

MANUAL OF POLICY

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| Title | Authorization to Drive College-Owned Vehicles | 6426 |
| Legal Authority | Approval of the Board of Trustees | |
| Date Approved by Board | Board Minute Order dated December 8, 1994 | |

In order to be authorized to drive a South Texas College vehicle or drive any vehicle, whether owned by the College or on behalf of the College, the employee must receive prior authorization and must agree to a Motor Vehicle Department license check. All new employees may be subject to a driver license check as a condition of hiring. Authorization will be evaluated per the following guidelines:

The Motor Vehicle Record (MVR) will be evaluated according to the following criteria:

1. The maximum of moving violations and/or accidents allowed in a 3 year period will be 3. (Example: (a) 1 speeding, 2 accidents; (b) 3 speeding; (c) 1 accident, 1 run red light, and 1 speeding; etc.)
2. No major moving violations will be allowed, such as driving while intoxicated, hit and run, or any felony or manslaughter involving the use of a motor vehicle. Any one of these would result in revocation of authorization and make the employee ineligible to drive a College vehicle.
3. The Administration may review violations and, where appropriate, based on the seriousness and circumstances of the violations, may revoke or suspend authorization.

The MVR will be obtained on an annual basis and be re-evaluated according to the same standards.

All employees who are on the authorized driving list shall notify the Administration of any moving violation within one business day of the conviction or within one business day of any failure to appear notice relating to any citation for a moving violation. Failure to report a violation shall be grounds for disciplinary action.

Because a combination of 3 moving violations and/or accidents in a 3 year period is the maximum allowed by the College, any employee who reaches 2 such violations or accidents will result in removal of driving privileges. (Non-preventable accidents do not count. National Safety Council Rule on determining preventable accidents will apply.)

An employee under suspension will remain under suspension until the MVR is again within the College standards. This will occur when violations drop off the MVR at the end of a year. An employee on probation or suspension will have the MVR checked every 6 months. In those cases where driving is an integral duty of the employee, a violation of this policy may result in disciplinary action, including dismissal.