



## **SECTION 17 – FLEET SAFETY**

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## 17.1 FLEET SAFETY GUIDELINES

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### A. Introduction

The purpose of these fleet safety guidelines is to define standards of conduct and establish requirements for faculty, staff, students and volunteers who operate College owned or insured motor vehicles while conducting Harper College business. The primary goals of the guidelines are to help prevent accidents and minimize the risk of personal injury associated with those incidents.

### B. Scope

The Fleet Safety Program applies to all College owned, leased and rented vehicles and all offices and departments that have responsibility for these vehicles. **ALL** individuals driving (this includes the driver checking out the vehicle, and **ANY** driver that may drive at **ANY** time the vehicle is in use) College vehicles must be qualified under this program.

### C. Driver Authorization

1. All drivers must review the College's Fleet Safety Procedure (this procedure) and sign the Vehicle Use Acknowledgement Form.
2. All drivers must agree to a review of their driving record. Drivers are approved as "Authorized Drivers" as long as they have a valid driver's license from the state in which it was issued. The license must be compatible with the type(s) of vehicle(s) to be driven. Environmental Health & Safety will maintain the list of Authorized Drivers.
3. Type of Driving Authorization
  - 1) New Hire: As part of the hiring process managers, who know that the employee will drive on behalf of the college, may include a Driver's License Check (or Motor Vehicle Record / MVR). Contact Human Resources once the individual has accepted the job offer to have this report added to the background check.
  - 2) Annual Review: Employees who regularly drive on behalf of the college, like Facilities Management, Athletics Department, and the Motorcycle Program will have their annual recertification process completed with the help of Environmental Health and Safety. A bulk request of the "Driving Record Abstract Request Form" from the Secretary of State Office will be used.
  - 3) Special Event: Any individual can order their own Driving Record Abstract at - [Driving Record Abstracts \(ilsos.gov\)](http://ilsos.gov) . The cost to complete this form is \$13, and the employee will have to complete an expense report on Oracle Fusion to be reimbursed via their department.
  - 4) Note: All results shall be shared with Environmental Health and Safety.

### D. Driver responsibilities

Drivers must:

1. All drivers must be authorized to operate a College owned or insured vehicle (this includes rental vehicles).
2. Drivers shall be alcohol and drug free.
3. Drivers must not drive when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions), with the exception of driving for College operations (operations such as Facilities Management, Police and Mail delivery). Windows and mirrors must be clear (this includes but is not limited to frost/snow and/or luggage/equipment obstructions).



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4. Use of cell phones while driving is prohibited. In case of emergency, drivers should pull over to the side of the road before using a cell phone, even if the driver is using an ear piece.
5. For long distance trips, there should be more than one authorized driver, such drivers should consider rotating every 3 hours. No driver may drive more than 9 hours during a 24 hour period. If there are not enough drivers to rotate an overnight stay en-route should be planned.
6. Drivers are required to conduct a pre-trip inspection prior to the operation of the vehicle. Deficiencies or any mechanical defect that would jeopardize the safe operation of the vehicle (such as leaking gas line or overheating engine) must be corrected immediately. Vehicles found to be in unsafe condition are not to be operated until repairs are made. (See section 17.4 Pre-Trip Inspection Checklist).
7. Drivers must observe all traffic regulations. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a College owned or insured vehicle.
8. Drivers must only transport the number of persons for which there are seatbelts in the vehicle. All persons must wear their seatbelts.
9. Drivers are responsible to ensure that the vehicle is used only for College business. Drivers shall not pick up or transport family members, hitchhikers, friends, or any other person not on official College business.
10. Smoking is not allowed in any College owned or rented vehicles.
11. Drivers are responsible for the security and safety of the vehicle until it is returned to the designated location at the College or rental company.

### **E. Accident Reporting / Investigation**

Drivers must report all accidents, regardless of damage. Accidents that occur **on** College property must be reported immediately to Harper Police (847-925-6330). Accidents that occur **off** Harper property must be reported immediately to the appropriate law enforcement agency (911) and to Harper Police (847-925-6330) as soon as practical. See Section 17.2 Accident Reporting for what to do in case of an accident and how to report an accident that occurs off campus.

### **F. Pre-Trip Inspection**

A pre-trip vehicle inspection shall be completed before using the vehicle. Check the following for proper operations: lights, turn signal, horn, breaks, windshield wipers and tires. (See Section 17.4 Pre-Trip Inspection Checklist) Report any mechanical problems to Facilities Management.

### **G. Use of Back Up Cameras**

Back up cameras have been installed in many of the Facilities Management vehicles and in the mini-buses to aid in viewing the surroundings. Do not back up the vehicle while watching the monitor screen. Always look in the direction the vehicle is traveling. Use the monitor as an aid to ensure there are no pedestrians or obstructions. The image on the monitor is not designed to show distance and may be misleading. The actual distance is less than it appears in the monitor. The range of the monitor is limited, so be aware of blind spots.

### **H. Transportation of Children in Grades K-12 (i.e.; In-Zone)**

Drivers must be of 21 years of age and have at least one year of driving experience.

### **I. Restricted use of Passenger Vans**



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The National Transportation Safety Board has issued several reports and warnings about the rollover propensity of 15-passenger vans, for this reason only 12 seat vans shall be used or rented.

**J. Use of Personal Vehicles**

When staff, faculty, volunteers and students use a personal vehicle while on College business, their personal auto insurance is primary and there is no reimbursement for damage to a personal vehicle. Staff, faculty, volunteers and students are required to comply with all state regulations when operating a vehicle on College business, including maintaining the applicable State mandated minimum amount of insurance coverage.



## 17.2 ACCIDENT REPORTING

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### A. At The Scene of an Accident

To minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

Refer to the Vehicle Accident packet to provide a record of information at the scene.

This packet should contain:

- Driver's Report of Motor Vehicle Accident Form
- Accident Exchange Information Form
- Insurance Card

### B. What You Should Do After an Accident

- Take Immediate Action to Prevent Further Damage or Injury at the Scene of the Accident
  - Pull onto shoulder or side of road.
  - Actuate four-way flashers and place warning signals promptly and properly.
- Call the Police (OFF Harper Campus, call 911 to notify the appropriate law enforcement/ emergency agency; ON campus call Harper Police 847-925-6330.)
  - Assist any injured person, but don't move them unless they are in danger of further injury, request medical assistance.
- The vehicle should not be left unattended except in extreme emergency.

### C. Exchange "Traffic Accident Exchange Information" Forms with Other Driver(s)

- The driver should give identifying information to the other party involved.

### D. Complete the "Driver's Report of Motor Vehicle Accident" Form if the accident occurred off campus. On campus, Harper Police will report accidents.

- Drivers should remember the following general rules for filling in the report:
  - Print or write legibly.
  - Follow instructions.
  - Answer all questions completely. If unable to answer any question, mark "not known".
  - Use additional sheets of paper if space is lacking for necessary information.

### E. Report the Accident

- If there **are** injuries, **seek medical attention or dial 911**, then the driver should call to inform Harper Police (847-925-6330) as soon as possible.
- If the vehicle is inoperable due to the accident, contact Harper Police (847-925-6330). Harper Police will arrange with the local Police to have the vehicle towed and will arrange for alternate transportation for the group.
- If there are **no** injuries and the vehicle is operable, the driver should contact the Facilities Management Dept. (847-925-6350) as soon as practical and submit the Report of Motor Vehicle Accident Form.



## Motor Vehicle Accident Form

*The College Authorized driver should complete this form to report an accident that involved a College owned or insured (rented) vehicle. Complete all sections, send a copy to Environmental Health & Safety (Sara Gibson - [sgibson@harpercollege.edu](mailto:sgibson@harpercollege.edu) fax: 847-925-6923)*

**Details of Accident**

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_  AM or  PM  
 Weather Conditions: \_\_\_\_\_ Road Conditions: \_\_\_\_\_  
 Police investigate?  Yes  No Town: \_\_\_\_\_  
 Location of Accident: \_\_\_\_\_  
 Description of Accident (attach additional sheets if needed): \_\_\_\_\_

**College Authorized Driver and Vehicle Information**

Driver Name: \_\_\_\_\_  
 Employee  Student  Other(describe) Driver's License # : \_\_\_\_\_ State: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Plate # \_\_\_\_\_ Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 Passengers?  Yes  No If yes, name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 2<sup>nd</sup> Passenger?  Yes  No If yes, name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Describe Vehicle Damage: \_\_\_\_\_

**Other Driver and Vehicle Information**

Driver Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ Birth Date: \_\_\_\_\_ Plate # \_\_\_\_\_ Plate State: \_\_\_\_\_  
 Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Vehicle Color: \_\_\_\_\_  
 Passengers?  Yes  No If yes, name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 2<sup>nd</sup> Passenger?  Yes  No If yes, name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Insurance Policy #: \_\_\_\_\_ Ins. Company \_\_\_\_\_  
 Owner (if not driver): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Owner address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Describe Vehicle Damage: \_\_\_\_\_

**Injuries** (if more than one person injured, attach additional sheets)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Employee  Student  Other(describe) \_\_\_\_\_  
 Describe injury: \_\_\_\_\_  
 Medical Assistance Provided?  Yes  No If yes, by whom? \_\_\_\_\_

**Witnesses** (other than passengers. If more witnesses, attach additional sheets)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## 17.3 VEHICLE USE ACKNOWLEDGEMENT FORM

*ALL individuals driving (this includes the driver checking out the vehicle, and ANY driver that may drive at ANY time the vehicle is in use) College owned or insured vehicles must sign this form.*

### A. Safe Driving Requirement

I acknowledge that I must operate any vehicle used on Harper College business in a safe, responsible manner and in compliance with the law. I will use vehicles on College business only as authorized by my Supervisor. I have read and agree to follow the Fleet Safety guidelines as outlined in the Environmental Health & Safety Procedure Manual.

### B. Physical Condition

I have no physical or mental condition that may impair my ability to drive. If my condition changes such that my ability to drive may be impaired, I shall notify my Supervisor immediately.

### C. Motor Vehicle License

I am licensed to drive. I have attached a photocopy of my license to this form. I will promptly notify my Supervisor if a police authority impounds my license, suspended, revoked or expires. I authorize the College to obtain a copy of my driving history, the current status of my license and any traffic convictions. I further authorize the College to make this information available to the College's insurance company. I further authorize the College to obtain updates of this information during my employment or status as a driver.

### D. Accidents and Traffic Citations

I shall report any accident involving a College owned or insured vehicle immediately to Harper Police at (847-925-6330) for on or off campus accidents and to the appropriate law enforcement agency (911) for off campus accidents. I will also notify my Supervisor as soon as possible. I will complete all state, College and insurance accident forms promptly and, accurately. I will report any traffic citation or parking ticket I receive while using a College vehicle to my Supervisor as soon as practical. I understand that I am personally responsible for any traffic or parking fines that I may incur while operating a College owned or insured vehicle.

### E. College Insurance

I have been informed that any authorized driver of a College vehicle is covered by College insurance, but that it will not cover a driver who intentionally caused injury or damage.

I am 18 years of age or older and have read and fully understand the provisions of the Fleet Safety Policy.

\_\_\_\_\_  
Print Driver's Full Name

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Club

\_\_\_\_\_  
Supervisor

**Reason for Application:** New Hire  Annual Recertification  Special Event

**Leave Section Blank** - Applicant is Authorized to drive:  YES  NO

Date of DL check: \_\_\_\_\_ Department:  HR  EHS

# 17.4 PRE-TRIP CHECKLIST

## Pre- Trip Checklist & Guidelines

Check all of the following for proper operation before taking a vehicle off campus:

	O.K.	Needs Attention		O.K.	Needs Attention
1. Adjust All Mirrors			6. Windshield wipers		
2. Turn signal			7. Seat belts		
3. Lights			8. Horn		
4. No windows obstructed/or covered.			9. Secure luggage/equipment		
5. Emergency information and insurance information			10. No fluids leaking from vehicle.		

Other problems:

The following Guidelines **MUST** be followed while operating Harper owned or insured vehicles:

- |  |   |
|--|---|
| 1. Driver <b>must</b> have valid driver's license.                 | 6. Vehicle is to be used for College business only.           |
| 2. Driver <b>must</b> obey all traffic regulations.                | 7. The vehicle <b>must</b> be returned with a clean interior. |
| 3. Driver and passengers <b>must</b> wear seatbelts.               |   |
| 4. Driver <b>must</b> be alcohol and drug free.                    |   |
| 5. Drivers are responsible for safety and security of the vehicle. |   |

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_