Driving Policy Statement

In certain circumstances, Sweet Briar staff or faculty may be asked to drive themselves and/or students in order to conduct College business. We expect ALL drivers to operate vehicles with utmost care and responsibility for themselves, their passengers and other drivers on the road. The outlined procedures are common sense guidance for maintaining a safe environment for each other. In order to operate an owned, rented or leased vehicle in the line of employment all drivers must have a motor vehicle record check at least annually. We ask for signed releases whenever you drive for the College in order to assure understanding of these shared responsibilities. Please read these procedures carefully and address any questions to the Office of Human Resources, 434-381-6510.

Responsible driving habit examples:

- Require someone to be awake in the front seat with the driver on long trips
- Take a break for 15 minutes after every 3 hours of driving
- Do not drive in bad weather
- Obey all laws, signs and speed limits
- Drive with courtesy
- Driver should not use cell phone unless pulled over, stopped in a safe location
- Limit distractions
- Use outside mirrors
- Don’t tailgate

Driving Approval

- Provide needed authorization to Human Resources to obtain necessary motor vehicle report.
- Motor vehicle report is provided to Human Resources to submit to insurance company
- If an individual needs to drive any 12 or 15 passenger van for SBC business, the individual must complete van certification. The certification must be arranged with the Department of Campus Safety. The certification must be renewed every other year.
- In order to drive any 15 passenger van, the primary driver must be employed by Sweet Briar College as a staff or faculty member and at least 21 years of age with a minimum 5 years of driving experience. The secondary driver of a 15 passenger van, with the faculty of staff member in the passenger seat, must be at least 21 years of age with a minimum of 5 years of driving experience and have a valid Department of Campus Safety certification.
Sweet Briar College
Procedures for Driving as part of College Business

Purpose
To provide reasonable assurance that all students, faculty, staff and volunteers who operate Sweet Briar College vehicles for the purpose of conducting college business possess a valid driver's license, meet the College's insurance underwriter's minimum qualifications, and to minimize the College's liability in accidents.

Policy Definition
A College driver is a person who operates a College owned, rented or leased vehicle. A College vehicle is one that is owned, rented, or leased in the name of the College.

Minimum Qualifications
1. All drivers must have a valid driver license. (No probationary or provisional licenses). All Drivers must be at least 19 years old with a minimum of three years driving experience to operate a vehicle unless approved by the College's Insurance Underwriter. Rental agency policies may differ from Sweet Briar.
2. In general, a satisfactory driving record has no more than three (3) moving violations during the last five (5) years. Insurance Underwriter will make final determination
3. A driver convicted (in the past five years) of any of the following will be disqualified from further driving consideration:
   - Operating a vehicle during a period of suspension or revocation
   - Reckless driving
   - Hit and Run
   - Failure to report an accident
   - Passing a school bus that is stopped for the purpose of taking on or discharging passengers while safety devices are on (flashing red lights, ' crossing arm, etc.)
   - Driving under the influence or Driving while impaired

4. As an employee driving a College vehicle, you are responsible for maintaining, in good standing, your driver's license needed to perform your job. The motor vehicle records of all persons who drive a College vehicle will be examined at least annually. Records shall be confidential. If during this examination an employee's or student driver's record becomes unsatisfactory, the supervisor will be notified and the individual will not be permitted to drive a College vehicle until their record becomes satisfactory. If at any time your license becomes suspended or revoked by DMV, you must not drive a College vehicle until the license is reinstated and you must notify your supervisor or department chair immediately. Anyone who drives a College vehicle while her/his license is suspended or revoked may be disciplined up to and including revocation of College driving privileges or termination.

5. Employees that are required to drive a College vehicle as a condition of employment (i.e. Campus Safety, Physical Plant) may be terminated if driving record is unsatisfactory.

6. All drivers that drive College owned, leased or rented 12 or 15 passenger vans must successfully complete the College's Van Certification course. An authorization card will be issued upon successful completion of the course. A Van Certification Course schedule is maintained on LibCal for scheduling and registration. If you have questions, please email campussafety@sbc.edu.
Drivers of College Vehicles
If in the course of employment, you have to drive a College vehicle and you have a valid license you must contact Human Resources for a Motor Vehicle Record Check. Riskaware will email you a link to authorize the check. Your driving record will be requested at that time. A minimum of 10 business days is required for the request and approval of the driving record prior to the anticipated driving date. You will be notified once record is approved.

Group travel
If a trip exceeds 300 miles in driving distance, it is recommended a second authorized driver accompany the trip. If multiple vehicles are traveling together select a trip leader and she/he shall set the pace ... no other SBC vehicle shall pass. Allow for safe distance between vehicles (remember 3 second rule) and each vehicle should be supplied with directions.

Passengers
It is the responsibility of all users of College vehicles to reduce the College’s potential liability by limiting College passengers to employees, students, or guests of the College who are on official business. A guest is a person invited by a College employee and is over the age of 17. College employees may have guest(s); spouse or children accompany them while traveling on official College business or while driving a College assigned vehicle. However, the College assumes no liability for the transportation of anyone except employees and students.

College insurance
Covers faculty, staff, students and volunteers while driving College owned, leased or rented vehicles. When employees operate their own vehicles while on college business, their insurance company will be considered primary insurer with the College’s coverage being secondary. Hence, we encourage all employees to utilize the colleges’ rental car programs or fleet vehicles.

Safety Belt Policy
To ensure the safety of all College faculty, staff and students, safety belts should be worn at all times by all driver/passengers. This also applies to the operation of privately owned vehicles used while conducting College business. The driver of the vehicle is responsible for ensuring compliance by all occupants of the vehicle.

General Information
1. SBC vans should be utilized for distances in excess of 500 mile radius of campus without prior approval by the Vice President for Finance, Operations, and Auxiliary Enterprises.
2. Vehicle operators are expected to obey all traffic laws and otherwise exercise due care in the operation of the vehicle.
3. Particular care should be used when operating/backing a College van or truck. Objects, including compact cars, are often difficult to see in rearview mirrors.
4. Passengers/Cargo should load from front to back.
5. Drivers must check out a van at the Department of Campus Safety located in the Wailes building of the Conference Center. All drivers must present a valid driver’s license and a Van Authorization Card before receiving the vehicle keys. Only the driver(s) who signs for the vehicle may drive: if two or more persons intend to drive, each must present a valid driver’s license at the Department of Safety.
6. Drivers are responsible for performing a pre-trip maintenance check of the College owned vehicles. Pre-Trip maintenance check is required so the driver has assessed condition of vehicle
before departing. Pre-trip check should include an evaluation of the exterior, tires, windows, safety devices, lights, wipers to facilitate a safe trip. College Vans are parked in the motor pool area at former Bistro parking lot. All vans must be returned there after use.

7. All drivers are responsible to maintain a clean vehicle interior. Each SBC van is equipped with a resource bucket containing accessories to keep the vehicle clean and litter free.

8. Reports of unsafe driving of Sweet Briar College vehicles will be investigated by a Sweet Briar College Campus Safety Officer. If the report is confirmed, the driver may have his/her driving privileges revoked. The driver is responsible for any parking or moving violations incurred while using a Sweet Briar College vehicle. The driver's department will be responsible for the insurance deductible in the 'event of an accident.

9. A list of passengers (including driver) should be left with the Department of Campus Safety for all off campus events.

10. Drivers are expected to use common sense if inclement weather is occurring or predicted. The Department of Campus Safety reserves the right to cancel vehicle usage due to inclement weather. If inclement weather cancels school, all extracurricular programs involving SBC vehicles will be canceled.

Reserving a Rental Vehicle
An employee traveling to a college related activity using a rental vehicle must do the following

1. Hold a Valid License and meet SBC minimum qualifications as well as rental company qualifications.

2. Rental Company will not process a reservation without a completed online reservation. This information can be accessed at https://sbc.edu/business-office/. Employees are responsible to adhere to the policies and procedures as outlined in the College's Rental Agreement with Rental Company.

3. If carrying other passengers, a passenger list and destination itinerary must be left with Campus Safety before departure (for emergency contact info). You may also use your Fax Reservation Sheet if no additional passengers are traveling with you.

4. If renting a 12 or 15 passenger van, driver(s) must have successful completed the van certification course.

Vehicle Accident Procedure
1. Stop immediately use common sense if moving a vehicle and await instructions from emergency dispatch.


3. Secure names, phone numbers, addresses of other drivers, witnesses, injured persons.

4. Secure make, model, and license numbers of all cars involved.

5. Make rough drawing of scene or use cell phone to take photos showing positions of cars and other details.

6. Secure name of Insurance Company and policy numbers of each vehicle involved.

7. Fill out and submit an Accident Report (found in vehicle binder) to the Department of Campus Safety.

8. Explain accident to authorities- stick with the facts and leave out opinions.

9. Call Campus Safety to notify; ext.6144 on campus and 1-434-381-6144 if off campus. In the event of severe injuries have names and status of those hurt so appropriate departments can be contacted.

10. Make sure to get copy of accident report from police or phone number to call to obtain report.