



**WAYNE COUNTY COMMUNITY COLLEGE DISTRICT**  
**MOTOR VEHICLE SAFETY POLICY**

1. Policy

Many employees operate company owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of Wayne County Community College District to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss.

WCCCD considers the use of automobiles part of the working environment. The company is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

- Employee driver's license checks and identification of high risk drivers.
- Accident reporting and investigation.
- Vehicle selection and maintenance.
- Training standards.
- Safety regulations.

2. Scope

This policy applies to employees who operate vehicles on company business and will be reviewed by managers and supervisors to ensure full implementation and compliance.

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Signed

Date

## VEHICLE USE

### 1. Company Owned Vehicles

#### A. Passenger Cars

Employees authorized by their supervisors will be permitted to operate a passenger car.

#### B. Commercial Vans and Trucks

Employees with appropriate commercial driver's license (if required by the state), authorization from their supervisor will be permitted to operate the vehicle.

### 2. Unauthorized Use of Vehicles

Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a company vehicle. No exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible employee will be required to make restitution for the damages.

## **DRIVER SELECTION**

1. Driver Evaluation:

Employees will be evaluated and selected based on their driving ability. To evaluate employees as drivers, management will:

- A. Review the employee's Motor Vehicle Record (MVR) initially and then annually (more frequently if reasons warrant).
- C. Ensure the employee has valid driver's license.
- D. Ensure the employee is qualified to operate the type of vehicle he/she will drive.

2. Driver Qualification:

A. Effective driver qualification controls are important elements of a successful motor vehicle safety program. Management developed and incorporated standards into this program, which reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal and state regulations.

- 1. State-regulated driver qualification parameters must be met. Regulatory information will be obtained from applicable state departments of transportation and motor vehicle services.
- 2. Where applicable, drivers will comply with DOT Commercial Driver License (CDL) regulations.

B. The following criteria was established to identify high risk drivers. A driver is unacceptable if the driver's accident/violation history in the past year includes one or more of the following moving violation convictions:

- 1. Driving under the influence of alcohol or drugs (DWI).
- 2. Hit and run.
- 3. Failure to report an accident.
- 4. Negligent homicide arising out of the use of a motor vehicle.
- 5. Operating during a period of suspension or revocation.
- 6. Using a motor vehicle for the commission of a felony.
- 7. Reckless driving.
- 8. Speeding (3 or more in a 3 year period).
- 9. Two preventable accidents in a 12 month period

Drivers who are identified as high risk or in violation may be subject to several actions from management including, but not limited to:

- 1. Driver may be required to attend a Defensive or Safety Driving course on their own time & expense.
- 3. Driver may have their driving privileges suspended or revoked.

## ACCIDENT RECORDKEEPING, REPORTING AND ANALYSIS

1. WCCCD considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to Auxiliary Services, investigated, documented. The investigation identifies need for:
  - A. A more intensive driver training and/or remedial training.
  - C. Improve vehicle inspection and/or maintenance activities.
  - D. Changes in traffic routes.
  
2. Motor vehicle accident recordkeeping procedures consist of the following components:
  - A. Documentation of causes and corrective action.
  - B. Management review to expedite corrective action.
  - C. Analysis of accidents to determine trends, recurring problems and the need for further control measures.
  
4. Preventable/Non-Preventable Accidents:  
The following definitions relate to motor vehicle accidents:
  - A. A motor vehicle accident is defined as "any occurrence involving a motor vehicle which results in death, injury or property damage, unless such vehicle is properly parked. Who was injured, what property was damaged and to what extent, where the accident occurred, or who was responsible, are not relative factors".
  - B. A preventable accident is defined as "any accident involving the vehicle, unless properly parked, which results in property damage or personal injury and in which the driver failed to do everything he/she reasonably could have done to prevent or avoid the accident".

NOTE 1: A properly parked motor vehicle is one that is completely stopped and parked where it is legal and prudent to park such a vehicle or to stop to load/unload property. Vehicles stopped to load/unload passengers is not considered parked.

NOTE 2: Parking on private property will be governed by the same regulations that apply on public streets and highways. A vehicle stopped in traffic in response to a sign, traffic signal or the police is not considered parked.

## **EMPLOYEE ACCIDENT REPORTING PROCEDURE**

Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

1. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.
2. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Accident Report form (in the reporting packet). Do not discuss fault with, or sign anything for anyone except an authorized representative of WCCCD, a police officer, or a representative of the insurance company.
3. Immediately notify your supervisor Mikael Tesfamikael at 313-530-2220. If any injuries were involved and the Vehicle Safety Coordinator is not available, contact your supervisor immediately.

When there is theft of or damage to your vehicle only:

1. If you did not witness the damage to the vehicle, you must notify the local police department immediately.
2. Immediately notify your supervisor, Mikael Tesfamikael at 313-530-2220
3. Send a copy of the police report along with a memo outlining any additional information to your supervisor.

## DRIVER SAFETY REGULATIONS

1. Safety Belts:  
The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts.
  
2. Impaired Driving:  
The driver must not operate a vehicle at any time when impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.
  
3. Traffic Laws:  
Drivers must abide by the federal, state and local motor vehicle regulations, laws and ordinances.
  
4. Vehicle Condition:  
Drivers are responsible for ensuring the vehicle is maintained in safe driving condition.
  
5. Cellular Telephones, Electronics:  
Drivers who wish to use cellular telephones:
  - A. Must have an external speaker and microphone to allow hands-free operation.
  - B. Must locate a safe location to stop the vehicle to place/take a call or text.
  - E. Employees are prohibited from using any type of MP3 player or similar device with ear buds while operating a motor vehicle.
  
7. General Safety Rules:  
Employees are not permitted to:
  - A. Smoke while operating the motor vehicle.
  - B. Pick up hitchhikers.
  - C. Accept payment for carrying passengers or materials.
  - D. Use any radar detector, laser detector or similar devices.
  - E. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well being is to be protected at all times.
  
8. Company and Personal Property:  
Employees are responsible for WCCCD property such as computers, work papers and equipment under their control. WCCCD will not reimburse the employee for stolen personal property.

**VEHICLE ASSIGNMENT AGREEMENT**

The undersigned hereby acknowledges the duties of operating a company owned vehicle. Further, it is agreed this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant WCCCD the right to investigate my motor vehicle driving record any time. My current driver's license is issued from the State of Michigan and is No. \_\_\_\_\_.

In the event of an accident, which has been determined to have been my fault by citation, traffic court conviction, by my own admission, or determination by management, I agree to reimburse WCCCD for damages done to this vehicle because of my negligence.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I read and agree to the provisions of this Vehicle Assignment Agreement and the requirements of the Motor Vehicle Safety Program.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**