

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7030

TITLE: USE OF COLLEGE VEHICLES

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE
SERVICES/RISK MANAGEMENT

I. Purpose:

To establish safety requirements for individuals authorized to operate and use College vehicles

II. Procedure:

A. All authorized individuals operating a registered College vehicle on or off College grounds:

1. Must be employed by the College or be an authorized volunteer approved by the Office of Human Resources
2. Must submit their driver's license to the Office of Human Resources for a driving records check. The director, human resources, upon review of the driving history will make a determination of eligibility to drive College vehicles.
3. Must be at least 18 years of age
4. Must possess a valid driver's license
 - a. Full-time employees must have a valid Florida driver's license
 - b. Work-study students and volunteers who claim a state-of-residence other than Florida may have a valid driver's license from their home state
5. Must ensure that the occupants of the vehicle are serving a business purpose. The transportation of children, spouses, and other non-business individuals will render the transportation as personal and subject to disciplinary action.

- B. All students traveling in a College vehicle must secure and file a release form with the director of the department sponsoring the trip prior to the departure date. If the student is under 18 years old, a parent or guardian must sign the release. Emergency contact information should be copied and taken by the activity sponsor to be used in the event of an emergency. A combined emergency contact and release form is available from the Office of Safety and Security.
- C. The instructor or supervisor (activity sponsor) organizing the trip must file the list of the students traveling in the vehicle with the Office of Safety and Security and the dean, student services immediately prior to leaving on a trip. This will allow the College to identify who is on the trip should an incident occur. It is realized that some on a preliminary list might not show and that others may be substituted at the last minute. An updated passenger list should be provided by the department as soon as possible in case of an incident.
- D. All vehicles will be inspected periodically but it is the responsibility of the driver to do a pre-trip inspection of the vehicle to ensure safe travel. Drivers will conduct a safety check of the vehicle before and after each trip to ensure that the vehicle is properly maintained. Particular emphasis will be placed on tires, brakes, wipers, fluid levels, belts, lights, and signals. The check should include the verification of insurance cards and an accident reporting kit in the glove box of the vehicle. Any concerns shall be reported to the department head responsible for the vehicle.
- E. All persons operating College vehicles must obey all traffic laws and regulations and drive safely at all times.
- F. In case of an accident, the operator of the vehicle and all passengers are responsible for the following:
 - 1. Do not move the vehicle unless requested to do so by the law enforcement officer.
 - 2. Ascertain extent of injuries and secure proper medical attention as necessary. Call for an ambulance if needed.
 - 3. Notify local law enforcement and obtain a copy of the official accident report if warranted.
 - 4. Notify campus security and inform the switchboard operator of the location of the accident, names of anyone injured, and the hospital to which the injured are taken.
 - 5. Forms for documenting accident information are in the glove box of all College vehicles as well as an Accident Incident form.

6. Obtain the names and addresses of anyone witnessing the accident.
 7. File the accident report with campus security or the Office of Safety and Security as soon as possible.
- G. Once the switchboard operator or campus security has been notified of the accident, they will:
1. Notify the Office of Safety and Security
 2. Notify the dean, student services or designee if students are injured in the accident
 3. Notify the director, human resources, if College employees are involved in the accident
- H. The Office of Safety and Security will notify the appropriate insurance company.
- I. The dean, student services or designee is responsible for notifying the family of the injured students.
- J. The director, human resources, is responsible for notifying the family of injured employees. In addition, the director or designee will complete the necessary worker's compensation forms and coordinate medical care for injured employees/volunteers.

HISTORY: Last Revised: 12/08/20

Adopted: 8/1/89

Reviewed: 12/15/04, 12/15/07

Revised: 11/30/93, 1/22/98, 2/4/01, 10/13/09, 4/03/12, 12/08/20