



WAYNE COUNTY COMMUNITY COLLEGE DISTRICT MOTOR VEHICLE POLICY

Policy Statement

It is the policy of WCCCD to ensure the college vehicles are operated in a safe and appropriate manner.

Statement of Purpose

This policy establishes consistent standards for persons who drive college owned vehicles and for the vehicles themselves.

Applicability

This policy is applicable to all college employees who have met the requirements of this policy.

Definitions

1. Authorized Driver/Operator – An employee of WCCCD who has met requirements to drive/operate a college vehicle.
2. College vehicles titles to WCCCD including cars, vans, and trucks
3. Motor Pool Office – the entity within the Auxiliary Services that is responsible for administration of WCCCD vehicles.

Vehicle Use

College vehicles are used only for college business. Personal use of vehicles is not authorized. In addition smoking is not allowed in college vehicles at any time.

Driver/Operator Requirements and Responsibilities

1. All persons who drive a WCCCD vehicle must possess a valid U.S. driver's license. Such persons must immediately notify the Auxiliary Services Department if their driver's license has been suspended or removed or has limitations otherwise.
2. Operators of college vehicles must observe all applicable motor vehicle laws and ordinances including those governing use of seat belts, alcohol, drugs and cell phone use.
3. The Driver's license of each driver/operator will be on file either in Human Resources or the Auxiliary Services Department.
4. Persons who operate a college owned vehicle must receive annual safety training and pass an annual written safety test.
5. Drivers are personally responsible for any traffic violations and fines, including parking violations.
6. Operators of college vehicles are required to report all mechanical problems, including those that have not incapacitated the vehicle.
7. The driver shall ensure the vehicle is fully fueled upon return.
8. Drivers shall not initiate or accept cell phone calls or text messages while driving. If the driver needs to place or receive a call or text message, the driver shall stop the vehicle in a safe location to do so.
9. Drivers shall immediately report any accidents or damage to the college vehicle to Auxiliary Services.

Loss of Driving Privileges

The following incidents will result in the loss of driving privileges for one year:

1. Operating a vehicle without a valid driver's license.
2. Failure to report suspension or revocation of a driver's license.
3. Failure to report an accident involving a college owned vehicle.
4. Operating a college owned vehicle while under the influence of any substance.
5. Violation of Michigan law or WCCCD policy governing motor vehicle.

In addition, appropriate measures regarding the loss of driving privileges may be applicable for failure to obey college and other traffic regulations and/or operation a vehicle in an unsafe manner.

Bus/Van Requirements

All drivers transporting at least 15 passengers (including the driver) must have a commercial driver's license (CDL).

Reporting Vehicle Trouble

Report all vehicle trouble immediately to the Auxiliary Services department, including battery and tire repair.

Reporting Vehicle Accidents

The following steps should be followed if a college vehicle is involved in an accident:

1. Contact law enforcement.
2. If necessary, request medical assistance.
3. Call the college Auxiliary Services Department at 313-496-2518.
4. When possible, the driver must provide the Auxiliary Services Department with a written incident report. The Auxiliary Services representative will request a written report from law enforcement where the accident occurred.
5. The Auxiliary Services Department shall inform Human Resources of the accident for insurance coverage purposes.