

THE CHAMPLAIN COLLEGE

FLEET SAFETY PROGRAM

I. POLICY STATEMENT

The Champlain College Fleet Safety Program establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on company business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to Champlain College.

The commitment of management and employees is critical to the success of this program. Clear communication of and strict adherence to the program's guidelines and procedures are essential.

DEFINITIONS: (See Appendix A for additional definitions.)

COMPANY VEHICLE: A motor vehicle owned by or leased to the company, including a temporary replacement vehicle.

MOTOR VEHICLE: "Company Vehicle" or any other motor vehicle while being operated on company business.

DRIVER: Any employee assigned to a "Company Vehicle" or who operates a "Motor Vehicle."

II. SCOPE

This policy applies to all employees of Champlain College.

The primary goal of the Fleet Safety Program (FSP) is to maintain a high level of safety awareness and foster responsible driving behavior.

"Driver" safety awareness and responsible driving behavior will significantly decrease the frequency of "Motor Vehicle" accidents and reduce the severity of personal injuries and property damage.

"Drivers," as defined in this program must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or dismissal.

III. PROGRAM RESPONSIBILITIES

Everyone shares in the responsibility to make the FSP a success. To avoid confusion or misunderstanding, specific program responsibilities are outlined as follows:

A. Drivers

“Drivers” are required to:

1. Read, understand and follow the requirements contained in this program.
2. Participate in company-sponsored activities or programs designed to improve driver safety.
3. Maintain a valid driver’s license and adhere to license restrictions.
4. Complete the *Driver History Form*, and thereby provide signed permission for the company or its designated representative to obtain “Motor Vehicle Records.”
5. Sign the *Fleet Safety Program Acknowledgment Form*.

B. Vehicle Safety Manager

Vehicle Safety Manager will:

1. Implement the FSP within the college and ensure accountability for program requirements.
2. Ensure the *Driver History Forms* are completed by each driver and kept on file at the campus safety office.
3. Ensure that the *Fleet Safety Program Acknowledgement Form* is signed by each driver and kept in employee’s file.
4. Be Responsible for taking appropriate action to manage “High Risk Drivers” as defined by this program.
5. Ensure that all “Drivers” participate in company safe driving training programs.
6. Secure and retain training documentation for all safe driving training.
7. Investigate all “Accidents” and ensure that accident reports are completed as described in Section IX – Accident Reporting
8. Perform “Motor Vehicle” background checks.

C. Campus Safety Officer

The Campus Safety Officer will:

1. Serve as a technical resource to the Vehicle Safety Managers, ensuring the continuous development and maintenance of the FSP.
2. Help evaluate “High Risk Drivers” and advise management on instituting any additional driving restrictions/limitations.
3. Evaluate and approve driver training curriculum.
4. Provide driver training resources.
5. Revise and Disseminate changes to the FSP.
6. Issue periodic reports for management review and action.
7. Forward Department of Motor Vehicle reports to the appropriate Department head.

IV. AUTHORIZATION OF DRIVING PRIVILEGES

Vehicle Safety Managers will not assign or allow the use of a "Motor Vehicle", if:

- A. The "Driver" does not have a valid operator's license issued by their state of residence.
- B. The "Driver possesses licenses from more than one state.
- C. The "Driver's" license is suspended or revoked for any reason.

In addition, a "Driver" will be subject to termination if his/her license is revoked, unless a suitable replacement non-driving job in the company is available; or the employee may be subject to other disciplinary action if his/her license is only temporarily suspended.

V. AUTHORIZED VEHICLE USE

A. Personal Use of Company Vehicle

A company Vehicle, when not used for business purposes may be chosen for personal use as long as:

- The vehicle is being supplied to an employee who is on call.
- That employee is the driver of the vehicle
- The vehicle is not being used in support of a second job.

B. Unauthorized Use of Company Vehicle

It is not permissible for friends, neighbors or other family members to operate company vehicles. In the event of an accident the college will not indemnify the driver unless that driver is the individual who was assigned the vehicle. Other disciplinary action including suspension of driving privileges or dismissal of the driver may be taken. The Vehicle Safety Manager may implement other personal use restrictions such as radius of operation, at their discretion.

The Privilege of driving a company vehicle for personal use is subject to change at any time.

The spouse of a permitted driver is not permitted to drive a company vehicle and a spouse involved in an accident with a company vehicle would have the coverage subrogated to the spouses' insurance policy.

C. Leased Vehicles

If the vehicle is part of an employee compensation package, spouses are permitted to use the leased vehicle provided they are insured through their carrier or the college policy.

As part of the leased policy, it is recommended that the drivers and spouses of drivers of leased vehicles should submit to background checks if they transport students. It is also

recommended that the drivers and spouses of drivers of leased vehicles attend the college sponsored defensive driving course administered by the Vehicle Safety Manager.

D. Student Transport

Long term Champlain College should investigate the purchase of a bus to transport students to college events. To avoid liability, a Champlain College employee should not transport a Champlain College student in their personal vehicle for any reason or under any circumstances. Lack of compliance can lead to a Champlain College employee being personally responsible for any personal injuries or vehicle damage that occurs.

The only exception would be in the case of a Champlain College employee whose job routinely requires that employee to transport students. In that situation, the employee must be listed with the Hickok-Boardman Insurance as a “named insured” on the college policy.

The Champlain College insurance policy has a “hired non-owned endorsement” clause so in the event of an accident while conveying students the employee would be responsible for vehicle damage claims while any personal injury claims would go to Hickok-Boardman.

E. Non-Company Vehicles Used for Business

Employees who drive “Non-Company Vehicles” while conducting business for the company are subject to all the provisions and standards of this program. For the purpose of this section the term “conducting business” does NOT include student transport.

“Additional Responsibilities Include:

- 1. Maintaining automobile liability insurance limits of at least \$100,000 per person, \$300,000 per accident, and \$25,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides.*
- 2. Maintaining current state vehicle inspection if the state requires one; and maintaining their “Non-Company Vehicle” in safe operating condition.”*
- 3. Students driving company vehicles will submit to the same background checks, attend the Safe Driving course and be governed by the same criteria as employees in terms of obeying the rules of this policy.*
- 4. Student members of student clubs or organizations that use their vehicle to transport other students shall be required by their club advisor to sign a waiver.*

F. Use of College Vans for College Sponsored Activities

College vans are available and can be reserved when available for use by authorized personnel and approved student organizations that are conducting official College business or are engaged in College sponsored activities. The vans are not available for personal use.

Authorized personnel and student organizations shall be defined as follows:

- a. All College faculty, administrators, and employees who may require vans for official College business or activities
- b. College students, with approval of Department Chairperson, who may require vans for purposes related to the academic programs of the college (student teaching, community service, etc.)
- c. College student organizations, approved by the Vice President for Student Services, who may require vans for recreational and entertainment activities.

Driving Safety Course for Approved Van Use

Only those students, faculty and staff who successfully pass the Champlain College Driving Safety course will be permitted to drive the Champlain College Vans. The program is offered twice during the academic year and is coordinated and scheduled through the security office.

- a. Each driver must provide a photocopy of his / her driver's license to the Security Office; the record check conducted by the Security Office must find a clean driving record; for students, two years' experience driving and a two year clean driving record is required.
- b. Drivers must successfully complete a written driver's examination.
- c. Drivers must successfully complete a driving skills aptitude test.
- d. Student drivers must be at least 20 years old.
- e. Student drivers are eligible to drive the van to and from their destinations that are in the local area defined as ***Chittenden County (excluding ski areas) or other pre-approved locations in Grand Isle and Addison counties.***

If any component of the Driver's Certification Program is not successfully completed, the individual will not be permitted to drive the College's vans.

Approval for driving all Vans lasts for one school year. During the summer, each driver is subject to a license check. Upon verification of a clean driving record, approval will be extended for the upcoming school year.

Requests for College Vans

Requests for vans should be scheduled at least one week in advance. All students requesting the use of College-owned vans must obtain a **permission slip** from the approved Program Coordinator, Department Chair or club/program advisor. Reservations are generally on a first-come, first-serve basis; however, the College reserves the right to reserve, approve, or deny the use of College vans as it sees fit in its sole discretion.

- a. The permission slip is to be completed in full.
- b. Students must present the permission slip to the Security Office Manager **before** commencing on the planned trip in order to insure availability of a van.

General Operating Parameters for College Vans

- a. Only approved, trained and certified students. Faculty or staff may drive the van.
- b. No driver shall transport more passengers in a van than the van is intended to transport. In most cases this is the same as the number of factory-installed seatbelts.
- c. All trips must be College related or sponsored.
- d. All drivers will be provided with a cell phone for travel, unless the driver maintains a personal cell phone. The phone is to remain on and in the driver's possession from the time the keys are picked up until they are dropped off.
- e. It is the responsibility of the organization sponsoring the trip to secure a trained and certified driver.
- f. Trip itinerary and roster must be provided to Campus Security prior to departure.

Driver Responsibilities:

- a. All drivers, upon completion of training and certification, will sign an agreement stating that they have read and understand the policies stated in this document.

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- b. All drivers will provide the College with written notification of any and all changes to their state license status (i.e. the College is to be made aware of any speeding tickets, moving violations, or accidents involving the College driver).
 - c. Each passenger must wear a seat belt.
 - d. The driver may not operate a cellular phone while driving.
 - e. No smoking or consumption of alcohol in the vehicle shall be permitted.
 - f. No loud music or rowdy behavior that may distract the driver is permitted.
 - g. The driver must follow all local and state laws.
 - h. The driver must ensure the safety of all passengers.
 - i. If an accident or other incident occurs which causes harm to College students, faculty, staff, or property, the driver should immediately refer to the Accident Reporting Kit in the van.
 - j. In the event of inclement weather, the following procedures must be followed:
 - 1. The Department Chairperson, program advisor, or approved student organization advisor will determine if the van is to be used for that day or evening.
 - 2. If it is determined that the van will not be operated, the trip must be cancelled.
 - 3. During the duration of the trip, it is the responsibility of the driver to determine if inclement weather necessitates changing return plans. In inclement weather it is expected that the return will be postponed and the driver will cease operation of the van.
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- k. The driver is responsible for the safety and behavior of passengers while in transit. The driver is financially responsible for any traffic or parking citations that he/she may receive.

 - l. Employee violations will be reported to the Human Resources office and student violations will be reported to the College Disciplinary System. Violations of a serious nature involving operational safety or violation of laws (such as reckless driving and driving under the influence of intoxicants) could result in loss of the privilege to operate a College van. The Office of Campus Safety will investigate complaints.

USE OF A MOTORCYCLE FOR COMPANY BUSINESS IS PROHIBITED

VI. DRIVER DMV REPORTS

A. Initial DMV Checks

1. EMPLOYEE APPLICANTS:

If an employee applicant is to be a "Driver," the Vehicle Safety Manager will obtain a completed *Driver History Form* (see Appendix B) from the applicant and use the form to obtain a DMV Report.

Most employees will **NOT** be permitted to drive a company vehicle prior to a satisfactory DMV background check.

In the event an employee-applicant is hired and must begin driving on company business prior to receipt of the evaluation, the Vehicle Safety Manager must, as a minimum, carefully review the applicant's *Driver History Form* before granting driving privileges.

Also, each employee-applicant should be informed in writing by the Vehicle Safety Manager that employment is conditional upon receipt of a satisfactory DMV Report; That is, a DMV Report not meeting the definition of a "HIGH RISK DRIVER."

If the Information on the DMV Report or *Driver History Form* indicates that the new employee is a "HIGH RISK DRIVER," the Vehicle Safety Manager may, after careful consideration, grant driving privileges, but only on a probationary basis.

2. EXISTING EMPLOYEES

If an existing employee is changing from a non-driving position to a position requiring driving on company business, the employee must complete and sign a *Driver History Form*.

The Vehicle Safety Manager will forward the form to the Department Head, so a DMV Report can be ordered and evaluated prior to granting a change in job status.

B. Periodic DMV Reports

The Vehicle Safety Manager will obtain DMV Reports annually for all existing “Drivers.” In addition, Champlain College maintains the right to conduct periodic and random review of DMV Reports at its discretion.

C. Distribution of DMV Reports

DMV Reports will be kept in the office of the Vehicle Safety Manager.

VII. IDENTIFICATION OF HIGH RISK DRIVERS

A “Driver” will be classified as a “High Risk Driver” if the DMV check so indicates, or if it is otherwise determined, that the driver has one or more of the following violations:

1. Conviction of an alcohol or drug related driving offense.
2. Refusal to submit a Blood Alcohol Content (BAC) test.
3. Conviction for reckless driving.
4. Any combination of three or more moving violations, “At Fault Accidents,” or “Preventable Accidents” within the most recent three years.
5. Suspension, revocation or administrative restriction within the last three years.
6. Leaving the scene of an accident as defined by state laws.
7. At fault in a fatal accident.
8. Felony committed involving a vehicle.
9. Three or more “Company Vehicle” physical damage claims in any twelve month period.
10. This is not a comprehensive list and Champlain College reserves the right to identify and act on other types of incidents.

VIII. MANAGEMENT CONTROLS FOR HIGH RISK DRIVERS

If an employee is identified as a “High Risk Driver,” the Vehicle Safety Manager must choose either Option 1 or Option 2:

A. Option 1: Probation

The Vehicle Safety Manager and Campus Safety Officer in conjunction with the appropriate department heads would meet and determine if probation or suspension would apply. They must do ALL of the following:

1. Place the "High Risk Driver" on probation (ending two years from the date of the most recent violation).
2. Obtain a DMV Report every six months for the duration of the probationary period.
3. Notify the Campus Safety Officer of any additional violations while the employee is on probation.
4. Immediately suspend driving privileges if any single repeat violation or an additional violation occurs while on probation as described in Section VII – OR if any terms of probation are violated. Notify the Campus Safety Officer immediately.
5. Confer with the Campus Safety Officer on any stipulations, operating limitations, or other conditions (for consistency between Districts), such as:
 - a) Loss of all "Company Vehicle" driving privileges.
 - b) Loss of "Company Vehicle" driving privileges between work and home.
 - c) Loss of personal use privileges.
 - d) Transfer of the "Driver" to a non-driving position.
 - e) Additional driver training.
6. The terms of the probation are to be made to the employee in writing. The employee will be required by signature to signify that he/she has been informed of the probation terms and duration. The signed terms of probation should be kept in the employee's file.
7. If the probationary period has been served and if reinstatement of driving privileges is warranted, the Vehicle Safety Manager should notify the Campus Safety Officer.

B. Option Two: Suspension of Driving Privileges

The Vehicle Safety Manager must suspend all company driving privileges. The "High Risk Driver" will NOT be authorized to drive a motor vehicle at any time on company business.

This action may result in the Vehicle Safety Manager recommending the transfer of the employee to a non-driving position, if such a position exists, or the employee may be subject to dismissal procedures.

The employee may reapply for company driving privileges after one year of suspension. Application should be made to the Vehicle Safety Manager. If approved, the employee's driving status will change from suspension to probation. However, reinstatement of driving privileges by the Vehicle Safety Manager does not constitute an offer by the company for any "Driver" position. Normal job posting procedures will still have to be followed.

IX. ACCIDENT REPORTING

A. Accident Reporting

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1. Supervisor Notification – The “Driver” is required to notify his/her immediate supervisor of any “Accident” as soon as is practical.

In addition, Vehicle Safety Managers are responsible for reporting “Serious Accidents” to the Finance Office.

2. Company Vehicles – The Vehicle Safety Manager, Campus Safety Officer, or the Security Officer should contact Champlain College’s insurance carrier as outlined in the Accident Reporting Kit supplied with the vehicle.

Non Company Vehicles – The “Driver” should call his/her personal automobile insurance carrier.

Daily Rental Vehicles – The “Driver” should notify the rental company.

Student Drivers – Always call the police in the event of an accident. Call 911 if there is any injury or emergency. Call Campus Security and they will contact the insurance company with all contact information and accident details.

B. What To Do In The Event Of An Accident

1. Remain at the scene of the accident.
2. Take steps to prevent further accidents – i.e. park safely, turn on emergency flashers.
3. Call the police or ask someone to call for you.
4. Give the other driver(s) your name, insurance company phone number, the vehicle’s license plate number and your operator’s license number.
5. Obtain the same information from all other parties involved.
6. Discuss the specifics of the accident only with the police, the college, and the college insurance providers.
7. If you have a camera, please take photos of the accident scene and vehicles if it is safe to do so.
8. Call The Hartford’s toll-free hotline at **1-800-327-3636 immediately**.

C. Accident Reporting Kits

Every “Company Vehicle” is required to have an *Accident Reporting Kit* in the glove box. This kit should be used by the driver to record accident facts as soon after the accident as is reasonably feasible. The “Driver” should give the completed *Accident Reporting Kit* to their immediate supervisor.

D. Accident Investigation

1. Determining Accident Preventability

The Campus Safety Officer will make a determination as to the preventability of the "Accident," and record this determination in the applicable section of the *Accident Investigation Report Form*.

The Guide to Accident Preventability (Appendix D) may be used by the Campus Safety Officer to assist in making the determination.

2. Accident Investigation Review

The Vehicle Safety Manager is responsible for reviewing the completed *Accident Investigation Report Form* and initiating any actions to prevent the reoccurrence of similar accidents by this individual.

X. Recommended Winter Driving Safety Measures

Winter brings rain, sleet, and snow. It takes extra effort to drive safely in these conditions. Take additional precautions to avoid a costly accident!

1. Preplan your route and be aware of changing weather conditions.
2. Allow ample travel time to avoid speeding.
3. Maintain safe following distances as braking may be difficult.
4. Conduct a vehicle safety inspection before driving.

Safety is the responsibility of all Champlain College employees. Review our Driver Policy and arrive safely at your destination!

Dealing with a skid:

1. Slow down at the first hint that the road is slick
2. Slow down before you arrive at curves or turns as to avoid going too fast around them and thus losing control. When in the turn apply power gently and steer steady without abruptly turning or hitting the brakes.
3. When changing lanes it is important to avoid steering against the skid or hitting the brakes. Steer in the direction the vehicle is sliding until you feel recovery of traction.
4. If braking is necessary apply the brake pedal carefully to prevent the wheels from locking. Press the brakes repeatedly to simulate anti-lock brakes if your car does not have them. Anti-lock brakes are much more effective.
5. Look out for unexpected ice patches or piles of wet leaves. "Wet" ice, warmed by the sun, is more dangerous than "cold" ice.
6. Anticipate stops by slowing down well before intersections because these areas tend to be more slick due to stopping and starting traffic.

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7. When moving in deep snow, a light foot on the gas as well as a high gear such as 2nd or 3rd gear is better to keep the tires from spinning.
 8. Snow tires or even chains may be the best choice to help your vehicle stay under control.

XI. OTHER REPORTING RESPONSIBILITIES OF DRIVERS

A. Supervisor Notification

“Drivers” are required to notify their immediate supervisor immediately of:

1. Any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a “Motor Vehicle”
2. The Suspension, revocation or administrative restriction of his/her operator’s license. If this occurs, the “Driver” must also immediately discontinue use of the “Motor Vehicle.”

FAILURE TO REPORT UNDER THE PROVISION OF SECTION IX AND X IS A VIOLATION THAT COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

XII. TRAINING

All “Drivers” are required to complete initial safe driving training. It is the Vehicle Safety Manager’s responsibility to see that all driver training is documented. Documentation should include the course name, date completed, and driver’s name and identification.

XIII. SAFETY REGULATIONS

B. Vehicle Safety Belts

The “Driver” and ALL OCCUPANTS are required to wear safety belts when operating or riding in a “Motor Vehicle.” The “Driver” is responsible to ensure all passengers are wearing their safety belts. Children under four years of age or under 40 pounds in weight are required to be secured in a Department of Transportation (DOT) approved child safety seat, unless more restrictive stat requirements apply.

C. Impaired Driving

A “Driver” may not operate a “Motor Vehicle” at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

D. Traffic Laws

All "Drivers" are required to abide by all federal, state, and local motor vehicle regulations, laws and ordinances.

E. Vehicle Condition

Each "Driver is responsible for ensuring that the "Motor Vehicle" is maintained in safe driving condition.

"Drivers" of daily rental cars should check for obvious safety defects before leaving the rental lot and request another vehicle if the first vehicle is not safe to drive. "Drivers" are encouraged to utilize daily rental cars which have air bags and/or ABS brakes when available in authorized rental class.

F. Additional Safety Rules

"Drivers" may not:

1. Pick up hitchhikers.
2. Accept payment for carrying passengers or materials (this does not apply to company endorsed car pools).
3. Use any radar detector, laser detector, or similar devices.
4. Push or pull another vehicle, or tow a trailer without authorization.
5. Transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary.
6. Use ignition or burning flares. The preferred method is the use of reflective triangles.
7. Assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.

XIV. POLICY ADHERENCE & CONTACT

A. Policy Adherence

The Vehicle Safety Manager and Campus Safety Officer are the Champlain College officials responsible for this policy. Changes to this policy must be approved by the Vehicle Safety Manager and Campus Safety Officer.

B. Contact

Questions related to the interpretation of this policy should be directed to the Campus Safety Officer.

GLOSSARY OF TERMS

ACCIDENT: Any incident involving a “Motor Vehicle” that results in bodily injury or property damage.

DRIVER: Any employee assigned a “Company Vehicle” or who operates a “Motor Vehicle.”

AT FAULT ACCIDENT: An “Accident” where the “Driver” received a moving violation ticket issued by a police officer.

COMPANY VEHICLE: A motor vehicle owned by or leased to Champlain College, including a temporary replacement vehicle.

HIGH RISK DRIVER: Any driver on probation or whose driving history meets the criteria outlined in section VII – “Identification of High Risk Drivers.”

MOTOR VEHICLE: A “Company Vehicle” or any other motor vehicle while being operated on company business.

DMV REPORT: A document supplied by the appropriate State Department of Motor Vehicles providing information on motor vehicle violations and license status of a specific driver.

NON-COMPANY VEHICLE: Any motor vehicle used on company business not provided by the company, including privately owned, leased, or rented vehicles. This definition does not include motorcycles.

PREVENTABLE ACCIDENT: Any “Accident” where the “Driver” could have avoided the accident.

SERIOUS ACCIDENT: Any “Accident” where there is a fatality, or an injury requiring the transportation of the injured party from the accident site to a medical treatment facility.

THE CHAMPLAIN COLLEGE – DRIVER HISTORY FORM

Driver's Name (Print): _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Office Location: _____

1. Do you have a valid Driver's License? Yes No
2. In what State are you a Licensed Driver? _____
3. If you have held a license in any other state during the past 36 months, please provide the following information:

Dates		State
From: _____	to _____	_____
From: _____	to _____	_____
From: _____	to _____	_____

4. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three years? Yes () No () If yes, give explanation(s) and date(s):

5. Have you refused to submit a Blood Alcohol Content (BAC) test within the past three years? Yes () No () If yes, give explanation(s) and date(s):

6. Have you been convicted of reckless driving, or leaving the scene of an accident, or committing a felony involving a vehicle within the past three years? Yes () No () If yes, give explanation(s) and date(s):

7. Have you had your operator's license suspended, revoked or administratively restricted within the past three years? Yes () No () If yes, give explanation(s) and date(s):

8. Have you ever been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three years? Yes () No () If yes, list the date(s):

9. Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past three years? Yes () No () If yes, list the date(s):

10. Have you been convicted of any other moving vehicle violations during the past three years? Yes () No () If yes, list the type(s) and date(s):

I certify that the answers provided to the questions on this form are true to the best of my knowledge.

I authorize Champlain College or its designated representative(s) to obtain information regarding my driving record in any state at any time while I am employed by (or seeking employment with) the college.

I understand that any misstatement of the facts on this form may be grounds for termination of employment.

In the event that my DMV Report indicates that I am a "High Risk Driver" as defined in the glossary of the Fleet Safety Program, I understand that I may be subject to dismissal.

Driver's Signature

Date

____ - ____ - ____
Social Security Number

__ Male __ Female

Date of Birth

Driver's License Number

Expiration Date

State

Vehicle Safety Manager's Name (Print)

Important Note: Attach photocopy of both sides of driver's license

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Motor Vehicle

(Please Print – use back of form as needed for additional information)

Driver's Name:		Accident Date:	
Safety Belts Used? Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No Passengers: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Did You:			
<input type="checkbox"/> Yes <input type="checkbox"/> No View accident scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No Review the driver's completed accident report?		
<input type="checkbox"/> Yes <input type="checkbox"/> No Observe damaged vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No Review the "Guide to Accident Preventability?"		
<input type="checkbox"/> Yes <input type="checkbox"/> No Interview witnesses?			
<input type="checkbox"/> Yes <input type="checkbox"/> No Obtain the police report?			
Preventable Accident?		Non Preventable Accident?	
<input type="checkbox"/> Backing <input type="checkbox"/> Turning <input type="checkbox"/> Parking <input type="checkbox"/> Passing <input type="checkbox"/> Following distance <input type="checkbox"/> Diverted attention <input type="checkbox"/> Misjudging clearance <input type="checkbox"/> Driving under influence of drugs and/or alcohol	<input type="checkbox"/> Speed too fast for conditions <input type="checkbox"/> Failure to signal intentions <input type="checkbox"/> Disregard of traffic signal <input type="checkbox"/> Assuming right of way <input type="checkbox"/> Driving in wrong lane <input type="checkbox"/> Starting and stopping <input type="checkbox"/> Failure to maintain vehicle	<input type="checkbox"/> Hit by other car <input type="checkbox"/> Hit while legally parked <input type="checkbox"/> Hit in rear <input type="checkbox"/> Struck by debris <input type="checkbox"/> Vandalism <input type="checkbox"/> Windshield <input type="checkbox"/> Stolen while locked <input type="checkbox"/> Fire <input type="checkbox"/> While being towed by a tow truck	
Incident Description	Describe clearly and in detail how the accident occurred (What, Where, When, Who, and How)		
Analysis	What act, failure to act, and/or conditions contributed most directly to this accident? What are the root or fundamental causes of the accident?		
Controls	What action have you taken or recommended to prevent a reoccurrence by this driver or other district drivers?		
Contacts	Other Driver Contact Information: Insurance information: Other Occupants –		
Investigated by:		Date:	

Guide For Determining Motor Vehicle Accident Preventability

Introduction

This guide will assist you, when investigating an accident, in determining whether the accident was preventable or not on the part of our driver.

The accident investigator is expected to obtain as many facts as possible and to consider all conceivable conditions in arriving at a decision.

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability. **If there was anything our driver could have done to avoid the collision, the accident was preventable.**

An accident is non-preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway-patrol-officer, a signal, stop sign, or traffic condition.

General Questions To Consider

When judging accident preventability, here are some general questions to consider.

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits which need to be changed?
2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical handicap which could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?

4. Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.
5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
6. Could the driver have done anything to avoid the accident?
7. Was the driver's speed safe for conditions?
8. Did the driver obey all traffic signals?
9. Was the driver's vehicle under control?

Specific Types of Accidents

Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or light, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle.

Regardless of stop signs, stop lights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver look both ways before proceeding through the intersection?

"U" turns disrupt the normal smooth flow of traffic. Accidents which occur while this maneuver is being attempted are considered preventable.

Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or visa versa. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this means a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane.

A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or pedestrian, such an accident may be preventable. However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into a driver's lane.

Drivers are expected to be able to gauge distance properly when leaving a parking place and enter traffic smoothly.

Questions to consider

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend on only the rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

Head-On Collision

A head-on collision with a vehicle traveling into the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non-preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall. Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions or choosing to drive in poor conditions are the most common reasons why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering the weather and road conditions?
2. During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, near curbs, in gutters, or in ruts?
5. Was the driver alert for water, ice, or snow in shaded areas, or on loose gravel, sand, ruts, etc?
6. Did the driver keep out of other vehicle tracks or cross them at wide angles?

**If the driver goes off the road or strikes another vehicle because of skidding the accident is preventable.

Pedestrian Collision

All types of pedestrian accidents, including collision with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested sections expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safely permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

Animal Collision

Collisions with animals are normally preventable, unless the movement on the part of an animal was unusual and unexpected. Usually, this type of accident occurs in sparsely populated areas after dark, which are well known to have deer and other animals present. Hence, often the inability to avoid collision is the result of overdriving the headlights, i.e. driving too fast for conditions.

Reversing A Vehicle

Reversing into another vehicle, an overhead obstruction, or a stationary object are normally preventable. The fact that someone was directing the driver in backing up does not relieve the driver of the responsibility to do it safely.

Questions to consider:

1. Was it necessary to reverse?
 - a. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of reversing?

- b. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed out of?
2. If the driver could not see where he or she was backing to:
 - a. Did the driver try to get someone to guide him or her?
 - b. Did the driver look all around the vehicle before backing?
 - c. Did the driver back immediately after looking?
 - d. Did the driver use the horn while backing?
 - e. Were the back-up lights working?
 - f. Did the driver look to the rear without relying totally on the rear-view mirrors?
 - g. If the distance was long, did the driver stop, get out, and look around occasionally?
3. Did the driver back slowly?
4. Did the driver judge clearances accurately?

Parked Or Stopped Vehicle

Doors on our drivers' parked vehicles that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible for ensuring that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore be prepared to stop, move towards the center line, or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type of accident is preventable and blaming such a collision on defective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non-preventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?

5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

Maneuvers

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

Shifting Cargo and Cargo Damage

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent damage to the cargo. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.

Cell Phone/Hand Held Device Use Policy

Champlain College recognizes that its employees are our most valuable asset, and the most important contributors to our continued growth and success. We are firmly committed to the safety of our employees. Champlain College will do everything possible to prevent workplace accidents and is committed to providing safe working environment for all employees.

To further this goal, Champlain College has developed a Cell Phone/Hand Held Device Use Policy effective 1/1/07.

Purpose:

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a Champlain College employee, but also the welfare of others who could be put in harms' way by inattentive driving.

Mobile phone and other hand held device use while driving is a common, often harmful, distraction. Many countries and localities have prohibited use of such devices while driving. Researchers at the University of Toronto found the risk of having traffic accidents while using a cell phone or similar device to be the same as driving drunk. For these reasons, drivers may not use hand held devices to place work-related calls or while operating a vehicle on company business.

As a driver, your first responsibility is to pay attention to the road. When driving on Champlain College business, or driving while conducting business on behalf of the company in any other manner, the following applies:

1. Allow voicemail to handle your calls and return them when safe.
2. Pull off the road if placing/receiving a call is necessary.
3. Ask a passenger to make or take a call for you.
4. Inform regular callers of the best time to reach you based upon your driving schedule.
5. The only exception to this policy is for calls placed to 911.
6. If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
7. When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.

Fleet Safety Acknowledgment Form

I hereby acknowledge that I have received and read a copy of the Champlain College Fleet Safety Program.
I agree to comply with the policies and procedures contained in the program.

Driver's Signature

Date

Driver's Name (Print)

Accident Reporting Kit

- Remain at the scene of the accident.
- Prevent further accidents- park safely –turn on emergency flashers
- Call the police
- Exchange information with other driver or drivers: Name, phone number, insurance company, license plate number.
- If you have a camera, take a photo if it is safe to do so.
- Call “The Hartford” Insurance Company, **1-800-327-3636**
- Obtain the contact information of any witnesses.

Date:

Time of day:

Weather conditions:

Describe Accident- who, what, when, where, and how.

Were seatbelts in use? Y / N

Could this accident have been prevented?

Were any drivers or passengers injured?

Nature of injuries: