

## Minnesota State Colleges & Universities Vehicle Fleet Safety Program

- A safety and insurance (risk management) program.
- Program was promulgated by the Risk Management Division of the Department of Administration last summer.
- Parameters have been discussed at MnSCU-wide meetings of Chief Finance and Facilities Officers, Chief Academic and Student Affairs Officers, Chief HR Officers, IFO M&C, MSCF M&C, and both student organizations general meetings. Other state agencies have discussed with their AFSCME and MAPE employees.
- A MnSCU Technical Advisory Committee has been established with broad representation from colleges and universities; OOC Labor Relations and Department of Administration, Risk Management staff are ad hoc members. The charge of the committee is to guide the implementation and manage operational issues.
- The major provisions and implementation timeline:

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| <ul style="list-style-type: none"><li>a. Require Motor Vehicle Use Agreement for all drivers (<b>Attachment A</b>)</li><li>b. Annual Motor Vehicle Record Check for those driving on MnSCU business (<b>Attachment B</b>)</li><li>c. Affects state owned, leased, or rented vehicles; and use of private vehicles</li></ul> |
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**Summer/Fall 2008** – begin requesting Vehicle Use Permits of all **students** that have been identified as potential drivers and verify eligibility status.

**January 1, 2009** – begin requesting Vehicle Use Permits of **staff** that have been identified as drivers; conduct checks of Motor Vehicle Records (MVRs).

**July 1, 2009** – begin requesting Vehicle Use Permits of **faculty** that have been identified as drivers; conduct checks of MVRs.

Staff is currently meeting with HR and IT to standardize and streamline the process of filling out the VUA and checking MVRs.

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| <ul style="list-style-type: none"><li>d. Behind the Wheel training for High Occupancy Van drivers</li><li>e. Behind the Wheel training for towing trailers</li></ul> |
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Development of this training is continuing. It may not be available for roll-out to students until Spring Semester 2009. Staff and faculty would then be next in line for training.

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| <ul style="list-style-type: none"><li>f. No one under the age of 21 may drive out of state on MnSCU business</li><li>g. No towing by vans permitted</li></ul> |
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These last two points (f. and g.) are still under discussion with the Department of Administration. While MnSCU will eliminate as much of these activities as possible, until practical and affordable alternatives can be determined, these practices may continue with careful consideration.

# Minnesota State Colleges and Universities

## Vehicle Use Agreement

Original Agreement      or       Update to Existing Agreement

The information you are being asked to provide will be used by Minnesota State Colleges & Universities personnel to determine your qualification to drive vehicles on college/university business or activities. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on college/university business or activities.

The information on this form will be accessible to your supervisor, state risk management and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form shall be returned to the individual designated on your campus. Be advised that processing and approval may take 7 to 10 working days. Vehicles may not be driven until you are notified of approval.

**College/University:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_ **Dept Contact:** \_\_\_\_\_

**Drivers Name: Last:** \_\_\_\_\_ **First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**Driver's Phone #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Circle: home / work / mobile)

**Driver's E-mail:** \_\_\_\_\_ (Circle: home or work)

**Status:**     Staff/Faculty       Student       Other (specify) \_\_\_\_\_

**Age:**     Younger than 18       18 to 20       21 or over

**Drivers License Number:** \_\_\_\_\_ **Issued by the State of** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Driver's License Expiration Date:** \_\_\_\_\_ **Drivers License Class:** \_\_\_\_\_

**Years of US or Canada Driving Experience:**

Less than 2 yrs     2 to 5 yrs     More than 5 yrs

**Drivers' Responsibilities:**

Driver agrees to:

1. Complete and sign this Vehicle Use Agreement and consent form for Motor Vehicle Records checks.
2. Have a valid drivers license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college or university regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players or other distracting activities while driving. Also be aware that radios, CD players and other devices can be distracting and should be limited while driving. Cell phones should never be utilized by the driver when the vehicle is in motion.
13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities, including the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the MnSCU Risk Management department in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college/university business and activities.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dept Contact Signature (as applicable)**

\_\_\_\_\_  
**Date**

## Minnesota State Colleges & Universities

### Fleet Safety Motor Vehicle Records (MVR) Check Procedure

- Vehicle Use Agreements must be completed and on file for everyone driving on MnSCU business, whether they use their personal vehicle or a fleet vehicle.
- The agreements should be maintained on campus at an appropriate central location.
- A previously identified employee at the campus central location will fill out the MVR spreadsheet, listing the names they received daily and submit it to either Dave Agren or Carol Morgan in the Risk Management Division. ([david.agren@state.mn.us](mailto:david.agren@state.mn.us) or [carol.morgan@state.mn.us](mailto:carol.morgan@state.mn.us) ) **(These are the only 2 people that will view MVRs)**

### See Exhibit 1 for the MVR spreadsheet format to be submitted to RMD

- Within 5 business days RMD will return a list of eligible drivers, based on the criteria established by the Dept. Administration's Risk Management Division (see Exhibit 2), to the campus contact.
- Dave Agren, RMD, will personally talk to the department contact regarding anyone that falls within the conditional guidelines.
  - The only information that will be on file on the campuses is the VUA & and list of eligible drivers.

**If an individual is not on the eligible driver list, according to the criteria established by the Risk Management Division (Exhibit 2), it will be their responsibility to obtain a copy of their motor vehicle record and resolve any outstanding issues. Once resolved they can show their advisor, supervisor, etc. an updated copy of their MVR for verification. Then they can be added to the eligible list.**

Campuses will have electronic copies, for printing purposes, of the VUA and eligibility guidelines that can be posted. This process should be followed annually for returning drivers and each time a new driver is requesting a vehicle.



## Minnesota State Colleges & Universities – Fleet Safety Program

### Eligible/Ineligible Driving Record (as developed by Dept of Admin)

#### Eligible rating:

- a. No more than 2 Minor Violations in the last three years;
- b. No more than 1 At-Fault Accident in the last three years.

#### Conditional Rating:

- a. No more than 3 Minor Violations in the last three years;
- b. No more than 1 Major Violation in the last 5 years;
- c. No more than 2 At-Fault Accidents in the last three years;
- d. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling more than 3 occurrences.

#### Ineligible Rating:

- a. More than 1 Major Violation in the last five years;
- b. 4 or more Minor Violations in the last three years;
- c. 3 or more At-Fault Accidents in the last three years;
- d. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling more than 4 occurrences.

#### Definitions:

- a. At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.
- b. The term “Major Violation” shall include any of the following:
  - Driving under the influence of alcohol and/or drugs
  - Failure to stop/report an accident
  - Reckless driving
  - Driving while impaired
  - Making a false accident report
  - Homicide, manslaughter or assault arising out of the use of a vehicle
  - Driving while license is suspended or revoked
  - Careless driving
  - Attempting to elude a peace officer
- c. The terms “Minor Violation” shall include any moving violation other than a Major Violation noted above, however not including:
  - Motor vehicle equipment, load or size requirement violations
  - Improper/failure to display license plates (if valid license exists)
  - Failure to sign or display registration (if valid registration exists)
  - Failure to have drivers license in possession (if valid license exists)