

Pine Technical College Policy and Procedure

Policy Number: 102, REV 1

Date: 3/1/99

Author: Steven Lange

Revision Date: 3/1/2001

Author: Steven Lange

Revision Date: 2/23/2009

Author: Steven Lange, Penny Hudlow

Division/Department: General Administration

Subject: Driving State Owned Vehicles

Authorities:

Minnesota Department of Administration, Risk Management Division

Purpose:

This policy applies to all PTC employees who drive state owned vehicles (or other equipment requiring a driver's license).

Policy:

All employees driving a state owned vehicle must complete a Minnesota State Colleges and Universities Vehicle Use Agreement form.

Procedure:

If it is deemed necessary for a PTC employee to drive a state owned vehicle, the employee must have an active, valid, appropriate driver's license; otherwise the employee will not be considered to be acting within the scope of their employment. Driving without an active, valid, and appropriate driver's license shall constitute just cause for disciplinary action, up to and including discharge.

Each supervisor must issue the employee a MnSCU Vehicle Use Agreement form to complete and sign. The completed form with the employee's signature must be forwarded to the Human Resources department for processing prior to the employee driving a state-owned vehicle.

Driver's License Verification and Review of Motor Vehicle Record (MVR).

Job Applicants: All vacancies posted will include the notice regarding the Vehicle Fleet Safety

Program's requirements for new hires.

Notice: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business, whether using a personal, rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Current Employees:

A motor vehicle record (MVR) should be obtained from the state where a driver holds a license to ascertain that the applicant has an active, valid, appropriate driver's license and to review the employee's driving record. After obtaining employee's driver's license numbers, PTC will ask Risk Management

Division of the Department of Administration to perform this search for all employees who drive state vehicles.

The MVR will be reviewed by Risk Management Division. If there are no concerns, Risk Management will contact the human resources office and give them the relevant information. Risk Management will not retain the information; PTC will be responsible for documenting the information and action taken.

Student Use of State Owned Vehicles:

All students identified as potential drivers must complete the Vehicle Use Agreement and verify eligibility status.

Responsibilities:

All hiring managers and/or supervisors will disseminate the Vehicle Use Agreement to current employees and new hires. Each hiring manager and/or supervisor will ensure the completed form with the employee's signature has been submitted to the human resources office for processing. Upon notification from Risk Management of any issues relating to the driving records of any students, staff, or faculty, the campus contact or HR staff will notify the appropriate supervisor. The supervisor must ensure the student, staff, or faculty does not drive a state owned vehicle until such a time when the motor vehicle record is reviewed and driver eligibility is determined.

Dissemination:

All Employees

Reviewed by Executive Cabinet: 03/08/99

Reviewed by Faculty Senate:

Reviewed by:

Approved: Date: 03/08/99

Reviewed by Managers' Group: 03/09/09

Reviewed by Campus Roundtable: 03/16/2009

Reviewed by FSGC: 05/06/2009

Approved: 6/1/2009

Dr. Robert L. Musgrove, President