



# Rhode Island School of Design Fleet Safety Policy

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## APPENDIX A: MOTOR VEHICLE REPORT RELEASE

## **1.0 Vehicle Safety Policy**

The RISD Fleet Safety Policy is intended to promote maximum safety for all drivers and passengers of RISD owned/leased vehicles by minimizing accidents and injuries resulting from vehicle incidents, eliminating the operation of unsafe vehicles, providing adequate training to all RISD drivers and defining clear lines of responsibility for fleet safety.

The Policy is administered by the Office of Risk Management under the direction of the Fleet Safety Committee (FSC) and with the guidance of the College's Fire/Life Safety Committee.

## **2.0 Definitions**

### **Authorized Driver -**

In order to be an authorized driver, individuals must be approved based on the criteria outlined within the RISD Fleet Safety Policy.

### **Motor Vehicle Record (MVR) -**

A Motor Vehicle Record, or MVR, details an individual's past driving history based on violations and accidents over a predetermined period. MVR's are reviewed annually as part of the Fleet Safety Policy implementation.

**Probationary Period-** Any driver with blemishes on their MVR that are not serious enough to warrant revocation of their driving privileges or involved in multiple accidents may be placed on driving probation by the college. The probationary period will vary depending on the severity of the infractions. If a driver on probation does not incur any additional infractions during their probationary period driving privileges will be restored. If a driver has additional infractions during their probationary period the driver may lose their driving privileges and be subject to section 4.3 of this policy.

## **3.0 Roles and Responsibilities**

Each RISD employee and student driver has a designated role in the RISD Fleet Safety Policy. Any questions regarding specific roles should be addressed to the Office of Risk Management.

### **3.1 RISD Fleet Safety Committee**

This committee will be comprised of representatives of Public Safety, Risk Management and EHS. The group will meet periodically to discuss policy, review incidents/accidents, and generally monitor all aspects of the RISD Fleet Safety Policy.

Other responsibilities include:

- a. Review data on RISD vehicle accident experience, as compiled by the Office of Risk Management.
- b. Provide data on accident experience, causes and corrective measures as guidance to drivers and supervisors.
- c. Determine qualification status of drivers with questionable accident or violation experience as outlined in section 4.4. Public Safety, Risk and EHS will meet to discuss revoking College driving privileges when necessary because of adverse accident or violation experience, falsification of records, repeated failure to abide by regulations, or other reasons based upon judgment of the committee.
- d. Monitor progress of the vehicle accident prevention plan.

### **3.2 Risk Management Fleet Safety Administrator**

The Risk Management Analyst will provide administrative oversight for the Fleet Safety Policy. Duties of this position include:

- a. Maintain a current listing of RISD Authorized Drivers and college owned vehicles.
- b. Communicate all new policies and guidelines to departments.
- c. Report and follow up on all accident claims with insurance company.

### **3.3 Other Responsibilities**

- a. Public Safety will investigate accidents involving RISD vehicles.
- b. The FSC will investigate incidents of non-compliance with guidelines.
- c. The FSC may deauthorize drivers as established by the guidelines.
- d. Supervisors will notify the FSC of any changes in employee driving responsibilities or if made aware of an employee who's right to drive a vehicle has been rescinded.

### **3.4 RISD Employees and Student Drivers**

- a. Operate RISD vehicles only after being authorized.
- b. Operate vehicles according to the Fleet Safety Policy requirements.
- c. Report vehicle defects to supervisor
- d. Report all accidents which occur in a RISD owned vehicle to immediate supervisor and Public Safety.
- e. Immediately **report changes in driving status to your supervisor.**

## 4.0 Fleet Driver Qualification

It is a privilege, not a right, to drive a vehicle for the College. Anyone wishing to drive a RISD-owned or leased vehicle must first become a “Qualified Fleet Policy Driver.” Supervisors are responsible to ensure that all subordinates with RISD business driving duties have responsibilities outlined in their job description and are “qualified” to drive, in accordance with RISD requirements. In order to be a Qualified Fleet Policy Driver, individuals must be approved utilizing the criteria outlined in this section.

### 4.1 Qualification Requirements - Qualified Fleet Policy Driver

In order to meet the requirements of a Qualified RISD Fleet Policy Driver, participants must meet the following criteria:

- Must be at least 19 years of age and possess a valid United States or Canadian license to drive.
- Must meet MVR Review Criteria established for employees and students as described in this section.
- Must follow appropriate procedures when renting or leasing vehicles for RISD business or sponsored activities.
- Must comply with all requirements set forth in the RISD Fleet Safety Policy.
- All employee’s and student’s must complete the RISD approved online drivers training course if driving a RISD owned vehicle for any reason. The College has the discretion to have employees or students take a refresher course at any time.
- Public Safety Officers as a condition of their employment must successfully complete a driver’s training course as part of their training process.

### 4.2 MVR Review Frequency

All RISD Fleet Policy Drivers must meet defined driving eligibility expectations as required for their particular job duties. Since driving eligibility is subject to change (without RISD notice) throughout the course of any given time, an MVR may be requested at any time. At a minimum, MVR’s will be reviewed for each Fleet Policy Driver at the following intervals:

- **As a condition of employment or placement in a driving position** – No RISD employees or students should be asked to drive on college business until their experience has been investigated via an MVR check.
- **After an accident happens or motorist observation report is received** – RISD will obtain an MVR following any significant accident or after a report of serious misbehavior has been received to see if there has been a recent change in behavior by the driver.
- **As part of a periodic review** – As part of an ongoing program to re-verify the qualifications of existing drivers, an MVR will be run annually for all RISD drivers and reviewed to determine if remedial training or other action is necessary, including removal or restriction of driving responsibilities.

### 4.3 Motor Vehicle Record Evaluation Criteria

#### Types of Violations

##### **Type A**

Includes Driving While Intoxicated (DWI), Driving Under the Influence (DUI), Operating While Intoxicated (OWI), Operating Under the Influence, (OUI), refusing a substance test, reckless driving, homicide, negligent homicide, or involuntary manslaughter by vehicle, hit & run, eluding a Police Officer, any felony, drag racing, license suspension, driving while license is suspended, and comparable violations.

##### **Type B**

Includes all at-fault vehicle accidents other than those listed in Type A, and speeding violations of 20 miles per hour or more over the posted speed limit.

##### **Type C**

Includes all moving violations not classified as Type A or Type B (speeding under 20 miles per hour or less over the posted limit, improper lane change, failure to yield, running red lights or stoplights, etc.).

#### **Employee Drivers**

**If an employee has been convicted of or involved in the following violations, the driver will no longer have an Acceptable MVR and will either be placed on driving probation or have RISD driving privileges revoked.**

One or more Type A Violations in the preceding 36 months, or  
Two or more Type B Violations in the preceding 36 months, or  
Three or more Type C Violations in the preceding 36 months, or  
One Type B Violation and two Type C Violations in the preceding 36 months.

An employee may be placed on probation up to two times during a 36 month period. A probationary period varies depending upon circumstances. Any violations of any type during a probationary period, will lead to the immediate revocation of driving privileges. Driving privileges will be restored if at the conclusion of the probationary period the driver's MVR comes back with no new violations.

An employee who has had their driving privileges revoked may apply for reinstatement once they have an acceptable MVR record over a 36 month period.

In the event that an employee's driving privileges are subject to probation or revocation, the Director of Public Safety will notify the driver's supervisor as well as Human Resources.

If an employee for whom driving is an essential job function loses driving privileges, he or she may no longer be qualified to hold the position. If not, the employee will be eligible to apply for other, open positions at RISD for which driving is not an essential job function and for which he or she meets the required qualifications. There is no guarantee that the employee will be selected for such a position or that employment will be sustained if such a position is not available.

### **Student Drivers' MVR**

A student who has been cited for or involved in the following violations will not have an acceptable MVR and will not be granted RISD driving privileges or will have such privileges revoked if they already have driving privileges:

One or more Type A or B, or 2 or more Type C Violations in the preceding 36 months.

## **5.0 Specialty Fleet Vehicle Qualification**

### **5.1 Qualified Van Driver**

In addition to the above listed requirements. Each driver requesting permission to drive a RISD-owned passenger van must be specifically authorized to do so through the Public Safety Department.

### **5.2 Student Drivers**

Students may drive the RISD owned passenger vans or a leased vehicle for RISD sponsored events, if they have a valid driver's license, their MVR check meets the requirements for authorized drivers and if they complete the online driver's training program.

Students should not be driving other students in their personal vehicles for RISD sponsored events or trips.

## **6.0 Personal or Leased/Rented Vehicles/zipcars Used for RISD Business**

### **6.1 Personal Vehicles Used for RISD Business-Insurance Coverage**

Employees who drive their own vehicles to conduct College business must follow all RISD vehicle safety policies and procedures.

**Insurance Coverage-** RISD's insurance provides **NO** physical damage coverage for damage to personal vehicles used on college business. It also does not cover theft or insurance deductibles. Your personal automobile liability insurance is your primary coverage when using your personal vehicle for college business. If your liability limits become exhausted following an accident, the college's insurance policy provides a second layer of excess liability coverage, provided the personal vehicle was used for approved

college business.

It is suggested that drivers using their personal vehicles for business purposes have auto insurance limits of liability of at least:

\$100,000 Bodily Injury coverage per person \$300,000 Bodily Injury coverage per accident \$100,000 Property Damage coverage per accident \$5,000 Medical Payments coverage per person

## **6.2 Lease and Rental Vehicle Driving**

When vehicles leased or rented from outside vendors are driven on RISD business, drivers must meet the same requirements noted above for those driving RISD-owned vehicles. Student organizations renting vehicles from outside vendors are required to do so through the college purchase order process to ensure compliance with these regulations.

- When renting a vehicle for RISD business the renter should always use their RISD Procurement Card.
- You should **deny insurance** on the rental vehicle; RISD's insurance will provide coverage.

## **6.3 zipcars**

Academic or other departments who on occasion must pick up supplies at local businesses or for other college purposes are encouraged to sign up for a department membership with zipcars. This will eliminate the need for employees to use their own vehicles for these purposes. Insurance is provided and information is available at [www.zipcar.com/risd/](http://www.zipcar.com/risd/).

## **6.4 Leased Vehicles (for International Travel)**

When vehicles are leased or rented from outside vendors for RISD business on an international trip the driver **should always** purchase the local auto liability insurance coverage.

Whether or not a student can drive on an international trip will be determined by the GPP office in conjunction with Risk Management on a case by case basis.

# **7.0 Operational Requirements & Safe Practices**

The goal of this policy is to protect the staff and students of the College who may be operating or riding as a passenger in a vehicle owned by the college. The following guidelines shall be adhered to:

## **7.1 All Vehicles (RISD-owned, leased, rented, or on loan):**

The operator of the motor vehicle must abide by all the rules and regulations of the road, in accordance with the Rhode Island Department of Motor Vehicles as well as local laws while driving in other jurisdictions. The driver of the vehicle is ultimately responsible for its safe operation.



The operator of the motor vehicle should make sure that prior to using a fleet vehicle that they check for new damage from the last time they used the vehicle. The operator should also make a safety check of the vehicle which should include testing the horn, lights, directionals, brakes, etc. When you return the vehicle to campus, also check for new damage and report any safety problems you have had with the vehicle to your supervisor. Supervisors should contact the Facilities Maintenance Mechanic who will inspect the vehicle and arrange to have the vehicle serviced.

- a. Seat belts are to be worn at all times when operating a RISD motor vehicle so equipped. These requirements apply to operations both on and off campus.
- b. Smoking is not allowed by anyone in a college owned, rented or leased vehicle.
- c. The maximum speed for operation of "RISD vehicles" shall not exceed the posted speed limits or driving characteristics of said motorized vehicle.
- d. All doors (cargo, tail and lift gates) shall be closed at all times when the vehicle is moving. Exception: *If the cargo of the vehicle is adequately secured or the material being placed in the vehicle cannot (because of size) be transported with the door or gate closed, then the material or equipment shall be secured in place and the proper warning flat, sign or tag must be affixed to the end of the equipment or material being transported.*
- e. No employee or student shall be permitted to ride unsecured (without a seat belt) in a RISD vehicle so equipped at any time while the vehicle is in motion. Sitting or standing in the back of a van, delivery vehicle, pick-up, dump truck or similar is not acceptable.
- f. Operators of RISD vehicles shall not drive if:
  - i. they are under the influence of alcohol or drugs.
  - ii. they are taking medications that contain antihistamines or alcohol which may cause drowsiness or impaired judgment.
  - iii. they are wearing ear phones or other items that would prevent the operators from being able to hear horns, pedestrians, sirens or other vehicles that may be approaching.
  - iv. the vehicle they are operating contains a number of occupants that exceed the recommended safe operating capacity;
  - v. their license has been suspended, revoked or expired;
  - vi. their license has restrictions. **These limitations must be reported to the**

**supervisor as soon as possible.**

- g. Operators of the vehicles shall remove their keys from the ignition when the vehicle is not occupied by a College employee or other authorized person and shall lock the vehicle whenever they leave.
- h. Cell phone use is not allowed while driving on RISD Business, or while driving a RISD owned or leased vehicle. If you must make or take a call pull over to a safe spot to do so. Texting is never allowed while a vehicle is in motion, including hands-free phone technology. **Research has shown that use of hands-free technology does not reduce the risk of cognitive distraction from those using hand-held devices.** There are **NO** exceptions.

## **7.2 Passenger Vans**

In addition to the above requirements, drivers and passengers of vans are required to follow the additional requirements:

- a. Only Authorized Van Drivers are permitted to drive a passenger van at any time.
- b. The driver's state issued driver's license must be in their possession at all times when operating the van.
- c. The van driver and all passengers must wear seatbelts at all times when the vehicle is in motion.
- d. Front seat passengers are required to act in an assistant capacity to help with navigation and other non-driving duties, such as responding to other passengers needs for assistance.
- e. Maximum passenger load is dependent upon the number of seat belts in each vehicle.

## **8.0 Accident Reporting**

Drivers must report all accidents involving RISD vehicles to the local law enforcement agency and to their supervisor. Supervisors must ensure that a completed Vehicle Accident Report is completed by Public Safety.

### **8.1 Vehicle Accident Procedures**

In the event an employee is involved in an automobile accident while in a college vehicle or while on college business, the following procedures should be followed:

- a. Stop immediately and contact the appropriate law enforcement agency.
- b. Call 911 if anyone is injured or requires immediate medical attention.
- c. Do not leave the accident scene until an accident report has been completed by the law enforcement agency.

- d. Take necessary precautions to protect the accident scene. Vehicles should not be moved until after the police arrive unless they present a safety hazard.
- e. Obtain name, address, and phone number of the other driver and witnesses. Also obtain other driver's insurance information.
- f. Cooperate fully with the investigating law enforcement officer.
- g. Obtain the name of the investigating officer and law enforcement agency. Ask for the report case number.
- h. Do not discuss the details of the accident with others at the scene.
- i. Do not admit liability or fault, make offers, or agree to settlement on behalf of RISD. It is important that such admissions and decisions be reserved for the insurance carriers.
- j. Do not sign any document other than those required by the law enforcement official.
- k. Remove keys and RISD property and lock the vehicle if the vehicle must be towed from the scene.
- l. As soon as practical an accident report must be filed with RISD Department of Public Safety.

If an employee involved in an automobile accident while operating a RISD vehicle is served a traffic ticket or legal papers naming them as a defendant in a lawsuit or criminal charge, the **employee must immediately notify his/her supervisor**. The supervisor is responsible for forwarding the information to Risk Management.

## **9.0 Transportation Contracts**

Transportation of passengers should be contracted to commercial charter operators whenever possible/practical.

### **9.1 Transportation Contract for Services**

A contract for services should be executed between RISD and the entity providing transportation services. The department executing the contract should thoroughly review the contract, understand its requirements, negotiate acceptable terms and conditions, and agree to be bound by the terms of the contract. The contract should request the transportation contractor indemnify and hold RISD harmless for incidents related to transportation services provided. **A copy of the contract must be forwarded to the Director of Procurement and to the Risk Manager for review before it is signed. The final document must be signed by a RISD employee with contract signature authority.**

The transportation contractor should agree to allow RISD or other reputable representative to inspect their operation, including safety records.

### **9.2 Transportation Contractor Selection**

When selecting a contractor to provide transportation services, the department should evaluate the following:

- a. Years in business
- b. Safety record
- c. Service provided
- d. Do they perform background checks on their employees
- e. reputation

### **9.3 Transportation Contractor Insurance Requirements**

Prior to performing services for RISD, the transportation contractor shall furnish the College with a Certificate of Insurance. The following are the minimum acceptable limits of coverage:

- a. Certificate of insurance must name RISD as an Additional Insured.
- b. The minimum limits of automobile liability recommended are \$5,000,000.
- c. Workers' compensation insurance with statutory limits is required.
- d. Insurance companies providing coverage must have an A.M. Best financial rating of A or better.
- e. Coverage shall be provided by an insurer licensed by the Insurance Commissioner to conduct business in the state of Rhode Island.
- f. Insurance policy must be endorsed to provide that the policy not be cancelled, non-renewed, changed or allowed to lapse for any reason without thirty (30) day written notice to RISD.

The Risk Management office can provide assistance with contract negotiation involving insurance terms and conditions.

### **10.0**

Any employee or student who receives a citation for any moving violation will be personally responsible for payment of the citation. In addition employees and students may be held personally responsible for parking tickets if warranted.

# Rhode Island School of Design

## DISCLOSURE AND AUTHORIZATION TO OBTAIN MOTOR VEHICLE REPORT INFORMATION

In connection with my potential and/or on-going employment with Rhode Island School of Design ("RISD"), I authorize RISD to request a Motor Vehicle Report (MVR) on me for employment purposes from an external reporting agency. Such reports will consist of information concerning my motor vehicle and driving history, including traffic citations. I understand that my motor vehicle and driving history records may reveal information as to my character, general reputation, personal characteristics, and/or mode of living.

I authorize any person, business entity, or governmental agency that may have information relevant to the above to disclose the same to RISD and external reporting agency. I authorize RISD to share such information with parties in interest who have a "need to know" such information in order to implement this policy, such as the Fleet Safety Committee, HR, Counsel and supervisors. RISD's external reporting agency does not sell or otherwise provide any of the information found in its background investigations to any party other than RISD.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any MVR of which I am the subject upon my written request to that reporting agency. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681 et. seq. I agree that this authorization shall remain valid for the duration of my employment with RISD. I certify that the information contained on this Authorization form is true and correct and that my application or employment may be terminated based on any false, omitted, or fraudulent information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### IDENTIFYING INFORMATION FOR REPORTING AGENCY

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Names Used \_\_\_\_\_ Years Used \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street /P. O. Box City State Zip Code County Dates

Former Address: \_\_\_\_\_  
Street /P. O. Box City State Zip Code County Dates

E-mail Address: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ \*Gender \_\_\_\_\_

\*Providing year of birth and gender is strictly voluntary. This information will enable us to properly identify you in the event we find adverse information during the course of a MVR search.