



AP 7401 Safe Driver

References:

Purpose

Rogue Community College (RCC) is committed to the safety of all drivers who operate a vehicle while on college business. The purpose of this procedure is to establish how an RCC employee, RCC volunteer, or an RCC student may become an Approved Driver of college-owned or rented vehicles, vehicles in the care of the college, or personal vehicles operated on college business.

Definitions

- Approved Driver - Individuals approved to drive college-owned or rented vehicles, their personal vehicles while performing college business, or vehicles in the care of the college. Approved Drivers are further defined as drivers who drive as an essential function of their job and as drivers who may drive on college business, but it is not an essential function of their job.
- College Business – Activities carried out in the interest of the College that are consistent with the RCC's mission and are approved by the appropriate divisional Vice President or the President.

Approved Drivers

The following requirements apply to all Approved Drivers who drive on college business. To qualify as an Approved Driver at RCC, individuals must meet the following conditions:

- Be at least 18 years old.
- Hold a valid Oregon state license or obtain one within 30 days of moving to Oregon. Approved Driver's status for the College will be revoked if an Oregon license is not obtained within 30 days.
- Obtain supervisor approval for driving on college business.
- Complete additional vehicle safety courses as assigned by Risk Management.

Eligibility to Drive

All Approved Drivers may drive on college business if they meet the qualifications outlined in this procedure. However, Approved Drivers who drive as an essential function of their job must maintain these qualifications to continue driving for the College. Departments should work with Human Resources for employees and volunteers and with Risk Management for students to identify positions or courses



where driving a vehicle is an essential function. They should also include language regarding required driving in the job description or course syllabus.

For potential employees and students who have not started their program, the employee or student's motor vehicle record, whether in Oregon or another state, must be screened by Risk Management during the hiring process or before the student enters the program. Employees or students who do not meet the requirements outlined in this procedure will not be able to drive on college business.

Maintaining a Safe Driving Record

Risk Management enters certain employees and students into the Oregon DMV notification system to ensure valid driver's licenses and safe driving records are maintained on an ongoing basis. Driving records for the covered employees and students will be reviewed and monitored continuously. The DMV will automatically notify Risk Management when there is any conviction, accident, suspension, and/or failure to maintain a required medical card for a commercial driver's license added to the approved driver's driving record.

If an employee or student needs to obtain Approved Driver status and Risk Management does not currently include them in the DMV system or the individual needs to drive on college business within their first 30 days of employment or their first 30 days of academic programs, they must complete the Driver Authorization and Waiver Form for temporary drivers. They will then be added to the DMV notification system, and the Risk Management department will obtain a DMV record immediately. The approved driver, their supervisor, and Human Resources (employees) or program (students) will be notified immediately if the record reflects an ineligible driving history.

To be an Approved Driver, a driver must already have and maintain a safe driving record by meeting the following criteria. Off-duty driving in a personal vehicle, including accidents and citations, counts for the purpose of this procedure.

No major violations in the previous three years. Major violations include, but are not limited to:

- Driving under the influence of alcohol or drugs
- Driving while license is suspended or revoked
- Leaving the scene of an accident
- Reckless driving
- Road rage incidents
- Speeding 20 mph or more over the posted speed limit



No more than two minor violations in the previous three years. Minor violations include, but are not limited to:

- At fault accident
- Speeding 19 mph or less over the posted speed limit
- Failure to obey a traffic control device or signal
- Improper lane change
- Failure to signal
- Failure to yield the right of way
- Failure to wear a seat belt
- Unlawful use of a mobile device

Any combination of accidents and/or violations deemed as "Ineligible" in the table below is grounds for losing the ability to drive on college business.

Number of Minor Violations Within Past 3 Years	Number of At-Fault Auto Accidents Involving Property Damage Within Past 3 Years				Number of Major Violations Within Past 3 Years
	0	1	2	3	
					1 or More
0	Clear	Acceptable	Borderline	Ineligible	Ineligible
1	Acceptable	Acceptable	Borderline	Ineligible	Ineligible
2	Borderline	Borderline	Ineligible	Ineligible	Ineligible
3	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible

When a DMV Record is received, Risk Management will review the report and notify the approved driver, their supervisor, and Human Resources (employees) or their program (students).

- If an employee or student has fallen into the "Borderline" category above, the supervisor and Human Resources (employees) or program (students) will be notified so they can discuss driver eligibility requirements as a potential deterrent to progressing to the "Ineligible" category.
- If an employee or student is designated as "Ineligible," as shown above, the supervisor and Human Resources (employees) or program (students) will be notified they will become ineligible to drive on behalf of the college.



Approved Drivers whose driver's license has been suspended or revoked by the Department of Motor Vehicles must inform their supervisor (employees) or program (students) of that action within twenty-four (24) hours. Supervisors or programs must immediately notify the Risk Management Department. RCC rented or owned vehicles or vehicles in the care of the college will not be driven by approved drivers whose driver's license is suspended or revoked. Using a personal vehicle for college business is also prohibited under these circumstances. If an approved driver fails to report a suspended/revoked license or chooses to drive using a suspended or revoked driver's license, additional action may occur up to and including termination (employees) or removal from the program (students).

All college employees must submit an annual acknowledgment of the AP XXXX Safe Driver Procedure. This acknowledgment must be completed by the specified deadline each year to ensure all employees are informed of and adhere to the current safe driving procedures. Compliance with this requirement is mandatory and essential for maintaining the safety standards of the college.

Appeal Process

The Safe Driver Procedure requires each individual in the program to maintain a driving record that reflects a limited number of traffic violations and/or accidents as outlined in this procedure. As part of the overall Safe Driver Procedures, employees or students may appeal their Approved Driver status based on the following criteria:

Appeals to the Director of Human Resources

- Appeal whether the employee is required to drive on college business.

Appeal to the VP of People, Culture, and Safety

- Dispute of accidents or violations assessed because the individual believes the incident was inaccurately defined;
- Dispute of the total number of accidents or violations assigned to an individual's driver history.

Appeal to the VP of Student Learning and Success

- Appeal whether the student is required to drive on college business.

The appellant must send a written request for an appeal within seven (7) calendar days of the driver's receipt of notification of Authorized Driver status being revoked. The request should explain briefly how the appeal meets the criteria defined above. The VP of People, Culture, and Safety, the VP of Student Learning and Success, or the Director of Human Resources reviews the request, including any documents. Decisions of the VP of People, Culture or the VP of Student Learning and Success are final. Appeal



decisions will be communicated to Risk Management to maintain the Safe Driver Procedure.

Rescinds Procedure Number: None

Approved: September 5, 2024