

LEE COLLEGE MOTOR POOL GUIDELINES/PROCEDURES

Purchasing Department



MISSION

The mission of the Lee College Purchasing Department is to utilize best practices to provide safe and reliable transportation to the campus community in order to carry out our educational mission and to support student-focused college business. The department is committed to serving others with respect and fairness while enforcing the official procedures of the department.

OVERVIEW

Lee College owns and operates a fleet of vehicles that are available to faculty, staff and students who comply with the College's guidelines and procedures. If an employee uses his or her vehicle for college purposes on a regular and continuing basis, then his or her is included within the meaning of "college vehicles" for the purpose of this guideline when that vehicle is being operated for college business.

Any employee or student operating their own vehicle for college business their own insurance will be responsible for any accident incident, not the college insurance.

Lee College recognizes that the operation of motor vehicles involves many risks, and it takes its responsibility to promote safety seriously. By these guidelines and procedures, the college intends to promote safety and to reduce risk to itself, its employees and students, as well as to pedestrians and other motorists. We also require that all college vehicles are driven in compliance with the law and the highest standards of safety. Accordingly, the guidelines are strictly enforced.

In keeping with the college's concern for safety and security, the college reserves the right to grant, deny, or restrict any and all privileges to drive or use college vehicles. Also, the college has established special procedures with regard to the use of its vans and with regard to the privileges that can be granted to students. If an applicant to drive or to use a college vehicle intentionally gives any false information, his or her privileges will be immediately denied or revoked.

DRIVING AUTHORIZATION PROCEDURES

APPLICATION TO DRIVE

All drivers (faculty, staff, and students) must be authorized annually (Sept. 1-Aug. 31) to drive a college vehicle, rental vehicle, or any other vehicle Lee College insurance would be in force.

Personal employee or student vehicles involved in accident incidents will be covered by employee or student personal vehicle insurance. Authorization clearance to drive a college vehicle can take 7-10 business days so please plan accordingly. If you don't know whether you or your planned driver(s) is authorized,

please call the Purchasing Department, 281.425.6464 or lcpurchasing@lee.edu. Any person who drives a college vehicle must complete the following documents prior to driving a college vehicle: (1) an acknowledgement form verifying the receipt, and accepting the conditions, rules and regulations for driving a college vehicle (2) an application for driver authorization and (3) provide a copy of a valid driver's license. The operation of a college vehicle by any person who has not been authorized to drive by the Purchasing Department is strictly prohibited, and anyone who violates this procedure is subject to discipline. Applications may be obtained from the Purchasing Department or from the department's web page.

To qualify to drive a college vehicle all applicants must:

- Disclose all accident and/or moving violations in which the applicant has been involved during the previous three (3) years;
- Disclose any driving under the influence citations;
- Present a valid driver's license from Texas, another state. **The license will be photocopied and must be updated when it is renewed or replaced.**
- **VEHICLE REQUEST CAN BE FOUND ON MYLC campus (employee) solutions page. Click on the car image to submit your request.**

Applications will be rejected for the following reasons:

LOSS OF DRIVING PRIVILEGES

The following offenses will result in suspension or termination of the privilege to drive a college vehicle and may also result in disciplinary actions:

- Operating a college vehicle without a valid driver's license
- Failure to report the suspension or revocation of a driver's license
- Failure to report citation for driving under the influence
- Failure to obey college rules and/or traffic laws
- Permitting any unauthorized person to drive a college vehicle;
- Operating a college vehicle outside the use authorized by the Purchasing Department
- Operating a college vehicle in a reckless or unsafe manner
- Failure to report an accident involving a college vehicle
- Operating a college vehicle while under the influence of alcohol or drugs

- A chargeable offense relating to auto accidents while operating a college vehicle
- Any other act of negligence that shows disregard for safety or shows disregard for the security of college vehicles.

Once approved to drive Lee College insured vehicles, the driving record of any person who is cited for driving under the influence, whether or not that person was driving a college vehicle, will be reviewed by the Purchasing Department. As a result of the review, that person may permanently lose his or her privilege to drive a college vehicle.

Lee College's insurance carrier requires that all approved driver's driving status be rechecked annually. To accomplish this requirement, each year by August 1st requesting approval to drive for the upcoming all drivers must submit a request each academic year (lcpurchasing@lee.edu). Failure to do so will result in a suspension of the driver's motor pool privileges until the requirement is completed.

ADMINISTRATIVE REVIEWS IN THE EVENT OF ACCIDENTS OR MOVING VIOLATIONS.

If a person who has been granted the privilege to drive a college vehicle is subsequently involved in an accident or moving violation while operating a college vehicle:

The person must immediately report the accident or moving violation to the college **Security Department at 281.425.6888 (24 hours)**.

The Purchasing Department will review the person's report. In making its review, the Purchasing Department may obtain verifications through the Bureau of Motor Vehicles, the police department, or any other independent sources. If it is determined the driving privileges will be suspended, he or she may reapply for reinstatement after a 12-month period.

Once the driving request has been approved and received, the Purchasing Department will schedule according to availability, on a first come, first served basis. The Purchasing Department reserves the right to cancel the use of any college vehicle as a result of severe or adverse weather conditions.

If the Motor Pool does not have enough vehicles to meet your request on a given day, you will be notified by the Purchasing Department.

PASSENGER VAN RESTRICTIONS

The maximum capacity for all Lee College passenger vans is 8 – including the driver. Human occupancy **must be reduced by 1 passenger** for every 2 pieces of luggage/cargo boxes being transported. Anyone violating these guidelines will not be allowed to check out vans in the future.

The US Department of Transportation along with the National Highway Traffic Safety requires no more than 8 passengers (including the driver) be transported in a 12-passenger vehicle. Considerations must also be made when passengers are bringing luggage or other cargo for transport. Human occupancy must be reduced by one passenger for every 2 pieces of luggage/cargo boxes being transported.

PICKING UP THE VEHICLE

Before picking up a scheduled vehicle, the requesting department needs to obtain a vehicle packet. The packet will be available after 4:00 p.m. the day before scheduled use. Unless other arrangements are made with the Purchasing Clerk, the packet will be available at the Purchasing Department. A valid college ID and signature of receipt will be required to pick up the packet. **Weekend packets must be picked up by 12:00 p.m. on Friday. Please observe the following steps:**

1. Scheduled college vehicles are available for pick up in the Motor Pool lot, which is located at 511 S. Whiting, Baytown, Texas.
2. College vehicles can be identified by the key tag, which lists the same matching number on the vehicle.
3. When picking up a college vehicle, the authorized driver must record the mileage on the Vehicle Request Form in the appropriate space.
4. **Drivers must conduct a vehicle inspection prior to departure.** The pre-use Vehicle Inspection Checklist will be stapled to the packet you receive. The driver must complete the form and return it with the packet when returning the vehicle.

Returning the Vehicle

The authorized driver is responsible for:

1. Returning the college vehicle to the Motor Pool lot to the location designated on the packet at the scheduled time of return.
2. Recording the return mileage on the Vehicle Request Form.
3. Removing all trash, cleaning up all spills, closing all windows and locking all doors.

4. Returning the vehicle with no less than half full tank of gas.
5. Returning the vehicle keys to the Purchasing Department.

Drivers are required to:

- Make sure that all traffic laws and college regulations are obeyed.
- Wear seatbelts and require all passengers to wear them.
- Assume full responsibility for any and all fines, traffic violations, and citations associated with their use of college vehicles.
- Use college vehicles for authorized purposes only.
- Practice good defensive driving techniques, taking into consideration road, weather and traffic conditions.
- Lock college vehicles when they are left unattended.
- Clear any obstructions to vision from windows, mirrors and lights before driving.
- Do not use your cell phone if you have one with you, while driving.
- Never drink alcoholic beverages and/or use controlled substances in a college vehicle and never permit others to do so.
- Never drive college vehicles while under the influence of controlled substances and/or alcohol and never permit others to do so.
- Never smoke in college vehicles and never permit others to do so.
- Never permit unauthorized persons to drive college vehicles.
- Never transport unauthorized passengers such as hitchhikers, family or friends or those that are not associated with the program. Family and friends listed and approved on the submitted passenger list may be transported.
- Never drive college vehicles at speeds that are inappropriate for road conditions
- Always drive in accordance with the law.
- Never drive college vehicles when feeling drowsy or while taking medication that may cause drowsiness.
- Never use top carriers.

DRIVE TIME LIMITATIONS

Drivers may not drive more than 10 hours in a 24-hour period and must include at least one 30-minute rest stop in any trip or trip segment that exceeds 6 hours. Drive time is limited to a maximum of 16 hours of continuous travel after which a layover of at least 8 hours is required.

In the event a college vehicle is involved in an accident, the authorized driver shall behave reasonably and responsibly to minimize further injury or damage and the risk of further accidents at the scene he or she should:

- Stop immediately as conditions permit.
- Take precautions to prevent further accidents.
- Turn on the four-way flashers and shut off the engine.
- If conditions permit, set up a reflective warning triangle, 100-feet or more behind the vehicle (reflective triangle located in the trunk of the vehicle or storage area of the van).
- Notify police and/or emergency personnel and Security at 281.425.6888.
- If another driver is involved, obtain his or her name, address and insurance information.
- File a police report as soon as possible. Failure to do so may sacrifice the insured status of the driver and the vehicle. Obtain a copy of the report and turn it in to the Purchasing Department.
- Report the incident to the Purchasing Department, whether or not damage or injury occurs.
- Do not leave the scene of the accident until excused by the proper authorities.
- At the scene, do not make any statement regarding the accident except to the police.

In the event of an accident or breakdown, drivers should pull out their pouch provided to them when they received the keys to the vehicle. Proof of insurance will be found in the pouch as well as instructions of what to do if you have an accident or breakdown. The vehicle registration will be found in the glove box of the vehicle.

BREAKDOWN/FLAT TIRES

In the event a college vehicle breaks down or otherwise needs maintenance, the authorized driver shall:

- Use common sense when a breakdown or flat tire occurs on the road.
- Be mindful of his or her safety and the safety of passengers and others.
- Consult the information included in the vehicle packet as to specific instructions to obtain and pay for repairs.

- If conditions permit, set up reflective warning triangles that are located in the trunk or storage area of the vehicle. Place 100 feet or more behind the vehicle.
- Contact the Purchasing Department if the breakdown occurs during the regular work week hours at 281.425.6464, or contact the college **Security Department at 281.425.6888 (24-hour service number)**.

If a driver or other party who has requested the use of a college vehicle has **ANY CONCERNS** about the safe condition of the vehicle, he or she is required to report the concern to the Purchasing Department immediately, and he or she is prohibited from driving the vehicle until the concern is resolved. If there are non-functioning items or if there is other damage to the vehicle that a driver notices after he or she picks up the vehicle but before it is driven, he or she should notify the Purchasing Department prior to using the vehicle and note the item on the Vehicle Request Form.