

## VEHICLE SAFETY PROGRAM GUIDELINES

### I. PROGRAM SCOPE

This program applies to employees who are assigned to drive District street-legal vehicles to carry out their job duties and those who use their private vehicles for District-related business.

### II. RESPONSIBILITIES

#### Facilities

1. For District vehicles, ensure maintenance is performed to keep vehicles in safe operating condition.
2. For District vehicles, notify appropriate staff in advance of all maintenance to vehicles.

#### Campus Police

1. Receive employee's signed Campus Police Release Form to obtain DMV records.
2. Review and maintain DMV reports.
3. Inform Human Resources if an employee's driving record is reported by the DMV with criminal infractions.
4. Assign required online Keenan safety trainings and verify completion. Employees will complete the safety training during working hours.
5. Annually verify DMV reports and license status of authorized drivers that have been approved to drive District street-legal vehicles to ensure eligibility per the "Standards for Safe Operation" (see section III below.)

#### Employee

1. Complete and sign the **Vehicle Safety Information Acknowledgement Form** which is attached below. Submit form to Campus Police and the Office of Workplace Safety & Risk Management.
2. Complete and sign a **Campus Police Release Form**. This form is obtained from the Campus Police front office and is used by Campus Police to access an employee's DMV record.
3. When checking out a District vehicle, supervisor approval is required prior to completing the **District Vehicle Information Form**. When checking in a District vehicle, employee completes the **District Vehicle Information Form**. The form can be accessed online or a paper copy can be picked up from the Dean of Health Sciences & Athletics. The online version can be accessed via a QR Code posted inside District vehicles.

NOTE: Workplace Safety & Risk Management maintains the form. Copies of the completed form will be kept on file by Workplace Safety & Risk Management, the employee's Supervisor, Campus Police, Facilities, and the Dean of Health Sciences & Athletics. A copy of the completed form will also be emailed to the employee for their own records.

4. To document the vehicle condition, photos of the vehicle are required in order to complete the District Vehicle Information Form. If an individual does not have a cell phone or does not want to use their cell phone, the individual must have their supervisor take the required vehicle photos for them.

5. Obey all traffic laws and District “Standards for Safe Operation” of a street-legal vehicle (see next section below).
6. Notify the ECC Police Department in writing as soon as possible if involved in a vehicular incident while on District business or in a District vehicle and inform your supervisor.
7. Checked-out street-legal vehicles are to be operated by the form submitter only. Exceptions to this rule apply to Facilities personnel responsible for vehicle maintenance.

### **III. STANDARDS FOR SAFE OPERATION**

1. Wear seat belts (when the vehicle is equipped or in motion).
2. Obey all traffic laws. Drive carefully, within established speed limits and driving conditions.
3. Do not drink alcoholic beverages or take medications which may inhibit your driving ability within four hours before driving.
4. Drive defensively. Defensive driving is driving to prevent accidents despite the incorrect actions of others and adverse conditions. A good defensive driver should never have a preventable accident.
5. Get completely off the traveled roadway for an emergency stop. Avoid curves, hills, or where the view may be obstructed.
6. Park District vehicles in designated areas at the end of each use. District vehicles must be parked where they can be properly secured or monitored to prevent theft and unauthorized access.

### **IV. DRIVER PERFORMANCE**

A driver may be subject to discipline to correct deficient performance when operating a District-owned vehicle. Disciplinary action shall be done in accordance with the respective collective bargaining agreement for represented employees, District policy, or Education Code. Note that personal use of District-owned vehicles is strictly prohibited.

### **V. GUIDELINES FOR PERSONAL AUTO USAGE FOR DISTRICT BUSINESS**

1. Anyone that uses a personal vehicle for District business should be on an approved driver list maintained by Campus Police and authorized to drive in the State of California.
2. All those who use their personal vehicle for District business must observe the same “Standards for Safe Operation” as detailed above.



## Vehicle Safety Information Acknowledgement Form

**Department:** \_\_\_\_\_

*(This form shall be completed by employees prior to authorizing usage of a District-owned, street-legal vehicle and annually thereafter.)*

**Employee Name:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_

By signing below, I acknowledge that:

- I have read the District's Vehicle Safety Policy.
- I understand the terms and conditions of the Districts Vehicle Safety Policy.
- I have been provided with the opportunity to ask questions related to this policy.
- I have successfully completed the Keenan safety training video for operating a motor vehicle.

(Date Completed: \_\_\_\_\_)

- I have a certificate of completion indicating my successful review of Keenan's safety video.
- I possess a valid driver's license # \_\_\_\_\_

I understand that my DMV record will be reviewed annually by the El Camino College District Police Department.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Submit completed forms to Campus Police and the Office of Workplace Safety & Risk Management.  
This form will be kept on file with the District for 3 years from date of supervisor's signature.**