



Procedure Number: SS 803

Procedure Title: Vehicle Driving Procedure

Relevant Board Policy: C. 1.6.4 & C.1.6

Relevant SACSCOC Principle: SACSCOC 13.7 and 13.8

Originating Unit: Student Life

Maintenance Unit: Student Life

Contact for Interpretation: John Jacobs, Director of Student Success

- I. Purpose/Definition(s): The following procedure is in accordance with procedure C. 1.6.4 and pertains to any driver using a District Vehicle (District Vehicle: Any licensed vehicle used for District business whether owned, leased or rented by Alamo Colleges) while on District related business or District related activities. These guidelines also apply to the department and individual responsible for maintaining the vehicle. All student groups with approved and signed authorized forms can utilize the van but there will be no student drivers.
- II. Procedure statement:
  - A. Vehicle Driving Guidelines
    1. All drivers must be on the District's "Approved Drivers List"
    2. To be on the District Approved Drivers List, drivers must complete the Motor Vehicle Records (MVR) Authorization Form located on the Enterprise Risk Management AlamoShare site.
    3. The form should be emailed to Enterprise Risk Management, dst-erm@alamo.edu.
    4. District Risk Management will submit the employee's name to the Motor Vehicle Records Service to obtain a copy of the employee's Texas driver record.
    5. The driving record of the potential driver will determine whether the individual is approved or rejected as an Alamo Colleges approved driver, based on the following qualifications/criteria:
      - a. Approved Driver Qualifications
        - i. Must be at least 18 years old
        - ii. Must have a valid, Texas and class specific driver's license
        - iii. Must have a clear, acceptable or borderline driving history, that will be checked yearly, see criteria attached
    6. Once the employee's Driving record has been reviewed by District Enterprise Risk Management they will notify the employee and supervisor of their status.
  - B. All drivers must have completed four modules in the Alamo Colleges Approved

Driver Certification before driving a vehicle on District related business or District related activities.

1. The supervisor will need to assign the Alamo Colleges Approved Driver Certification in Alamo Talent to the employee.
  2. Once the employee has completed the training they will need to send an email to District Enterprise Risk Management of their completion.
  3. Approved drivers will also need to continually maintain standards that require training at a minimum of every three years and pass an annual motor vehicle report review within the districts criteria<sup>L</sup>.
- C. Seatbelts are mandatory for all vehicle occupants including the driver. The driver will not shift into "drive" until all occupants are wearing their seatbelts.
- D. No more than 10 occupants per vehicle (including the driver). No overloading the vehicle. The driver will not operate a vehicle with luggage or other items placed above the bottom of any window frame in the vehicle. All luggage will be stored in the rear luggage area. No luggage will be placed in the passenger or driver's area. No luggage will be placed on the roof of the vehicle. The driver will not operate an overload vehicle.
- E. No driving faster than the posted speed limit.
- F. No smoking allowed in district owned, rented, leased or borrowed vehicle.
- G. In the event of an automobile accident the driver should call the appropriate authorities and fill out the police report and report any damages to vehicle. The VPSS and Director of Student Life should be contacted immediately to document the incident. Upon return the report should be submitted to the Office of Student Life and Enterprise Risk Management to submit for the insurance claim.
- H. Insurance will be provided through the Alamo Colleges and all documents will be stored in the Office of Student Life. The Office of Student Life will be responsible for the insurance policy.
- I. There will be a \$1000.00 deductible applied to the agency or departments account in the event of an accident. Each accident will incur the \$1000.00 deductible.

Attachment: Motor Vehicle Record Form  
Originator: Student Life  
Date Approved: November 2020  
Last Updated: 5/11/20

Approved: \_\_\_\_\_

## Motor Vehicle Report (MVR) Criteria

Number of Violations	Number of Preventable Accidents			
	0	1	2	3+
0	<b>CLEAR</b>	<b>ACCEPTABLE</b>	<b>BORDERLINE</b>	<b>UNACCEPTABLE</b>
1	<b>ACCEPTABLE</b>	<b>ACCEPTABLE</b>	<b>BORDERLINE</b>	<b>UNACCEPTABLE</b>
2	<b>BORDERLINE</b>	<b>BORDERLINE</b>	<b>UNACCEPTABLE</b>	<b>UNACCEPTABLE</b>
3+	<b>UNACCEPTABLE</b>	<b>UNACCEPTABLE</b>	<b>UNACCEPTABLE</b>	<b>UNACCEPTABLE</b>
*Any Major Violations (past 3 years)	<b>UNACCEPTABLE</b>	<b>UNACCEPTABLE</b>	<b>UNACCEPTABLE</b>	<b>UNACCEPTABLE</b>

***\* Major violations include but may not be limited to the following:***

- Leaving the scene of an accident
- Driving under the influence of drugs or alcohol
- Driving with an open container (alcohol)
- Racing or excessive speed (>25 MPH over speed limit)
- Reckless, negligent or careless driving
- Felony, homicide or manslaughter involving the use of a motor vehicle
- License suspension or revocation resulting from accidents or moving violations
- Following too closely or tailgating
- Hit and run
- Erratic lane-changing
- Attempting to elude a police officer

**CONSENT TO MOTOR VEHICLE RECORD REQUEST**

The undersigned hereby authorizes ALAMO COLLEGES (hereinafter referred to as "Employer") and/or its agents to make an investigation of my motor vehicle record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of obtaining information which may be material to my qualifications for driving during the course of my employment. A telephone facsimile (fax) or xerographic copy of this consent shall be considered as valid as the original consent.

In the event of my employment by Employer, this authorization shall remain in effect for the duration of such employment. Prior to taking adverse action as a result of any investigations resulting from this authorization, Employer shall provide to me a copy of the motor vehicle report or investigative consumer report which caused such adverse action and a summary of my rights under the *Fair Credit Reporting Act*.

I release Employer and/or its agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**General Information**

Contact Phone #: \_\_\_\_\_

Complete Legal Name: \_\_\_\_\_  
(First) (Middle) (Last)

Maiden or Other Name Used: \_\_\_\_\_ Dates Used: \_\_\_\_\_

Present Street Address: \_\_\_\_\_ Dates of Residence: \_\_\_\_\_ to \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_ DL No. \_\_\_\_\_ State of Issue: \_\_\_\_\_

Banner ID No: \_\_\_\_\_

**ALAMO COLLEGES OFFICIAL USE ONLY:**

Requesting Department:

Enterprise Risk Management

Motor Vehicle Record Review

Requestor:

Clear

Not Clear

Date: \_\_\_\_\_