

Safe Driver Program

Contact: Director of Risk Management

1. Rogue Community College is committed to the safety of all employees, including safe driving during work hours. Rogue Community College is also committed to complying with all applicable federal, state and local laws as well as health and safety codes and regulations. To ensure that all affected employees are provided with the necessary information and training, the following Safe Driving Program has been established. All employees of Rogue Community College will participate and comply with all sections of the Safe Driving Program. The written Safe Driving Program will be reviewed, updated and maintained by the Rogue Community College Risk Management Department. A printed copy of the program is available at the Risk Management office and online at <https://web.roguecc.edu/risk-management/campus-occupational-safety>.
2. Purpose
 - a. Rogue Community College (RCC) rules are published to provide information and guidance to employees of RCC. Driving safely is the first duty of every driver. This means every driver should use defensive driving skills, be able to anticipate the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and be prepared at all times to do everything possible to prevent an accident.
 - b. RCC requires drivers to be alert and to conduct themselves at all times in a manner that will protect the driver and RCC.
 - c. Drivers are required to observe all laws, as well as rules and procedures outlined in this program at all times.
 - d. NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT THAT WE CANNOT TAKE THE TIME TO PERFORM IT SAFELY!
3. Required to Drive vs Not Required to Drive
 - a. All employees are considered eligible to drive while on duty so long as the qualification listed below are met. Some positions REQUIRE driving. Employees in positions that require driving as an essential job function must maintain these qualifications in order to meet the requirements for continued employment in their position.

4. Maintaining a Safe Driving Record

- a. While regular duties of an employee may not require driving, we defer to allowing all employees eligibility due to circumstances in which attending meetings, training, etc. may require driving to offsite locations during working hours. Currently, Risk Management enters the below groups into the DMV notification system to ensure valid drivers' license and safe driving record are maintained on an ongoing basis:
 - i. All Management and Exempt employees
 - ii. All Classified employees
 - iii. All Full Time Faculty
 - iv. Adjunct Faculty in the following departments: Drivers' Training, Commercial Truck Driving, Athletics, ASG, ROLEA, Fire Science, EMS, Diesel, Automotive
 - v. Student Workers who work in Facilities and qualify to drive golf carts.
 - vi. Volunteers assigned to driving duties. (i.e. Athletic Bus Driver's)
 - vii. Students who are operating college owned vehicles or customer owned vehicle in the following programs: Commercial truck driving, ROLEA, Fire Science, EMS, Automotive
 - b. Driving records for employees and students in the above categories will be reviewed and monitored on an ongoing basis. RCC Risk Management will automatically be notified by the DMV 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 employees driving record. When a DMV Record is received, the report will be reviewed RCC Risk Management and the supervisor of the employee will be notified. If an employee is deemed unsafe and excluded from driving RCC vehicles, Human Resources will review position requirements to determine if driving is required for the position, and will discuss the requirements with the supervisor and the employee to determine the appropriate course of action. The Chief Human Resources Officer in consultation with the Director of Risk Management may waive an exclusion on a case by case basis.
 - c. If an employee, who does not fall into one of the categories above, will be driving, they will need to complete the Driver Authorization and Waiver Form.
5. In order to be eligible to drive, an employee must maintain a safe driving record by meeting the following criteria. Off duty driving in a personal vehicle, including accidents and citations, count for the purpose of these rules.
- a. No major violations in the previous three years. Major violations include, but are not limited to:

- i. Driving under the influence of alcohol or drugs
 - ii. Driving while license suspended or revoked
 - iii. Leaving the scene of an accident
 - iv. Reckless driving
 - v. Road rage incidents
 - vi. Speeding 20 mph or more over the posted speed limit
- b. No more than two minor violations in the previous three years. Minor violations include, but are not limited to:
- i. Speeding 19 mph or less over the posted speed limit
 - ii. Cell or text texting violation
 - iii. Failure to obey a traffic control device or signal
 - iv. Improper lane change
 - v. Failure to signal
 - vi. Failure to yield the right of way
 - vii. Failure to wear a seat belt

Any combination of accidents and/or violations that are deemed as “Unsafe” in the below table is grounds for loss of the ability to drive on behalf of RCC. Any actions in an RCC vehicle or utility cart which are considered improper use, may be grounds for losing driving privilege and disciplinary action.

SAFE DRIVER GUIDELINE

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	
0	Clear	Acceptable	Borderline	Unsafe	Unsafe
1	Acceptable	Acceptable	Borderline	Unsafe	Unsafe
2	Borderline	Borderline	Unsafe	Unsafe	Unsafe
3	Unsafe	Unsafe	Unsafe	Unsafe	Unsafe

- c. Employees whose driving license has been suspended or revoked by the Department of Motor Vehicles must inform their supervisor of that action within twenty-four (24) hours. Supervisors must then immediately notify the Risk Management Department and make the appropriate corrective action plan for the employee within 5 days. Vehicles may not be issued to employees whose

license is suspended or revoked and substitution of a personal vehicle for College business is prohibited. If an employee fails to report a suspended/revoked license or chooses to drive while in an uninsurable status, disciplinary action will take place up to and including termination.

6. Authorized Drivers

- a. The following requirements apply to all employees who drive while on duty. To qualify as a driver of RCC vehicles, including on campus utility carts, drivers must meet the following conditions:
 - i. Must be at least 18 years of age (*OR-OSHA Rule*).
 - ii. Must have and carry a valid Oregon state license (or have a valid state license and obtain an Oregon state license within 30 days of moving to Oregon. Failure to obtain an Oregon driver's license within 30 days will result in driving privileges being suspended).
 - iii. Must have a current automobile liability insurance policy for his/her personal vehicle if driving it during work hours.
 - iv. Must have knowledge of and adhere to rules, state and municipal traffic laws and regulations whenever driving RCC vehicles.
 - v. Must be approved by their supervisor to drive on RCC business.
 - vi. If an employee will be driving a utility cart (golf cart, etc.) on campus property, they must complete the Utility Cart Safety course, and successfully pass the included quiz, at least once every three years or more frequently if deemed necessary by the supervisor. This course is available on the Vector Solutions website. Qualifications listed above must also be met by those employees who will be driving utility carts.

7. Operating College Owned or Rented Vehicles

- a. It is the driver's responsibility to regularly inspect and report any issues with a vehicle in order for their department to ensure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road.
- b. Departments are responsible for ensuring vehicles are properly maintained. Routine maintenance, recall repairs and warranty work shall be conducted in a timely manner.
- c. RCC drivers should not transport anyone who is not in an official capacity.
- d. RCC vehicles must be kept as clean (externally and internally) as possible. RCC prohibits smoking in College vehicles. Eating in RCC vehicles should be kept to a minimum. Cleanliness is the responsibility of the employee and should be monitored by the Department the vehicle is assigned to.

- e. Any driver participating in college-business travel is required to comply with all of the following distance and time requirements:
 - i. Cannot drive more than 10 hours without at least 8 hours of consecutive off duty time
 - ii. Cannot not exceed more than 15 hours of driving time **and** work time for RCC without at least 8 hours of consecutive off duty time
 - iii. Must take a 15-minute break every 4 hours of consecutive driving

8. Operating Personal Vehicles on College Business

Personal vehicles are often used for RCC travel. The owners/drivers must provide their own insurance coverage. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance.

9. Utility Carts on Campus

- a. Utility carts being driven on campus property must observe and obey all directions of travel, posted speeds, safe speeds and operation for weather and other hazardous conditions, and observe all pedestrians as having the right of way on roads, paths and sidewalks. Utility carts cannot be operated on public roads.

10. Tickets, Fines or other Costs

- a. Employees are liable for all speeding, traffic crimes, traffic violations and parking violations.

11. Cell Phones & Texting

- a. Oregon law prohibits the use of cell phones while driving, unless employees are using a "hands-free accessory". Please note, the use of a speaker phone is not considered a "hands-free" accessory". Texting and any other form of electronic communication is prohibited.

12. Training

- a. Employees who drive on college business must have completed the RCC approved Vector Solutions training as outlined below in the past three years. This training is **mandated** for employees who drive on college business and for all student employees who are authorized to drive on college business,

regardless of driving frequency. This program is offered on-line and is recommended for all employees, not just those who are mandated to take the training.

- i. Defensive Driving
- ii. Distracted Driving
- iii. 15 Passenger Van Safety – If operating a 15-passenger van
- iv. Van Safety – If operating any RCC owned or rented passenger van

13. Accident and Injury Reporting

- a. If you have a traffic accident, you must:
 - i. Stop at once.
 1. If you are involved in an accident on the highway and you have no injury, you should move your vehicle over to the shoulder if it's safe to do so. This helps keep traffic moving. You will also avoid getting a ticket for failure to remove your vehicle.
 - ii. Render aid if necessary.
 1. If any person involved in the accident requires emergency medical treatment, then the employee should call 911 immediately.
 2. If the employee is injured and requires medical treatment, the employee should seek appropriate medical care as soon as possible depending on the extent and severity of their injuries.
 - iii. You must immediately notify law enforcement if you are operating a college owned or rented vehicle regardless of the severity of the accident.
 - iv. Exchange information with other drivers involved. If law enforcement responds they can assist with getting the information from other parties involved. This information will also need to be submitted to the RCC Risk Management Department. By law, ORS 811.700(1)(b)(B) you must provide the following information to the other driver:
 1. Your name and address
 2. The name and address of the vehicle's owner
 3. The registration number of the vehicle
 4. Name of insurance carrier
 5. Insurance policy number
 6. Phone number of the insurance carrier
 - v. If you hit an unoccupied vehicle, try to find the owner. If you can't find the owner, leave a note that says you are the person who hit the vehicle and how to contact you. By law, ORS 811.700(1)(c)(B), you must write the following on the note:
 1. Your name and address

2. The name and address of the vehicle's owner
 3. The registration number of the vehicle
 4. Name of insurance carrier
 5. Insurance policy number
 6. Phone number of the insurance carrier
 7. A brief description of what happened
- vi. If you damage property other than a vehicle, you must try to find the owner or someone in charge of the property to report the damage. By law, ORS 811.700(1)(d)(A) you must provide to them:
1. Your name and address
 2. The name and address of the vehicle's owner
 3. The registration number of the vehicle
 4. Name of insurance carrier
 5. Insurance policy number
 6. Phone number of the insurance carrier
- vii. Contact the Risk Management Department to report auto accidents.
1. To begin an auto insurance claim, Risk Management will need all documentation including Accident Information Exchange Checklist, the online [RCC Accident/Injury Report](#) (Driver) only, Passengers and/or witnesses should contact Risk Management in order to complete a witness statement.
 2. Police Report (if applicable), and DMV Accident Report (if applicable).
Contact Info:
Wendy Jones, Risk Management Coordinator
RCC Risk Management
(541) 956-7146
wjones@roguecc.edu
- viii. Report the accident to DMV (A police report does not count as filing an accident report with DMV) within 72 hours if:
1. Damage to any vehicle is over \$2,500 (even if your vehicle was the only one in the crash);
 2. Any vehicle is towed from the scene;
 3. Injury or death resulted from this accident; or
 4. Damages to anyone's property other than a vehicle involved in this accident is more than \$2,500.
 5. Oregon DMV Accident Report:
<https://www.oregon.gov/ODOT/Forms/DMV/32fill.pdf>
 6. Keep a copy of your DMV Accident Report. Under ORS 802.220(5) the DMV cannot give you a copy of your accident report. Submit the original DMV Accident Report to any DMV Office. (Your

license will be suspended by DMV if you do not file a required report.)

- b. All accidents that occur in an RCC vehicle will be investigated by RCC Risk Management to determine whether additional follow-up action is required.