



Campus Safety

Policy Number **Fleet 1**

Policy Name **Driver and Vehicle Use Policy**

Effective Date **July 2006**

Review Date : September 2011

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.

2.1.6 Persons driving a Milton Academy van as part of their employment (ie. coaches, teachers, boarding staff, after school program) or volunteers will be required to completed a driver training program.

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"



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- 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.



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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.



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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 Operation 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
- Fleet Vans - Central Services
- Facilities Vehicles - Associate Director of Facilities for Grounds, Events, and Fleet Management.
- Outdoor Program - Director of Outdoor Program.

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



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- 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 by the Director of Facilities Operations, Director of Campus Safety or the Grounds Manager.
- 15.0 Policy Clarification and Updates:
Policy clarification and updates are available from the Director of Campus Safety.



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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



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



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Motor Vehicle Record Disclosure and Release

In connection with my ongoing employment or my application for employment, should I have or secure a position with Trustees of Milton Academy. I understand that a motor vehicle record, which contains public record information, may be requested. I further understand that such report(s) will contain personal information and public record information concerning my driving record from federal, state and other agencies which maintain such records: as well as independent services that provide driving record information.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information to Trustees of Milton Academy School or its agent.

I hereby authorize procurement of my motor vehicle report. If hired, this authorization shall remain on file and shall serve as ongoing authorization for you to procure such reports at any time during my employment. Trustees of Milton Academy, **commercial auto insurer and agent will also use this information in conjunction with loss control and safety review efforts.**

**Full Legal Name (include Middle Initial)
Number**

Social Security

Drivers License Number

Date of Birth

State

Signature

Date

If you have held a license in a state other than Massachusetts in the past five years, please provide the state, when you were licensed there, and the license number, if you have it:

State of Issue

Date Range

License #



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9-1-11