

POLICY**COLLEGE-RELATED TRAVEL AND VEHICLE USE**

Pursuant to [MnSCU Board Policy 5.19](#) and [MnSCU Board Procedure 5.19.3](#) Ridgewater College has developed this policy and subsequent procedures to supplement the aforementioned Board of Trustee policy and procedure to define the framework for motor vehicle usage in an effort to reduce the risk of injury, minimize the potential for accidents and losses, and control and/or reduce auto insurance costs for the College.

The employee is responsible for complying with MnSCU travel policy and procedures, local policy and procedures, the employee's respective bargaining agreement or compensation plan, state laws, federal laws, and IRS guidelines and for accurately completing all required local forms for reimbursement of authorized official business travel expenses. The employee's supervisor is responsible for reviewing and approving all travel requests and expenses.

History:

04.16.10 Adopted

PROCEDURES**COLLEGE-RELATED TRAVEL AND VEHICLE USE**Driver Eligibility

The following driver eligibility process, conducted by the College Human Resources Department and renewed annually on dates established by the Vice President of Finance and Operations, is required of all drivers of college vehicles, regardless of past college vehicle usage.

- Meet the minimal eligibility standards of a minimum age of 18 and driving experience of at least two years. In the case of out-of-state travel, the driver must be age 21 or over.
- Complete a *Vehicle Use Agreement*, found on the Ridgewater College Human Resources web page under “employee forms.” In the case of student drivers, the faculty or staff member responsible for the activity or event for which the student is being asked to drive will also sign off on the form.
- Submit the *Vehicle Use Agreement* to the College Human Resources Department for review and submission to the Risk Management Division of the Minnesota Department of Administration. (In the case of supervisor’s denial, an employee may use the dispute process included in the appropriate bargaining agreement to contest the decision.)
- The employee or student’s State of Minnesota Motor Vehicle Record (MVR) will be reviewed, at no cost to the employee or the student, by an underwriter at the Risk Management Division of the Department of Administration to determine driver eligibility. The College Human Resources Department will receive a report stating eligible status (eligible, conditional, or ineligible). No person at MnSCU or at the College will receive details of the report, only eligibility status).
- Upon receiving the completed MVR report from the Risk Management Division of the Department of Administration, the College Human Resources Department will immediately notify those who are NOT ELIGIBLE.
 - If the driver is eligible, the driver’s name will be entered on a confidential electronic spreadsheet.
 - The confidential electronic spreadsheet will be made accessible to vehicle check-out personnel on a common network drive. The spreadsheet document will be password protected.
 - As a driver requests a college vehicle for a specific activity or event, the vehicle check-out person will access the confidential electronic spreadsheet to confirm driver eligibility and, if found eligible, will proceed to check out a college vehicle to the driver.
 - If a driver’s name does not appear on the confidential electronic spreadsheet, the vehicle check-out person will refer that driver to the College Human Resources Department, and the person will not be eligible to drive a college vehicle or a personal vehicle for college business until the issue is resolved.
- If an employee believes his or her MVR has an error affecting driver eligibility, the responsibility to resolve the issue with Risk Management and thus become an eligible driver lies with the individual, not the College.

PROCEDURES**COLLEGE-RELATED TRAVEL AND VEHICLE USE, continued**

- The Vice President of Finance and Operations will notify students and employees by email when a renewal is required.
- A driver is required to notify the College Human Resources Department at any point prior to the annual renewal in the event of any negative change in the status of his/her driving record—such as fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension.
- Employees and students must have an active, valid, appropriate driver's license if they drive a state-owned or leased vehicle; otherwise they will not be considered to be acting within the scope of their employment. Driving without an active, valid, appropriate driver's license shall constitute just cause for disciplinary action.

Personal Vehicle Use

Employees and students driving a personal vehicle for college business must have an active, valid, appropriate driver's license and personal automobile liability insurance. Driving a personal vehicle on college business without an active, valid, appropriate driver's license and personal automobile liability insurance shall constitute just cause for disciplinary action.

Field Trips or Out-of-State Travel

Field trips and out-of-state travel require prior approval from the supervising dean, using the *Travel Authorization Form*. There are important risk management issues to consider when traveling with students, particularly if out-of-state travel is involved. All out-of-state drivers, whether employee or student, must be age 21 or over. Students traveling on a bus for a field trip or school-sponsored event are required to sign a *Release of Liability and Indemnification Agreement* prior to travel. It is the responsibility of the supervising staff member to see that students have completed these forms, which are available through the Office of Student Life. If the group is utilizing student life funds to travel, the Director of Student Life must be contacted in order to facilitate the completion of liability-related documentation.

Responsibilities Associated with Use of College Vehicles

- The inter-campus mail bag shall be picked up and delivered from one campus to the other when traveling between campuses.
- When traveling between campuses, carpooling is required whenever possible, including times when work schedules can be altered slightly in order to accommodate other drivers/passengers.
- The gas tank shall be filled at the completion of the travel. Use only E85 fuel (per the State).
- Car keys shall be returned to the front desk or designated spot the same day the car is used, even when returning after hours. For after-hour drop-off on the Willmar Campus, there is a lock box outside the front door of the Student Services Building. On the Hutchinson Campus, there is a drop box on the door of the west side of the white shed at the south end of the campus.
- Upon completion of the travel, the mileage log form located in the vehicle shall be completed.
- Maintenance and safety issues of concern shall be reported to the College receptionist.

PROCEDURES**COLLEGE-RELATED TRAVEL AND VEHICLE USE, continued**Other Procedures

Employees will follow the procedures as found in [MnSCU Board Procedure 5.19.3](#) and [MnSCU System Guideline 5.19.3.1](#).

Related Documents

- [MnSCU Board Policy 5.19](#) - Travel Management
- [MnSCU Board Procedure 5.19.3](#) - Travel Management
- [MnSCU System Guideline 5.19.3.1](#) - Driver's License Record Check
- [MnSCU Fleet Safety Site](#) - Various MnSCU Links and Forms
- **Appendix A** – Acceptable/Eligible vs. Unacceptable/Ineligible Driving Record & Definitions
- **Ridgewater Vehicle Travel Information**

History:

04.16.10 Adopted

PROCEDURES**COLLEGE-RELATED TRAVEL AND VEHICLE USE, continued****Appendix A – Acceptable/Eligible vs. Unacceptable/Ineligible Driving Record & Definitions****Acceptable/Eligible Rating:**

- a. No more than 2 Minor Violations in the last three years.
- b. No more than 1 At-Fault Accident in the last three years.

Conditional Rating:

- a. No more than 3 Minor Violations in the last three years.
- b. No more than 1 Major Violation in the last 5 years.
- c. No more than 2 At-Fault Accidents in the last three years.
- d. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling more than 3 occurrences.

Unacceptable/Ineligible Rating:

- a. More than 1 Major Violation in the last five years.
- b. 4 or more Minor Violations in the last three years.
- c. 3 or more At-Fault Accidents in the last three years.
- d. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling more than 4 occurrences.

Definitions:

At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment-related.

Major Violation - The term “Major Violation” shall include any of the following:

- Driving under the influence of alcohol and/or drugs
- Failure to stop/report on accident
- Reckless driving
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended or revoked
- Careless driving
- Attempting to elude a peace officer

Minor Violation – The term “Minor Violation” shall include any moving violation other than a “Major Violation” notes above; however, not including:

- Motor vehicle equipment, load or size requirement violations
- Improper/failure to display license plates (if valid license exists)
- Failure to sign or display registration (if valid registration exists)
- Failure to have drivers license in possession (if valid license exists)