

SECTION IV: Policy

Transportation Policy

Policy Purpose

The purpose of this policy is to promote the safe operation of United Tribes Technical College (UTIC) owned or rented vehicles and to ensure the safety of UTIC drivers and passengers.

Policy Statement

UTIC's policy states that each UTIC-owned or rented motor vehicle be operated in a safe and responsible manner. For the purpose of this policy, "College Vehicle" is defined as one owned or rented by the College. All vehicle operators must possess a valid state driver's license and have a current Defensive Driving Card issued through UTIC. Only approved drivers shall operate a College Vehicle. Any driver found to be in violation of this policy shall not be eligible to operate a College Vehicle until such time that the driver in question has regained approval through the Security and Safety Director.

Vehicle Usage

UTTC vehicles shall be used only for UTTC business or academic activities in accordance with the UTTC policies. "UTIC business" is defined as a departmentally approved activity that promotes the mission of UTTC through the areas of academic/non-academic activities, labor and employment, educational and occupational training, service, and Student Life activities, including approved clubs and organizations. Personal use of UTTC vehicles is prohibited.

Authorized drivers-employees, including part-time and student employees, and registered volunteers-are the only individuals authorized to operate a College Vehicle. Students are authorized to operate a vehicle provided they have departmental approval and Defensive Driving Training. All use must be directly related to UTTC business or academic activities. A valid driver's license is required for all drivers,

Each driver is responsible for the safe operation of the College Vehicle in their possession and shall observe and comply with all traffic laws. Drivers are personally responsible for all of their traffic violations and fines including parking violations.

The rental rate for mileage charged while leasing UTTC vehicles follows ND State Transportation rates for a Compact Utility/All at \$.43 a mile. The rental rate is subject to change from year to year.

UTIC vehicles must be returned with a full tank of fuel and vehicle's interior must be clean and free of garbage.

No Theodore Jamerson Elementary vehicle (bus or car) will be leased or used without authorization of the Vice President of Childhood Education.

When renting a vehicle through a rental agency, do not purchase the rental agency's Collision Damage Waiver. As long as the vehicle is rented and paid for under the name of United Tribes Technical College the vehicle's physical damage is covered under the College's business insurance

Driver Responsibilities

Present a current and valid state driver's license.

Submit a completed "Driver's Authorization Application Form" for approval for the use of UTTC Vehicle. The authorization application can be found on the UTTC Transportation website at www.uttc.edu.

Completion of a driving records check. Please allow sufficient time (at least seven days) to complete a motor vehicle report (MVR) review.

Completion of UTTC Defensive Driving program.

No manufacturer, College, or Department installed safety device may be altered, modified or disabled by the driver or passenger in a UTTC Vehicle. Any motor vehicle modification including the addition or removal of safety devices must first be approved by the Department of Public Safety.

The employee agrees to operate UTTC vehicles in accordance with all laws and UTTC policies. This includes the following requirements:

Driver and vehicle occupants must wear seat belts while the vehicle is in operation. Use of all tobacco products is prohibited in UTTC vehicles.

Electronic Devices

The driver of a UTTC vehicle is prohibited from using a cell phone while the vehicle is in operation unless the vehicle has come to a complete stop and is out of traffic. Furthermore, the driver of a UTTC vehicle that is part of traffic may not use a wireless communications device to compose, read, or send an electronic message.

- a. "Electronic message" means <J self-contained piece of digital communication that is designed or intended to be transmitted between physical devices. The term includes electronic mail, a text message, an instant message, a command or request to access a

Reporting: Report all accidents to Security and Safety (701-255-3285, e) (t. 1300), even if driving your personal vehicle for a college sponsored activity or program.

Use of Passenger Vans (10 to 12 passengers)

When ten- to twelve-passenger vans are utilized for UTIC authorized travel the following guidelines shall apply:

- a. Drivers must be 18 years or older and an employee of UTTC.
- b. Single day total driving mileage per driver should not exceed 10 consecutive hours or 500 consecutive miles.
- c. Drivers must have completed a Defensive Driving Class and be in possession of a current Defensive Driving card.
- d. Drivers must have completed a Van Driver's Safety Defensive Driving Class and be in possession of a current Van Driver's Safety Defensive Driving card,
- c. Submission of a list of approved secondary drivers for trips that may require driving in excess of 10 consecutive hours or 500 consecutive miles.

Any questions about the Transportation policy should be directed to Vice President of Campus Services.