

YCCC COLLEGE VEHICLE USE - PROCEDURE

This section does not contain full details of the MCCS Motor Vehicle Procedure. It is written as supplement to notify YCCC employees of extended information regarding the use of YCCC owned vehicles. Please see MCCS Policies 800.1 and 800.2 for full description.

A. PURPOSE OF USE

1. All vehicles must be used for official business only, coincident and minimal personal use accepted.
2. Vehicle may be used for transport of students, but students may not drive the vehicle.
3. Vehicle is not for Lease.

B. PRE-APPROVAL OF ALL DRIVERS

Any person seeking to operate an YCCC vehicle must meet the following criteria and comply with the following procedures **BEFORE** operating the vehicle. No person other than an employee may drive a vehicle outside the State of Maine **(including other states and Canada)** without the express written consent of the College President.

1. All Current Employees (excluding student employees)
 - a. Be at least 18 years of age;
 - b. Possess a valid and appropriately classified State of the United States or Canadian driver's license;
 - c. Complete [Form A-1 Vehicle Use Agreement](#) and return to Human Resources along with a copy of your valid driver's license.
 - d. Be approved by the College for operation.
 - e. All Other Persons (such as Independent Contractors, Interns and Volunteers) are restricted from Use of the College Vehicle.

2. Reserving the Vehicle

Use of the vehicle will be available on a first come/ first serve basis. Preference will also be given travel including multiple employees before single employee use.

- a. Reserve vehicle with Manager of Facilities as soon as travel plans are confirmed.
- b. Vehicle will be returned in the same condition as received.
 - i. Must complete form A-1 and return to Human Resources with copy of Drivers' license.

C. RIGHT TO DENY APPROVAL

The College reserves the right to deny approval to use a vehicle for any person for any reasonable cause.

D. POST-APPROVAL DUTY OF ALL DRIVERS

Any person approved to operate a College vehicle is prohibited from operating such a vehicle if, following that approval, the person knows or should know that the person's right or ability to operate such a vehicle is impaired, restricted, suspended or revoked. Persons whose right or ability to so operate a vehicle is required to notify promptly the Manager of Facilities.

E. OBLIGATIONS OF OPERATORS AND PASSENGERS

1. Seat Belts Required

Drivers and passengers must use seat belts while the vehicle is in motion, unless expressly excused in writing for medical reasons by a physician.

2. Obey All Laws

Drivers and passengers must obey all state and local motor vehicle laws. Any traffic tickets, parking tickets or other summonses, citations or violations are the personal responsibility of the driver and passengers.

3. No Hitchhikers

Transporting hitchhikers is prohibited.

4. No Drugs/Alcohol or Smoking

No illegal drugs, controlled dangerous substances, opened or unopened alcoholic beverages may be carried or consumed in vehicles. No driver may operate a vehicle if the driver is affected by a substance that may impair the driver's ability to drive safely. No smoking will be allowed in the vehicle.

5. Locking Vehicles

Unattended vehicles must be locked.

6. Firearms and Weapons

Firearms and weapons may not be transported in vehicles.

Student Responsibilities

In order to participate in travel covered by this procedure, a student must:

- a. Sign and return to the appropriate college official the [Assumption of Risk and Release Form](#) prior to participation.
- b. Comply with all college rules and regulations during the trip. These include the Student Code of Conduct, the requirements of the Assumption of Risk and Release Form, and the duty to participate in a manner that reflects positively on the student and the college; and



- c. In the event of overnight travel, not stay in a location other than the location designated by the college without prior approval of the appropriate college official.

7. Mandatory Vehicle Contents

The driver must ensure that the following are present in the vehicle during the driver's use.

- a. Van Clipboard shall have
 - (1) Registration certificate
 - (2) Accident report forms
 - (3) Current list of emergency contacts
 - (4) Mileage log/expense form (gas card code on log)
 - (5) Applicable insurance card, including any Canada Non-Resident Inter-Province Motor Vehicle Liability Insurance Card for trips to Canada.
- b. Storage space beneath middle bench seat shall have:
 - (1) First aid kit, including rubber gloves and first aid manual
 - (2) Fire-retardant blanket
 - (3) Flashlight
 - (4) Flares or battery-operated strobe light
 - (5) Fire extinguisher
 - (6) Jumper Cables
 - (7) Can of Fix-a-flat

8. Duty to report damage to, or Malfunction of, Vehicles

Upon return, the driver must immediately report in writing to the Manager of Facilities any vehicle conditions that the driver has reason to believe require attention (i.e., problems with brakes, steering, lights or seat belts).

F. ACCIDENTS

The following applies to all drivers of personal and YCCC Vehicles operated on behalf, or for the benefit of the System.

1. Reporting

The driver involved in the accident is responsible for obtaining and reporting all facts and information by following the procedures outlined in the yellow [Form A-3 Accident/Incident Report](#) located in the glove box. The driver must, unless circumstances do not allow,

complete the accident form in its entirety while at the accident scene. This will ensure that all necessary information is gathered while it is readily available.

The driver **must** sign the form and immediately give the form to the Manager of Facilities which shall mail the form to Risk Management within 24 hours of the accident.

For personally-owned vehicles used on YCCC business

(1) Losses occurring during an employee's use of a personal vehicle for approved System business will first be paid from the vehicle owner's personal vehicle liability insurance. System vehicle liability coverage, if any, will be in excess of that personal insurance.

(2) Accidents with a personal vehicle during System business must be reported to the Manager of Facilities. This reporting requirement is in addition to reporting the accident to one's personal vehicle insurance agent or company (in order not to jeopardize coverage). The driver must also complete the yellow Accident/Incident Report Form. The driver should write "NON-OWNERSHIP CLAIM" on the form to alert our office that the involved vehicle is not a YCCC owned vehicle accident.

(3) Accidents with a personal vehicle during College business must be reported to the Manager of Facilities and Risk Management (Phone: 1-800-525-1252 or 207-287-3351). This reporting requirement is in addition to reporting the accident to one's personal vehicle insurance agent or company.

In the event the driver is unable to comply with these procedures, the driver's immediate supervisor **must** complete the form at the earliest possible opportunity and immediately give the form to the office of the Manager of Facilities.

2. General Guidelines

- a. Do not discuss the accident or incident with anyone except appropriate System personnel, Risk Management or the police, and do not discuss or admit fault.
- b. If other persons are involved in the accident, attempt to obtain the:
 - (1) names and addresses of the driver, passengers, vehicle owner and all witnesses:
 - (2) name of insurance company, policy number and name of policyholder; and
 - (3) make, year and license number of the vehicle.
- c. Although some accidents do not result in the need to report the incident to the police, most will require a report to police. Drivers must use their own discretion in this regard. **When in doubt, call the police;** they will determine whether there is a reportable accident.



G. Suggested Options for Field Trips When College Vehicle is not Available

1. Have one employee drive the school vehicle and one employee drive a personal vehicle (non-ownership coverage would apply)
2. Have the students drive their own vehicles and all meet at the field location for the class, (Risk Management does not cover students driving their own personal vehicles)
3. On short trips, make two trips with the school vehicle,
4. Rent a vehicle. YCCC could purchase the liability insurance the rental company offers.

REFERENCES: MCCS Procedure 800.1, MCCS Procedure 800.2

DATE ADOPTED: October 1, 2014

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REVIEWED BY: Finance & Administration