

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Vehicle Usage*

EFFECTIVE DATE: March 23, 1999; amended September 10, 2013, February 4, 2014, and October 20, 2015

BOARD POLICY REFERENCE: CJ

PURPOSE

Blinn has implemented restrictions on who may drive on Blinn business, whether driving a Blinn vehicle; his/her own vehicle, or a rented or borrowed vehicle.

AUTHORIZATION TO DRIVE ON BEHALF OF BLINN

Only employees specified by their respective Vice Chancellors are authorized to drive on Blinn business, even if using a personally owned vehicle. If required to drive on Blinn business, the employee must maintain a valid Texas Driver's License. To remain in a position that requires driving on behalf of Blinn, the employee must maintain a safe driving record, which means:

- No more than two accidents within the three years for which the employee is judged at fault by police or insurance investigators.
- No more than a combined total of three convictions for accidents and moving violations in the past three years.
- No convictions for driving while under the influence of alcohol and/or drugs or hit-and-run are permitted within the past five (5) years and not currently on related probation or other court restriction.
- No other violations deemed significant by the Executive Council.

The college will verify each employee's driving record upon employment (see **Exhibit A**) and annually thereafter at a minimum. If at any time the employee's record does not meet these requirements, the employee will be prohibited from driving on behalf of Blinn. If this is a necessary part of the employee's duties, it could result in disciplinary action, up to and including termination of employment.

RESTRICTED PERMISSION

Drivers of Blinn-owned vehicles are prohibited from granting others permission (excluding valet services or garages) to drive the vehicle at any time for any reason. This specifically includes other members of an employee's family. Animals, except service animals, are also restricted from Blinn vehicles. There shall be no personal use of a Blinn vehicle at any time except as authorized by the Board. Because only specified Blinn employees are authorized to drive Blinn insured vehicles, the employee will be held personally responsible for any damage to a Blinn-owned or leased vehicle when it is driven by an unauthorized driver or in an unauthorized manner.

USE OF BLINN VEHICLES

Employees using Blinn-owned vehicles must follow these additional rules:

- Vehicles are to be returned to the Physical Plant each day. Vehicles may not be taken home.
- Vehicles are to be operated in a safe manner and in accordance with all applicable laws and regulations.

- A Blinn vehicle is not to be used when the employee is under the influence of alcohol or drugs. Use of alcohol and/or drugs when operating the vehicle is specifically prohibited.
- A vehicle usage report must be completed and submitted whenever a college car is used.
- No other passengers may be carried in the vehicle during the course of business unless their occupancy is directly related to the College.
- Lap and shoulder belts are to be used by every driver and all passengers.
- No hitchhikers may be picked up at any time.
- All safety and pollution control equipment installed by the automobile manufacturer is to be maintained and used as intended.
- Use of tobacco products is strictly prohibited in all Blinn vehicles.
- Report needed maintenance upon return of vehicle.
- Blinn vehicles are not exempt from paying toll fees (Reimbursement for paid toll fees is available with receipt).
- Cell phone use (talking or texting), by the driver, is strictly prohibited in all Blinn vehicles, while the vehicle is in motion.

BUSINESS USE OF PERSONAL CAR

If the employee is not provided with an auto allowance but is authorized to use a personal vehicle for a specific business purpose, mileage will be reimbursed at the then current amount allowed by Blinn Travel Procedure, plus related parking charges and tolls.

If the employee is provided with a car allowance or uses a personal vehicle on a regular basis for Blinn College business, the employee must have at minimum, liability insurance coverage that is required by the State of Texas.

STUDENT DRIVERS

Students are not allowed to drive Blinn vehicles. The only exception is a student in the work program and employed by the college as a student worker. Student workers must meet all requirements listed in this procedure in order to operate a Blinn vehicle.

Students are not covered under Blinn College insurance while operating their personal vehicles.

RENTAL OF VEHICLES

When authorized to rent a vehicle, buy only physical damage coverage on the rent car.

ACCIDENTS

All accidents incurred while on Blinn business, no matter how minor, must be reported at once to the Director of Transportation, the local authorities, and the employee's supervisor.

Avoid discussion of an accident with anyone other than the police, the College's insurance carrier or a Blinn official. Do not volunteer any admission of wrongdoing or fault while at the scene of an accident. A thorough investigation will be conducted to determine all relevant factors involved with the accident. Do not sign anything other than a citation and/or police report.

Promptly complete and file a Blinn Vehicle Accident Report Form (a copy of this form is in the glove compartment of every Blinn vehicle, and extra copies are available from the Director of Transportation).

Get the other party's name, address, telephone number, car make, license number, and insurance coverage information.

No repair work is to be done until Blinn's Director of Transportation or the Vice Chancellor, Business and Finance/CFO gives proper authorization.

Immediately refer any legal papers served in connection with the accident to the Director of Transportation and the Vice Chancellor of Business and Finance/CFO.

REPORTING OF TRAFFIC VIOLATIONS AND ACCIDENTS

The employee who is on the authorized list is required to report all vehicular accidents, moving violations, and any violation that results in a conviction for driving while intoxicated or under the influence of drugs (whether incurred on the job or not) to the Director of Transportation within 72 hours of the accident or receiving the violation. Failure to report accidents and/or moving violations (including DWI or DUI) may result in disciplinary action, up to and including termination.

EMPLOYEE FINANCIAL RESPONSIBILITY

If the employee is driving a vehicle on Blinn business, is found to be at fault in an accident, and receives a parking ticket or moving violation ticket, the employee is responsible for:

- All damage done to the vehicle if it is personally owned, leased or rented; and
- All traffic or parking tickets issued.

Any Blinn employee involved in an auto accident while driving a Blinn vehicle is required to successfully complete a Defensive Driving course within ninety (90) days of the accident. If ticketed, this course may remove the violation from the employee's record. It will also improve the safety of the employee's driving practices and could reduce the premium charged on personal auto insurance. The employee pays all costs for the course. Failure to complete the course will prohibit the employee from driving a Blinn vehicle and the employee's vehicle on behalf of Blinn College.

BLINN COLLEGE

Driver Record Check

Name
(Print) _____

— (As appears on driver's license)

Texas Driver's License
Number _____

Date of
Birth _____

Expiration
Date _____

Social Security
Number _____

Type of
License _____

Class _____

Endorsement _____

Restrictions _____

Will be driving Blinn vehicles for:

Campus _____ Program or
Division _____

Authorization For Release of Information and Waiver

I hereby authorize any state or federal agency or political subdivision to furnish Blinn College any information relating to my driving record. This information will be used to assist Blinn College in determining my qualifications and fitness for driving college vehicles.

I hereby release any agency or political subdivision from any liability or damage which may result from furnishing information requested above. Further, I hereby expressly waive and release any special right of access I may have under any statutes or the common law to the information you furnish about me.

I hereby promise to notify Blinn College in writing within 10 working days of any change in my driving record (accidents, citations, etc.)

Driver's Name (signature)

Date

Address

City

State

Zip

Witness (signature)

Date

*Attach xerox copy of current driver's license.

cc: Personnel File
Revised 3/99

Exhibit A