

Rock Valley College

Motor Vehicle Fleet Procedure

RVC Administrative Procedure (2:40.030)

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A. Purpose

Many employees operate college 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. The procedure of Rock Valley College is 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. RVC considers the use of automobiles part of the working environment. The college 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.

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

A. Department and Primary Point of Contact

Department: Rock Valley College Facilities, Plant, Operation and RVC Police Department

Point of Contact: FPOM – Director of Plant Operations

Point of Contact: RVCPD – Chief of Police.

B. Definitions

None

C. Procedures

Vehicle Use

The Fleet Safety Procedure identifies the guidelines and training requirements for use of all campus-owned, leased, or rented vehicles with additional restrictions for larger passenger vans (12-15 passengers). **16 passengers or more will require a commercial driver's license.**

All drivers must complete the required training prior to driving any vehicle on behalf of Rock Valley College.

College Owned Vehicles

- Passenger Cars: Employees authorized by their supervisors will be permitted to operate a passenger car.
- 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.

Unauthorized Use of Vehicles

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

Driver Selection

Before driving **any** vehicle for college business or events, all drivers are required to complete the online safety training (SafeColleges) relevant to the type of vehicle they will be using.

Training for street vehicles consists of two different modules: Defensive Driver (all vehicles); 15 Passenger Van Safety (12 passenger vans). Each session takes about 15-20 minutes to complete and can be accessed from any computer on or off-campus.

Employees and students are responsible for requesting the necessary training by contacting the Environmental, Health and Safety Department at rvc-risk@rockvalleycollege.edu and completing the training as it is provided with the type of vehicle you will be driving.

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Training for PTVs, (Personal Transport Vehicles) which consist of golf carts and gators, is also required and can also be requested in the same manner as above. This training is for employees and students.

Driver Evaluation

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

- Review the employee's Motor Vehicle Record (MVR) initially, if necessary, upon hire by Human Resources and then annually (if reasons warrant) by the Department of EHS.
- Ensure the employee is qualified to operate the correct license for the type of vehicle he/she will drive.

Class A	Combination vehicles with a GCWR** of 26,001 or more pounds, provided the GVWR* of the vehicle being towed is more than 10,000 pounds.
Class B	Single vehicle with a GVWR* of 26,001 or more pounds or any such vehicle towing another not more than 10,000 pounds.
Class C	Single vehicle with a GVWR* of at least 16,001 pounds but less than 26,001 pounds.
Class D	Single vehicle with a GVWR* of less than 16,001 pounds.
CDL Only	16 or more Passengers

Vehicle Examples

Type of Vehicle	GVWR (lbs.)
Ford F-150	6,000 – 8,000*
Chevy Silverado 1500	7,000*
Ford F-250	9,900 – 10,800*
Chevy Silverado 2500	9,500 – 10,000*
Ford F-350	9,900 – 14,000*
Chevy Silverado 3500	10,800 – 13,025*
16' Stakebed Truck	14,500*
24' Stakebed Truck	26,000*

*Data varies upon size of engine and type of drive (4x2 or 4x4).

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- Student drivers must have at least two years of driving experience on MVR report.

Driver Qualification

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.

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

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:

- Driving under the influence of alcohol or drugs (DUI).
- Hit and run.
- Failure to report an accident.
- Negligent homicide arising out of the use of a motor vehicle.
- Operating during a period of suspension or revocation.
- Using a motor vehicle for the commission of a felony.
- Reckless driving.
- Speeding (3 or more in a 3-year period).
- An individual with two or more accidents in a 12-month period, will be evaluated on a case-by-case basis. Any decisions will be evaluated and decided upon by the department of EHS management.

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

- Driver may be required to attend a Defensive or Safety Driving course.
- Driver may have their RVC driving privileges suspended or revoked.

Age Requirements

- The minimum age requirement for on-campus travel is 18 and includes the use of campus-owned, cars, trucks, mini-vans, and golf carts/gators. **Drivers MUST be employed by Rock Valley College. Note: you must be 21 to drive a lease or rental vehicle, per requirements of the rental companies.**
- The minimum age requirement for off-campus travel is 18 and includes the use of campus-owned vehicles. And at least 21 for leased, rented cars, trucks, and mini-vans.

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- The minimum age requirement for large (12-15 passenger) vans is 25. This includes all campus owned, leased, and rented large vans.

Accident Recordkeeping, Reporting and Analysis

RVC considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to Rock Valley College Police Department. Accidents that occur outside of any RVC campus will also be reported to the local police department having authority. RVC PD will conduct the investigation and document the accident. The department of EHS will review and evaluate the information to determine the need for either remediation or corrective action. The investigation identifies a need for:

- More intensive driver training and/or remedial training.
- Improvement in vehicle inspection and/or maintenance activities.
- Changes in traffic routes.

Motor vehicle accident recordkeeping procedures consist of the following components which will be review by EHS:

- Documentation of causes and corrective action.
- Analysis of accidents to determine trends, recurring problems and the need for further control measures.
- Determine if the accident was believed to be preventable or not.

Preventable/Non-Preventable Accidents

The following definitions relate to motor vehicle accidents:

- A **motor vehicle accident** is defined as "any occurrence involving a motor vehicle which results in death, injury or property damage. (1) Who was injured, (2) what property was damaged and (3) to what extent, (4) where the accident occurred, or (5) who was responsible, are not relative factors".
- 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.

Note 3: A vehicle stopped in traffic in response to a sign, traffic signal or the police is not considered parked, but may be considered non-preventable should an accident occur.



Employee Accident Reporting Procedure

Employees will take the following actions during an accident:

- If possible, if there are no injuries and leaving the vehicle in its current location causes a large risk, move the vehicle to a safe location out of the way of traffic. Contact the local police department or call 911 if medical attention is needed for anyone who is hurt.
- If there are injuries, contact 911 and render aid if qualified.
- If possible, secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company information and policy numbers, as well as the names and addresses of injured persons and/or witnesses.
 - Do not, whether on campus or not, discuss fault with, or sign anything for anyone except an authorized representative of the police department of the jurisdiction where the accident occurred, if off campus. If on campus, speak only with an RVC police officer, the RVC Director of EHS, or a representative of the college's insurance.
- After contacting the police, immediately notify your supervisor when safe to do so.

When there is theft of or damage to your vehicle:

- You must notify the local police department immediately, if off campus, or RVC Police Department if on campus.
- Immediately notify your supervisor when safe to do so.
- If the incident occurred off campus, send a copy of the police report along with a memo outlining any additional information to your supervisor. Supervisors should forward this information to the RVC Police Department when received.

Driver Safety Regulations

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.

Impaired Driving:

The driver must not operate a vehicle at any time when impaired, affected, influenced by alcohol, illegal drugs (this includes cannabis), prescribed or over-the-counter medication, illness, fatigue or injury.

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Traffic Laws:

Drivers must abide by the federal, state and local motor vehicle regulations, laws and ordinances.

Vehicle Condition:

Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. If the driver identifies an issue with an RVC vehicle they should contact Plant Operations and Maintenance at 815-921-4300 to report the issue.

Cellular Telephones, Electronics:

Drivers who wish to use cellular telephones:

- Must have an external speaker and microphone to allow hands-free operation.
- Must locate a safe location to stop the vehicle to place/take a call or text.
- Employees are prohibited from using any type of MP3 player or similar device with ear buds while operating a motor vehicle.

General Safety Rules:

Employees are not permitted to:

- Smoke while operating the motor vehicle.
- Pick up hitchhikers.
- Accept payment for carrying passengers or materials.
- Use any radar detector, laser detector or similar devices.
- Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, driver must restrict driver assistance to calling the proper authorities. Your safety and well-being are to be protected at all times.

College and Personal Property:

Employees are responsible for RVC property such as computers, work papers and equipment under their control. RVC will not reimburse the employee for stolen personal property.

Electrical Vehicles

In January of 2023, Rock Valley College began its Electrical Vehicle Program which is currently located at the Stenstrom Center for Career Education (SCCE). RVC recognizes that electric vehicles contribute to improving local air quality, reducing GHG emissions, employee retention/attraction and enhancing the overall image of the organization concerning sustainability. This section of the Motor Vehicle Safety Procedures will remain fluid as information and processes continue to evolve.

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Purpose

- Provide guidance to staff driving college owned electronic vehicles and their usage.
- Promote a culture at our RVC campuses that recognizes and places a priority on sustainability.

Definitions

- **Employee:** An individual who is employed (full-time, part-time, temporary, permanent) by Rock Valley College
- **ICE:** Internal Combustion Engine – a conventional vehicle that burns gasoline or diesel to generate motive power
- **HEV:** Hybrid Electric Vehicle – Combines ICE with a battery-electric propulsion system.
- **PHEV:** Plug-In Hybrid Electric Vehicle - a PHEV with the option to charge the battery with an external source of electricity
- **BEV:** Battery Electric Vehicle – BEVs only contain a battery-electric propulsion system.
- **EV:** Electric Vehicle and is used in this context to include BEV and PHEV
- **EV Charging Provider:** Rock Valley College has two electronic chargers in place at SCCE.
- **Station:** Means an electric vehicle charging station, which is an element of an infrastructure that supplies electric energy for the recharging of EVs
- **Station Stall:** Refers to a parking space equipped with a 'Station'

Scope

This EV procedure initially applies to employees only.

Operations

To maintain the vehicles of the SCCE EV Program, staff and faculty will be allowed to routinely drive the vehicles under the guidance of this procedure. **Any staff and faculty who participate in this program will adhere to the previous scope of this Motor Vehicle Policy in its entirety.**

- Charging stations for the vehicles are located at the SCCE in the automotive department.
- Rock Valley College does not guarantee that a station will be available for all participants to use
- If space allows, users of any RVC EV charging stations, outside of the EV Program will register their vehicles with the Department of Environmental Health and Safety to ensure that no “outside” entities are utilizing RVC power sources. If your vehicle is not registered you are susceptible to ticketing and or towing of your vehicle. To register your vehicle, please email rvc-risk@rockvalleycollege.edu with:
 - Your name, title
 - Description of vehicle (make and model)

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- License plate number
 - And a schedule of hours at RVC
- Employees with Internal Combustion Engines (ICE) including Hybrid Electric Vehicles (HEV) are prohibited from parking in charge spots designated for Battery and Plug-In Electric Vehicles (EV)
- Any operational issues related to the EV charging stations or designated parking spots should be documented in writing/images and forwarded to the Department of Environmental, Health and Safety for further action. Please email rvc-risk@rockvalleycollege.edu
- Any visible damage to the charging station or cord should be reported immediately to rvc-risk@rockvalleycollege.edu

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Annual Vehicle Assignment Agreement

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.

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

The undersigned hereby acknowledges the duties of operating a college 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 RVC the right to investigate my motor vehicle driving record any time. My current driver's license is issued from the State of Illinois / Wisconsin (circle one) and is No._____.

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

Keep original in employee file

Reference: Board Policy(s): 2:20.050, 2:40.030, 3:10.110, 5:10.130

Revised: June 9, 2025