

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

OPERATING COLLEGE MOTORIZED VEHICLES

This procedure provides guidelines for the operation of all College owned motor vehicles, to include construction, utility, van, bus, or similar type vehicle on or off College properties. This procedure establishes proper safety practices, which will promote safe operations and provide our students, faculty, staff and visitors a safe environment.

PRIORITIES

All members of the College community are governed by this procedure to include students, staff, faculty, and vendors. All operators must meet the following criteria before operating a College owned vehicle.

1. Possess a valid U.S. driver's license and be at least 18 years of age.
2. Driving record will be checked annually according to College Procedure 5120.1.
3. Approved operators shall immediately notify their supervisor if and when their driver's license is restricted, suspended or revoked.
4. Have knowledge and comply with the State of Michigan motor vehicle laws.

MOTOR VEHICLE OPERATION RULES

Motor vehicles shall be operated in accordance with the following rules:

1. Vehicles are to be driven in a safe manner in accordance with the traffic regulations of the venue in which they are driving. Drivers are responsible for any traffic tickets they accrue.

2. Before operating a College vehicle the operator must inspect the vehicle for the following:
 - a. Mirrors, damage, and that they are adjusted properly.
 - b. Windshield – not cracked or broken.
 - c. All running lights are in working order.
 - d. The vehicle registration and proof of insurance is kept in the glove compartment of all vehicles that go off campus. Drivers should check to make sure these documents are present before leaving campus.
3. Operators must travel in the direction of the flow of traffic and must obey all campus traffic regulations and signs.
4. Motor vehicles should not be operated or parked on sidewalks, entrances or exits of any building, except at loading docks.
5. Speed should be reduced to compensate for inclines, turns, pedestrians, and weather conditions.
6. Operators may not wear headphones, use cell phones or use/operate any other device that may cause a distraction.
7. All off-campus accidents should be reported to the local police department and also to the Schoolcraft College Police Department upon return to campus.
8. Keys are not to be left in a vehicle when it is unattended.
9. College owned vehicles are designated for use by campus or student activities in the normal and effective performance of College business functions.
10. College vehicles that need repair should be brought to the Grounds Department immediately so that repairs can be made.

AUTHORIZED EMERGENCY VEHICLE EXCEPTION

The exemptions herein granted to an authorized emergency or snow removing vehicle shall apply only when reasonably necessary.