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.
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 on either public or private property. 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 periodically.

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.

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

College owned, leased or rented vehicles are only to be used in the performance of officially authorized College business, unless otherwise designated. 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.

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 through the College’s insurance agent. Campus Safety will then review the MVR to grant authorization to drive.

All MVR and driver records will be maintain 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 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.

- Agree to operate College motor 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.)

- Seat belts must be used by drivers and passengers, when provided in a motor vehicle.

- The payment of all driver related traffic violations and citations will be the sole responsibility of the driver.

- Report any change in license status (e.g., convictions, if your license has been suspended or revoked) to your supervisor immediately. The College reserves the right to suspend an employee or student’s privilege to operate a College vehicle at any time.

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 involving an Unauthorized Driver. The Department will be expected to pay the deductible amount for any insurance claim that may arise.

- The Campus Safety Department 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 the Campus Safety Department prior to driving a College Vehicle.

D. No one will be allowed to drive for Skidmore College with a “probationary”, “court-restricted”, “junior”, or international license.

E. All drivers who wish to drive a 15-passenger van (owned, leased or rented) must complete the College’s 15-Passenger Van Safety Training and sign a Van Safety Acknowledgement Form.

F. To be authorized to drive for the College, the following criteria will be applied:

NOTE-THESE VIOLATIONS MUST BE CONVICTIONS

Driving privileges will be denied 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.

As well as the following:

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

or

No more than two (2) driver-at-fault accidents in the past three years.
No more than one (1) moving violation plus two (2) safety belt violations within the past three years.

or
No more than one (1) driver-at-fault accident plus two (2) other violations in the past three years.

V. 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 located in all College owned vehicle glove boxes or available at Campus Safety.

- Notify your Department of the accident as soon as possible.

- Notify the Campus Safety (5566 on-campus, 580-5566 off-campus) of your name, location, and other pertinent information if the accident occurs on Skidmore College property.

- 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

All accidents will undergo a Post Accident Review to determine the cause and preventability of an accident. A Post Accident Review Committee, which may consist of representatives from the Safety Committee, Campus Safety, and the vehicle operators Department or Student Affairs. The Committee will use the Post Accident Review Guidelines (attached) as evaluation criteria.
Once the Committee has made a determination as to cause and preventability, they will forward their findings and recommendation 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. 15 Passenger Van Safety Policy

A. Introduction
The purpose of the Skidmore College Policy on 15 Passengers Vans is to define basic guidelines and responsibilities for driving a College-owned, leased or rented 15 Passenger Van.
Skidmore College wishes to ensure that any individual driving a 15 Passenger Van possesses the ability to drive safely and assume responsibility for their passengers and vehicle.

B. Scope
This policy shall apply to all College personnel (including faculty, staff, and student).

C. Background
On April 11, 2001, The Chronicle of Higher Education reported “a federal agency was cautioning colleges…” against carrying large groups of passengers in midsize vans.”
The Federal Agency is the National Highway Traffic Safety Administration (NHTSA). Concerning 15 Passenger Vans, they issued a “Research Note” and “Consumer Advisory” with a “cautionary warning” that 15 Passenger Vans are more likely to rollover.

Vans are usually informally classified as minivans, cargo vans, and full-size vans. A 15 Passenger Van is essentially a cargo van fitted with windows, as well as additional seating to raise the capacity to 13 passengers in the rear seats, one in the front passenger seat and one driver. Drivers of vans larger than 15 Passenger, are required by Federal and State laws to carry a “commercial driver’s license” (CDL), with “school bus” endorsement, but presently, drivers of 15 Passenger Vans need only a valid driver’s license.

In response to the NHTSA findings, colleges are implementing a wide range of changes including the following:
- banning the vans (and hiring buses as substitutes)
- e.g. The University of Indiana has ordered all 12 and 15 Passenger Vans parked and eliminated from the fleet. That size of van may be used for cargo only if it can seat no more than six people.
- splitting large groups, which were to ride in one van, into smaller groups across a number of vans
- removing the last seat in the vans
- phasing out larger vans
- restricting the distance of travel (range)

\footnote{Stephens, Larry, \textit{Vans}, Director of Risk Management, Indiana University, URMIA Report, March-April 2001, p.9}
restricting driving to coaches and faculty members
requiring driving or van safety training
requiring professional drivers
contracting out bus services
prohibiting travel in vans by minors

The downside to the proposed changes is increased costs for transportation and driver training. Restricting the number of passengers by rule or by reconfiguring the seats can increase the possibility of flying cargo as cargo is substituted for people. The reduction also places more vehicles on the road, which may lead to an increased likelihood of an accident. It is not clear if any of these proposed changes would lead to increased safety.²

At the same time, it has noted that van rollovers has declined since the Educational and Institutional Insurance Administrator’s member institutions began implementing van driver training programs, motor vehicle record reviews, and checks for valid driver’s licenses.³

D. Components of the Skidmore College Van Driver Safety Program

1. All van drivers must possess a current valid US Driver’s License and have completed a “Driver Authorization Application”, which has been accepted in accordance with the Motor Vehicle Policy.

2. Drivers of College owned 15 Passenger Vans shall be employees of the Transportation Department who possess a Commercial Driver’s License (CDL) with a Passenger (P) Endorsement.

3. Drivers of College leased or rented 15 Passenger Vans must be approved College personnel and be at least 18 years of age (unless otherwise specified by the Rental Agency).

4. Drivers must complete a mandatory 15 Passenger Van Safety Training program that includes a video (covering: van characteristics, pre-trip inspection, safety belts, cushion of safety, scanning, blink spots and backing), response book and on-line testing.

5. Each department shall appoint a Representative to review the list of approved drivers and ensure compliance with the Motor Vehicle Policy and 15 Passenger Van Training requirements. The criteria for driver approval includes:
   - Possess a current valid US Driver’s License
   - Have completed a Driver Authorization Application and been accepted in accordance with the Motor Vehicle Policy
   - Complete the 15 Passenger Van Safety Training
   - Sign the 15 Passenger Van Safety Acknowledgement Form (Attached)

²Umberger, Norm, PE, Van Safety-Another Perspective, St. Mary’s College of Maryland, URMIA Report, p.6.
³Deger, Larry, 12 and 15 Passenger Vans, EIIA, URMIA Report, p.3.
6. Daily inspection shall be carried out and documented on all 15 Passenger Vans prior to operation, and include:
   - Tire pressure check and adjustment
   - Fluid leaks (e.g., gas odor, fluid under vehicle)
   - Registration, insurance card, and accident report kit

   - All emergency and safety equipment including:
     i. Wipers
     ii. Lights
     iii. Horn
     iv. Windshield solvent
     v. Flashers
     vi. Mirrors and reflectors
     vii. Parking Brake
     viii. First Aid kit and fire extinguisher
     ix. Emergency Reflector Triangles

   All necessary repairs should be performed before the van is used.

7. In College owned 15 Passenger Vans, the College fleet mechanic(s) will review the condition of the brakes and tires and the vehicles suspension system every 3000 miles (to coincide with oil changes), as part of a documented vehicle maintenance program.

8. Skidmore College Departments requesting 15 Passenger Van driving services by the College Transportation Department should recognize that trips that are limited to a 100-Air Mile radius from Saratoga Springs.

9. Departmental trips involving 400 or more one-way miles should submit trip itineraries prior to the trip, to be reviewed by the Department Representative. Review will include route, and distance/time relationship. A minimum of one qualified driver per 400 miles of driving must be identified, with a two-driver minimum for any trip of 400 miles or more. Layovers are required in the event of adverse weather and unsafe road conditions.

10. On long trips, the driver will periodically take a rest break, allowing time to walk around the vehicle and visually inspect the vehicle, including tires and lights. A fifteen minute break is suggested after each two hours of driving, offering a moment to perform these checks.

11. For long trips, a navigator should be assigned to assist each driver, and should stay awake while on duty. Approved drivers shall be rotated to reduce fatigue.

12. The College reserves the right to cancel a trip based upon:
   - A schedule that does not allow adequate rest for the driver
   - Bad weather

13. All van drivers and passengers shall be required to wear their seat belt while traveling in the van.
14. Cell phone use will comply with present New York State Law.

15. Drivers shall obey all speed limits and all traffic laws.

16. Vans shall be properly loaded. There should be no more than 10 adult passengers. Manufacturer’s instructions should be reviewed prior to trips by referring to the vehicle safety manual.

17. No equipment or gear will be placed on the roof or roof rack of the 15 Passenger Van because of the possibility that the center of gravity will be raised and increase the likelihood of a rollover.

18. No alcoholic beverages or illegal drugs shall be carried into the vehicles.

19. Use of tobacco products (smoking, snuff, chewing tobacco) is prohibited in the vehicles.

20. Do not give rides to strangers or hitchhikers.

21. Drivers will ensure that all interior and exterior lights are turned off and all doors and windows are locked when the van is parked, and that the vehicle is shut off while refueling.

22. Fines resulting from traffic or parking violations will be the obligation of the driver.
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, staff, and student) 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):

<table>
<thead>
<tr>
<th>NAME (exactly as it appears on driver’s license)</th>
<th>CAMPUS PHONE #</th>
<th>SOCIAL SECURITY #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HOME ADDRESS (address that appears on driver’s license)</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
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D/O/B    DEPARTMENT OR DEPARTMENT SPONSOR

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**

The Committee for Post Accident Reviews may consist of representatives from the Safety Committee, Campus Safety, and the vehicle operators Department.

The Committee will review whatever information is available to assist in 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.

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

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
College’s Insurance Broker:

GALLAGHER HIGHER EDUCATION PRACTICE
(A DIVISION OF ARTHUR J. GALLAGHER & CO. OF NEW JERSEY INC.)
1501 Hamburg Turnpike,
Wayne, New Jersey  07470-4720
Phone :  (973) 696-4600  Fax: (973) 696-8635

College’s Insurance Carrier:

THE HARTFORD
HARTFORD PLAZA C-2-45
HARTFORD, CT  06115-1708
PHONE:  (860) 547-5639
FAX:  (860) 547-6004

Business Automobile Policy # 13UENUH5610
College personnel who may, for any reason, need to drive a College owned, rented or leased vehicle for the purpose of transporting 10-15 passengers must complete the 15 Passenger Van Safety Training program and initial/sign this form.

### Acknowledgment of the possible risk associated with operating a 15 Passenger Van

1. 15 Passenger Vans have a rollover risk similar to other light trucks and vans.

2. The risk of rollover increases dramatically as the number of occupants is increased from fewer than five to more than ten. Vans should be loaded according to manufacturer’s recommendations.

3. The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward causing the likelihood of rollover.

4. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.

5. The weight of the van when fully occupied requires additional stopping distance.

6. The width of the van allows for less lane room.

7. The length of the van increases distance needed for making turns, changing lanes, backing.

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I have read and understood the possible risk involved while operating a 15 Passenger Van.  

_______ (Initials)  

I am aware the handling characteristics of a 15 Passenger Van may change dramatically, especially when fully loaded. Extra caution is required when operating this vehicle.  

_______ (Initials)  

The wearing of seatbelts by the operator and passengers are mandatory at all times.  

_______ (Initials)  

I have completed the required *GuideOne’s, Coaching The Van Driver II* (15 Passenger Van Training) Video, Response Book & ON-Line Training Session.  

_______ (Initials)

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Operator’s Name: ________________________________  Department: _____________________  

Operator’s Signature: _____________________________  Date: __________________