



**Cochise College  
Administrative Policy**

**Category: Administration  
Policy Number: 1015  
Title: Use of College Vehicles**

To protect the District from adverse liability, the District reserves the right to manage, issue, and revoke the authorization of any individual to drive a District-owned vehicle. The District's automobile insurance policy covers any person authorized to drive a District-owned automobile on official District business only. All passengers in District vehicles must also be on official District business.

**Procedure 1015.1  
Motor Vehicle Record (MVR) Review**

Individuals wishing to operate a District vehicle for official business must possess a current, valid, U.S. issued driver's license and submit a "Request for Driving Record" release authorizing District officials to query their vehicle driving history. Student employees may also request authorization pending approval of the department Dean. The District's Insurance Company will request the motor vehicle record history and determine the requestor's status to drive a District-owned vehicle. The Insurer will then notify the District whether the requestor has been denied, approved, or approved with limitations. Driving histories will be checked annually for persons wishing to operate a District-owned vehicle. MVR reviews are confidential and will be disclosed only to the College Vice President for Administrative Affairs (or designee.)

Once the MVR review is complete, the requestor is notified of their status.

**Procedure 1015.2  
Driver Responsibilities**

All persons driving on college business are required to comply with the following provisions:

1. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
2. Have a valid driver's license in their possession at all times.
3. Use college vehicles for authorized, official purposes only.
4. Operate vehicles in accordance with all applicable college policies and follow all applicable traffic laws.
5. Drive vehicles at lawful speeds that are appropriate to road, loading and hazard conditions.
6. Assume responsibility for any fine or citation for moving or parking received while driving college vehicles.
7. Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
8. Not operate a vehicle unless all occupants are wearing seatbelts.
9. Not drive under the influence of alcohol or drugs, including any medications that may cause impairment.
10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Inspect the vehicle for obvious safety concerns prior to use, report any defects to the Maintenance Department and not operate a vehicle that has deficiencies that make it unsafe to drive.

12. Immediately report all accidents or traffic citations that arise while driving on college business to the College Vice President for Administrative Affairs (or designee).
13. Immediately advise the College Vice President for Administrative Affairs (or designee) of any change in driving status such as license suspension or revocation.
14. Immediately advise the College Vice President for Administrative Affairs (or designee) of any inability to drive safely and without impairment.
15. The use of cell phones, texting, or use of other devices by the driver that distract attention from the activity of driving is prohibited while driving a District vehicle. If you must use the phone, pull off from the traveled portion of the road and park in a safe, secure location.

Failure to comply with these provisions may result in suspension or revocation of college driving privileges, and/or disciplinary action up to and including termination of employment in accordance with Governing Board Policy 643.

### **Procedure 1015.3 Passengers**

Only persons with an authorized purpose may be passengers in a college vehicle. Examples include employees in the course and scope of employment, students participating in an official activity, College recognized volunteers providing service to the college, and clients or participants in an official college program or activity.

### **Procedure 1015.4 Safety Belt Use**

Use of safety belts is mandatory for the driver and all vehicle occupants anytime the vehicle is in motion. Drivers are expected to enforce this requirement, and may not place a vehicle in motion unless all passengers are properly seat-belted.

The number of passengers in any vehicle may not exceed the number of available safety belts. Passenger travel in pickup truck beds is prohibited (unless the truck bed has a properly mounted seating system with safety restraints.)

### **Procedure 1015.5 General Prohibitions**

Consumption or transportation of alcohol by drivers and passengers is prohibited. Purchased alcohol being transported for an approved college activity must remain closed during transportation, and should be placed in the vehicle trunk if possible.

Smoking is prohibited in all college vehicles.

Transportation of hazardous materials in college vehicles is only authorized for drivers who have completed training on DOT hazardous materials transportation, OSHA requirements, and spill response. Transportation of placardable quantities requires a Commercial Driver's License (CDL) with hazardous materials endorsement if the material is being transported in commerce as defined in DOT regulations.

## **Procedure 1015.6 Incident Reporting**

All accidents and citations involving a college vehicle, or associated with a college activity (regardless of vehicle ownership) should be reported to the College Vice President for Administrative Affairs (or designee) as soon as practicable.

## **Procedure 1015.7 Conditions for Disqualification to Operate a District Vehicle**

Persons with serious or frequent driving infractions in their driving history will not be authorized to operate a District-owned or rented vehicle. Serious or frequent driving infractions include but are not limited to:

1. Being found guilty or responsible in a court of law of one or more serious or criminal driving offenses within a thirty-nine month period from the date of the inquiry. A serious driving offense will be defined as any criminal driving offense as defined by Arizona Revised Statutes, Title 28 , Chapters 3 and 4, including, but not limited to, any vehicular homicide, fleeing from police, reckless driving, DUI, hit and run, criminal speeding, and driving on a suspended or revoked license;
2. Being found guilty or responsible in a court of law of more than one minor or civil traffic offenses within a thirty-nine month period from the date of inquiry. A minor traffic offense will be defined as any minor moving traffic violation as defined by Arizona Revised Statutes, Title 28, Chapters 3 and 4, such as speeding, red light violations, lane usage violations, turning violations, etc. as defined by Arizona Revised Statutes, Title 28 , Chapters 3 and 4;
3. Multiple complaints made by the motoring public regarding a specific persons driving habits;
4. Repeated or serious infractions of this policy as deemed appropriate by the District administration or as otherwise required by the Insurer of the risk.

When conditions detailed in 1015.7 paragraphs 1 and 2 have lapsed such that eligibility to operate a college vehicle may be reinstated, the affected individual must resubmit “Request for Driving Record” form and show proof of a valid driver’s license. Any appeal of disqualification based on 1015.7 paragraph 3, must be made to the College President. The College President’s determination is final.