



ASA COLLEGE MOTOR VEHICLE USE POLICY

GUIDELINES

ASA College shall develop a policy that ensures all employees or students who drive for ASA College business or activities have appropriate documentation of a license to drive and operate the vehicle. The policy shall require appropriate screening based on the nature of the driving requirements.

PURPOSE

To establish guidelines and a policy governing the use of ASA College vehicles and/or rental vehicles and for any employee or student driving for the purpose of college business or activity. *If an employee or student drives his/her own vehicle for college business or a college activity, then the individual assumes the risk for the vehicle and the college's automobile insurance is not responsible.*

ASA College employees and students may have work assignments or activities that involve driving a vehicle to accomplish college business. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on-the-job, ASA College has established this Motor Vehicle Use Policy which sets driving qualification standards for ASA drivers and requires training and other appropriate action for employees and students who fall outside those standards.

Specifically, this policy applies to all ASA College employees and students who drive on college business or activities regardless of frequency of driving. All employees and students of ASA College should be aware of this policy.

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

ASA College Vehicle: A vehicle purchased through ASA College funds or rented or leased using college funds for the purposes of this policy.

Driver's License: A state-issued U.S. license authorizing the bearer to drive a motor vehicle.

Rental Vehicle: A vehicle in which the use of the vehicle involves an agreement where a payment is made for the temporary use of the vehicle; which is owned by another person or company. The owner of the vehicle may be referred to as the lessor and the party paying to use the property as the lessee or renter.

Driver: The operator of a motor vehicle.

College Business or Activity: College business or activity is one in which an employee or student is eligible for reimbursement for travel expenses or a rental vehicle is paid for with college funds.

SCOPE

It is expected that all employees and students of ASA College who wish to use ASA College vehicles, institution-owned, rental vehicles or are providing their own vehicle for college business or activity usage should be appropriately licensed. ASA employees and students must have a valid license (as defined above) in their possession while operating a vehicle on College business or activity.

ASA College employees, who are approved to drive for College business or activity, as defined above, are required annually to complete the Driver Acknowledgement Form and file it with the Finance Department. Each year, starting on July 1 and prior to traveling for any College business or activity, the form must be updated and on file with the Finance Department to indicate that the employee has not had a change in his or her driving status or privileges.

Students driving for College business or activity must annually complete the Driver Acknowledgement Form. Driver Acknowledgement Forms will be forwarded to the Finance Department. Students driving for course travel are not eligible for reimbursement of expenses and do not fall under this policy.

It is recommended that students do a test drive with an employee/supervisor prior to driving a 15 passenger van for college business or activities.

GENERAL INFORMATION

- A. All ASA College vehicles used to provide services must be identified by visible exterior college markings or departmental markings.
- B. It is recommended that when operating on college property all college vehicles engage hazard when in motion.
- C. ASA vehicles must not park in handicap or 15 minute loading zones.

DRIVER QUALIFICATIONS

- A. All ASA College employees and students who travel for college business or activity, regardless of frequency of driving, shall have a valid driver's license.
- B. By signing the Driver Acknowledgement Form, drivers agree to:
 - Follow all state and federal traffic laws, including seatbelt laws. It is recommended that all passengers wear seat belts at all times regardless of whether it is required by law.
 - Drivers are not allowed to use cell phones while they are driving.
 - The use of alcohol while using the vehicle is prohibited.
 - Drivers who, under a doctor's order, are taking medications which may cause drowsiness should follow any safety precautions as indicated by their doctor or pharmacist.
 - Drivers are not to exceed maximum capacity seating in the vehicles used for transport.
 - It is the driver's responsibility to pay any tolls associated with their travel. While on college business, these tolls are reimbursed by the college. Any penalties for late payment of tolls are the responsibility of the employee or student, as are any speeding tickets, parking tickets, etc.

- C. Vehicle Inspection: ASA College is responsible for all vehicle maintenance to college owned vehicles. However, drivers are expected to inspect the vehicles before leaving campus for potential problems such as underinflated tires, available spares, mechanical problems such as lights or windshield wipers, turn signals, trash, vehicle damage, etc. If drivers have any concerns, they should contact Facilities Management at 718-534-0840. Drivers are required to clean the inside of the vehicle before returning keys, and fill the gas tank for rental vehicles.
- D. Roadside Emergencies: In case of an emergency, refer to the information in the glove compartment of a college owned vehicle as it pertains to your concern. Also, if the vehicle is damaged, was in an accident or fails to operate properly and is not drivable (leaving driver and passengers stranded) dial 911 from a cell phone. If a rented vehicle is involved, please refer to the information provided by the rental company regarding procedures for emergencies and accidents. **For all accidents, regardless of the vehicle involved, an automobile accident form ASA ATO ACCIDENT REPORT form has to be completed.**

DRIVER DISQUALIFICATIONS REVIEW

ASA employee or student who has had one of the following occurrences during the 24-month period preceding his/her driving for college business or activity, will be reviewed by the Finance and Facility Departments to determine if the driver is qualified to continue to drive for College business or activity. The following are situations that could disqualify a driver:

1. Accumulating more than 10 points on his or her driving record.
2. Receiving a citation (ticket) while driving a ASA College vehicle.
3. Having an "at fault" motor vehicle accident within the six (6) months preceding an assignment to drive on college business or activity.
4. Having been convicted of one of the following offenses preceding an assignment to drive on college business or activity:
 - Operating While Intoxicated (OWI) – alcohol and drugs
 - Leaving the scene of an accident
 - Refusal to take a chemical test for intoxication
 - Aggressive driving
 - Exceeding speed limit by more than 19 MPH.

If a driver has experienced any of the above situations, the employee or student must supply a copy of his/her Motor Vehicle Record along with the Driver Acknowledgement Form. The Finance and Facility Departments will review documentation to determine if a driver will be considered a disqualified driver.

If an employee or student is considered a disqualified driver, the Finance and Facility Departments will determine any corrective, preventative and/or educational measures that must be taken by the employee or the student. The measures specified may include, but are not limited to, the following: viewing a driver safety video, successfully completing an approved defensive driving course, and/or waiting a specified period of time before being permitted to again drive on college business. The determination of the measures to be required will be made by the college's Finance and Facility Departments and, as appropriate, Human Resources in consultation with the employee's departmental manager, or Director of Student Affairs, based on the specific citation and circumstances.

Based on the nature of the events leading to disqualified driver status, it may be determined that the disqualified driver may never again be permitted to drive a vehicle on ASA business or activity. Finance and Facility Departments and, as appropriate, Human Resources in consultation with the employee's departmental manager and/or Vice President, or Director of Student Affairs, will make the determination as to whether an individual will be permitted to ever drive again based on the facts of the situation.

Per College policy, an employee or student must provide a copy of his or her valid driver's license prior to driving. The Finance Department is responsible for collecting and maintaining copies of employees and students driving licenses. The Student Affairs Office is responsible for collecting copies of students' licenses.

An employee or student with a driver's license that is expired, suspended, or revoked is not permitted to drive on College business or activities until the license is reinstated. Employees and students who drive on College business or activities are to disclose any license expiration, suspension, or revocation to the Human Resources Office or Director of Student Affairs as applicable.

If an employee or student does not meet all driver qualifications, the employee or student will not be permitted to drive on college business or activity until the circumstances leading to the disqualification have been reviewed by the Finance and Facility Departments and the disqualified driver has satisfied the corrective, preventative and/or educational measures specified by them. The determination of the measures to be required will be made by the college's Finance and Facility Departments and, as appropriate, Human Resources in consultation with the employee's departmental manager and/or division Vice President, or Director of Student Affairs, based on the specific citation and circumstances.

RESPONSIBILITIES

Finance and Facility Departments, Human Resources, Departmental Supervisors and the Director of Student Affairs are all responsible for ensuring employees and students comply with the policy.

The Student Affairs Office will give general orientation to student groups and alert Business Services when to establish Alert Driver Training for a student. The Student Affairs Office is also responsible for the collection of copies of students' valid driver's licenses.

FORMS

- Driver Acknowledgement Form

POLICY QUESTIONS

Questions pertaining to this policy should be directed to your supervisor, Finance and Facility Departments. It is the responsibility of the Finance and Facility Departments in conjunction with President as needed, to update this policy.

Full Legal Name: _____
(Last, First, Middle Initial)

Signature: _____ Date: _____

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