



SPRINGFIELD COLLEGE

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Chapter	1
Responsible Executive	VP for Administration and Finance
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Transportation Service Policy

Policy Statement

Springfield College is committed to providing the safest mode of transportation in supporting its official academic, athletic, and student life needs.

Reason For Policy

To set a standard of acceptable transportation options and uses.

Entities Affected By This Policy

The Springfield College community

Who Should Read This Policy

The Springfield College community

Contents (clarification of policy)

- Transportation Coordinator
 - Springfield College Police Department
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Contacts

- Transportation Coordinator
- Springfield College Police Department
- Transportation Committee
- Department head/chair

POLICY OVERVIEW

The motor vehicle fleet is managed by the Transportation Committee and is overseen by the Springfield College Police Department. Scheduling is the responsibility of the Transportation Coordinator. The Transportation Coordinator is responsible for scheduling and maintaining a vehicle pool of College-owned vehicles and supplementing the pool, when necessary, by arranging services with an authorized commercial rental agency. Vehicle safety is the responsibility of every driver. All drivers of vehicles are expected to follow the rules and procedures established by the Transportation Committee and to abide by all campus regulations and all local, state, and federal laws.

Vehicles are available for use by faculty, staff, and students in order to facilitate official academic, athletic, and student life activities. Personal use is not allowed. The vehicles are for official College business only. Official College business includes community service transportation, academic class trips/projects/needs, authorized student groups, and intercollegiate athletics.

PROCEDURES

I. Eligibility requirements for drivers of Springfield College owned, rented or leased vehicles:

Failure to comply with the procedures set forth in this policy may result in disciplinary action in accordance with established College policy, and may result in suspension or termination of motor vehicle operating privileges. In order to operate a College motor vehicle, a faculty, staff or student driver must adhere to the following:

- A. Possess a valid United States driver's license issued by the Department of Motor Vehicles from their state of residence or the District of Columbia.
- ***Non-Commercial Driver's License**
 - * Driving a vehicle designed to carry fewer than 16 passengers including the driver
 - * Driving a vehicle weighing less than 26,000 lb.

A driver's safety program is provided by Campus Police. All drivers must contact Campus Police and complete all required paperwork and driver history forms prior to attending the Defensive Driving Program. Completion of this program is mandatory for all faculty, staff, students, or volunteers driving college owned, rented or leased passenger vehicles.

- B. On an annual basis, all drivers must disclose an accurate driving history. It is the driver's responsibility to obtain his/her history from the state in which he/she resides. Springfield College Police Department can assist in the best way to obtain this history. Student Driver History will expire annually on October 31st. Faculty and Staff Drive History will expire annually on December 31st.
- C. Successfully complete the College's Defensive Driving Safety Program.
- D. Agree to operate College motor vehicles in accordance with applicable federal, state and local laws as well as College regulations.

- E. Wear seat belts at all times and require passengers to wear them. Under **NO** circumstances should the number of passengers exceed the number of seat belts. Seat belt requirement is in accordance with the Commonwealth of Massachusetts state laws.
- F. Driver cell phone usage is prohibited for all vehicles in motion.
- G. No drinking of alcoholic beverages and/or use of controlled substances shall be allowed in a college vehicle at any time.
- H. The driver of the vehicle must not be under the influence of controlled substances and/or alcohol at any time.
- I. All traffic violations and citations are the sole responsibility of the driver
- J. Report any change in license status immediately to Campus Police within one working day of any such change. If the license is revoked or suspended, operating privileges will be temporarily terminated accordingly.
- K. In the event that you are in an accident while driving a College owned, rented or leased vehicle, **immediately report all accidents/damages to Campus Police 413-748-5555, your supervisor, and the Director of Purchasing.**

NOTE: In the Commonwealth of Massachusetts, it is the driver of the vehicle that is responsible to report an accident within five (5) days that involves death or personal injury of more than \$2,000 damage to a car or property to the following agencies:

Local police, Registry of Motor Vehicles, Commonwealth of Massachusetts (if the accident occurs in Massachusetts, otherwise in accordance with the state requirements in which the accident occurs), as well as your Supervisor and the Director of Purchasing.

It is your responsibility to complete and cooperate with all required reporting requirements for insurance and College purposes.

II. LOSS OF DRIVING PRIVILEGES:

The following offenses will result in suspension or termination of driving privileges for those operating college-owned, rented or leased vehicles along with appropriate disciplinary action:

- 1) Operating a motor vehicle without a valid driver's license.
- 2) Failure to report the suspension or revocation of his/her driver's license.
- 3) Failure to obey College and local traffic regulations.
- 4) Operating a College owned, rented or leased vehicle outside the scope of the destination and school related activity.
- 5) Operating a College owned, rented or leased vehicle without proper seatbelt usage.
- 6) Operating a College owned, rented or leased vehicle in a reckless or unsafe manner.
- 7) Driving which results in the intentional destruction of property.
- 8) Failure to promptly report an accident involving a College owned, rented or leased vehicle to your supervisor, Campus Police and Purchasing.
- 9) Operating a College owned, rented or leased vehicle while under the influence of alcohol or drugs.
- 10) Two at fault accidents within a 12-month period while operating any vehicle.
- 11) Three at fault accidents within a two-year period while operating any motor vehicle.

** Springfield College reserves the right to deny vehicle usage for any other offenses not mentioned above.