



San Mateo County Community College District

MOTOR VEHICLE OPERATIONS AND SAFETY GUIDELINES

Purpose: SMCCCD employees must, at times, operate District vehicles off-site, in order to perform their assigned duties. These guidelines describe District related **off-site** operation of motorized vehicles.

Procedure

SMCCCD vehicles are to be operated in a safe manner by appropriately licensed drivers and consistent with local, state and federal laws. All accidents must be reported promptly according to procedures outlined below. The use of SMCCCD vehicles is limited to necessary District business.

Driver's Responsibilities

It is the driver's responsibility to insure the vehicle safety checklist has been completed and no safety issues identified prior to departing the campus and to abide by the guidelines set forth herein. Failure to comply may result in disciplinary action.

- 1) Use of the vehicle only for conducting official business of the District.
- 2) Complete a visual safety inspection of the vehicle and complete and sign the inspection report form *prior to departing District property*.
- 3) Possess and carry a valid state driver's license.
- 4) Wear seat belt at all times while the vehicle is in motion. The driver shall also instruct all passengers to fasten their seat belts before the vehicle is in motion.
- 5) Operate the vehicle in a safe manner conforming to traffic laws and road conditions.
- 6) Smoking is prohibited in District vehicles.

Daily Operation

- A. The driver must complete the Visual Vehicle Inspection Checklist prior to off-site operation of the equipment. Complete the inspection report in the Vehicle Safety Log Book in each District vehicle. Please note any deficiencies in the Vehicle Safety Log Book and complete a Vehicle Service Request Form to address non-hazardous issues that can be addressed at a later time. If you find a condition you consider unsafe, please do not use the vehicle until a proper inspection and sign off has been completed.
- B. Use the "Vehicle Service Request Form" located in Log Book to report all vehicle problems immediately. Turn in the form along with vehicle keys to your Division / Department Office.

Keep the interior of the vehicle and equipment clean and free of litter.

In Case of Motor Vehicle Accident:

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. Call 911 in the case of a medical emergency.
4. Contact the Department of Public Safety and/or local police authority as appropriate.
5. Secure names/addresses of all persons in the other vehicle.
6. Obtain names/addresses of all witnesses.
7. Obtain license number and State of registration of all involved vehicles.
8. DO NOT ADMIT RESPONSIBILITY.



San Mateo County Community College District

9. Notify your Supervisor and complete a “*Report of Accident*” as soon as possible.

Motor Vehicle Safety Inspections

Driver responsibilities: The vehicle driver shall complete a visual inspection, note any concerns and sign the inspection form *prior to departing District property*. In the event the driver identifies any potentially hazardous conditions prior to departure, the driver is to request an alternate vehicle. In the event the driver identifies any non-hazardous conditions that can be addressed at a later time, the driver shall complete the tear-out Vehicle Service Request Form and submit to their division office along with vehicle keys at the conclusion of their trip.

Division and Facilities Responsibilities: The Division Dean / Department Director who is responsible for distributing vehicle keys will conduct periodic checks to insure drivers are completing the pre-trip safety inspections and signing the inspection report. The Division Dean / Department Director will address any non-conformances with individual drivers, implementing progressive discipline as appropriate. The Division Dean / Department Director, or their delegate, will insure that any vehicle problems reported via the Vehicle Service Request Form are documented via entry of a Facilities Work Request. If Facilities is unable to perform needed service or repairs, the Facility Manager will facilitate completion of the service / repairs with a licensed repair facility.

The Facilities Department, under the direction of the Chief Engineer, will create Facilities Work Requests to schedule regular (at least quarterly) visual inspections by the Facilities Department. The Chief Engineer will also enter Facility Work Requests as a reminder to the Divisions responsible for each vehicle to have factory recommended service inspections and/or maintenance performed at a licensed repair facility. Vehicles with reported deficiencies should not be put into service until certified by a licensed repair facility.