

# Milton Academy

## Facilities Services Guide



## Facilities Services Department Mission Statement

Facilities Services is responsible for the efficient and cost-effective operation, maintenance and management of all Academy facilities consisting of approximately 800,000 square feet on 130 acres. In addition, the department is responsible for the programming, design, and project management of new buildings and grounds as well as all major renovations/rehabilitation of existing facilities. The Department's goal is to provide superior customer service to students, faculty and staff in a prompt, professional manner.

### Introduction

This guide has been designed as a community member's reference. The operational policies and procedures have been developed to process all of the Academy's needs in as efficient and timely a manner as possible. Please be familiar with all of the requirements in this guide to assist in the efficiency of processing your requests.

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## 1. Requests for Services – The Work Order System

### A. General Requests

Work orders must be submitted using Milton Academy's online request form at [www.myschoolbuilding.com](http://www.myschoolbuilding.com), organization number 117423429. Submit your email address to log in or create an account. **IMPORTANT:** The Submittal Password requested in Step 7 is always "Milton."

Once logged in, this site offers eight explanatory steps for submitting work orders to the Facilities Services department. Please make your submitted request as detailed as possible. Please save this website on your 'Favorites' list to use in future.

**Work orders will not be accepted by phone, email or in person, unless it is an emergency (see section 1B).** With limited resources, we must take advantage of automation, and using this program allows for critical tracking to be done by the department.

The Facilities Services department strives to address all work orders within 72 hours. A confirmation email is sent once a work order is closed.

All members of the community are responsible for reporting graffiti or vandalism to Campus Safety (in lieu of Facilities Services) immediately at extension 2911.

### B. Emergency Notifications

Emergency situations are those that pose an immediate threat to life, safety or property. Please notify the Facilities Services department of any emergency situation requiring the department's assistance as soon as possible by calling extension 2411 from 7 a.m. to 4 p.m. on weekdays, or by contacting Campus Safety at all other times at extension 2911. All other requests must be processed using the online request form (see section 1A).

### C. Key Requests

Key requests must be submitted using a Key Request Form, found in the MiltONline Forms file on First Class. A sample of this form is attached as Exhibit A. The Requester Information and Department Chairperson/Director Approval sections must be completed before submitting this form to the Facilities Services department. Please allow two to seven days for creation and delivery of keys. The requestor will receive email notification of completion. Keys must be signed for at the Facilities Services Office.

### D. Event Requests

Use of all space on campus must be scheduled through the Student Activities Office at extension 2211. The Facilities Services department is unable to support the use of

space that has not been approved by the Student Activities Office or is not on the official Milton Academy calendar at [www.milton.edu](http://www.milton.edu). Setup and signage needs for each event must be indicated on the event request form, submitted to the Student Activities Office. Signage requests should be kept to a minimum due to the expense of the materials and labor.

#### E. Facilities Liaison Program

Milton Academy's Facilities Liaison Program seeks to efficiently maintain all buildings and grounds with the assistance of Academy employees who are most familiar with selected areas. Facilities Liaisons play a vital role in the success of the Academy's mission of cultivating a respect for others. With their commitment to the upkeep of their surroundings, Liaisons support the goal of providing the community with a safe and welcoming environment.

Facilities Liaisons report deficiencies promptly based on routine area assessment as well as occupant feedback. Area occupants should report all facilities related issues to their designated area Facilities Liaison. Facilities Liaison responsibilities include:

- Weekly review of assigned areas to assess any routine upkeep requirements or damage
- Transmitting all work orders to the Facilities Services Department via School Dude
- Serving as point person for all area occupants in reporting work orders and receiving updates through communication with Facilities Services Administrator.

The list of area Facilities Liaisons is attached as Exhibit B.

## 2. Laundry Service

Laundry and dry cleaning service is available for students and Milton Academy employees through E&R Laundry. Students and employees may register for this program at start of school each year. For mid-year enrollment or billing questions, please contact E&R Laundry at 1-800-243-7789.

Dirty laundry pick-up occurs every Tuesday by 7 a.m., and clean laundry is delivered every Friday by 8 a.m. Laundry pick-up and drop-off is at each dorm for students, and at the closet in the foyer of the Facilities Services Office for employees.

## 3. Campus Mail

### A. Daily Campus Mail Delivery and Pick-Up Schedule

Mail is normally delivered to faculty and departmental mailboxes located in the faculty lounge by 11:30 a.m. each weekday. Mail delivery to departments throughout campus will begin by 11:30 a.m. each weekday. Outgoing department mail is picked up at the time of mail delivery with the exception of the following departments: Head

of School's Office, Communications, Deans' Office, Admissions, Upper School Principal's Office, Business Office, Development and K-8 Admissions. For these departments, afternoon mail pick-up will begin at 3 p.m. each weekday. Outgoing mail is delivered to the U.S. Post Office at East Milton Square at 8:30 a.m. and 4:00 p.m. each weekday.

Student mail is delivered to student mailboxes by 2 p.m. each weekday.

## B. Package Delivery and Pick-Up

Packages are delivered to the Central Services Office by 12 p.m. each weekday. Business-related packages will be delivered beginning at 12 p.m. each weekday. Students will receive notification of receipt of personal packages via email by 12 p.m. each weekday. Packages may be picked up at the Central Services window in the Facilities Services building between 7 a.m. and 4 p.m. each weekday. Employees should not have personal packages shipped to campus. The only exception to this policy is for faculty living in dorms that do not have a separate street address. The Academy is not responsible for lost, stolen or damaged items; employees who have personal packages delivered to Facilities Services do so at their own risk.

Outgoing packages are picked up by UPS by 10 a.m. each weekday. Outgoing FedEx packages must be received at Facilities Services by 2 p.m. for same day pick-up. Alternatively, outgoing FedEx letters may be dropped in the FedEx drop box at the entrance to the upper Facilities Services parking lot by 4:45 p.m. for next day delivery. **To conserve Academy resources, please plan ahead to avoid expensive overnight services.**

## C. Mailing Procedures

### i. General Mailing Guidelines

For billing purposes, departments' names and expense codes must always be visible above Milton Academy's return address on outgoing envelopes and packages. This also ensures that mail returned by the U.S. Postal Service is routed to the proper department. If you use Milton Academy envelopes that do not display your department's name, we suggest the purchase of a stamp from W.B. Mason for all outgoing mail. Mailings with no identification, or identified only with an employee name, will be returned for more information or postage. Personal mail must be stamped by the employee; stamps are available for purchase in the bookstore.

Piles of outgoing mail should be neatly stacked. Overstuffed or mixed sealed and unsealed envelopes will not be properly processed in the postage meter. International mail must be separated from domestic mail to ensure proper postage.

Milton Academy's postage meter can seal commercial-flap style envelopes only, e.g., #10 envelopes. To be automatically sealed by the postage meter, all envelopes must be submitted for posting with flaps facing up. All other envelope styles must be sealed prior to pick-up. All non-commercial flap style envelopes received unsealed at Central Services will be returned to the department. Sealing

of all personal mail is strongly encouraged. All sealed envelopes must be separated from unsealed envelopes for proper processing. These guidelines are in place to ensure that each piece of mail reaches the post office intact.

ii. Procedures for Large Mailings

Central Services must be notified at least 24 hours in advance of all large mailings (75 pieces or more) by submitting a completed Mailing Request Form, found in the MiltONline Forms file on First Class. A sample of this form is attached as Exhibit C. All mailings must be packaged in letter trays or postal bins, available for pick up at the Central Services window, with international mail clearly separated. All pre-posted mailings must be ready by 3:30 p.m. for same day post office delivery. For all mailings not posted in advance, Central Services will make every effort to process and deliver to the post office same day. Central Services will work with departments upon receipt of the Mailing Request Form.

Please refer to Section 3.C.i for envelope sealing requirements.

iii. Intra-Campus Mail Guidelines

All inter-office mail must be submitted in a properly addressed inter-office envelope, available from W.B. Mason; however, inter-office envelopes must not be used for student mail. Student mail must be submitted in a #10 or larger envelope with the student's name and class year.

D. Mail Forwarding

Campus residents who leave the Academy's employ must report their new addresses to Human Resources in order to receive important payroll information. Once a former employee has moved off campus, all first class mail received by the Academy will be sent back to the post office marked "Return to Sender." All non-first class mail will be disposed of, as the USPS will not forward or return these items. Correspondents must be notified of all address changes in a timely manner.

The Academy does not forward mail to employees during summer break.

Alumni mail received by the Academy will be processed by the development office.

#### **4. Supply and Equipment Needs**

A. Office Supplies

Milton Academy does not have a designated campus supply area. Orders are placed directly from W.B. Mason with next day shipment by calling 1-888-926-2766, account #M00192. Department account numbers must be referenced when placing orders. For larger items (such as bookcases, desks, chairs, etc.), contact Central Services at extension 2416 for assistance in obtaining competitive pricing. Any purchases over \$500.00 require a Purchase Order, which is available through the business office.

## B. Stationery Supplies

Central Services can offer assistance in placing stationery supply orders at extension 2416. Central Services stores general Milton Academy stationery as well as printed materials for specific departments at the Facilities Services building. Stationery stock can be obtained by calling extension 2416 or emailing [facilities@milton.edu](mailto:facilities@milton.edu) at least 48 hours in advance to ensure timely delivery.

## C. Equipment and Furniture Needs

The Facilities Services department must be consulted regarding all furniture purchases. Room delivery, uncrating, assembly, trash disposal, plans for relocating old furniture are all factors that must be considered. Purchases may be made only upon the approval of the director of facilities or an assigned facilities manager.

Based on availability, faculty residents may reserve equipment for yard work and other household tasks in advance by placing a work order. (Please see Section 1 for how to place a work order.)

## 5. Sustainability

All members of the Milton Academy community should make a conscious effort to recycle generated waste. All locations on campus are supplied with recycling bins.

Energy conservation is everyone's job; the Facilities Services department asks that everyone do their part by using common sense conservation practices with the following utilities:

- a) Electricity: turning off lights, televisions and other electrical appliances when not in use.
- b) Water: reduce use as much as possible; put in work orders to fix leaks and drips.
- c) Natural Gas/Oil: leave thermostats at reasonable levels; leave windows closed during heating and cooling season.

## 6. Van Procedures

Milton Academy owns passenger vans for use related to School functions. Vans are reserved on a first come-first served basis by contacting Central Services at extension 2416 or [facilities@milton.edu](mailto:facilities@milton.edu). Van trips are charged to department accounts at the rate of \$0.50 per mile. Due to insurance regulations and the Academy's Business Conduct Policy, van operation for personal use is prohibited. A copy of your valid driver's license must be on file with Central Services in order to gain access to a van. Vans are parked in the upper Facilities Services parking lot. Keys can be picked up at the Central Services window between 8 a.m. and 4 p.m. each weekday and at the Campus Safety office at all other times. After-hours key drop-off is located by the Central Services receiving door.

Van dispatch slips are included with van keys at pick-up. These forms must be completed and returned, with the van keys, to the Central Services window for reservations ending between 8 a.m. and 4 p.m. each weekday, and to the Campus Safety Office at all other times.

Van pool regulations, listed on the back of van dispatch slips, are as follows:

- Dispatch slips returned without proper mileage information will default to a 100-mile trip for departmental billing purposes.
- Vehicles must not be driven by students. Vehicles may only be driven by Milton Academy employees with a valid driver's license on file with Central Services.
- Drivers are responsible for adhering to the maximum number of passengers allowed for the vehicle in use. Insurance coverage is voided when vehicles exceed the maximum number of passengers allowed.
- All vehicle occupants must wear seat belts.
- Drivers must obey all posted speed limits.
- Whenever possible, do not allow students to exit the vehicle on the street; pull into a driveway.
- Vans must be returned to their reserved, numbered parking space at the conclusion of each trip.
- Vehicles must be kept clean, in the condition in which they were received.
- If there is a problem with your borrowed vehicle, and you are out of the local area, try to have the vehicle repaired to make it back to Campus. If repair is not possible, or if you are nearby, call Campus Safety at 617-898-2911. Another van will be provided, or other means of returning passengers to campus will be coordinated.
- If there is an accident during your trip, address the immediate concerns of the situation first. Then promptly contact Campus Safety at 617-898-2911, as well as the head of the department responsible for the trip.
- All vehicle users must abide by the Driver and Vehicle Use Policy attached as Exhibit D.

## **7. Faculty Housing**

More than 90 faculty members live on campus in some 42 housing units. The Facilities Services department works closely with on-campus residents on proper maintenance of these properties.

Grounds maintenance on Milton Academy property is performed by the Facilities Services department and occupants as outlined in the Faculty Handbook:

- **Single Family Dwellings**

Landscaping responsibilities: Occupants of all Milton Academy single-family dwellings having adjacent grounds are responsible for the maintenance and upkeep of the grounds. This includes grass mowing, pruning of shrubbery, weeding, leaf raking, and cleaning of area drains. The Academy does cut grass but performs no other upkeep at the following single family dwellings: 119



Centre Street, 334A Centre Street, 72 Gun Hill Street (large areas only), 84 Gun Hill Street (large areas only), 331 Randolph Avenue, 380 Randolph Avenue and 390 Randolph Avenue.

Snow removal responsibilities: Occupants are responsible for snow removal on steps, sidewalks and driveways to the connection point with the street or a shared/common driveway. Driveways are plowed by the Academy after the main campus is cleared only if snow accumulation is three inches or more.

- Multiple Family Dwellings

Landscaping responsibilities: Occupants of multiple dwelling units are expected to share the responsibilities of grounds upkeep. This includes grass mowing, pruning of shrubbery, weeding, leaf raking, and cleaning of area drains. The Academy does cut grass but performs no other upkeep at the following dwellings: Brook Drive condos, Upton House, 313 Randolph Avenue, 350 Randolph Avenue (large area along Randolph Avenue only), 376 Randolph Avenue, 384 Randolph Avenue/62 Gun Hill Street and 501 Randolph Avenue.

Snow removal responsibilities: Occupants are responsible for snow removal on steps and sidewalks to the connections point with the street or a shared/common driveway. Driveways of dwellings with three or more units are plowed by the Academy after the main campus is cleared. Driveways of two-family dwellings are plowed by the Academy after the main campus is cleared only if snow accumulation is three inches or more.

- Housing attached to dormitories

Landscaping responsibilities: The Academy maintains all grounds adjacent to residences attached to dorms, with the exception of fenced-in areas at attached residences. The occupant of the dwelling unit must perform upkeep of these fenced-in areas. This includes grass mowing, pruning of shrubbery, weeding, and leaf raking.

Snow removal responsibilities: The Academy performs snow removal at dormitories for common areas. The occupant is responsible for clearing private entrances.

More details regarding faculty housing can be found in the Faculty Handbook issued by the Upper School Principal's office.

## **8. Building Code Compliance**

Our institutional buildings are inspected annually by the Town of Milton to ensure that we conform to building codes; our houses must also comply with the adopted building codes. To keep in compliance and to keep our community safe, please follow these important requirements:

## Emergency Egress

- Do not store anything in a stairwell.
- Do not store anything in a corridor that would impede access to a stairwell or exterior door.
- Do not run wires that may cause a tripping hazard across the floor.
- Do not block any road or service drive on campus with a vehicle—the fire department must have access to all building sides at all times.

## Fire Safety

- Do not prop open fire rated doors in corridors or stairwells. A good indication that a door is fire rated is if there is a door-closer on the door—if so, it must not be propped open at any time.
- Do not block or cover sprinkler heads.
- No combustible material can be pinned up in a corridor within five feet of a doorway.
- Do not store combustible material or block the area around furnaces, hot water heaters, and vent outlets for fresh air, exhaust, or heating registers.
- Do not block electrical outlets.
- Do not use extension cords to plug in refrigerators or coffee makers. Extension cords must be appropriately sized to their electric load.
- All occupants must leave the building when a fire alarm activates and may not return until the fire department approves reentry.

## General

- If you see an unsafe condition, please immediately report the deficiency to Facilities Services at extension 2411, or after hours to campus safety at extension 2911. Your help is critical in keeping our campus safe.

## 9. Facilities Services Department Contact Guide

Questions that are not covered in this guide should be directed as noted below. As a reminder, all work orders must be placed using the online form; see Section 1.

### Contact Information:

General Assistance	x2411, <a href="mailto:facilities@milton.edu">facilities@milton.edu</a>
Administrative Assistant Lynn O’Sullivan	x2411, <a href="mailto:lynn_osullivan@milton.edu">lynn_osullivan@milton.edu</a>
Central Services – mail, packages, vans	x2416, <a href="mailto:facilities@milton.edu">facilities@milton.edu</a>
Director of Facilities Services Dennis Glynn	x2418, <a href="mailto:dennis_glynn@milton.edu">dennis_glynn@milton.edu</a>

Associate Director of Facilities Services  
Grounds, Events, and Fleet Management  
Stephen Zannino x2417, [steve\\_zannino@milton.edu](mailto:steve_zannino@milton.edu)

Associate Director of Facilities Services  
Building Operations and Utilities Management  
James Benoit x2415, [james\\_benoit@milton.edu](mailto:james_benoit@milton.edu)

Project Manager  
Associate Director of Facilities Services  
Construction & Standards  
James Selman x2983, [jim\\_selman@milton.edu](mailto:jim_selman@milton.edu)

Central Services Administrator  
Christopher White x2416, [chris\\_white@milton.edu](mailto:chris_white@milton.edu)

**Location:**

The Facilities Services building is located behind Forbes House at 325 Randolph Avenue. Hours of operation are 7 a.m. to 4 p.m., Monday through Friday.

**Asbestos Management Plan Availability:**

In accordance with the United States Department of Environmental Protection Agency (EPA) AHERA, an asbestos re-inspection report and management plan, was prepared by a Massachusetts licensed asbestos inspector and management planner from Enviro-Safe Engineering, P.O. Box 440424, Somerville, MA. The plan is available for public review during normal business hours in the Facilities Services office. For additional information, contact the Facilities Services office.

**Required Integrated Pest Management Plan (IPM):**

An integrated pest management plan has been filed with the state. The Academy maintains separate IMP plans for indoor, outdoor and daycare. The Academy's IPM plans can be seen at the Facilities Services office or online at: <http://massnrc.org/ipm/schools-daycare/ipm-tools-resources/ipm-plan-maker/make-your-ipm-online/alpha-results.asp?city=Milton>. Steve Zannino, Associate Director of Grounds, Events, and Fleet Management is the coordinator for our inside and outside IPM plans (Steve is also a licensed applicator for our outside treatment). Carol Jacobs, Director of the Children's Center at Milton Academy, is the coordinator for the inside and outside IPM plan for the Children's Center. Facilities Services updates the plans every year.

## EXHIBIT A KEY REQUEST FORM



# MILTON ACADEMY

170 Centre Street  
Milton, Massachusetts 02186  
Tel: 617-898-2411  
Fax: 617-898-1702  
[www.milton.edu](http://www.milton.edu)

### Requester Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Employee ID # or Student ID #</i>
<i>Date of Request</i>	<i>Email</i>		<i>Department</i>
<i>Campus Address</i>			<i>Campus Phone</i>
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Other (please specify): _____			

**Please issue the following key(s) to the above-named person:**

Key name and/or Number	Building	Room Number	Date To Be Returned

Please state reason for this key request \_\_\_\_\_

### Department Chairperson or Director Approval

<i>Signature of Chairperson or Director</i>	<i>Department</i>	<i>Date</i>
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If this is a key for student use, I realize that by requesting this issue of this key to a student that I am accepting responsibility for its use. Should any misuse or loss occur, I will cooperate with the Departments of Campus Safety and Facilities to resolve the problem.

**IMPORTANT!** Keys are **NOT** transferable. All keys issued to students **MUST** be returned to the Facilities Department at the end of each Academic year, summer session, or return date established on issue.

*Please forward this completed form to the Facilities Department.*

### For Internal Use Only:

<i>Date received at Facilities</i>	<i>Approved</i>	<i>Technician</i>	<i>Date request fulfilled</i>
Key name	Key code		

### Key(s) Received

<i>Signature of requester</i>	<i>Date received</i>	<i>Form copied to Campus Safety</i>	<i>Date copied</i>
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**EXHIBIT B**  
**Facilities Liaisons**

<b>Location</b>	<b>Facilities Liaison</b>
ACC/Williamson Squash Courts	John Donovan/John Warren
Apthorp Chapel	Suzanne DeBuhr
Ayer Observatory	Jim Kernohan
Children's Center at Milton Academy	Carol Jacobs
Cox Library	Diane Williams
CSG – Business Office	Denise Costello
CSG – Development Office	Caitlin Donnelly
CSG – K-8 Areas	Michelle Saunders
Elliott Commons	John Soldano
Facilities Building	Dennis Glynn
Faulkner Health Center	Paula Larson
Forbes Dining Hall/Kitchen	John Soldano
Forbes House	Chris Hales
Goodwin House	Ned Bean
Greenleaf Hall	Michelle Saunders
Hallowell House	Heather Sugrue
Hathaway House	Karin Roethke-Kahn
Junior Building	Maria Rogers
Kellner Performing Arts Center	Darlene Anastas
Millet House	Justin Colson
Norris House	Steve Darling
Art & Media Center	Bryan Cheney
Pritzker Science Center	Michael Edgar
Robbins House	John Banderob
RSG – Campus Safety Office	Jay Hackett
RSG – Other	Lamar Reddicks
Schwarz Student Center	Fran McInnis
Schwarz Student Center Snack Bar	John Soldano
Straus Library – Lower Level	James Mills
Straus Library – Upper Levels	Sandi Dunnington
Ware Hall – K-8 Areas	Jacqui Pennini
Ware Hall – Second Floor	Mark Connolly
Ware Hall – Top Floor	Gregg Reilly
Warren Hall – Admissions	Pat Finn
Warren Hall – ATS (offices/computer labs)	Rachel Banderob
Warren Hall – Bookstore	Kathy Donelan
Warren Hall – Upper School	Cathy Fitzpatrick
Wigglesworth Hall	Fran McInnis
Wolcott House	Wells Hansen

**EXHIBIT C  
Mailing Request Form**

**Mailing Coordinator** \_\_\_\_\_ **Department** \_\_\_\_\_ **Billing Code** \_\_\_\_\_

**Total Pieces in Mailing:** \_\_\_\_\_ **Expected Date of Mailing:** \_\_\_\_\_

**Preposted Envelopes Required?** **Y** **N**

**Delivery Type:**

First Class \_\_\_\_\_

Priority Mail \_\_\_\_\_ (average delivery in two to three days)

Express Mail \_\_\_\_\_ (guaranteed overnight delivery for most destinations)

**USPS Supplies Needed:**

**Quantity**

Tubs \_\_\_\_\_

Letter Trays \_\_\_\_\_

**Printed Materials Provided by Central Services:**

**Type**

**Quantity**

Envelopes \_\_\_\_\_

Stationery \_\_\_\_\_

Catalogs, etc. \_\_\_\_\_

- Central Services must be notified at least 24 hours in advance of all large mailings (75 pieces or more) by submitting a completed Mailing Request Form via email or interoffice mail.
- For billing purposes, the department or billing code must be indicated with each item's return address. This also ensures that any pieces returned to the School are routed appropriately without compromising confidentiality.
- All mailings must be packaged in letter trays or postal tubs, with international mail clearly separated.
- International mail must be separated by country and have appropriate markings and/or customer forms.
- The postage meter has the ability to seal commercial-flap style envelopes only, e.g. #10 envelopes. All envelopes must be submitted for posting with flaps up to be automatically sealed by the postage meter. All other flap styles must be sealed prior to pick-up by Central Services. All non-commercial-flap style envelopes received unsealed at Central Services will be returned to the mailing coordinator.
- All pre-posted mailings must be ready by 3:30 p.m. for same-day post office delivery.
- Please consult with Central Services at extension 2416 to schedule post office delivery for all mailings requiring postage after completion.

**EXHIBIT D**  
**Driver and Vehicle Use Policy**

1.0 Policy Statement:

The authorized driver of a Milton Academy vehicle has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in this policy.

Milton Academy vehicles are provided to support business activities and are to be used only by qualified and authorized persons. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use. Any person authorized to drive a Milton Academy vehicle must have a current valid driver's license. Obtaining a driver's license is a personal expense.

2.0 Drivers Requirements:

2.1 Who is an authorized driver

- 2.1.1 Must be an authorized employee or volunteer of Milton Academy
- 2.1.2 Must be at least 18 years of age
- 2.1.3 Must have a current valid driver's license for the class of vehicle to be driven.
- 2.1.4 Must have "clear" or "acceptable" / "borderline" motor vehicle record (MVR) in accordance with the established MVR grading system. (addendum)
- 2.1.5 Persons driving a Milton Academy vehicle as regular part of their employment must successfully complete a driving program authorized by Milton Academy within 60 days of employment.  
The authorized program is the National Safety Councils – Defensive Driving Course – 4 (DDC-4)
- 2.1.6 Persons driving a Milton Academy van as part of their employment (i.e. coaches, teachers, boarding staff, after school program) or volunteers will be required to complete the St. Paul Travelers Insurance Company "Van Safety Guide for Drivers."

2.2 Who is not authorized to be a driver

Will not be authorized if, during the last 36 months, the driver had any of the following experiences:

- 2.2.1 Been convicted of a felony involving the use of a motor vehicle
- 2.2.2 Been convicted of sale, handling or use of drugs involving the use of a motor vehicle
- 2.2.3 Had a driver's license suspended or revoked
- 2.2.4 Motor Vehicle Record (MVR) evaluation system equals "poor"

- 3.0 Permission to use a Milton Academy vehicle  
Permission to use a Milton Academy vehicle must be granted by an “authorized” Milton Academy supervisor and the vehicle must be checked out from the Keeper of the Keys (see section 12.0). Persons other than Milton Academy employees or authorized individuals are not permitted to operate Milton Academy vehicles.
- 3.1 Smoking is not permitted in any Milton Academy vehicle at any time.
  - 3.2 Employees or authorized individuals may be held liable in situations where vehicles are operated outside the scope of the policy.
  - 3.3 If involved in misuse of Milton Academy vehicles, the driver may be personally liable for damage to persons or property caused to third parties and for the legal expenses for defense of such claims.
  - 3.4 Seatbelts are to be worn at all times.
- 4.0 Personal Cars Used on Milton Academy Business  
Milton Academy does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. Milton Academy suggests that you maintain minimum liability limits of \$250,000 Bodily Injury per person, \$500,000 Bodily Injury per accident, \$100,000 Property Damage per accident. Milton Academy does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.
- 4.1 When driving a personal vehicle on Milton Academy business, the individual’s personal auto insurance provides primary coverage.
- 5.0 Review of Motor Vehicle Record  
State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually for Risk Management purposes.
- 5.1 Employees will be notified of any person not meeting the risk management criteria. The person brought to Milton Academy’s attention will have the opportunity to work with Milton Academy to have a full review of the driving record.
  - 5.2 Driving privileges may be withdrawn or suspended or additional periodic MVRs may be used to monitor driving for any authorized driver not meeting the requirements.
- 6.0 Traffic Violation
- 6.1 Fines for parking, moving violations, or Fastlane violations are the personal responsibility of the operator.
  - 6.2 Each driver of a Milton Academy vehicle is required to report all moving violations to his or her manager and the Director of Campus Safety immediately.



- 6.3 Please be aware that traffic violations incurred while not on Milton Academy business will affect your driving status and are subject to review.

7.0 Accidents involving Milton Academy Vehicles

In the event of an accident:

- Don't comment regarding the accident including admitting negligence or liability
- Do not attempt settlement, regardless of how minor
- Get name, address and phone number of injured person and witnesses if possible
- Exchange vehicle identification, insurance company name and policy numbers with the other driver
- Take a photograph of the scene of the accident if possible
- Call the police if injury to others is involved. You may want to call police even if there are no injuries.
- Notify Milton Academy Campus Safety immediately at 617-898-2911
- When you return to campus, the driver must meet with the Campus Safety Officer on duty to complete an accident report.

8.0 Preventable Accident

A preventable accident is defined as any accident involving a Milton Academy vehicle or any vehicle while being used on business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident. Preventable accidents include, but are not limited to:

- Following too closely
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Speeding
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges

9.0 Substance Abuse

- 9.1 The use of alcohol and illegal drugs and carrying of such in a vehicle is prohibited at all times, except as noted in section 9.2.

- 9.2 From time to time transporting sealed bottles or cases of alcoholic beverages may be a business necessity.
- 9.3 Use of prescription medications, which may affect a driver's alertness, judgment, or reaction time, is also prohibited.

10.0 Cell Phone Use

Studies show that drivers using a cell phone while driving are 400 to 500 times more likely to get into traffic accidents than those who do not use them. As a result it is the responsibility of all drivers to adhere to the following safety recommendations:

- 10.1 All drivers must use a hands free device when using the phone while driving
- 10.2 Drivers are to use the phone for receiving calls only. If a call must be made from the vehicle, the vehicle must be pulled over and stopped in a safe area.
- 10.3 Whenever possible all drivers should pull off the road to a safe area when making cell phone calls.

11.0 Vehicle Maintenance

Vehicles should not be operated with any defect that would inhibit safe operation. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. Preventive maintenance should be completed on all vehicles as required in the owner's manual.

- 11.1 Maintenance of Milton Academy owned vehicles
  - 11.1.1 Return the vehicle in a clean condition and with a full tank of gas. Vans returned without a full tank, the department will be billed for the cost of refueling the vehicle.
  - 11.1.2 Confirm location and status of the on-board first aid kit.
  - 11.1.3 Check operational status of the on-board fire extinguisher.
  - 11.1.4 All maintenance problems should be immediately reported to the Milton Academy Facilities Services at 617-898-2411.

12.0 Keeper of the Keys: KOK

For every Milton Academy vehicle, there must be a designated staff person regarded as the keeper of the keys with overall responsibility for that specific (may be more than one) vehicle including, but not limited to: accident reporting, key distribution and similar tasks. A logbook of all drivers and vehicles should be maintained by the KOK.

- |                     |   |
|---------------------|---|
| Athletic Van        | - Director of Athletics   |
| Campus Safety       | - Director of Campus Safety and Risk Management                                       |
| Fleet Vans          | - Central Services  |
| Facilities Vehicles | - Associate Director of Facilities Services for Grounds, Events, and Fleet Management |
| Outdoor Program     | - Director of Outdoor Program   |

All vehicle maintenance and repairs are to be authorized by the Associate Director for Grounds, Events, and Fleet Management.

13.0 Disciplinary Action

Violation of this policy may lead to disciplinary action, up to and including dismissal from Milton Academy

13.1 If it is determined through the check of the MVR that the employee does not meet the driver qualifications, and performance of the employee's regular Milton Academy duties requires driving on Milton Academy business, the employment may be terminated.

14.0 Exceptions to Policy:

While a policy is meant to cover as many circumstances as may be foreseen, from time to time there are unforeseen circumstances. Any exception to this policy will be considered on a case by case basis. Exceptions can only be approved in writing by the Director of Facilities Services, Director of Campus Safety and Risk Management or the Associate Director for Grounds, Events, and Fleet Management.

15.0 Policy Clarification and Updates:

Policy clarification and updates are available from the Director of Campus Safety.

**Motor Vehicle Record Evaluation Addendum**

It is a requirement that every Milton Academy employee or authorized person with driving duties must have a motor vehicle record (MVR) meeting the grading requirements stated below. This MVR policy applies both to drivers of company owned vehicles as well as employees using personal vehicles in the course of company business.

MVRs will be examined prior to the start of employment and at least annually thereafter.

The standards for MVRs are as follows:

1. All operators must have a valid driver's license.
2. No new driver will be hired with a "borderline" or "poor" MVR. MVRs will be graded based on the table below, as minimum requirements.
3. Driving records must remain "acceptable" or "clear," as graded on the table below.
4. Employees shall receive a written warning due to driver records resulting as "borderline."
5. Any exceptions to these guidelines must be referred to the Chief Financial Officer for written approval.

Number of Minor Violations	Number of preventable accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

Minor Violations	Major Violations
<ul style="list-style-type: none"> <li>• Improper/failure to display license plates</li> <li>• Failure to sign or display registration</li> <li>• Failure to have driver's license in possession (if valid license exists)</li> <li>• Failure to use seatbelt</li> <li>• Improper turn or failure to signal</li> <li>• Passing across a double yellow line</li> <li>• Failure to yield</li> <li>• Following too close</li> <li>• Motor vehicle equipment violations</li> <li>• Failure to use caution when turning</li> <li>• Failure to proceed into traffic</li> <li>• Failure to provide right-of-way</li> <li>• Travel in passing lane</li> <li>• Speeding (1 violation)</li> </ul>	<ul style="list-style-type: none"> <li>• Driving under influence of alcohol/drugs</li> <li>• Failure to stop</li> <li>• Reckless driving/speeding contest</li> <li>• Driving while impaired</li> <li>• Making a false accident report</li> <li>• Homicide, manslaughter or assault arising out of the use of a vehicle</li> <li>• Driving while license is suspended/revoked</li> <li>• Careless driving</li> <li>• Attempting to elude a police officer</li> <li>• Speeding</li> <li>• Failure to report an accident</li> <li>• Motor vehicle equipment, load or size requirement</li> </ul>

**Disclosure of Intent  
To Obtain a Motor Vehicle Record**

In compliance with the Fair Credit Reporting Act and the Driver Privacy Act, we hereby notify you that for employment purposes we may request a Motor Vehicle Record (MVR) in connection with your application for employment. Additional MVR's to be procured annually thereafter. It is our normal practice to limit the report to driving records available from the appropriate state departments of motor vehicles. This report is procured for risk management purposes.

This disclosure also is to inform you that Milton Academy may also request a Motor Vehicle Record on you, which under normal practice will consist of your driving record from the appropriate state department of motor vehicles. The purpose of Milton Academy requesting a report will be for risk management purposes.

**Certification of Receipt of Disclosure and  
Authorization to Obtain a Motor Vehicle Record**

I acknowledge that I have received a copy of the "Disclosure of Intent to Obtain a Motor Vehicle Record".

I voluntarily authorize you to obtain a Motor Vehicle Record regarding me in connection with my application for employment or my risk management purposes.

I understand and agree that I can revoke this authorization only in writing and the revocation will be effective only upon receipt.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Position

ATTACH COPY OF LICENSE  
HERE

\_\_\_\_\_  
Print Name

Print Maiden or Other Names Under Which Records may be Listed \_\_\_\_\_

Date of Birth \* \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_