Fleet Management Policy
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FLEET MANAGEMENT POLICY

Purpose
The operation of motor vehicles is a necessary part of your job at Bethel University. The operation of motor vehicles exposes the university to the risk of loss through injury to employees or the general public, damage to property and to the university’s reputation. Therefore, as a part of Bethel’s commitment to operate all aspects of the university in a safe and responsible manner, we have created the following Fleet Safety Policy.

The purpose of our fleet management policy is to promote safe driving and minimize exposure to vehicle accidents with university owned vehicles and the use of personal vehicles for business purposes. All employees driving vehicles for Bethel are required to follow the procedures outlined in this program.

Driver Expectations
Employees driving Bethel vehicles or personal vehicles for business purposes are expected to perform within the following expectations:

- The use of handheld or hands-free cell phones, or other devices that take attention away from the driving task, are prohibited when driving vehicles. Cell phone calls should be made prior to or at the completion of a trip. If a call must be made during a trip, drivers must pull into a safe location and stop before making the call. If the driver receives an incoming call while driving, they must allow the call to go to voicemail and return the call when stopped in a safe location.
- Seat belts must be properly worn by all drivers and passengers while the vehicle is in operation.
- Drivers will not operate a vehicle at any time when his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
- Extreme caution must be exercised when driving in severe weather conditions. If a driver has any doubt about the safety of travel, they must contact their supervisor or the Transportation & Fleet Specialist for guidance.
- Employees are responsible for all fines associated with moving violations or parking violations.
- Company owned vehicle can be used for business purposes only. Personal use of company vehicles is not permitted without prior management approval.
- Employees must promptly report accidents involving injuries or property damage of $1,000 or more to local law enforcement. All accidents must be reported to the Transportation Office. Collect appropriate information, including name, address, phone number, insurance information and driver’s license number for each person involved in the accident. An accident report form is provided in each vehicle for this purpose. This form and any other documentation must be submitted to the Transportation Office immediately, or on the first business day following the accident.
Driver Selection
All drivers of Bethel University owned or operated (rented, leased) vehicles must have a valid driver’s license appropriate for the type of vehicle they will be driving.

Bethel University checks the driving history of all applicants through the use of a Motor Vehicle Record (MVR) before they are granted driving privileges, and obtains an updated MVR for all current drivers on a regular basis—at least every 3 years, and more frequently for employees who drive more often.
- Applicants whose job requires operation of a company vehicle or personal vehicle for company business may be hired only on the condition of obtaining an acceptable Motor Vehicle Record (MVR). If the MVR proves to be unacceptable (refer to definition of unacceptable driving record), the conditional offer of employment will be withdrawn if driving a vehicle is an essential job duty.
- Current drivers who have unacceptable driving records at the time of review will be subject to disciplinary procedures (refer to definition of unacceptable driving record).

A list of authorized driver is maintained and updated annually, including the last date of an MVR for each driver. This approved drivers list is maintained by the Transportation Office.

Employees operating vehicles or combinations over 10,000 lbs. GVWR must comply with all applicable DOT regulations for driver qualifications. Bethel University will maintain a driver qualification file for each driver to document the qualification process. Employees are not permitted to operate such vehicles without having first been approved by the Transportation & Fleet Specialist.

Applicants and employees operating a personal vehicle on a regular basis for company business must provide evidence they carry a minimum of $100,000/300,000/$100,000 limits or a combined single limit of $300,000 of automobile insurance coverage. Employees must sign the Automobile Insurance Acknowledgement between Insurance Company and Bethel University (refer to form on page 5).

Motor Vehicle Record Criteria
Drivers with the following violations will not be allowed to operate a Bethel vehicle:

<table>
<thead>
<tr>
<th>In the past 5 years:</th>
<th>In the past 3 years:</th>
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<tr>
<td>•  Reckless driving</td>
<td>•  3 or more moving violations</td>
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<tr>
<td>•  Speed in excess of 25 MPH over the posted limit</td>
<td>•  2 or more at-fault accidents</td>
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<tr>
<td>•  Driving while intoxicated or under the influence</td>
<td>•  Careless driving</td>
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<td>•  Refusing to take a substance test</td>
<td>•  Passing a stopped school bus</td>
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<td>•  Open container (alcohol)</td>
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<td>•  Drag racing</td>
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<td>•  Leaving the scene of an accident</td>
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<td>•  License suspension</td>
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<td>•  Vehicular homicide</td>
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<td>•  Criminal-type conviction</td>
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<td>•  Other similar violations</td>
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Definitions:
Acceptable: The driver has violations but does not meet the MAJOR or UNACCEPTABLE criteria
Clean: No violations listed on the MVR

Authorized Vehicle Use
The Transportation Office determines who is authorized to operate vehicles for company business. No employee or nonemployee (for example, an employee’s spouse or child) is allowed to operate a company vehicle, or their own vehicle for company business, unless the Transportation Office has authorized that person to drive. Before any nonemployee is permitted to use a company vehicle, he or she must meet the same qualifications as those for employees. Use of company vehicles by employees and nonemployees under the age of 18 is prohibited.

Vehicle Inspection and Maintenance
Employees operating vehicles over 10,000 lbs. GVWR must complete a daily vehicle inspection report (DVIR) to evaluate vehicle condition and to verify proper repairs are made per DOT requirements. The inspection should verify proper functioning of lights, horn, turn signals, brake lights, oil level, coolant level, tire pressure and condition, and adjustment of mirrors. Refer to vehicle inspection booklets in vehicle cabs.

Regular inspections and maintenance will be completed on company vehicles per the manufacturer’s recommendations and DOT requirements based on the type and weight of vehicle. Drivers are to communicate any identified vehicle concerns or problems to the Transportation Office.

Employees will complete the monthly vehicle preventative maintenance (PM) check for all vehicles for which they are responsible. Vehicle PM forms will be issued by Facilities Management, and must be completed and returned to Facilities Management by the date indicated on the form.

Disciplinary Action
Drivers who develop an unacceptable record may be counseled and the following actions may be taken:
• Removal from the authorized drivers list
• Reassignment to a non-driving position
• Termination of employment. All final decisions and rationale will be documented and approved by the Office of Human Resources. Information shall be retained in the driver’s personnel file indefinitely.

Driver Training
All drivers will receive training to ensure they understand the requirements of Bethel’s fleet management policy. Before the initial driver authorization, drivers will receive training covering defensive driving techniques. Drivers will also receive defensive driving training on a periodic basis and as a requirement for continued authorization.
ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF POLICY

I acknowledge that I have received and reviewed Bethel University’s Fleet Management Policy. I acknowledge that it is my responsibility to understand the driver expectations and qualifications to drive a university owned or operated vehicle or personal vehicle for business purposes.

I also understand that failure to follow known driver expectations and qualifications may result in disciplinary action up to termination of employment.

______________________________
Printed Name of Employee

______________________________
Employee Signature

______________________________
Date