

Department of Public Safety

Drivers will:

1. Have a valid driver's license.
2. Will be eighteen years of age or older.
3. No driver shall operate a college vehicle when his/her ability to do so safely has been impaired by illness, fatigue, and injury or prescription medication.
4. Use College vehicles for authorized business only. Drivers will not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss.
5. Use seat belts or other available occupant restraints and require all occupants to use seat belts or occupant restraints, in accordance with state laws and not operate the vehicle unless all occupants are wearing the appropriate restraints and do not permit total occupancy to exceed the number of seat belts.
6. Operate the College vehicle in accordance with College regulations, as may be provided to the driver in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
7. Drivers must report all ticket violations received during the operation of a college vehicle or while driving a personal vehicle on college business.
8. Use safe driving principles, practices and techniques at all times.
9. Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol (unless specifically permitted, e.g. dining or conference services), drugs, or other contraband in any College vehicle.
10. The driver is responsible for the security of the college vehicle and must turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Not drive the vehicle at speeds that are inappropriate for road conditions.
12. [Not use a cell phone](#) (including texting, PDAs, computers or any other device) when the vehicle is moving. If the driver mu

15. The driver is responsible to contact the Public Safety Officer if there is an immediate safety hazard while driving the vehicle.
16. Not allow animals (with the exception of service animals) in college vehicles.
17. Not allow use of Cigarettes/tobacco in college vehicles.
18. Drivers are responsible for returning the vehicle in a clean condition. A \$50.00 charge will be imposed if the interior of the vehicle is returned dirty. All trash and personal belongings need to be removed from the vehicle before returning it. Inspect the vehicle prior to leaving campus, and if the vehicle is not clean, please report it to Physical Plant during business hours and Public Safety for after hours pickups.

How to Become a Credentialed Driver at AMC

In order to comply with the insurer's requirements that we credential drivers, we must collect from each person who is to be authorized to drive a College-owned, leased or rental vehicle (including motorized equipment and/or unregistered equipment):

1. A signed, completed Motor Vehicle Record Disclosure and Release.
2. A photocopy of each person's driver's license.
3. A signed agreement of the Faculty/Staff Vehicle Safety and Usage Policy.

The College provides the insurer with a comprehensive list of these drivers, including their names, dates of birth, driver's license numbers and state of issuance. Our insurer will use this list to check the status and history of all authorized, credentialed drivers.

Individuals who are affected by this requirement are those who:

- Must drive as an essential part of their duties and responsibilities.
- Have a College vehicle specifically assigned to them.
- Drive a College owned, leased, rented or personal vehicle on college business, including motorized equipment and/or unregistered equipment.
- Carry passengers in College-owned, rented or in personal vehicles as part of College business.
- Regularly or frequently drive their personal vehicle on College business.

Accident Procedures General Overview:

COMPLETE OVERVIEW: REFER TO THE COLLEGE POOL VEHICLE POICY AVAILABLE ON THE PUBLIC SAFETY AND COLLEGE POLICY WEBSITES

All accidents in college vehicles regardless of the severity must be reported to the police in the jurisdiction that the accident occurred and the Anna Maria College Department of Public Safety.

1. All accidents in personal vehicles while on college business must follow the same accident procedures.
2. Accidents are to be reported immediately from the scene.
3. Complete the form located in the Vehicle Accident Packet.
4. Post-Accident testing of a driver may be conducted after an incident involving a motor vehicle being driven on College business in which there is either a fatality, an