Babson College Driver and Vehicle Use Policy

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Quick Guidelines

This is a summary of the Babson College Vehicle Driver Handbook. Drivers are responsible for knowledge of and adherence to the contents of the handbook in its entirety.

This handbook applies to the use of motor vehicles (including golf carts and utility vehicles) owned or leased (Fleet Vehicles), or rented in conjunction with Babson College business. It also applies to, personally owned vehicles operated on behalf of the College.

- Employees and students may reserve Babson College Fleet Vehicles. The exception is utility vehicles. Only employees of Babson College may operate utility vehicles.

- Regulations
  - Drivers Subject to the Driver Authorization Process
    - Drivers of fleet vehicles (vehicles owned, leased, or rented in the name of the College)
    - Employees required to drive as a requirement of employment
    - Other employees driving personally owned vehicles on behalf of the College
  - Drivers subject to the College’s authorization process must:
    - Be 18 years of age.
    - Have and provide to the Babson Public Safety Department a U.S. driver’s license that has been valid for at least one year.
    - Comply with any restrictions on their licenses.
    - Complete, sign, and provide to the Babson Public Safety Department:
      1. A Babson College Annual Driver License and Record Update
      2. Driver Agreement to Terms, Conditions, Rules, and Regulations
      3. Motor Vehicle Record Disclosure to Release
    - Have a satisfactory and insurable driving history.
    - Complete an appropriate driver training course approved by the Public Safety Department and Risk Management.
    - Attend a vehicle orientation appropriate for the type of vehicle that will be driven. Vehicle orientation will be administered by the Public Safety Department or approved supervisory staff.
    - Have the purpose of the trip approved by the department or organization requesting the trip.
  - Students may not drive 12-passenger vans without prior approval by the Risk Manager or the Director of the Public Safety Department.
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• Procedures
  o Assuming compliance with this policy, reservations may be made as follows:
    ▪ There is a 6-seat golf cart available for reservation. This can be reserved by submitting a work request to Facilities Management & Planning through the Babson Portal.
    ▪ Reservations for Athletics vehicles are made through the Athletics Transportation Coordinator. (781-239-4250)
    ▪ All others, including student organizations, may reserve campus vehicles on-line through Life@Babson (https://life.babson.edu/form/start/135). Contact the Office of Student Activities and Leadership (781-239-4438) with questions.
  o Drivers must inspect vehicles before beginning and after ending trips; must note any damage and safety issues; and must immediately report such issues to the Public Safety Department. The Public Safety Department will report damages to Facilities Management and Planning.
  o Vehicles must be returned with a full tank of gas. Vehicles may be filled with gas at Facilities, 24 hours a day, and seven days a week.
  o If students are being transported, trips of more than 180 miles or three hours (one way) require a second authorized driver, and driving responsibilities must be shared. A driver may not drive a College Fleet Vehicle for more than 180 miles or three hours (one way) at any one time without a rest period of two hours.
  o If students are being transported, trips of more than 400 miles (one way) require a faculty or staff member.
  o If students are being transported, transportation service must be outsourced if traveling farther than 600 miles (one way) or if the trip is expected to extend later than 2:00 AM. Exceptions must be approved by the Risk Manager or the Director of the Public Safety Department.
  o Keys may be picked up at the Public Safety Department.

• Accidents, Breakdowns, and Fines/Tickets
  o Instructions for what to do in the event of an accident or breakdown are found in the glove box of each vehicle.
  o Driver must notify local police immediately in the event of an accident.
  o All accidents and breakdowns must be reported upon return to the campus or earlier to the Public Safety Department. Accidents must also be reported to the Risk Manager.
  o Breakdowns and accidents involving Facilities vehicles must also be reported immediately to the appropriate supervisor.
  o Fines and tickets are the responsibility of the driver.

• Compliance
  o Failure to comply with the provisions of this Handbook may result in appropriate disciplinary action, including but not limited to revocation of driving privileges or more serious consequences.
I. Purpose
This policy defines standards of conduct and operation and establishes mandatory training and certification requirements for employees and students who operate motor vehicles (including golf carts and utility vehicles) while conducting business on behalf of Babson College. The primary goal of the policy is to help prevent accidents and minimize the risk of personal injury. Babson College may change this policy at any time.

II. Updates
This handbook is to be reviewed and updated annually in June by the Fleet Vehicle Committee.

III. Management
a. Safety and Management— Fleet vehicles and the use of fleet vehicles are managed by the Fleet Vehicle Committee (comprised of representatives from the Public Safety Department, Facilities Management and Planning, the Office of Student Activities and Leadership, Athletics, and Risk Management). The Fleet Management Committee will also consider requests for re-authorization to drive. The Fleet Vehicle Committee is overseen by the Risk Manager. Scheduling is the responsibility of the Office of Student Activities and Leadership, the Athletics Department. Vehicle maintenance and safety inspections are the responsibility of the Facilities Management and Planning Department (with the exception of the Public Safety Department vehicles). Driver training, the maintenance of the authorized driver list, and incident investigation are the responsibilities of the Public Safety Department. Vehicle safety is the responsibility of every driver.

b. Authorized Use
i. Fleet Vehicles are available for use by academic and administrative personnel, as well as student organizations, for official College business ONLY. Personal use is not allowed. Official College business includes community service activities, academic class trips or projects, administrative trips, authorized trips by student groups, and travel for intercollegiate athletics.
ii. Student organizations must register with the Office of Student Activities and Leadership and complete a vehicle authorization form.
iii. Fleet Vehicles may not be used to provide transportation to other members of the community for a fee.

IV. Driver Authorization
a. Drivers Subject to the Driver Authorization Process
i. Drivers of fleet vehicles (vehicles owned, leased, or rented in the name of the College)
ii. Employees required to drive as a requirement of employment
iii. Other employees driving personally owned vehicles on behalf of the College

b. Summary of Driver Authorization Process -
i. Operators must:
   ▪ Be at least 18 years of age.
   ▪ Have a U.S. driver’s license that has been valid for at least one year.
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- Comply with any restrictions on their licenses.
- Complete and sign a Babson Motor Vehicle Operator Authorization/Vehicle Use Agreement.
- Have a satisfactory and insurable driving history.
- Complete an appropriate driver training course approved by the Public Safety and Risk Management Departments
- Attend a vehicle orientation appropriate for the type of vehicle that will be driven. Vehicle orientation will be administered by the Public Safety Department or approved supervisory staff.
- Have the purpose of the trip and intended passengers approved by the department requesting the trip.

c. Driver Authorization for Students and Current Employees (not required to drive as a condition of employment)
   i. Submit the following to the Public Safety Department:
      - the completed authorization application,
      - a signed copy of the terms and conditions for driving on behalf of Babson College (second page of the authorization application),
      - MVR Authorization – Providing the College’s agent the information necessary to obtain the applicant’s driving record, and the applicant’s authority to request and review the applicant’s driving record, and
      - a copy of the applicant’s driver’s license.
   ii. Public Safety will submit the completed MVR Authorization to the College’s agent.
   iii. The College’s agent will review the driver history and advise Public Safety that it is acceptable, unacceptable, or marginal, based on the insurance company’s criteria.
   iv. If the driving history is unacceptable, Public Safety will advise the employee or student that she or he cannot be authorized to drive on behalf of the College.
   v. If the driving history is marginal, Public Safety will discuss with Risk Management.
   vi. If the driving history is acceptable, Public Safety will ask Risk Management to assign driver training.
   vii. Risk management will assign driver training based on the type of vehicle the applicant will drive.
   viii. Hanover will advise Risk Management and the employee or student when she or he has successfully completed the driver training course(s).
   ix. Risk Management will advise Public Safety that employee or student has successfully completed the driver training course and send a copy of the completion certificate(s) to Public Safety.
   x. The employee or student must attend a vehicle orientation with Public Safety or approved supervisory staff. Dates and times for vehicle orientation can be found on the Public Safety website.
   xi. Upon successful completion of the driver orientation, the employee or student’s name is placed on the list of authorized drivers.
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d. Driver Authorization for New Hires
   i. Human Resources (Compensation Manager) and Hiring Manager will develop the job description.
   ii. If the job description includes a requirement for an insurable and acceptable driving record, Human Resources (Employment Manager) will request a review of the driving record as a component of the background review.
   iii. Driving history for new hires is conducted by the Human Resources background review vendor.
   iv. If the Employment Manager is not comfortable making the decision of insurability or acceptability, she or he will discuss with Public Safety and/or Risk Management.
   v. If the candidate’s driving record is not acceptable, Human Resources (Employment Manager) will advise the Hiring Manager that the job offer is being rescinded.
   vi. If the candidate’s background review (including the driving history) is acceptable, the Employment Manager will advise the Hiring Manager.
   vii. During the on-boarding process the Hiring Manager will advise the employee that she or he must go through the driver authorization process. The Hiring Manager will also advise the employee of her or his responsibility to read the Babson College Vehicle and Driver Policy and adhere to the terms and conditions for driving on behalf of the College.
   viii. The employee will submit the following to Public Safety:
         - the completed authorization application,
         - a signed copy of the terms and conditions for driving on behalf of Babson College (second page of the authorization application),
         - MVR Authorization – Providing the College’s agent the information necessary to obtain the applicant’s driving record, and the applicant’s authority to request and review the applicant’s driving record, and
         - a copy of the employee’s driver’s license.
   ix. The application informs Public Safety that the employee is a new hire seeking authorization to drive, the department for which the employee will drive, and that the employee is required to have an insurable driving record as a condition of employment. If this is indicated on the application, Public Safety will confirm through the CSI report that the employee has successfully passed the background review, which included a driver history review, before allowing the employee to proceed to the next step in the authorization process.
   x. Public Safety will ask Risk Management to assign driver training.
   xi. Risk management will assign driver training based on the type of vehicle the employee will drive.
   xii. Hanover will advise Risk Management and the employee when the employee has successfully completed the driver training course(s).
   xiii. Risk Management will advise Public Safety that employee has successfully completed the driver training course and send a copy of the completion certificate(s) to Public Safety.
   xiv. If the employee will be driving a College owned or leased vehicle, the driver must attend a vehicle orientation with Public Safety or approved supervisory staff.
   xv. If vehicle orientation is conducted by College personnel other than Public Safety personnel, Public Safety must be advised when vehicle orientation has been completed.
Upon successful completion of the vehicle orientation, the employee’s name will be added to the list of authorized drivers.

**e. Annual Review of Driver History**

i. On an annual basis authorized drivers will be asked to update changes to their driver information by completing the authorization application.

ii. If no changes, the driver can write across the front of the application “No Changes”, sign, and submit to Public Safety.

iii. The driver must, on an annual basis, also read, sign, and return to Public Safety the terms and conditions for driving on behalf of the College.

iv. If the driver does not submit an updated authorization application and signed terms and condition by the specified deadline, she or he will be removed from the list of authorized drivers. The driver will be required to go through the entire authorization process in order to be placed on the list again.

v. Public Safety will update the authorized driver list and send to the College’s agent.

vi. The College’s agent will advise Risk Management that drivers are acceptable, unacceptable, or marginal, based on the insurance company criteria.

vii. Risk Management will advise Public Safety, and if applicable the Employment Manager.

viii. Drivers who are acceptable will remain on the authorized driver list.

ix. If unacceptable or marginal, and the driver is not required to maintain an acceptable driving record as a condition of employment:

   **Unacceptable**
   - Public Safety will advise the driver and the driver’s name will be removed from the list of authorized drivers.
   - If the driver wants to become an authorized driver again, she or he must go through the authorization process again. Additional training may be necessary. The Fleet Committee and possibly, Senior Management will review and approve reauthorization.

   **Marginal**
   - Public Safety will advise the driver that she or he must obtain a copy of her or his driving record from the DMV and submit to Public Safety for review.
   - Public Safety and Risk Management will review to determine what type of additional training is necessary in order for the driver to remain on the authorized driver list.
   - Driver must submit a copy of the driver record to Public Safety and successfully complete additional training within 45 days in order to remain on the list of authorized drivers.
   - Once removed from the list of authorized drivers, a driver must go through the entire authorization process in order to be authorized to drive.
x. If unacceptable or marginal, and the driver is an employee who is required to maintain an acceptable driving record as a condition of employment:

Marginal
- Public Safety will advise Human Resources (Employment Manager) and Risk Management.
- The Employment Manager will advise the employee’s manager.
- The employee’s manager will advise the employee that she or he must obtain a copy of her or his driving record from the DMV and submit to the employee’s manager.
- Risk Management, the Employment Manager, and the employee’s manager will review the driving record to determine what type of additional training is necessary.
- The Employment Manager and employee’s manager (and, if appropriate, other members of Senior Leadership) will determine appropriate disciplinary action to be taken.

Unacceptable
- The Employment Manager will advise the employee’s manager.
- The employee’s manager will advise the employee that she or he must obtain a copy of her or his driving record and copies of court dockets (if any) from the DMV and submit to the manager.
- Risk Management, the Employment Manager, and the employee’s manager will review the driving record and other relevant information.
- Risk Management may consult with the insurance company to determine whether or not the employee is uninsurable.
- The Employment Manager and the employee’s manager (and, if appropriate, other members of Senior Leadership) will determine appropriate disciplinary action to be taken.

f. Notification of Change in License Status
   i. All drivers must immediately notify the Public Safety Department, and, for employees for whom driving is a requirement of employment, their department head or designee, of any change in their license status in any state, including license expiration, suspension, or revocation for any reason. Any driver of a College vehicle who has his/her right to operate suspended or revoked may not drive a vehicle on behalf of the College.

V. Reservations, Rentals, and Use of Personal Vehicles for College Business
a. Reservations
   i. The 6-seat golf cart should be reserved through Facilities Management & Planning (first come, first served basis) by submitting a work request through the Babson Portal.
   ii. Reservations for Athletics vehicles are made through the Athletics Department Transportation Coordinator. (781-239-4250)
iii. All other reservations, including those for student organizations, are made on line through Life@Babson (https://life.babson.edu/form/start/135). Reservations are accepted on a first-come, first-served basis. Reservation requests are accepted up to 90 days in advance, but must be made at least one (1) business day prior to the day needed. Contact the Office of Student Activities and Leadership (781-239-4438) with questions.

iv. Students are not allowed to drive 12-passenger vans without prior approval by the Risk Manager or the Director of the Public Safety Department.

v. Departments and organizations reserving vehicles must identify the driver(s), the intended destination, and the purpose of the trip. Drivers must have an approved vehicle authorization form on file in Public Safety.

vi. Student organizations have priority access to four vehicles (three Toyota Sienna minivans and one Toyota Prius). If a vehicle is not available for an organization, Student Activities and Leadership will place the request on a wait list. If vehicles become available, they will be assigned to organizations or groups in the order that requests were received.

vii. Other groups or individuals may reserve and use vehicles if they are not being used by student organizations.

viii. Student organizations may reserve up to two vehicles at a time. The Office of Student Activities and Leadership will try to accommodate special circumstances when a third vehicle is needed. Contact the Office of Student Activities and Leadership with requests.

ix. Club Sports are considered student organizations, not athletic groups.

x. Cancellations for golf carts are made through Facilities Management and Planning. Cancellations for Athletics vehicles are made through the Athletics Transportation Coordinator. All other reservations, including those for student organizations, can be cancelled by contacting the Office of Student Activities and Leadership. Cancellations should be made at the earliest possible date.

b. Rentals

i. **Drivers of rented vehicles must be authorized in accordance with the requirements of this Handbook. Unauthorized drivers are not covered by Babson insurance.**

ii. Employees traveling on College business and renting vehicles upon arriving at their destinations may rent 12-passenger vans, 7-passenger mini-vans, or sedans. The College prohibits the rental of 15-passenger vehicles for the purpose of transporting people.

iii. If an employee or student needs to transport more than 12 passengers, the appropriate number of vehicles must be rented to accommodate the group.

iv. Vehicles must be operated in compliance with the terms and conditions of the rental contract.

v. Vehicles must be rented using a College PCard, with the exception of golf carts rented for College events.

vi. Golf carts may be rented for College events. A contract or purchase order must be used when renting golf carts.
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vii. The provisions outlined in this Handbook may not be circumvented by renting a vehicle with a personal credit card.

c. Use of Personal Vehicles for College Business
   i. The use of personal vehicles for College business is discouraged; however, there are instances when it is necessary.
   ii. Employees who use their personal vehicles for College business should be authorized in accordance with the requirements of this Handbook.
   iii. Personal vehicles used for College business should be maintained according to the manufacturer’s recommended standards, have a current state registration, and have a current vehicle inspection sticker.
   iv. Vehicles must carry liability insurance with limits that meet minimum requirements for the Commonwealth of Massachusetts regardless of where the vehicle is registered.

VI. Vehicle Pick Up and Return
   a. Babson Fleet Vehicle Pick Up and Return
      i. Athletics vehicles are picked up from the Sullivan Lot. All others, including student organizations, pick up vehicles from the Forest Lot.
      ii. A list of passengers must be submitted to the Public Safety Department. Space will be provided for this information on the Pre-Trip Inspection Form.
      iii. Vehicle Inspection
         ▪ Drivers must complete a pre-trip inspection form prior to leaving campus. Damage to vehicles found by the driver during the safety check must be reported to the Public Safety Department prior to leaving campus. Vehicles with obvious safety problems may not be used and should be reported immediately to the Public Safety Department. If there is a replacement vehicle available, one will be substituted.
         ▪ Drivers must clear snow and ice from vehicles prior to driving.
      iv. Keys, Binder, Parking
         ▪ With the exception of Facilities vehicles, drivers obtain keys and vehicle binders from the Public Safety Department. The Public Safety Department will release a vehicle binder only after the driver presents a OneCard and driver’s license to the dispatcher. The vehicle binder includes the trip sheet, and fleet information.
   v. Gas
      ▪ When a driver picks-up a vehicle, she/he must check to be sure that the vehicle has a full tank of gas.
   vi. Athletics vehicles must be returned to the Sullivan Lot. Others, including student organizations, must return vehicles to the Forest Lot and park in one of the spaces with a sign that says “Public Safety Vehicles Only”.
   vii. Drivers must return vehicles in a clean condition. Vehicles that are left dirty will be cleaned and the department or organization that last used the vehicle will be charged.
   viii. On returning the vehicle, the driver must check for new damage and note any safety issues. The cost for new damage, up to the cost of the insurance deductible, is the responsibility of the department or organization that used the vehicle. Drivers must notify the Public Safety Department immediately of any damage, safety, or mechanical
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problems. **Damage that is not reported to the Public Safety Department within 24 hours may result in the department being responsible for the full cost of the damage repair.**

ix. Vehicles must be returned with a full tank of gas. Vehicles may be filled at the gas tanks at Facilities using the Fuel Master System installed in the vehicle that is compatible with the gas pump. If this does not work, the driver should enter Facilities (if open) and request access to the pump system. If Facilities is not open, the driver should contact the Public Safety Department for assistance. To fill up off campus, drivers should use a PCard or their own money or credit cards and request reimbursement from the appropriate organization or department.

x. Keys and Binder
  - After parking the vehicle, the driver must complete the Post Trip Inspection form with mileage and fuel purchases, sign the sheet, and return the vehicle binder and keys to the Public Safety Department. Lost or broken fleet vehicles keys must be reported immediately to the Public Safety Department.
  - Late Vehicle Return—Drivers are required to notify the Public Safety Department, even if it is after hours, if the department or organization cannot return a vehicle on time.

b. Rental Vehicle Pick Up and Return
  i. Renters must inspect rented vehicles before driving them, and make sure any dents, scratches, or other damage to the vehicle are noted on the rental form. The driver may take photographs to confirm pre-trip condition of the vehicle.
  ii. Upon returning the vehicle, dents, scratches, and other damage incurred during the rental period must be reported to the rental agency. The driver may take photographs to confirm post-trip condition of the vehicle.
  iii. Damage incurred during the rental period must be reported to the Public Safety Department and to the College Risk Manager immediately upon return to campus, but no later than 1 week after the vehicle is returned to the rental agency. **Damage that is not reported to the Public Safety Department and Risk Management and the Risk Manager in a timely manner may result in the department being responsible for the full cost of the damage repair.**

VII. Vehicle Use

a. Safe Operation/Adherence to Policy, Laws. etc.
  i. Babson College requires safe vehicle operation at all times. Departments, student organizations, and drivers are responsible for vehicle safety.
  ii. Drivers must obey all state and local traffic laws.
  iii. Drivers who deliberately operate vehicles in a manner that is not in accordance with College policies, even if there is no accident or violation, may face personal liability and/or disciplinary action. In particular, the College will treat reports of vehicle occupants not wearing safety belts or vehicles operated recklessly with utmost seriousness.
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b. Vehicle Operation
   i. Drivers should not engage in behavior that might distract from the safe operation of the vehicle.
   ii. Drivers shall adhere to the governing laws regarding the use of mobile communication devices and other electronic devices while driving.
   iii. Drivers shall not transport any alcohol, drugs, or other contraband in any College vehicle unless specifically approved and required to do so in conjunction with my duties as an employee of the College.
   iv. Drivers shall not drive the vehicle "off road" unless it is appropriate for that use.
   v. Loud music, the throwing of objects, and other driver distractions are prohibited. Drivers whose passengers are causing distractions should stop the vehicle in a safe place until the distractions have ceased.
   vi. No animals are allowed in fleet vehicles.
   vii. Drivers shall adhere to the College’s Use of Golf Carts and Utility Vehicles Operation Guidelines

c. Golf Cart Operation
   i. Golf Carts and utility vehicles may not be operated during the hours of darkness, unless they are outfitted with headlamps and tail lamps.
   ii. The passenger capacity of the vehicle may not be exceeded. The driver is responsible for knowing the passenger capacity of the vehicle.
   iii. When golf carts are operated on the walkways of the College, Pedestrians always have the right of way. Operators should be extremely cautious when on the walkways.
   iv. Utility vehicles are not to be operated on the walkways of the College.
   v. Golf Carts and utility vehicles may not be operated on PUBLIC WAYS at anytime. This is inclusive of Forest Street, Wellesley Avenue and Great Plain Avenue. Massachusetts General Laws only allow Golf Cart operation to cross in a public way when the Golf Cart is used in conjunction with a Golf Course and certain liability insurance requirements have been met.
   vi. Persons operating in violation of the rules or operating in any other unsafe manner may be instructed to park the Golf Cart or utility vehicle and surrender the keys to the Public Safety.
   vii. Golf Carts and utility vehicles leased by camp programs may only be operated by staff of that program.
   viii. General Laws of Massachusetts Chapter 149: Section 62. No person shall employ, or permit to work a minor less than 18 years of age to operate a motor vehicle of any description, except golf carts on a golf course, even if the minor is licensed to operate a motor vehicle.
   ix. Only employees who have a valid operator’s license and are over the age eighteen may operate motor vehicles controlled by Babson College

d. Authorized Drivers Only
   i. Drivers may not authorize anyone else to drive. If more than one person is going to drive the vehicle, each driver must be authorized in accordance with the requirements of this Handbook. All drivers must be listed on the trip sheet. The use of an unauthorized driver may result in the loss of departmental or organization privileges.
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e. Drugs and Alcohol
   i. Drivers may not consume alcohol or drugs prior to operating a fleet vehicle. Drivers found operating College vehicles under the influence of alcohol or drugs (including medications that would impair the driver) are subject to College disciplinary proceedings which may result in sanctions up to and including discharge from employment or suspension from the College. This is in addition to possible criminal prosecution.
   ii. Alcoholic beverages and/or drugs may not be transported in College vehicles. The driver is responsible for enforcing this provision.

f. Seat Belts
   i. The driver and all passengers must be seated and must fasten seat belts, in accordance with Massachusetts law, before the vehicle is put in motion. The driver should visually check for seat belt fastening and also verbally remind the passengers. The driver must refuse to take any passengers who refuse to cooperate and may not operate the vehicle if passengers do not have seat belts on.
   ii. Seat belts must remain fastened until the vehicle reaches its destination.

g. Traffic and Parking Violations
   i. The department, organization, and driver are responsible for any tickets or parking fines received during a trip. A driver cited for a preventable moving violation or who faces criminal charges, including driving recklessly, driving to endanger, leaving the scene of an accident, or driving under the influence of drugs or alcohol, may face additional disciplinary action.
   ii. Tickets received on campus are the responsibility of the driver and/or the sponsoring department or organization.
   iii. Drivers who fail to inform the Department of the Public Safety Department about violations received while using a Fleet Vehicle may lose eligibility to operate a Fleet Vehicle for up to one year.
   iv. Verified notification to the Public Safety Department by anyone (local police, community members, etc.) of erratic or unsafe operation of a Fleet Vehicle will result in appropriate disciplinary action, including but not limited to, suspension of the driver’s fleet privileges.

h. Children
   i. The College does not allow children under the age of 12 to be transported in Fleet Vehicles, with two exceptions:
      - Children under 12 years of age are allowed as passengers in Fleet Vehicles ONLY when the following conditions are met:
        a. The child’s parent is a faculty or staff member who has been officially assigned the task of representing the College on a trip.
        b. Someone other than the driver will care for the child. The child cannot be the responsibility of the driver while she/he is operating a Fleet Vehicle.
        c. Children are secured in age appropriate safety restraints provided by the parent. The College does not provide car seats or other restraints.
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d. No more than two children are in the Fleet Vehicle for the trip.
e. Children may not be seated in the front seat of the Fleet Vehicle.

- The Bernon Center is allowed to transport children under the age of 12 ONLY when the following conditions have been met:
  a. The driver must be at least 21 years old. The children in the van cannot be the responsibility of the driver while she/he is operating a Fleet Vehicle.
  b. There must be a second student or employee in the Fleet Vehicle to address concerns with the children. If this person is not 21 or older, she/he is allowed to drive only if the older driver is not able to perform her/his duty as driver.
  c. Both the driver and the person responsible for the children must be College authorized drivers.
  d. Children must be 10 years or older.
  e. If minor children are driven by a Babson College student, they are to be transported in or around the Wellesley area only. For longer trips in a Fleet Vehicle, a Babson employee must drive the van.
  f. Children may not be seated in the front seat of the vehicle.

ii. The Director of the Public Safety Department or the Risk Manager will resolve any dispute about child passengers. Their decision is final.

i. Trip Time and Distance Limitations
  i. When transporting students more than 180 miles or three hours (one way), a second authorized driver is required and driving responsibilities must be shared. A driver may not drive a College Fleet Vehicle for more than 180 miles or three hours (one way) at any one time without a rest period of two hours.
  ii. All academic trips must be authorized by a department.
  iii. If students are being transported, trips of more than 400 miles (round trip) must include a faculty or staff member in the travel group.
  iv. If students are being transported, transportation service must be outsourced if traveling farther than 600 miles (one way) or if the trip is expected to extend later than 2:00 AM. Exceptions must be approved by the Risk Manager or the Director of the Public Safety Department.

j. Cargo/Carrying Restrictions
  i. With the exception of Facilities Management and Planning, drivers may not carry any item(s) on the vehicle’s roof, even in there is a roof rack, or with anything protruding from the vehicle window or door, unless authorized by the Public Safety Department.
  ii. With the exception of Facilities Management and Planning, drivers may not use Fleet Vehicles to move equipment or other property.
  iii. Except for Facilities Management and Planning and the Public Safety Department, drivers may not push or tow other vehicles, including vehicles with installed hitches.
  iv. With the exception of Facilities Management and Planning, no hazardous cargo is permitted in fleet vehicles.
  v. All baggage and equipment must be properly stored and secured.
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k. **Signals**—Drivers must use appropriate turn and lane change signals.

l. **Speed Bumps and Potholes**
   i. Drivers must slow down and use caution when driving over speed bumps or potholes.
   ii. Drivers must bring vehicles to a complete stop before proceeding over a speed bump.

m. **Forward/Reverse Motion**
   i. Most vehicle accidents occur while a vehicle is traveling in reverse. Drivers should avoid backing up whenever possible, such as by choosing a pull-through parking space.
   ii. When reverse travel is necessary, drivers should proceed slowly and cautious use assistance of their passengers.
   iii. Drivers should never back up on a highway.

n. **Multi-Vehicle Trips**
   i. When more than one vehicle is traveling to the same destination, an “excursion coordinator” (coach, supervisor, director, etc.) should be in the last vehicle.
   ii. Each driver should make a reasonable effort to keep track of the vehicles traveling with her/him. If a driver detects that a vehicle to the rear is missing or has developed problems, the driver in the forward vehicle must immediately turn on hazard flashers and pull over to a safe location (note: a curving exit ramp or an area of low visibility is not a safe location).
   iii. If a vehicle develops problems, the driver should flash the vehicle’s high beams, turn on the hazard flashers, and pull over to a safe location. The passengers should exit the vehicle and move away from the road. The driver should then determine the nature of the problem and take appropriate action.

o. **Passengers**
   i. Only passengers connected with the event, activity, or College business are permitted to ride in College vehicles. A list of passengers is to be submitted to the Public Safety Department, along with the completed Pre-Trip Inspection Form.
   ii. A driver may not allow another passenger to operate the vehicle unless that person is listed as an operator on the trip sheet and/or is approved by the Public Safety Department.
   iii. Picking up hitchhikers is strictly prohibited.

p. **Weather**
   i. For student organizations the Coordinator of Student Activities and Leadership, in coordination with the Public Safety Director, may cancel trips or prohibit vehicle use because of adverse weather conditions.
   ii. In the event that adverse weather conditions develop during a trip, drivers should take special precautions. If snow or ice begins to fall during a trip, drivers should turn on their headlights, keep both hands on the steering wheel, and be alert for other vehicles. If it is raining, drivers should reduce vehicle speed to less than the posted limit and turn on their headlights. Roads are more slippery at the start of rain since surface oil and grease form slick films that are not washed away until after 20-30 minutes of hard rain. Strong winds also make steering difficult. In such conditions,
Babson College Driver and Vehicle Use Policy

drivers should decrease speed, keep both hands on the steering wheel, and be alert for other vehicles.

iii. When there is any doubt about ability to operate the vehicle safely because of deteriorating weather conditions, drivers should pull over to a safe location until adverse weather conditions have passed.

VIII. Accidents and Breakdowns

a. Accidents

i. General

- In the event of an accident, passengers should get out of the vehicle and move away from the road, exiting from the side away from traffic if possible.
- If another vehicle is involved, the driver and passengers should remain calm and courteous, and acknowledge only facts to the other driver. Do not tell the other driver that you or the College is responsible for the accident. Avoid words like “fault” and “blame”. Do not discuss the accident with anyone other than the police or College officials except to obtain driver, vehicle, and insurance carrier and witness information.

ii. Reporting

- After any accident, no matter how minor, the driver must immediately notify local police.
- Upon return to campus or earlier the Public Safety Department (781-239-5555) and the Risk Manager must be advised of the accident. The driver and occupants of the vehicle must complete a Babson motor vehicle accident form. The driver should get verbal confirmation from the local police that a report will be filed and the local police information (phone, address, reporting officer and report number). Accidents involving Facilities Management and Planning vehicles must also be reported to the appropriate supervisor.
- If the accident occurs on campus, the driver needs to notify the Public Safety Department only (and Facilities Management and Planning if a Facilities vehicle is involved in the accident).
- Failure to file an accident report with the local police in a timely manner or to notify the Public Safety Department may result in loss of fleet vehicle privileges and other disciplinary action.

iii. Damage

- Departments and organizations are responsible for damage to a Fleet Vehicle that occurs due to the fault of the driver. Also, departments and organizations will be charged for damage to a Fleet Vehicle regardless of fault if the accident is not reported to the Public Safety Department.
- The maximum charge for vehicle damage is the deductible limit of the College’s vehicle insurance policy, currently $1,000 (but subject to change), unless the group fails to report the accident to the Public Safety Department within 24 hours. In such cases, the department or organization may be responsible for the entire loss. Departments and organizations have 30 days to pay the deductible or damage costs. If the deductible expense is not paid the department or organization will lose its fleet privileges until the bill is paid.
Babson College Driver and Vehicle Use Policy

- If damage is found after a department or organization has used a Fleet Vehicle and has not reported it to the Public Safety Department, the department or organization that used the vehicle last will be charged for the vehicle repair.
- Damaged vehicles that need to be towed must go to a repair facility designated by the Public Safety Department.

iv. Bodily Injury
- Drivers must be absolutely certain that police are informed if there are injuries and request medical assistance.
- Keep the injured person warm and still. Never move a person who has or is complaining of neck or back pain unless threatening conditions command.
- If an injured person is taken from the scene for medical treatment, find out the destination.
- Notify the Public Safety Department immediately at 781-239-5555 so the family and other College officials can be notified.
- If the driver is injured, he/she should not drive.

v. Accident Investigation and Disciplinary Action
- The Director of the Public Safety Department investigates accidents to determine the cause and fault. If the driver of the College’s vehicle was at fault, the finding is documented and disciplinary proceedings may be initiated. The Director also investigates reports of near misses, reckless driving, failure to wear seatbelts, and other incidents, and initiates appropriate disciplinary action.

b. Breakdowns and Repairs
   i. Breakdowns
      - If a Fleet Vehicle breaks down off campus, the driver should notify the Department of the Public Safety Department at 781-239-5555, and Facilities Management and Planning if it is a Facilities vehicle. Based on the location of the vehicle, the time of day, and the circumstances of the breakdown, the Public Safety Department, will determine what action should be taken. The driver shall make arrangements to carry out such repair directives. Babson does not have a road service agreement. Drivers are not authorized to have repairs made without authorization from the Public Safety Department.
      - If a vehicle that has been reserved is not available due to repairs or safety problems, the Public Safety Department will attempt to assign another vehicle, though this may not always be possible. On weekends, the Public Safety Department has limited means to replace a vehicle that has broken down. If there are no other Fleet Vehicles available, the group will need to find other transportation.
   ii. Repairs
      - Facilities Management and Planning is responsible for all Babson Fleet Vehicle repairs, with the exception of the Public Safety Department vehicles.
      - The College will not reimburse drivers for unauthorized repairs.
IX. Insurance Policies and Claims Reporting

a. Insurance Policies

Babson carries liability and physical damage insurance for all vehicles owned, rented, or leased in the name of the College. If a person is driving a College-owned, leased, rented or personally owned vehicle with permission and on behalf of the College, that person is an individually insured driver under the College’s insurance policy. This is subject to the College insurer’s driver insurability criteria. Also, subject to section IX.a.iii., the College carries liability insurance for personally owned vehicles driven by their owners for College business.

i. College Owned or Leased Vehicles

- The College’s insurance is primary coverage for liability and physical damage to vehicles owned or leased in the name of the college.
- The physical damage insurance is subject to a $1,000 deductible. If the accident is the fault of the College driver the deductible is charged back to the department or organization using the vehicle.

ii. Rental Vehicles

- If an employee is traveling on College business in the United States, its territories, or possessions, the vehicle should be rented in the name of the College, using a PCard. The renter should decline the insurance offered by the rental company. The College’s insurance policies provide primary liability and physical damage coverage for a vehicle rented for College business.
- If an employee is traveling on Babson business in another country, the vehicle should be rented in the name of the College, using a PCard. The renter should purchase the insurance offered by the rental company. The College’s insurance policies provide excess liability and physical damage coverage for a vehicle rented for College business in another country.

iii. Insurance for Personal Vehicles Used for College Business

- The insurance of the owner of a personal vehicle is the primary insurance when personally owned vehicles are used for College business.
- College liability insurance covers property damages and injuries to other parties, including passengers, arising out of an accident involving a personally owned vehicle after the limits of the owner’s insurance are exhausted.
- The College’s insurance does not cover physical damage to personally owned vehicles. If a personal vehicle is damaged as a result of an accident while the vehicle is being used for College business, the comprehensive/collision provisions of the driver’s policy will apply. The College will reimburse owners for physical damage to personal vehicles up to the amount of the deductible. If the driver does not carry comprehensive or collision insurance, then she or he is responsible for the entire amount of the damage.

b. Claims Reporting

i. If an employee is injured in a vehicle accident while acting within the scope of his or her College employment duties, she or he must contact Human Resources to obtain and complete a workers’ compensation claim form.
Babson College Driver and Vehicle Use Policy

ii. All motor vehicle accidents involving vehicles owned or leased in the name of the College must be reported to the local police department, the Babson Public Safety Department and to the College Risk Manager.

iii. If a College employee is involved in an accident in a rental vehicle (or if the rental vehicle is otherwise damaged) while traveling on College business, she or he must report the incident to the local police, the rental car agency, the Babson Public Safety Department and the College Risk Manager.

iv. If a College employee is involved in an accident involving a personally owned vehicle driven on behalf of the College she or he must report it to the local police department, the vehicle owner’s personal automobile insurer, the Babson Public Safety Department, and to the College Risk Manager.

X. Non-Compliance/Violations

a. Policy—Noncompliance with or violation of the provisions of this Handbook, any other Babson policy, or motor vehicle laws may result in the suspension or cancellation of authorization to operate a Fleet Vehicle, charges to the operator or appropriate department for expenses incurred as a result of the violation, and/or disciplinary action in accordance with the Guide to the Student Conduct Process or employment disciplinary guidelines.

b. Examples
   i. Failure to return a vehicle on time.
   ii. Failure to cancel a reservation at least 24 hours in advance.
   iii. Failure to clean a vehicle before returning it.
   iv. Failure to return a vehicle with a full tank of gas.
   v. Failure to return a vehicle to the appropriate parking lot.
   vi. Failure to complete trip paperwork and return keys, vehicle binder, or gas card.
   vii. Failure to report lost or broken keys.
   viii. Failure to pay fines for tickets or parking violations incurred during use of a fleet vehicle.
   ix. Citation for a preventable moving violation (e.g., speeding, running a red light) or criminal charges (e.g., reckless driving, driving to endanger, leaving the scene of an accident, driving under the influence of alcohol).
   x. Failure to operate in accordance with any provision of this Handbook or any other College policy. In particular, the College will treat failure to wear safety belts and reckless vehicle operation with utmost seriousness.
   xi. Use of a fleet vehicle for non-College or personal business.
   xii. Inappropriate use of Fast Lane or any other automated toll collection system.
Appendix to Babson College Driver and Vehicle Use Policy
**BABSON COLLEGE ANNUAL DRIVER LICENSE AND RECORD UPDATE**

***MUST complete all sections of this form legibly***

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
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</thead>
</table>

### Department: New Hire Y or N Organization (Students): 

<table>
<thead>
<tr>
<th>Campus Address:</th>
<th>Phone #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
<th>Age: Drivers must be 18 or older.</th>
<th>Date of Birth:</th>
<th>Training Desired:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>/</strong><em>/</em>_____</td>
<td>☐ Van ☐ Golf Carts/Utility Vehicles</td>
</tr>
</tbody>
</table>

**Driver’s License:** State: # Year Issued: Exp Date: 

If you have multiple licenses, you must list them all. Use additional page if necessary. Drivers must have had a current, valid U.S. license at least one year to qualify as a driver.

Have you had, in the past twelve (12) months, any license suspended or revoked or been refused a driver’s license? If yes, please explain, including when and where:

Number of tickets or citations for moving violations in the past five years: 

If any, please explain the nature of the violation(s) including when and where (this includes accidents with College vehicles or on College property) on a separate sheet:

In the past three years have you been convicted of the following? Check all applicable.

- [ ] Yes  [ ] No Operating without a license.
- [ ] Yes  [ ] No Reckless driving, or driving to endanger/Engaging in a speed contest.
- [ ] Yes  [ ] No Hit & Run/Failure to stop at the scene of an accident you were involved in/Leaving the scene of an accident.
- [ ] Yes  [ ] No Driving under the influence of alcohol or drugs.
- [ ] Yes  [ ] No Vehicular homicide/assault with a vehicle/Use of vehicle in commission of a felony.
- [ ] Yes  [ ] No School bus stopping/flag violations.

If “yes” to any of these questions, please explain in detail including when and where on a separate sheet.

If you have had any of these violations in the past 5 (five) years (conviction or paid citation) you will not be authorized to drive on behalf of the College.

Attach a photocopy of your license(s). This is an insurance company requirement.

Have you successfully completed a Driver Training Program in the past five (5) years?  [ ] Yes  [ ] No

If yes, please describe (use separate sheet if necessary):

Have you ever been denied permission to drive a Babson College vehicle or received a formal notice of concern or warning regarding your driving for or at the College?  [ ] Yes  [ ] No

If yes, please explain (use separate sheet if necessary):

Driving Frequency – Please check one of the categories below to indicate how often you drive on College business, whether driving College owned or leased vehicles, rented vehicles or your personal vehicle:

- [ ] My job is to drive vehicles carrying passengers or materials for the College
- [ ] Regularly—3 or more times a week
- [ ] Frequently—one month or more, up to twice a week
- [ ] Occasionally—less than once a month or for an occasional short period, as at a conference

By signing this application, I hereby certify that the information provided above, and as may be attached, is true. Providing false information may result in disciplinary action including termination. I agree to abide by all terms and conditions, rules and regulations as may be on the reverse of this application, and as may be provided to me by the College or any of its employees or representatives, whether in writing or verbally. I authorize Babson College or its representative or agent to request Motor Vehicle or Driving Records as needed for the license(s) listed above, without limitation.

Signature ____________________________ Date __/___/____

READ AND SIGN THE RESERVE SIDE OF THIS APPLICATION FORM, ALSO

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Reviewed by:</th>
<th>Date <strong>/</strong><em>/</em>___</th>
<th>Babson Fleet Orientation/Safety Class</th>
<th>[ ] Yes  [ ] No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date <strong>/</strong><em>/</em>___</td>
<td>Vehicle Safety Policy provided:</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Permission to drive: ☐ Approved ☐ Denied</td>
<td>Copy of Driver’s License attached:</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Reason for Denial:</td>
<td>Motor Vehicle Record attached:</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

**DISCIPLINARY ACTION TAKEN/withdrawal of approval to drive a college vehicle**

Reason for revocation of approval: ________________________(attached extra sheets if necessary)

Employee may apply or reapply for approval after (date) __/___/____.
Driver Agreement to Terms, Conditions, Rules and Regulations

I understand that driving a College-owned vehicle (including golf carts and utility vehicles), rented vehicles, my vehicle or other vehicles on behalf of the College is a privilege, not a right. The College reserves the right to remove or deny privileges from any student or employee at its sole discretion for accidents or violations involving College owned or rented vehicles, or to use guidelines that are stricter than the insurance company’s in deciding to authorize drivers. The safety of my passengers, pedestrians and others is my highest priority. Accordingly, I agree to obey the following rules, regulations, terms and conditions for driving on College business and familiarize myself with and follow the College’s policies and procedures for vehicle use. I agree that I will, at all times:

1. Have a valid U.S. driver’s license.

**ADHERE TO THE FOLLOWING TERMS OF USE**
2. Use College vehicles for authorized business only.
3. Not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss.
4. Operate the College vehicle in accordance with College regulations, as may be provided to me in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
5. Not transport unauthorized passengers such as hitchhikers.
6. Not transport any alcohol, drugs, or other contraband in any College vehicle unless specifically approved and required to do so in conjunction with my duties as an employee of the College.
7. Not drive the vehicle "off road" unless it is appropriate for that use.

**FOLLOW THESE MINIMUM SAFETY REQUIREMENTS**
8. Use seat belts or other available occupant restraints, and require all occupants to use seat belts or occupant restraints, in accordance with state laws, and not operate the vehicle unless all occupants are wearing the appropriate restraints. I will not permit total occupancy to exceed the number of seat belts.
9. Use safe driving principles, practices and techniques at all times.
10. Not drive under the influence of drugs or alcohol, nor if using a medication that impairs my judgment, reflexes or alertness.
11. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
12. Not drive the vehicle at speeds that are inappropriate for road conditions.
13. Adhere to the governing laws regarding the use of mobile communication devices and other electronic devices while driving.
14. Not engage in behavior that might distract from the safe operation of the vehicle.
15. Before leaving the parking area or garage, particularly with a rental vehicle or one that I do not ordinarily drive, be reasonably satisfied that the following parts and components are in good working order:
   - Service Brakes
   - Parking Brakes
   - Lights/Reflector Devices
   - Tires
   - Seat Belts
   - Turn Signals
   - Horn
   - Windshield Wipers/Washers
   - Rear and Side Vision Mirrors
   - Railings and Hand holds (golf carts/utility vehicles)
   - Window Defrosters

Report any defects immediately to Public Safety to determine if the vehicle is safe to operate before driving the vehicle.

**PERFORM REQUIRED ADMINISTRATIVE RESPONSIBILITIES**
16. Report all accidents or traffic violations involving a College vehicle or while driving on College business to the Public Safety and the Risk Management Departments, according to College policy.
17. Immediately report any changes in my license status (such as expiration, suspension, or revocation) to the Public Safety Department, and for employees for whom driving is a requirement of employment, their department head or designee.
18. Accept suspension of driving privileges if applicable.
19. Personally assume responsibility for any and all fines or traffic violations associated with my use of a College vehicle or privately-owned vehicle used on College business.
20. Agree and accept that failure to follow driving rules may result in temporary or permanent suspension of driving privileges, or have more serious consequences.

**Please Note:** Departments will be responsible for deductibles incurred for “at-fault” accidents by department members. An “at-fault” or surchargeable accident or other violations of this agreement may result in revocation of driving privileges or other disciplinary action.

Signature ______________________________________________________________ Date __/__/__

Name Printed: ______________________

You may wish to keep a copy of this form for your personal records.
Motor Vehicle Record
Disclosure and Release

In connection with my status or my pending status as a person authorized to drive on behalf of Babson College (“authorized driver”), I understand that a motor vehicle record, which contains public record information, may be requested. I further understand that such report(s) will contain personal information and public record information concerning my driving record from federal, state and other agencies which maintain such records, as well as independent services that provide driving record information.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information to Babson College or Fred C. Church, Inc., its agent.

I hereby authorize procurement of my motor vehicle report by Fred C. Church, Inc. If authorized to drive on behalf of Babson College, this authorization shall remain on file and shall serve as ongoing authorization for Fred C. Church, Inc. to procure such reports at any time during my status as an authorized driver for Babson College. Babson College’s commercial auto insurer and agent will also use this information in conjunction with loss control and safety review efforts.

________________________________________________________________________
Full Legal Name (include Middle Initial) Date of Birth

________________________________________________________________________
Driver's License Number State

________________________________________________________________________
Signature Date