

Vehicle Safety Guidelines

All employees will operate Southeast Community College owned or leased vehicles for SCC business only. These guidelines apply also to personal vehicles used for College business and vehicles leased or rented at College expense.

- All vehicles will be operated in a safe manner and in compliance with applicable motor vehicle laws at all times.
- All employees who drive an SCC vehicle, personally owned vehicle used for College business, or vehicle leased or rented at College expense, as part of their duties, will have a current valid motor vehicle license at all times on their persons, and a copy of that valid license should be on file with the Physical Plant at their campus location.
- All commercial drivers will maintain a current, valid commercial license and have a copy on file in their official personnel file.
- All employees will wear a seat belt/shoulder harness and ensure that any passenger wear a seat belt/shoulder harness at all times while driving or riding in an SCC vehicle.
- Employees will engage in safe driving practices while driving SCC vehicles, personally owned vehicles while on College business, or vehicles leased or rented at College expense. Any employee who receives a traffic citation is personally liable for the amount of the citation. Southeast Community College will not reimburse employees for the cost of a traffic ticket including parking tickets.
- The use of mobile electronic devices is prohibited at all times while driving a College vehicle. The use of mobile electronic devices for College business is prohibited even while driving a non-College vehicle. Phone calls/texts will not be answered/responded to while driving. State laws will be followed when it comes to electronic use while driving.
 - Mobile electronic devices include but are not limited to cell phones including hands free cell phones/devices/earbuds/headphones, computers, etc.
- Driving records and any medical information (e.g., part of a driving restriction or from an accident report) will be maintained in confidence in accordance with applicable law. This policy will be interpreted and applied in accordance with state and federal law.
- This policy will be interpreted and applied in accordance with all applicable law, including regulations of the Occupational Safety and Health Administration, the Americans with Disabilities Act, and the Age Discrimination in Employment Act. If, at any time, any provision of this policy is at variance with applicable law, applicable law will govern.

Related Policy: E-8

Admin Team Adopted: 10/21/22

Reviewed: 04/19/11, 08/09/21, 10/29/21, 12/10/21

Next Review: TBD

Web link:

Tags: