

**WARTBURG COLLEGE
ENVIRONMENTAL AND OCCUPATIONAL SAFETY PROGRAM**

Driving Safety Plan

Table of Contents

Introduction.....	1
Scope.....	1
Responsibilities.....	1
Qualifications.....	2
Training.....	2
Reporting Requirements.....	2
Driving Checklist and Training Certificate.....	3

Introduction

Safe driving is not optional, it is a necessity. Accidents involve costs in terms of repairs, lost time, etc. It goes without saying you can not place a cost on a human life. Those who operate a college owned or insured vehicle are responsible to operate that vehicle safely. Wartburg College recognizes there are risks involving transportation and is resolved to implement safety processes to minimize the opportunity for accidents.

Scope

This plan applies to anyone that operates vehicles owned or insured by Wartburg College.

Responsibilities

Business Office:

1. Serves as liaison between the college and its insurance carrier
2. Processes driving qualification requests and annual renewals
3. Schedules college vehicles

Physical Plant:

1. Maintains college vehicle fleet
2. Periodically inspects fleet for damage and/or abuse.

Campus Security:

1. Conducts driving road tests, including refresher driving or remedial driving tests.
2. Investigates on-campus accidents involving college owned or insured vehicles and follows up on off-campus accidents
3. Provides reports to the safety committee regarding accidents and violations.

Safety Committee:

1. Reviews accident reports and reports of moving violations involving college vehicles.
2. Determines eligibility of drivers found at fault in accidents or those that receive moving violations.
3. Approves this plan.

Qualifications

All prospective drivers must agree to a driving records check by the college's insurance carrier initially and annually thereafter. Persons wanting or required to drive must bring their operator's permit to the Business Office (room 209, Luther Hall). A check of that person's driving record (moving violation convictions) will be conducted by the college's insurance carrier and will inform the Business Office if that person is permitted to drive.

Training

Everyone that operates a college-owned or insured vehicle will view the college's driving safety video. This video provides administrative information drivers need to know and addresses safe driving practices. Students must successfully complete a driving orientation and road test. Faculty and staff are not required to complete the driving orientation and road test, but may if they desire.

The driving orientation consists of a review of administrative procedures and a pre-inspection of a van. After the orientation, the person being tested drives a van approximately 10 miles. The driving course includes backing, driving on the highway and driving in congested areas.

Reporting Requirements

Drivers must report any accident to the police jurisdiction the accident occurs. Additionally, drivers must report any accident to either the Business Office or the Campus Security Office.

Drivers involved in accidents are initially suspended from driving pending a review by the Safety Committee. If initial indications are that the driver was not at fault, or the nature of the accident was not serious, the Director of Campus Security & Safety can authorize interim driving status until the Safety Committee can review the report. In the absence of the Director of Campus Security & Safety, the Plant Superintendent can grant interim driving status.

All vehicle accidents and reports of any moving violations will be reviewed by the Safety Committee. The Committee will determine the appropriate remedial training, if any, and has the authority to suspend or revoke a person's driving privileges.

All persons authorized to drive a college owned or insured vehicle must disclose to the Safety Committee any moving violation citation, to include Operating Under the Influence arrests. The Safety Committee, in concert with the college's insurance carrier, will decide on a case-by-case basis, the driving eligibility of the reporting person.

If the Safety Committee or insurance carrier, as appropriate, decide remedial training and/or another driving test is required, the driver will schedule the appropriate training or testing with Campus Security.