

CLOVER PARK TECHNICAL COLLEGE

CHAPTER	SECTION	TITLE	HISTORY		
			6	25P	Transportation
			Revised 2018		Next review 2021

PROCEDURE

Managers/supervisors will identify employees/students that they wish to designate as college drivers and provide information and a completed "Authorized Driver Acknowledgement Form" to the office of the Vice President for Finance and Administration.

Record keeping for training and license/proof of insurance will be provided by the office of the Vice President for Finance and Administration. Supervisors are responsible for ensuring that all employees who operate vehicles on college business receive a training briefing within sixty (60) days of employment or adoption of this policy.

The following information must be available in every state vehicle: repair information, operator's responsibilities statement, accident and insurance forms (including instructions), emergency instructions, and the "State Proof of Liability" card.

College drivers:

1. Complete training and the training form within the required sixty (60) days.
2. Provide copies of a valid Washington state driver's license and proof of valid automobile insurance at least every two (2) years. The driver must be at least eighteen (18) years of age and have two (2) years of driving experience.
3. Agree to the following:
 - a. never drive a college vehicle while impaired through fatigue, drug or alcohol use or lack of sleep,
 - b. not use cell phones or other handheld communication devices unless stopped in a safe location,
 - c. not transport alcohol in a college vehicle unless such a substance is within the scope of the driver's official duties,
 - d. not transport firearms, weapons, or explosives unless in accordance with official duties,
 - e. not use radar or speed detecting devices in a college vehicle,
 - f. not use ear buds while operating a college vehicle,
 - g. not eat or drink in a college vehicle,
 - h. not use tobacco or electronic cigarette products in a college vehicle,
 - i. not let anyone else into a college vehicle without authorization, including other students, family, children, friends, pets, etc.,
 - j. not use college vehicles for personal use,
 - k. ensure that they and all passengers are securely seat belted before moving a vehicle,
 - l. ensure that their license and proof of insurance is kept in the vehicle while they are using it.

APPROVAL:

By: *Larry Clark*
Larry Clark

Date: 11-30-18