



# Middlebury College Driver's License Program Requirements

Revision Date: 6/2022

This 'Driver's License Program Requirements' applies to all individuals who drive on behalf of Middlebury College. A Middlebury College Driver's License must be obtained in order to drive a Middlebury College owned or rented vehicle. For purposes of this program, personal vehicles used for College business shall also be considered a "College vehicle".

The purpose of the Middlebury College Driver's License Program Requirements is to define basic guidelines and responsibilities for all individuals driving on behalf of Middlebury College. Power utility vehicles and forklifts are not covered under this policy, but they do require specific College training and licensing.

## **1.0 Middlebury College Driver and Passenger Safety Requirements:**

1. Driver must be at least 19 years old and in possession of a valid United States or Canadian driver's license at all times when operating a vehicle as a College employee, student. Driving a College vehicle with a suspended license is grounds for dismissal (employees) or revocation of College license privileges permanently (students).
2. Driver shall observe all rules and regulations for safe driving as defined by the State of Vermont Motor Vehicle Department, or by the Department in whose state the vehicle is operated.
3. Safety belts shall be used by all occupants traveling either in a vehicle owned, leased, or rented by the College or in private vehicles while on College business. Seats should be occupied from front to back.
4. Drinking, possession of intoxicating liquor, illegal drugs in vehicles or driving while under the influence of alcohol or drugs is prohibited.
5. Avoid conditions that lead to loss of control - driving while sleepy or inattentive, or driving too fast for road conditions.
6. If the weather is inclement, stop and stay overnight in a safe place. The additional lodging cost is worth avoiding the risk.
7. The use of hand-held electronic devices is prohibited while driving. This requirement extends to all states, independent of individual state laws.
8. All off-campus accidents should be reported immediately to the local police department and Middlebury College Public Safety Department (802-443-5133). All accidents should

also be reported to the Director of Business Services Office for insurance reporting purposes (802-443-5835). In addition, employees are responsible for reporting all accidents to their supervisor.

9. Drivers who anticipate towing a trailer, in addition to having towing experience are required to attend the online training program Oracle Learn/Vector Solutions, which addresses automobile safety and trailer towing operations.
10. All departments owning vehicles will schedule regular maintenance of vehicles and their tires. Worn or underinflated tires can increase the risk of rollover.
11. A commercial driver's license (CDL) is required of anyone who drives a vehicle with a gross vehicle weight of more than 26,000 pounds; a vehicle designed to transport more than 16 passengers, including driver; and any size vehicle which requires a hazardous materials placard.

#### **1.1 15-Passenger Van Safety:**

15-passenger vans must heed the following requirements to reduce the risk of rollover:

1. Drivers of all 15-passenger vans, whether College owned, leased or rented, should always be operated by drivers who have taken the Samba Safety Training Course (Oracle Learn/Vector Solutions), have had a motor vehicle record check done within the last three years and have completed an over-the-road test. Drivers need to understand the handling characteristics of vans, especially when fully loaded.
2. Evenly load the vehicles and load front first (i.e. empty or remove the back seat). Limit occupant numbers to 10 or less.
3. Place luggage in the rear behind the back seat. Roof loads raise the center of gravity, and hence, the risk of rollover. Remove roof racks.
4. Use charter buses or other contracted transport or mini-vans for long trips greater than 200 miles, whenever possible.
5. Avoid extreme panic-like over-steering.

#### **Safety Recommendations:**

1. For long distance trips, if there is more than one qualified driver, such drivers should consider rotating every two hours. No driver should drive more than 10 hours during a 24 hour period. If there are not enough drivers to rotate, an overnight stay should be planned. Avoid driving past midnight.
2. Front passenger should remain awake to help keep the driver alert on long distance trips.

## **2.0 Motor Vehicle Record Check**

Drivers with the following violations within the last three years on their motor vehicle record are ineligible to drive a College vehicle or rent a vehicle for business purposes for three years from the date of violation:

- DWI
- Driving under the influence
- Negligent homicide
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent
- Permitting an unlicensed driver to drive
- Reckless or careless and negligent driving
- Hit and Run or leaving the scene of an accident with injury or death resulting, or property damage in excess of \$1,000.

In addition, anyone with three or more of the following: 1) a moving violation on their motor vehicle record as defined by State statute, 2) an at-fault accident, or 3) violation of any of the College driver safety requirements noted above, over a two-year time period, in any combination thereof, may not drive a College vehicle. This prohibition is in effect for three years from the date of the first violation.

Appeals of this process must be submitted in writing to the Director of Business Services. Supervisors should regularly do a visual check of employees' driver licenses to assure they possess a current driver's license. A motor vehicle record check is recommended every three years at minimum, or when violations are suspected.

## **3.0 License Information**

Middlebury College Licenses will be issued by the Risk Office/Business Service and will be maintained electronically. To obtain a Middlebury College Driver's License, online training and an application is required (and road test if applicable). College licenses expire every three years. Road test currently do not expire.

A driver's test may be required for some College owned, leased or rented vehicles. If you are required to drive an 11, 12 or 15-passenger van, step van, cube van or panel truck a driving test is required. An 11, 12 or 15-passenger van license will be accepted for Suburban, cube van, flatbed truck and step van use. Driving test for cube vans, flatbed trucks and delivery vans may be conducted by a staff member or instructor approved by the Risk Office or Business Services. Passenger cars and mini-vans require taking an online driver training class, no road test is required. CDL operators must take the online driver training class but no road orientation is required.

### **3.1 License Types**

Class 1 License: Issued for passenger cars, 7-passenger vans, pickup trucks, gators, golf carts, lawn mowers. Online Driver Training class required.

Class 2 License: Issued for the 11, 12 and 15-passenger vans, cube/step type van and panel truck vehicles. Online Driver Training class is required (both Part 1 and Part 2), and an over-the road driving orientation is required 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 the online training for both class1 and class 2 driver training, 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, and complete a driver license application. 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 Officer to have their College License updated. This license requires special approval from the Risk Officer.

#### **4.0 Responsibilities**

##### **4.1 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.
- Understand the manager/coach/supervisor or budget administrator who reserves a vehicle is responsible for that vehicle.
- 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.
- Ensure inspections are conducted prior to use.

##### **4.2 Department of Public Safety (DPS)**

- 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.

##### **4.3 Risk Office/Business Services Office**

- Shall verify applicant has a valid state license.
- Review campus compliance with the Driver's License Program.
- Shall provide appropriate driver training programs.
- Will provide over the road driver orientation training for larger vehicles. Online driver training must be completed prior to the over the road driver orientation.

- Shall provide assistance to the Department of Public Safety as needed.
- 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 conduct annual motor vehicle records checks. For the purpose of this program, record checks will have a three year look back.
- Shall maintain/update database of individuals who were issued Middlebury College driver's licenses, along with archiving prior years licenses information and ensuring annual online training is completed. Road tests for class 2 Middlebury College licenses do not currently do not expire.
- Shall review this policy and update as needed.