

Middlebury College

Driver's License Program

Revision Date: 12/2017

For the most current revision, refer to:

<http://www.middlebury.edu/offices/health/ehs/policies/Driverslicense>

1.0 Scope

This policy applies to all Middlebury College faculty, staff, students and volunteers.

The purpose of the Middlebury College Driver's License Program is to define basic guidelines and responsibilities for driving a College owned, rented or leased motor vehicle. For the purpose of this policy a vehicle will be any motorized vehicle owned by the College (15-passenger van, panel truck, cube/step van, 7-passenger van or car, pickup truck, Tractor/18 wheeler, Gator or Golf Cart, snowmobile, ATV and additional requirements for towing vehicles). Power utility vehicles and forklifts are not covered under this policy but they do require specific College training and licensing.

2.0 Responsibilities

Managers/Supervisors/Coaches/Budget Administrators

- Understand and ensure full implementation and compliance with the Driver's License Program as it applies to faculty, staff, students and volunteers.
- Approve all departmental applications for student initial driver's licenses.
- Ensure that only authorized employees and students who have been licensed by the College are permitted to drive a College owned, rented or leased vehicles.
- Ensure that there are enough College licensed individuals to meet your department needs.
- The manager/coach/supervisor or budget administrator who reserves a vehicle is responsible for that vehicle. Inspections shall be conducted prior to use and only those licensed/approved by the College may drive the vehicles.

Department of Public Safety (DPS)

- Shall verify applicant has a valid state license.
- Review campus compliance with the Driver's License Program.
- Assist with driving tests required by this policy, as needed.

- Investigate any accidents or reported incidents involving any College owned, rented or leased vehicle. This would include any property damage caused by a College owned, rented or leased vehicle.
- Complete accident reports for any reported incidents involving any College owned, rented or leased vehicle.
- At the department's discretion, conduct an initial driver's background check for serious violations. For the purpose of this program, we would look at the last three years.
- Shall issue a Middlebury License for applicants who meet the requirements of this program.
- Maintain/update database of individuals who were issued Middlebury College driver's licenses.
- Licenses issued to students will expire on their date of graduation. Licenses for staff and faculty will expire when they leave the employment of the College. If either return to the College for any reason within a three year period, their license may be reinstated. After three years a new application must be submitted.

Environmental Health and Safety (EHS) Office/Business Services Office

- Shall provide appropriate driver training programs.
- Will provide driver orientation training for larger vehicles. Safety workshop must be completed prior to the driver orientation.
- Shall provide assistance to the Department of Public Safety as required to ensure proper implementation of this program.
- Shall review all DPS accident reports and act on any violations of this policy. Shall notify employee/student or supervisor of license suspension/revocation.
- Shall review this policy and update as needed.

Faculty/Staff/Students/Volunteers

- Middlebury College faculty, staff, students or volunteers required to drive a College owned, rented or leased vehicle must first meet the requirements of this program and obtain a license authorizing the use of a College vehicle.
- Conditions will include, but not be limited to:
 - Read and become familiar with this program's requirements.
 - Have a valid state driver's license, and be at least 18 years of age for a passenger car or min-van. However, you must have at least 3 years driving experience (valid driver's license) for a 15-passenger van.
 - If you reside in Vermont you must have a Vermont license within 60 days of residence. This does not apply to students.
 - International licenses are good for one year. Since we issue licenses for a student for over six months, a US licenses will be required. (Except: summer school and Canadian students)
 - Valid state licenses are accepted for full time students.
 - Staff and faculty living in Vermont are required to have a Vermont license after one to six months of residence, depending on what state you are from. You may call the Vermont Department of Motor Vehicles for more information.

- Report any state license suspensions. Driving a College vehicle with a suspended license is grounds for dismissal.
- Consent to a driver's record check. Middlebury College (and our Insurance Co.) reserves the right to conduct periodic driver record checks. However, it is the driver's responsibility to report to DPS any suspensions.
- Successfully complete a safe driving workshop and road test, if required.
- Report any moving violations, accidents, or damages, no matter who is at fault.
- The vehicle operator must perform daily visual inspection on all College owned, rented or leased Vehicles prior to initial daily trip. Any vehicle damage will be assessed to the organization who previously used the vehicle at the time damage was discovered.

Facilities Services (Vehicle Rentals)

- Provide a maintenance schedule for all vehicles under their control to the Facilities Mechanic.
- Schedule rental vehicle use. This includes all outside agencies and College owned vehicles. This does not include airport or final destination rentals.
- Verify drivers are authorized by checking their College and State driver's license each time a College vehicle is picked up.
- Ensure every vehicle has an "Accident Reporting form(s)" in the glove box. The form should be used by the driver to record accident facts as soon after the accident as is reasonably feasible. The report should be filed with the College's Risk Manager. Provide a snow brush and scraper for all College owned vehicles.

3.0 Program Requirements

Middlebury College wishes to insure that any individual driving a College owned or leased vehicle possesses the ability to safely drive and assume responsibility for their passengers and vehicle. In addition we want to ensure that the vehicles we loan to our students, staff and faculty are safe and well maintained.

1. Employees and students who receive authorization to operate a College owned, rented or leased vehicle must drive responsibly and safely. All motor vehicles regulations (College & State) must be followed.
2. Prior to moving the vehicle, the driver must conduct a visual check of the vehicle and a manual check of lights, brakes and other safety features. Report any dents to Vehicle Rentals. Department vehicle inspections shall be conducted daily by the operators (oil, gas, visual check, brakes etc.).
3. The driver is responsible for passengers. Make sure everyone uses seat belts anytime the vehicle is scheduled to leave campus. Seat belts are required on public roads, this is state law.

4. On long trips, we recommend the driver stop for a rest about every two hours, and rotate with another (College licensed) driver after three hours, if possible, otherwise hourly stops thereafter. Drivers should avoid driving overnight after working or competing during the previous eight hours. Don't drive when tired! There must be someone awake next to the driver at all times (not the back up driver).
5. NO alcoholic beverages (open or unopened) are permitted, at any time, in a College owned, leased or rented vehicle unless approved by the EH&S Coordinator or Food Service Manager. For example, transporting a keg of beer by Dining Service Personnel to a social event would be an acceptable reason.
6. Applicants must possess the physical ability to safely drive the vehicle(s).
7. All vehicles must be properly maintained and inspected with periodic inspections based on usage by the department having responsibility for the vehicle. Any problems must be reported to the department supervisor so repairs can be made.
8. The vehicle shall be used for College business and activities only, not for personal use.
9. Any restrictions on state license shall apply to the Middlebury College license (glasses, day time driving, etc.). It is the operator's responsibility to notify DPS/department or organization of any restriction you may have.
10. Supervisors and Coaches shall be responsible to verify the type of vehicle(s) the employee/student is authorized to drive by verifying their Middlebury College license prior to use. They may also verify by calling DPS.
11. In the event of any accident (including any property damage) involving a College owned, rented or leased vehicle, the driver is responsible for contacting DPS and his/her immediate supervisor as soon as it is safe to do so. If the accident or property damage occurs off campus property, the local police must be notified. The EHS Office or Business Services Office will review all DPS accident reports and notify the driver of any required license suspension/revocation due to violations of this policy.
12. Smoking is not permitted in any College vehicle at any time.
13. Students, faculty or staff renting vehicles through Facilities Services (Vehicle Rentals) in the name of the college must possess a College license.
14. Vehicle capacity is limited to the number listed in the owner's manual. There must be one seat belt for each passenger. You cannot exceed the capacity of the vehicle by weight or the number of seat belts.
15. The right to drive a College owned or leased vehicle can be suspended for failure to follow these rules.
16. Drivers of college trucks shall not permit riders in the bed or tailgate of an open or enclosed truck where a rider could be ejected from the vehicle in the event of a collision, unless approved by his/her supervisor, and that additional safety considerations are made to ensure that the level of safety required is appropriate for the work being performed.
17. Driving personal vehicles on College business, drivers shall follow all mandated rules of the road. In the event of an accident the vehicle insurance will be the primary insurance, not the College.
18. Transporting a trailer by any College vehicle is not permitted unless approved by the Risk Manager. Special permission must be given for drivers to pull a trailer by the Risk Manager or EH&S when on College business. A trailer towing program is available from EH&S.

19. The use of Cell Phones by the operator of a vehicle is prohibited.
20. During the winter all windows must be free from snow and ice.
21. Winter Travel Advisory/Cancellation Protocol:
 - a. Drivers are responsible for monitoring the following NOAA and Vermont 511 websites beginning 48 hours prior to departure and regularly during travel.
 - i. Vermont 511: <http://vtransmaps.vermont.gov/VTrans511/511live.htm>
 - ii. NOAA Eastern Region Headquarters: <http://www.erh.noaa.gov/>
 - iii. NOAA National Map: <http://www.weather.gov/>
 - b. If NOAA issues a Warning/Advisory for the travel area, drivers are responsible for determining an alternate travel plan. Options may include cancelling the trip, postponing or modifying departure/return times, and using public transportation.
 - c. For student org travel, the driver must consult with their cluster manager to review an alternate travel plan. If the student is unable to reach their cluster manager, they should contact Public Safety at (802)443-5133. Students driving on student org business who fail to follow this protocol may have their Middlebury Driver's license suspended or revoked.
22. 15-passenger van requirements:
 - a. Within 50 miles of Middlebury – Vans are allowed to operate with a full capacity of 15 people.
 - b. Beyond 50 miles of Middlebury – Vans are limited to 11 people with specific loading requirements. When the van is not full, passengers should sit in seats that are in front of the rear axle. The rear seat should remain empty when possible. This lowers the vehicle's center of gravity and lower the chance of a rollover crash.

4.0 License Information

Middlebury College License will be issued by the Department of Public Safety (DPS) once a Middlebury College Driver's License Application is completed and signed off by the appropriate authorizing department (EHS or designee).

College licenses are valid up to three after graduation, retirement, etc. Anyone returning to the College after 3 years must retake the class.

Drivers must have at least 3 years of driving experience when applying for an over-sized vehicle license (15-pass, cube van, step van, panel truck, etc). Driving experience is based on how long you have had a valid license.

License information will be entered into a database by DPS. DPS will maintain records of all licenses issued.

A driver's test may be required for some College owned, leased or rented vehicles.

If you are required to drive a 15-passenger van, step van, cube van or panel truck a driving test and driver's safety workshop is required. A 15-passenger van license will be accepted for Suburban, cube van, flat bed truck and step van use. Driving test for cube vans, flat bed trucks and delivery vans may be conducted by a staff member approved by EH&S. Passenger cars and mini-vans require taking a defensive driving workshop, no road test is required. CDL operators must take a workshop but no road orientation is required.

License Types

Class 1 License: Issued for passenger cars, 7-passenger vans, pickup trucks, Gators, golf carts, lawn mowers. Defensive driving workshop required.

Class 2 License: Issued for the larger 15-passenger vans, cube/step type van and panel truck/18 wheeler vehicles. A safety workshop is required for all and a driving orientation for non-CDL operators.

Class 2HCT License: Issued for the ADA van (modified 15-passenger van). In addition to attending the 15-passenger van workshop you must attend a Handicap Van Training session on how to use the equipment on the van. This is conducted by the Department of Public Safety.

Class 2T License: Issued for towing trailers. Any employee/student required to tow a trailer must successfully complete a Towing a Trailer safety class and be able to show practical knowledge in Towing, backing and connecting a trailer to a tow vehicle. Only those who can successfully pass the program will be permitted to tow a trailer. Employees with a CDL license with the appropriate license attachments for Towing (Group A or B) are exempted from this requirement. However, employee must provide their CDL to EH&S or the Risk Manager to have their College License updated. This license requires special approval from the Risk Manager.

To obtain a license:

1. Attend a Driver Training classroom session. Refer to the EHS Training Calendar for schedule.
2. If a road test is required, schedule through EHS Office.
3. Turn completed Driver's License application into DPS.

License Suspension

* The right to drive a College owned, rented or leased vehicle may be suspended for just cause by The Department of Public Safety, supervisors, Risk Manager or EH&S. Just cause would be for violation of this policy or state driving regulations or being involved in an accident. The department of Public Safety or EH&S will record all suspensions on the license database. You must surrender your license to DPS during suspension.

* One may appeal a suspension by submitting a written request for a review to Middlebury College's Risk Manager. Please state why you feel the suspension was not appropriate. The appeal must be submitted within 30 days of the suspension.

* Since driving a college vehicle is contingent on having a valid state license, you must report any suspension to DPS and surrender your Middlebury College license immediately.

- * The length of the suspension is at the discretion of EH&S and Risk Management. Anyone whose license is suspended must attend another safety workshop prior to reinstatement.
- * The right to transport other college employees/students in your personal car for a college sanctioned trip would also be denied.

APPLYING FOR A VERMONT DRIVER'S LICENSE

The Environmental, Health & Safety Department has information and applications for a Vermont Driver's License. International students wishing to obtain a Vermont License may contact the EH&S office for more information.

International licenses are not valid after one year in Vermont, so we will not issue a College license to any student who does not have a valid driver's license from the United States, Puerto Rico, Virgin Islands, American Samoa, Guam or Canada.

Summer school faculty or staff who are in the United States for less than one year at a time are exempt from obtaining a state license when their stay is just for summer school.