phone while driving on College owned, rented or leased vehicle, they must stop safely, secure the vehicle and then make or take the call.
- For College Fleet Vehicles
 - at the beginning and end of vehicle use, the driver will be expected to sign-in/out, to include name, date, time, mileage out, mileage in.
 - inspect the vehicles tires, fluids, lubricants and fuel.
 - after fueling vehicle, give fuel receipt to department secretary and include your name, vehicle information, and account number to be charged.
 - at the end of vehicle use, vehicle should be cleared of any trash or debris.
 - vehicle warm-up-time is to be limited to 10 minutes.
 - for events of snow or ice, scrappers and snow brooms are to be used to avoid damage to wiper units/blades.

- The College reserves the right to deny or suspend an employee or student's privilege to operate a College vehicle at any time due to insurability concerns.
- C. Department Responsibility & Oversight:
- Departments that have personnel who drive, shall appoint a representative who will be responsible for ensuring compliance with this policy, training requirements and maintaining a list of their approved drivers.
 - Departments will be held responsible should an accident occur. Accident's involving an Unauthorized Driver from their department will be expected to pay the deductible amount for any insurance claim that may arise.
 - A College Representative will periodically assess an individual's eligibility to operate a College owned, leased or rented vehicle, based on the MVR standards listed in section IV. The results of the assessment will be sent to the appropriate representative (such as the employee, supervisor, coach).
 - The Business Services Department, will, in the event of an accident, coordinate any claims made by or against the College with the insurance carrier and the driver's Department.

IV. MVR Standard

- A. Any person who wishes to operate a College owned, leased or rented vehicle must have a current, valid US driver's license.
- B. Before a person may drive for Skidmore College, three (3) years of the person's driving history will be evaluated. The three-year period must be the three-year period immediately preceding the date of evaluation.
- C. All Drivers must have their Motor Vehicle Record (MVR) reviewed by College Representative prior to driving a College Vehicle.
- D. No one will be allowed to drive for Skidmore College with a "probationary", "court-restricted (*for any conviction noted in Item F1*)", "junior", or international license.
- E. To be authorized to drive for the College, the following criteria will be applied:

NOTE-THESE VIOLATIONS MUST BE CONVICTIONS

1. Driving privileges will be denied or revoked if convictions for any of the following violations appear in the applicant's MVR within the past three (3) years:
 - Leaving the scene of an accident
 - Reckless driving
 - Driving under the influence of DWI (Driving While Intoxicated) or DWAI (Driving While Ability Impaired) alcohol or drugs
 - Hit and run
 - Vehicular homicide or assault

- Participating in an unlawful speed contest
 - Eluding or attempting to elude a police officer.
2. Driving privileges may be denied or revoked if convictions for any of the following violations appear in the applicant's MVR:

No more than two (2) conviction of a moving violations (eg., speeding, failure to yield, violating a traffic signal, failure to stop, improper turn, improper lane change, careless driving, following too closely) in the past three (3) years.

or

No more than three (3) safety belt convictions in the past three years.

or

No more than two (2) preventable accidents in the past three years.

or

No more than one (1) conviction of a moving violation plus two (2) safety belt convictions within the past three years.

or

No more than one (1) preventable accident plus two (2) other violations in the past three years.

or

Other driving record concerns deemed problematic when reviewed by the College Safety Officer.

V. Process for Revoking Driving Privileges

Authorized drivers may have their driving privileges revoked at any time for failure to maintain the College's MVR Standard.

Upon notification of breach of MVR Standard, the College Representative will provide written notification to driver, driver's supervisor and Human Resources of revoked driving privileges.

In cases of exigent circumstances, verbal notifications of revoked driving privileges are permitted, to be followed up in writing.

VI. Accident Procedures for Drivers:

In the event of an accident the following procedures must be followed:

- Obtain any medical attention that is necessary. Any accident that involves personal injury or property damage in excess of \$1000 must be reported to the police. In the event that it is not possible to determine the cost of damages, please report the accident to the police.
- Exchange information with the other operator involved (if applicable), minimally obtaining Driver's License and registration information, insurance company information and contact numbers. Also, obtain the names, addresses, and telephone numbers of all witnesses.
- Don't admit fault or liability for the accident.
- Complete an Accident Report Form (MV104) located in all College owned vehicle glove boxes or available at Campus Safety.

- Notify your Department and Business Services (x5812) of the accident as soon as possible. If the accident occurs on campus, contact Campus Safety (x5566).
- The College's insurance company may contact you to obtain accident information, please respond as promptly as possible.
- Information and records regarding accidents will be maintained by the Business Services Department.
- Other considerations when involved in a vehicle accident:
 - Do be courteous
 - Don't discuss any conditions or defects of the automobile
 - Don't express any opinion or make any statement to anyone about the accident except to law officers and College representatives
 - Don't discuss the accident with anyone over the phone or in person unless they represent the College

VI. Post Accident Review

Vehicle accidents may undergo a Post Accident Review to determine the cause and preventability of an accident. Reviews could consist of representatives from the Safety Committee, Campus Safety, and the vehicle operators Department or Student Affairs. The attached Post Accident Review Guidelines will be used as evaluation criteria.

Once a determination as to cause and preventability is established, findings and recommendation will be forwarded to Human Resources & the vehicle operators Supervisors (for Employees) or Student Affairs (for Students) for any corrective action (e.g. temporary or permanent denial of College driving privileges, required attendance at training program, etc).

VII. Golf Carts

Scope

In addition to the driver requirements detailed in section IIIB of this policy, the following additional requirements apply to the operation of these vehicles:

- ALWAYS yield to pedestrians and limit use in areas where there is high pedestrian traffic
- Must be 18 years of age or older
- Possess an unrestricted valid US drivers license
- Obey all New York State motor vehicle laws, codes and regulations
- Do not exceed 20 MPH
- Slow down before making sharp turns
- Never drive while impaired by alcohol, medication, illness, fatigue or injury
- Ensure no more than two (2) occupants ride on the vehicle at one time
- Remove key from vehicle when not in use
- Drive in a defensive manner, anticipating situations that may be hazardous
- Avoid driving the vehicle at night (unless with the permission of your department supervisor)
- Operation of the vehicle is restricted to Skidmore's main campus and College properties located immediately adjacent to the main campus. Specifically: vehicles are permitted to cross North Broadway only to access locations north of the Scribner House. Clinton Avenue is strictly prohibited.

SKIDMORE

C O L L E G E

Office of Business Services

518-580-5812

EMPLOYEE DRIVER AUTHORIZATION APPLICATION
(APPLICATION MUST BE APPROVED PRIOR TO DRIVING)

Departments: Please return this form with a copy of the applicant's driver's license to:
The Office of Business Services.

All College personnel (including faculty and staff) **MUST** complete this form in order to be approved to operate a College owned, leased or rented vehicle for the purpose of College business. Carefully read this form and provide the following information:

PERSONAL INFORMATION (please print):

NAME (exactly as it appears on driver's license) _____
CAMPUS PHONE _____
EMPLOYEE ID # (off ID or Paystub)

HOME ADDRESS (address that appears on driver's license) CITY STATE ZIP CODE

D/O/B _____
DEPARTMENT _____
SUPERVISOR

I hereby authorize Skidmore College and/or its insurance representative, pursuant to the Driver's Protection Act to periodically obtain and review my Motor Vehicle Record as needed in order to evaluate my insurability when driving a College owned or rented vehicle. I understand that this information will be kept confidential and released only to those College representatives charged with overseeing the College's insurance and employment policies.

I understand that I have an obligation and responsibility to the College and any negative change in the status of my driving record may result in the revocation of the privilege of operating a College owned, leased or rented vehicle.

SIGNATURE

DATE

SKIDMORE

C O L L E G E

Office of Business Services

518-580-5812

STUDENT DRIVER AUTHORIZATION APPLICATION
(APPLICATION MUST BE APPROVED PRIOR TO DRIVING)

Departments: Please return this form with a copy of the applicant's driver's license to:
 The Office of Business Services.

Skidmore College Students, nominated by an academic department or sanction club, **MUST** complete this form in order to be approved to operate a College owned, leased or rented vehicle for the purpose of College business. Carefully read this form and provide the following information:

PERSONAL INFORMATION (please print):

 NAME (exactly as it appears on driver's license)

 CLASS YR

 STUDENT ID # (off ID or Paystub)

 HOME ADDRESS (address that appears on driver's license)

 CITY

 STATE

 ZIP CODE

 D/O/B

 SPONSORING DEPARTMENT/CLUB DEPARTMENT/CLUB ADVISOR

 STUDENT E-MAIL ADDRESS STUDENT PHONE #

I hereby authorize Skidmore College and/or its insurance representative, pursuant to the Driver's Protection Act to periodically obtain and review my Motor Vehicle Record as needed in order to evaluate my insurability when driving a College owned or rented vehicle. I understand that this information will be kept confidential and released only to those College representatives charged with overseeing the College's insurance and employment policies.

I understand that I have an obligation and responsibility to the College and any negative change in the status of my driving record may result in the revocation of the privilege of operating a College owned, leased or rented vehicle.

 SIGNATURE

 DATE

Guidelines for Post Accident Reviews

Post Accident Reviews may consist of representatives from the Safety Committee, Campus Safety, and the vehicle operators Department. The review will consist of whatever information is available for the accident review.

The following guidelines are not all-inclusive, but are provided to assist with accident reviews:

1. Struck in Rear by Other Vehicle
Preventable if:
 - a. Driver was passing slower traffic near an intersection and had to make sudden stop.
 - b. Driver made sudden stop to park, load or unload.
 - c. Driver's vehicle was improperly parked.
 - d. Driver rolled back into vehicle behind.

2. Struck While Parked
Preventable if:
 - a. Vehicle was parked in no parking or standing zone.
 - b. Vehicle was improperly parked or created a traffic hazard.

3. Accidents at Intersection
Preventable if:
 - a. Driver failed to control speed so that he could stop within available sight distance.
 - b. Driver failed to check cross-traffic and wait for it to clear before entering intersection.
 - c. Driver pulled out from side street in the face of oncoming traffic.
 - d. Driver collided with person, vehicle or object while making right or left turn.
 - e. Driver, going straight through an intersection, collided with another vehicle making a turn.

4. Striking Other Vehicle in Rear
Preventable if:
 - a. Driver failed to maintain safe following distance and have vehicle under control.
 - b. Driver failed to keep alert to traffic conditions and note slow-down, including weather conditions.
 - c. Driver failed to ascertain whether vehicle ahead was moving.
 - d. Driver misjudged rate of overtaking.
 - e. Driver came too close before pulling out to pass.
 - f. Driver failed to wait for car ahead to move into the clear before starting up.
 - g. Driver failed to leave sufficient room for passing vehicle to get safely back in line.

5. Sideswipe and Head-On Collisions
Preventable if:
 - a. Driver was not entirely in the proper lane of travel.
 - b. Driver did not pull to the right and slow down and stop for vehicle encroaching on own lane of travel when such action could have been taken without additional danger.

6. Squeeze Plays and Shutouts
Preventable if:
 - a. Driver failed to yield right of way to avoid an accident.

7. Backing Accident
Preventable if:
 - a. Driver backed vehicle, causing accident, when such backing could have been avoided.
 - b. Driver failed to get out of vehicle and check proposed path of backward travel.
 - c. Driver failed to use a "spotter" if driver was in a position where the mirrors failed to show the hazard.

8. Accidents Involving Streetcar or Train
Preventable if:
 - a. Driver attempted to cross tracks directly ahead of train or streetcar.
 - b. Driver ran into side of train or streetcar.
 - c. Driver stopped on or parked too close to tracks.

9. Accidents While Passing

Preventable if:

- a. Driver passed when view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- b. Driver attempted to pass in the face of closely approaching traffic.
- c. Driver failed to warn the driver of the vehicle being passed.
- d. Driver failed to signal change of lanes.
- e. Driver pulled out in front of other traffic overtaking from rear.
- f. Driver cut-in short returning to right lane.

10. Accidents While Being Passed

Preventable if:

- a. Driver failed to stay in own lane, or hold or reduce speed to permit safe passing.

11. Accidents While Entering Traffic Stream

Preventable if:

- a. Driver failed to signal when pulling out from curb.
- b. Driver failed to check traffic before pulling out from curb.
- c. Driver failed to look back to check traffic if driver was in position where mirrors did not show traffic conditions.
- d. Driver attempted to pull out in a manner which forced other vehicle(s) to change speed or direction.
- e. Driver failed to make full stop before entering from side street, alley or driveway.
- f. Driver failed to make full stop before crossing sidewalk.
- g. Driver failed to yield right of way to approaching traffic.

12. Pedestrian Accidents

Preventable if:

- a. Driver did not reduce speed in area of heavy pedestrian traffic.
- b. Driver was not prepared to stop.
- c. Driver failed to yield right of way to pedestrian.

13. Mechanical Defects Accident

Preventable if:

- a. Defect was of a type which driver should have detected in making pre-trip or enroute inspection of vehicle.
- b. Defect was a type which driver should have detected during the normal operation of the vehicle.

14. All Types of Accidents

Preventable if:

- a. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.
- b. Driver failed to control speed to be able to stop within assured clear distance.
- c. Driver misjudged available clearance.
- d. Driver failed to yield right of way to avoid accident.
- e. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.
- f. Driver was in violation of company operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinances.

Once the Post Accident Review Committee has made a determination as to the cause and preventability of an accident, they will forward their findings as indicated below for appropriate action:

- Employee: Human Resources & vehicle operators' Supervisor
- Student: Office of Student Affairs

**SKIDMORE COLLEGE
Insurance Information**

College's Insurance Broker:



35 Waterview Blvd.
Parsippany, NJ 07054
Telephone : (973) 939-3600 Fax: (973) 939-3796

College's Insurance Carrier:



A Member of the Tokio Marine Group

Business Automobile Policy # PHPK873792

Philadelphia Insurance Companies
231 St. Asaph's Rd.,
Suite 100
Bala Cynwyd, PA 19004-0950
Telephone: 1.800.873.4552