

 <p>Portland Community College Driver Requirements</p>	Dept: Safety & Risk Services
	Function: Risk Services Manual
	Topic: Ch 6 - Driver Requirements
	Board Policy: B507 Effective Date: May 2004
Document Revised: January 2014	

Authority	<p><u>PCC Board Policy - B507</u></p> <p>Portland Community College (PCC or the College) is committed to providing a healthy and safe work and educational environment for its employees, students, and visitors. A Risk Management Program is established by the College President. The Risk Manager is responsible to review current programs and provide recommendations to prevent and minimize losses.</p>
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Summary	<p>Risk Management's mission is to investigate the cause of any incident/accident; to use appropriate corrective measures to prevent and eliminate any reoccurrence; and to eliminate driver incidents/accidents with driver education and safety training.</p>
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Forms	<ol style="list-style-type: none"> 1. Driver Notification Form 2. Driver Acknowledgment Form 3. Supervisor's Incident Investigation Report [pdf] – Online 4. Injury or Property Incident Report – Online 5. OTAIR – Oregon Traffic Accident & Insurance Report information only. 6. Vehicle Packet (see <i>Drivers, Section E-Reporting Requirements: # 4. Incident Reporting – Contact Safety & Risk Services for replacement forms</i>) 7. DRB Report

I. PURPOSE

Any College vehicle used for College business must be operated legally, courteously, and safely. An employee on College business is expected to operate a College vehicle in such a manner as to prevent an incident that may result in injury or property loss to others, to the College, or to himself or herself. The College strives to provide and maintain a safe environment that protects College employees and the citizens of the community. All College drivers must follow the rules and regulations of ODOT-DMV, the laws and regulations concerning driving in any local or state jurisdiction, and the driving requirements of the College.

II. AUTHORIZATION

Portland Community College's [Board Policy - B507](#) authorizes the College President to establish a comprehensive Risk Management Program. The Risk Manager is responsible to review current programs and provide education and training to prevent and minimize any loss to the College.

III. DRIVERS

A. QUALIFICATION

The College has established the following minimum qualification requirements for an employee to operate a College vehicle.

1. Driving Ability and Skill – To operate a College vehicle on College business, an employee must demonstrate the driving ability and driving skill necessary for satisfactory job performance while adhering to all applicable College requirements and conditions for driving.
2. Levels of Certification – A current and valid driver's license or certificate appropriate for the type of vehicle or equipment to be operated is required. The levels of driver certifications for vehicles or equipment are determined by the:
 - a. States of Oregon or Washington;

- b. Commercial Driver License (CDL) – The College requires drivers with a CDL to comply with the College's Driver Requirements, even if they are stricter than CDL rules or regulations of the States of Oregon or Washington;
- c. Appropriate type of license or certificate, e.g., forklift operator, Cushman operator, etc.; and
- d. College's determination.

3. Minimum Qualifications –

- a. The employee must be 18 years or older.
- b. The employee must hold an acceptable, regular, temporary, or Commercial Driver's License (CDL) that is appropriate, current, and valid. The employee's driver license must be:
 - i. Issued by the state of Oregon or Washington where the employee resides;
 - ii. Legal to use in the jurisdiction where the employee is driving;
 - iii. Of the kind, class, or endorsement as required by law for the type of vehicle to be operated.
- c. The employee must acquire a valid Oregon or Washington driver's license within 30 days of receiving a College driving position if he or she is without a license or is holding an out-of-state license (e.g., a new employee).
- d. The employee must meet the following conditions if presenting an International Driver's License:
 - i. Have the written consent of the College to temporarily accept the license;
 - ii. Use the license for no more than 90 days; and
 - iii. Before the expiration of the 90 days, obtain a current license for his or her state of residence.
- e. The employee must meet the following conditions if a hardship or probationary permit (Limited Use Driving Permit) is granted by DMV for a suspended license:
 - i. He or she must be a College employee;
 - ii. Risk Management or the DRB must review the employee's complete driving record and may attach conditions to its acceptance of the hardship or probationary permit, or may reject the permit;
 - iii. The College must provide the employee with training on its expectations for safe and legal vehicle operation as soon as possible before the employee is permitted to drive;
 - iv. The College must provide the employee with the requirements and any additional College regulations, policies, or conditions that the College attaches to its acceptance of the hardship or probationary permit; and
 - v. The employee may drive only within the restrictions of the permit.
- f. The employee must have an acceptable driving record as defined in this document. Additionally the College:
 - i. Reserves the right to obtain a DMV check or report of an employee's complete driving record at any time; and
 - ii. May suspend an employee's College driving privileges if his or her driving record raises concerns about the safe operation of a College vehicle.

- g. The employee must complete the Driver Safety Training as required.
- h. The employee is subject to the traffic laws and ordinances of the State of Oregon and the laws of all other states and subdivisions as applicable.

4. Verification of Qualification – The College may verify an employee's driving qualifications at any time using any reasonable schedule and by any reasonable means. This may include but is not limited to:

- a. Enrollment of the employee into an automated driving report system*;
- b. A direct check with Oregon DMV or Washington State Department of Licensing;
- c. A review of his or her complete driving record; and
- d. Verification of a required CDL certification.

*NOTE – the College subscribes to automated DMV reporting systems in Oregon and Washington for employees who drive for the College and reside in these states. After an employee has been enrolled into the reporting system, the College receives notification of any driving offense or change in his or her driving status; this includes the employee's personal (off-hours) driving habits. An employee must provide all information necessary to be enrolled in the automated reporting system or as otherwise determined by Safety & Risk Services.

B. AUTHORIZATION

An employee may operate a College vehicle used for College business only if he or she meets the following requirements:

1. Valid Driver's License – a College employee must have a valid Oregon or Washington driver's license;
2. Acceptable Driving Record – a College employee must have an acceptable driving record as determined by the College's Safety & Risk Services. The DRB may review the driving record of any employee and may review the College's authorization for an employee to operate a College vehicle.
3. Authorized by Supervisor – a College employee must be authorized to drive by his or her supervisor. See *Form 1: Driver Notification Form*.
4. Statement of Authorization – the basic principle of authorizing an employee to use a College vehicle for conducting College business may be summarized for most drivers as follows: *If the driver has a valid driver's license and is acting at the direction and under the control of the College, he or she may drive for any purpose that is lawful and necessary to conduct College business. Whenever a driver operates a College vehicle without a valid driver's license or for unauthorized use, he or she is personally liable for any related risks and any expenses incurred.*

C. TRAINING

1. Scheduling – Safety & Risk Services will schedule Driver Safety Training as necessary with notifications of training schedules and dates sent to the supervisor and his or her employee(s).
2. Frequency – The College's Driver Safety Training is required every three years* for an employee who drives a College vehicle.
3. New Employee – A new employee hired to drive on College business must complete the College's Driver Safety Training within the prescribed time period or as scheduled by his or her supervisor.

*NOTE – Risk Management has the right to request more frequent or specialized driver safety training for an employee if needed.

D. TRANSPORTING PASSENGERS

1. Standard Rule – an employee driving for the College must not give a ride in a College vehicle to anyone (including students) except as authorized to accomplish College business.
2. When Acceptable – an employee driving for the College may transport authorized passengers and animals in a College vehicle if doing so is authorized and within the scope of College business.
3. When Not Acceptable – an employee driving for the College must not allow a hitchhiker in or on any College vehicle.

E. REPORTING REQUIREMENTS

1. Any Incident* – An employee who is driving on College business must report any incident using the required forms**, regardless of whether the incident occurred while driving a College vehicle or another vehicle (such as a personal vehicle), to his or her supervisor before the end of the business day or as soon as practically possible. If the supervisor is unavailable, then the employee must notify Risk Management directly.

*NOTE – Incident means the word typically used by the College for any driving-related problem, including without limitation, a collision, a crash, a wreck, damage to a vehicle, a moving traffic or legal violation, a nonmoving traffic or legal violation, a registration or licensing problem, or a violation of any College policy that has a relationship to driving for the College.

A driver may become distracted, get tired, or simply not drive as defensively as he or she should, and may be caught unaware. When this happens, it is not an accident; it is a “preventable” incident. Because a true accident is rare, the word “accident” is not frequently used in the Oregon Driver Manual. In its place are usually found the words: “collision,” “crash,” or “wreck.” Therefore, the College chooses to use the word “incident” in reference to a College driver or vehicle issue.

2. Loss of License – An employee who drives a College vehicle, including an employee on leave, must report the loss of his or her acceptable driver's license status to his or her supervisor immediately or as soon as practically possible. The supervisor must then notify Safety & Risk Services within 24 hours.
3. Restrictions Imposed on a Driver's License – An employee who drives a College vehicle, including an employee on leave, must report any requirements and restrictions that are imposed by the state or any of its agencies on his or her driver's license status to his or her supervisor immediately or as soon as practically possible.
4. **Incident Reporting** – Call one of the following numbers to report an incident
 - **College Dispatch – NONEMERGENCY PHONE** ----- **971-722-4902**
 - **On Campus Public Safety Officer – EMERGENCY** ----- **971-722-4444**
 - **Off Campus – if injury or damage occurs** ----- **911**

a. **** Forms** to be used for reporting:

- **Form 3**—[Supervisor's Incident Investigation Report \[pdf\]](#) – an online form is to be completed by the manager of a College driver.
- **Form 4**—[Injury or Property Incident Report](#) – an online form is to be completed by the College driver or his or her manager.
- **Form 5**—[OTAIR](#) – the Oregon Traffic Accident & Insurance Report located in the Vehicle Packet is to be completed by the College driver.
- **Form 6**—Vehicle Packet with forms. See below.

b. **Vehicle Packet** – Form 6:

A College driver is to use the designated Vehicle Packet forms to gather all necessary information regarding any incident involving a collision, wreck, or possible damage to a vehicle or person, no matter how minor it appears. Contact [Safety & Risk Services](#) for replacement packet or forms.

The PCC Vehicle Packet is located in the glove compartment of every College vehicle and contains the following documents:

- Driver Information Form;
- Witness Information Form;
- PCC Injury/Illness Accident Report;
- Oregon Traffic Accident and Insurance Report (OTAIR);
- PCC Emergency contacts and phone numbers; and
- Annual PCC Insurance ID information.

c. **Incident Procedures** –

REMINDER – A PCC DRIVER IS ALWAYS TO BE COURTEOUS TO OTHERS!

- i. **STOP AT ONCE** – If a collision occurs, no matter how minor, stop at once or stop as close to it as possible without needlessly blocking or endangering

other traffic. "Hit and Run" is a serious traffic crime, and conviction will mean revocation or suspension of the employee's College driving privilege.

- ii. **Stay Calm and Be Courteous at All Times** – Do not provoke another driver.
- iii. **Ensure the Safety of All Concerned** – To prevent further damage or a hazardous situation, move the vehicle onto the shoulder of the road if possible. Place warning signs out promptly.
- iv. **DO NOT ADMIT FAULT** – Provide only factual information about what happened. "Fault" is a conclusion that typically cannot be made without facts gained from all parties and witnesses.
- v. **Make No Statement Concerning the Incident to Anyone except a police officer** (write down his or her badge name and badge number), a PCC Public Safety officer, your supervisor, or Risk Management.
- vi. **Call for Assistance** –
 - a) A list of PCC Emergency personnel is in the Vehicle Packet.
 - b) **On Campus** – Summon a College Public Safety officer with a call to extension **4444** or 971-722-4444.
 - c) **Off Campus** – If injury or damage occurs, summon a police officer with a call to **911**.
- vii. **If an Injury Occurs** –
 - a) **Call 911** immediately for medical assistance if you or another person sustains a serious injury.
 - b) Contact your supervisor or Safety & Risk Services immediately.
- viii. **Exchange Information With the Other Driver** –
 - a) Note the date, time of day, and any weather conditions.
 - b) Your information **to share** with the other driver, passenger(s), or any injured person:
 - 1) Your Driver's License Information, including the license number, your name, address, and contact phone number;
 - 2) Vehicle's VIN and license plate information;
 - 3) Vehicle's model, type, and year;
 - 4) College Insurance information, including policy number, name of insuring company (NOTE – contact Safety & Risk Services as indicated on the insurance card). See *Form 6 – Vehicle Packet for College insurance information*.
 - c) Other driver's information **to obtain**:
 - 1) His or her driver's license information, including the license number, name, address, and contact phone number;
 - 2) Vehicle's owner's name, address, and phone, if different from the driver;
 - 3) Vehicle's VIN and license plate numbers;
 - 4) Vehicle's model, type, and year;
 - 5) Insurance information for vehicle, including policy number, name of company and agent to contact, and phone numbers.

d) Information **to obtain** from each passenger and pedestrian – His or her name, address, and contact phone number

ix. **Take Photographs** – When possible and appropriate take photographs of the scene (e.g., the intersection, street signs, skid marks, etc.), each side of all vehicles involved regardless of how minor the damage appears, the people involved, and anything else that might be helpful or relevant in resolving the incident.

x. **Secure Witness Information** – Secure and solicit the aid of any witness or person at the scene. Complete the Witness Information Form, including the name and contact information of each witness who will be of value to a claims adjuster in a possible claim settlement.

xi. **Remain at the Scene** – Do not leave the scene of an incident until law enforcement personnel arrive and give instructions to leave, or until it is certain that all information has been exchanged, including all witness information, and photographs taken of the incident.

d. Incident Notification –

IMPORTANT – If a driver does not report a driving incident when required to do so, his or her driving privileges with the College could be suspended or revoked.

i. The College driver must notify his or her supervisor of any driving incident before the end of his or her shift or as soon as practically possible. If the supervisor is unavailable, the College driver should notify Safety & Risk Services directly.

ii. The College driver must complete and submit **Form 4**, the online College [Injury or Property Incident Report](#) and, when applicable, the following documentation:

- **Form 5** – A completed Oregon Traffic Accident and Insurance Report (OTAIR), including a diagram of the incident; **DO NOT SUBMIT OTAIR to DMV** – Safety & Risk Services will determine if DMV needs to be notified within the 72 hour deadline or “as soon as possible” as indicated on the form;
- Witness Information Form in Vehicle Packet;
- Photographs of the incident; and
- Any pertinent documentation or information regarding the incident.

iii. The supervisor must complete **Form 3 – [Supervisor's Incident Investigation Report \[pdf\]](#)** and send all documents submitted by the College driver to Safety & Risk Services within 24 hours of receiving them.

iv. Risk Management or the College's liability insurance agent, as designee, may investigate and review any incident involving a College driver or a College vehicle.

IV. **SUSPENSION OF A DRIVING PRIVILEGE**

A. Possible Suspension – *when an incident is subject to a DRB review.*

An employee who drives a College vehicle could have his or her driving privileges with the College suspended or revoked if any of the following apply:

1. **Has an Unacceptable Driving Record** – An employee has an unacceptable driving record based on the following chart:

Number of Moving Violations Within Past (5) Five Years	INCIDENTS/ACCIDENTS			
	and Number of Incidents/Accidents Within Past Five (5) Years			
	0	1	2	3
0	Clear	Acceptable	Acceptable	Borderline
1	Acceptable	Acceptable	Acceptable	Borderline
2	Acceptable	Acceptable	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited

Number of DUI or DWI within Past Five (5) Years			
1	2	3	4
Borderline	Prohibited	Prohibited	Prohibited

2. **Has Other Driving Violations** – An employee has other driving infractions or violations that could cause possible suspension or revoking of College driving privileges as determined by the DRB that may include but are not limited to:
 - Use of a College vehicle for anything other than College business;
 - Operation of a College vehicle in an unsafe manner;
 - Failure to report damage to a College vehicle;
 - Violations of this or any other College policy or procedure related to driving for the College on College business.
3. **Misconduct** – An employee has conducted himself or herself in a manner that is not in the best interest of the College while driving or operating a College vehicle
4. **Training Incomplete** – An employee has not completed the College Driver Safety Training as described and as required.

B. Nondiscretionary Suspension or Revocation –

When an incident is not subject to DRB review but may be reviewed by the Risk Manager.

1. Driving Privilege Suspended or Revoked – An employee who drives a College vehicle could have his or her driving privileges with the College suspended or revoked without review by the DRB if any one of the incidents below occurs:
 - a. The employee has his or her driving privileges suspended or revoked by the state issuing his or her driver's license.
 - b. The employee fails to immediately or as soon as practically possible notify his or her supervisor that his or her driver's license is suspended or revoked for any reason, including when the employee is on leave for any reason.
 - c. The employee has an invalid driver's license.
 - d. The employee has a major traffic violation* as determined by Safety & Risk Services whether or not driving for the College at the time of the traffic violation. Major traffic violations include but are not limited to:
 - i. Reckless or careless driving (does not need to be on a public highway);
 - ii. Driving under the influence;
 - iii. Failing to perform the duties of a driver;
 - iv. Driving while suspended or revoked charges are on file;
 - v. Fleeing or attempting to elude a law enforcement officer;
 - vi. Hit and run.
 - e. The employee has violated any law concerning the possession of or being under the influence of alcohol or illegal drugs that relate in any way to a vehicle or to driving, whether or not the employee is driving for the College at that time.

**NOTE – A major traffic violation is so serious that if a driver breaks the law, he or she is charged with a traffic crime. A traffic crime may result in both a fine and a jail sentence. A driver does not need to be driving on a public highway to be charged with a traffic crime. A driver may be charged in areas or premises open to the general public for use of motor vehicles, such as parking lots on either public or private property. A driver may also be charged with a traffic crime in some off-road areas.*

2. Other Misconduct – Unique facts and circumstances could lead to suspension or revocation of driving privileges even with an acceptable or clear record when such facts and circumstances cause the College to reasonably be concerned about an employee driving for the College.
3. Suspension/Revocation Time – this may be for a period determined by the College.
4. Disciplinary Action – the occurrence of any one of the incidents previously noted may lead to disciplinary action up to and including dismissal.

5. Appeal Process – an employee whose College driving privilege is suspended or revoked may request a meeting with the Risk Manager in order to appeal the process and present any mitigating information.
 - a. The Appeal request must be in writing and presented to the Risk Manager within five business days upon receiving notice of the suspension or revocation of his or her College driving privilege.
 - b. A represented union employee may have a Federation representative accompany him or her to an Appeal meeting.
 - c. The information presented in an Appeal meeting will be brought under review and advisement, and the Risk Manager will consult with HR. The College driver will be notified in writing within ten business days by the Risk Manager of his or her final decision regarding the Appeal.

V. DRIVER REVIEW BOARD (DRB)

- A. **Policy** – It is the College’s policy to require and the DRB’s responsibility to follow-up with a review of any vehicle incident, an employee’s driving record, or an employee who is found to be negligent or careless in his or her driving habits. The DRB is responsible to make recommendations for any issue in which suspension of a driver’s privilege is possible, or when the College determines that a DRB review is appropriate. To prevent any further incidents the DRB may recommend some form of discipline or additional training for a College driver to the employee’s supervisor and to Human Resources.
- B. **Purpose** – The Driver Review Board’s purpose is to:
 1. Reduce the number of College driver and vehicle incidents by holding each driver accountable for his or her actions, to make recommendations for improvement, and to recommend follow-up actions when he or she is involved in an incident.
 2. Review this document periodically and recommend revisions when necessary.
- C. **Membership** – Membership in the DRB consists of the following personnel:
 - Public Safety Director
 - Parking & Transportation Manager
 - Central Distribution Services Manager
 - Facilities Management Services Director or designee
 - Agent of Record Representative (College’s insurance agent)
 - Safety & Risk Manager
 - Safety & Risk Services Representatives
- D. **Incident Classification** – Any incident that involves a College vehicle (or any vehicle used for College business) bumping or colliding with a fixed or moving object or person that results in damage or injury will be investigated and reviewed by Risk Management or the DRB for preventability and severity based on the following criteria:

1. **PREVENTABILITY** — is classified based on the following criteria:

- a. **Nonpreventable** — is an incident in which:
 1. College vehicle was properly parked;
 2. Driver followed proper driving rules and procedures; and
 3. Driver did everything that could be reasonably expected to be done to avoid the incident.
- b. **Preventable with Mitigating Circumstances** — is an incident in which a driver may not have followed proper rules and procedures, or did not do everything the driver could reasonably be expected to do to avoid an incident, but the incident is excusable because of mitigating circumstances.
- c. **Preventable** — is an incident in which a driver did not follow proper rules and procedures, or did not do everything he or she could reasonably be expected to do to avoid an incident.
- d. **Preventable with Reckless Disregard** — is an incident in which safety was grossly disregarded, or a College vehicle was operated with willful disregard for the safety of others, or the driver's actions were reckless or not appropriate.

2. **SEVERITY** — is classified based on the following criteria:

- a. **Very Minor** — is an incident with no personal injury or minimal property damage of \$999.99 or less (e.g., scratch, scrape, or dent, broken mirror or headlight);
- b. **Minor** — is an incident that involves no personal injury and property damage is from \$1,000.00 to \$4,999.99;
- c. **Major** — is an incident that involves personal injury or death, or results in total property damage equal to or exceeding \$5,000.00.

E. Incident Review — A DRB meeting may be held to review any incident involving a College driver or a College vehicle.

1. A College driver involved in an incident and under review by the DRB:

- a. Will be notified in writing of the scheduled DRB meeting as will his or her supervisor;
- b. Should attend the DRB meeting unless Risk Management informs him or her in writing prior to the meeting that the incident has been determined to be clearly not his or her fault;
- c. May have his or her supervisor attend;
- d. May invite any other witness to the incident to the DRB review;
- e. May have a Federation steward attend with him or her as a bargaining unit representative;

- f. May lose the opportunity to appeal the DRB findings if he or she does not attend the scheduled DRB meeting that he or she has been notified of; and
 - g. May be entitled to appeal any disciplinary action based on the DRB findings and determination.
2. The DRB meeting will be formally recorded. See Form 7 – DRB Report.
3. At the DRB meeting, the College driver and a Risk Management representative will present information regarding the incident. See Appendix D – DRB Hearing Format.

F. Notifications –

1. A copy of the DRB Report with its findings and determination will be sent in a “Confidential” mailing to the College driver, to his or her supervisor, to Human Resources, and to the Risk Manager within ten days of the meeting. The DRB findings and determination may include appropriate follow-up action or discipline.
2. The supervisor of a College driver involved in a DRB review is responsible for reviewing the DRB findings and determination and ensuring that appropriate follow-up action or discipline is taken.
3. In the case of a Major or Preventable incident, a copy of the DRB Report with its findings and determination for appropriate discipline will be sent to the Human Resources Department.

G. Appeal –

1. A College driver involved in a DRB review may appeal the DRB findings and determination by filing a formal written Appeal to the Risk Manager within five business days of receiving the DRB Report.
2. The Risk Manager will review the DRB findings and determination, and the College driver’s explanations or mitigating information presented in the formal written Appeal.
3. The Risk Manager will consult with Human Resources.
4. The College driver will be notified in writing within ten business days by the Risk Manager of his or her decision regarding the Appeal.

APPENDIX A

DRIVING SAFETY REGULATIONS

In addition to abiding by all laws and regulations, a College employee must abide by College policies, rules, and the following regulations:

1. An employee driving a personal vehicle for College business must have his or her own automobile insurance coverage as required by state law. See [Appendix B – Personal Vehicle](#).
2. An employee driving a College vehicle must comply with all applicable federal, state, and local motor vehicle regulations, laws, and ordinances; and must comply with the following College standards:
 - a. **Safety Belt Use** – A driver and all occupants are required to wear safety belts when a vehicle on College business is in operation. A driver is responsible for ensuring that each passenger wears his or her safety belt.
 - b. **Driving Impaired** – A driver must not operate a vehicle on College business at any time when his or her ability to do so is impaired, affected, or influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue, or injury.
 - c. **Traffic Laws** – A driver on College business must abide by all federal, state, and local motor vehicle regulations, laws, and ordinances.
 - d. **Cellular Telephone** – The use of a hands-free cellular telephone is authorized only when the vehicle is safely parked.
 - e. **Distractions While Operating Vehicles and Equipment** – A new and potential serious workplace safety distraction has been created with the advent of numerous types of mobile devices including cell phones and music/audio players with plug-ins for headsets including “ear bud” models.

These mobile devices are easy to use while an individual is working. A mobile device used while driving a vehicle or working with power equipment can cause the operator to be distracted or to not heed a warning, and may result in a serious accident. The distraction to vehicle operators by mobile devices has generated a variety of state laws that address driving a vehicle on public roadways. Therefore the College has implemented policy changes to its Driver Requirements that incorporate these legal requirements for its authorized drivers.

However, the distraction hazard associated with mobile devices goes beyond driving a vehicle on public roadways to include significant hazards while using power equipment and even walking. It is the College's responsibility under Oregon OSHA employer's responsibilities (437-001-0760)(1)(b) to ensure that its employees work and act in a safe manner and follow all safety rules. The College requires all

employees to be aware of their surroundings by limiting their distractions; employees must be able to respond to warnings to avoid accidents at all times.

- f. **General Safety Rules** – In order to ensure that a College Vehicle is used legally, courteously, and safely, an employee driving for the College is not permitted to:
 - i. Allow any individual who does not have direct business with the College to accompany him or her unless the individual has been preapproved by the College as a passenger.
 - ii. Accept payment for carrying a passenger or materials.
 - iii. Pick up a hitchhiker.
 - iv. Transport flammable liquid or gas unless the container meets ANSI (American National Standards Institute) or ASTM (American Society for Testing and Materials International) standards, and then only in limited quantity and with authorization from the College's Fleet Management or Risk Management.
 - v. Assist a disabled motorist or accident victim beyond his or her level of medical expertise. If a driver is unable to provide the proper medical care, he or she must restrict his or her assistance to calling the proper authorities. The College driver's safety and well-being is to be protected at all times.
- g. **College and Personal Property** – A College driver is responsible for College property (e.g., mail, work papers, equipment) under his or her control. The College will not reimburse an employee for lost or stolen personal property.
- h. **Backing Up a Vehicle** – When a driver does not have a clear view of the entire area behind the vehicle, backing up a College vehicle may be done only within these parameters:
 - i. Assistance of a guide – If a second person is in the College vehicle he or she is to get out and guide the driver to back up using the appropriate hand and voice signals; or
 - ii. Driver is alone – Before backing up, the driver must get out of the College vehicle and inspect the area behind the vehicle to ensure that there is no obstacle or person in that area. The driver will then proceed to back up using extreme caution.
- i. **Riding Outside of Vehicle** – Riding on the outside of a College vehicle is prohibited. This includes, but is not limited to, a step, running board, toolbox, tailgate, bed, or roof.
- j. **Trailer** – A trailer is to be fastened securely to hitches. A safety pin in a pintle* lock must be used. Safety chains will also be crossed under the hitch and securely fastened before moving the College vehicle. Brake lights and turning signals must be properly connected, and the driver must inspect them to verify that they are working before moving the trailer.

NOTE — **pin·tle (pīn'lē) n.*

 - *A pin or a bolt on which another part pivots.*
 - *A hook or a bolt on the rear of a towing vehicle for attaching a trailer.*
- k. **Securing Extras** – All items in or on a College vehicle must be secured before and during transport.

- I. **Commercial-Size Vehicle** – A commercial-size College vehicle (larger than a pickup) should not be driven in the extreme left lane of a highway or roadway except when passing or when a traffic hazard requires it.
- m. **Windows, Windshield Wipers, Head Lights, Tail Lights, and Turning Signals** – Drivers will ensure that the College vehicle's windows, windshield wipers, head lights, tail lights, and turning signals are clean and in operating order at all times.
- n. **Vehicle Condition Inspection** – Each day before using a College vehicle, the driver must walk around the vehicle and inspect it for damage or any condition that might create an unsafe situation. The driver must immediately report any findings to his or her supervisor. The driver of a rental vehicle should check for obvious defects in the rental before leaving the office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe. The driver is encouraged to rent a vehicle equipped with air bags and ABS brakes, when available.
- o. **Vehicle Damage Reporting** – Any deficiency or problem found with a College vehicle must be immediately reported to the driver's supervisor or the College's Fleet Management using the Driver Vehicle Inspection Report in the Vehicle Packet. It is the supervisor's responsibility to ensure that corrective action is taken before that vehicle is driven.
- p. **Special Equipment** – Special equipment, such as a high-lift, Cushman, tractor, mower, forklift, or any unit that has a special device added for a specific type of work, requires that:
 - i. A driver has a valid driver's license or certificate to operate the special equipment.
 - ii. A driver has formal training and qualified instructions for its operation before its use, including but not limited to:
 - a) Driving to and from a destination;
 - b) Driving on and off a trailer;
 - c) Securing the equipment;
 - d) Parking procedures; and
 - e) Equipment shutdown and storage.
 - iii. A driver must explain and demonstrate that he or she understands the proper operation of the equipment including the:
 - a) Control devices unique to the equipment;
 - b) Safety devices;
 - c) Maintenance and mechanical needs, e.g., fuel, water, oil, grease;
 - d) Parking and securing of the equipment; and
 - e) Shut down and storage of the equipment.
 - iv. A new driver may operate special equipment only under qualified supervision.
- q. **Licensed Vehicle** – Any College vehicle whose tires touch a public thoroughfare must be licensed in the State of Oregon. This means that if the vehicle is driven only occasionally across a public street it must have an Oregon license plate.

APPENDIX B

PERSONAL VEHICLE

1. Insurance Coverage — Mandatory

The College does not assume any responsibility for the insurance coverage on an employee's personal vehicle. However, because the College is located in the state of Oregon, the minimum mandatory insurance requirements for a vehicle in Oregon are:

- Bodily Injury and Property Damage Liability
 - \$25,000.00 per person;
 - \$50,000.00 per accident for bodily injury to others; and
 - \$20,000.00 per accident for damage to the property of others.
- Personal Injury Protection
 - \$15,000.00 per person for reasonable and necessary expenses for one (1) year after an accident, including for medical, dental, and other services needed because of the accident.
 - Motorcycles are excluded.
- Uninsured Motorist Coverage
 - \$25,000.00 per person; and
 - \$50,000.00 per accident for bodily injury.

2. Use for College Business

Under special circumstances, the use of a personal vehicle may be authorized by the College. The following criteria apply:

- a. When authorized, a driver must show that he or she has an acceptable driving record and is eligible to drive on College business as determined by Risk Management.
- b. To determine driving eligibility the College requires that an employee submit the following items to Safety & Risk Services before driving on College business:
 - i. A copy of the front and back of his or her **current and valid driver's license**;
 - ii. A completed [Driver Notification Form](#) – Form 1* signed by both the driver and his or her supervisor that authorizes driving for the College, and permits the College to obtain the driver's personal DMV history; and
 - iii. A signed [Driver Acknowledgement Form](#) – Form 2* that he or she has read, understands, and agrees to the College's Driver Requirements.
- c. When an employee is determined to be eligible to drive for the College or to drive on College business, he or she will be notified by his or her supervisor who has been contacted by Safety & Risk Services.

*NOTE — Intercampus mail forms to **Safety & Risk Services, DC 2nd Floor.**

3. Use for Travel Between Campus/Center

An employee who drives his or her personal vehicle to and from College meetings or between campuses/centers assumes responsibility for any vehicle expense incurred during these trips.

4. Mileage Expense

The College does reimburse for qualifying mileage. The College has created a [Mileage Allowance Chart](#) for qualifying reimbursable miles between its campuses/centers for an employee's use of his or her personal vehicle. Mileage is reimbursed through the College's Payroll Time Sheet. The College does not reimburse for personal vehicle expenses.

5. Damage to Vehicle used for College Business

In the event that a personal vehicle is damaged during a College business trip, the College assumes no responsibility for that damage or for any subsequent expenses.

APPENDIX C

DRIVER REVIEW BOARD MEMBERS

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APPENDIX D

DRIVER REVIEW BOARD HEARING FORMAT

The following guidelines are to be followed for a DRB hearing.

1. Facilitator – The Risk Manager is the facilitator for the DRB, but has no voting or decision making authority unless an Appeal is initiated.
2. DRB membership with their voting authority includes:

DEPARTMENT	POSITION	Voting Authority
Public Safety	Director	Yes
Parking & Transportation	Manager	Yes
Central Distribution Services	Manager	Yes
Facilities Management Services	Interim Director	Yes
Agent of Record	Insurance Agent	Yes
Safety & Risk Services	Manager	No
Safety & Risk Representative	Presenter	No
Safety & Risk Representative	Recorder of Minutes	No

3. A College driver called to a DRB meeting may request that his or her Federation representative accompany him or her, and may bring witnesses to testify on his or her behalf.
4. Meeting Format includes:
 - a. An introduction of all participants.
 - b. An explanation of the purpose of the DRB meeting including the role, responsibility, and authority of the DRB.
 - c. Instructions for meeting protocol.
 - d. Presentation order:
 - i. Risk Presenter – relates the known facts, data, and reason for calling in the College driver;
 - ii. Witnesses on behalf of the Risk Presenter;
 - iii. College Driver – or his or her designee, to share his or her explanation or reasons for the incident or situation;
 - iv. Witnesses on behalf of the College Driver.
 - e. Closing statements:
 - i. By the Risk Presenter.
 - ii. By the College Driver or his or her designee.
 - f. Participants Are Excused – after closing statements, the Facilitator, the Risk Presenter, and the College Driver with his or her Federation representative and witnesses are all excused.
5. Recess – a ten minute recess is called before the Executive Session begins.

6. Executive Session – begins with only the voting members and the Risk Recorder present. Members discuss the information and explanations presented, reach an agreement on their findings, and make a determination based on the findings.
7. DRB Review Form – the Risk Recorder completes the DRB Review Form - Form 7 that includes the DRB findings and determination. The form is dated and signed.
8. Meeting Adjourned.
9. DRB Review Form Mailed – CONFIDENTIAL copies of the completed DRB Review Form are sent within ten business days to the College driver, his or her supervisor, and to the Risk Manager. The original DRB Review Form is retained in the Safety & Risk Services files for recordkeeping purposes. A copy of the DRB Review form may also be sent to Human Resources for review and consideration, in accordance with Section F under “Driver Review Board” of the these Driver Requirements.
10. Action – the supervisor of the College driver is expected to act on the findings and determination of the DRB in order to provide the College driver with corrective measures to prevent and eliminate any reoccurrence of an incident.
11. Appeal – the College driver may appeal the DRB findings and determination within ten business days of his or her receiving the DRB Review Form by sending a formal written Appeal to the Risk Manager.
12. When a formal Appeal is received, the Risk Manager will review it and respond to the College driver within ten business days in accordance with Section G under “Driver Review Board” of these Driver Requirements. The Risk Manager may find that the DRB findings and determination are acceptable, or that further investigation should be initiated.

APPENDIX E

DEFINITIONS

Authorized Driver—means a College employee who is authorized by the College to drive a College vehicle as directed in his or her job description or by a supervisor. NOTE – a student is not an authorized driver unless he or she is designated as an employee of the College.

Authorized Passenger—means an individual who has authorization from the College to ride as a passenger in a College vehicle.

CDL—means a Commercial Driver's License. The College follows the Oregon Department of Transportation rules and regulations concerning the use of a CDL.

College—means the Portland Community College District (PCC).

College Business—means any activity conducted in conformance with the rules and regulations of the College, directed and controlled to advance the policies and purposes of the College.

College Vehicle—means a vehicle owned, rented, borrowed, leased, or otherwise under the possession and control of the College. A rental or leased vehicle is a College vehicle if it is rented by an authorized employee at the expense of the College and used for College business.

NOTE: the term "College vehicle" does not mean a vehicle owned by a College employee; that vehicle is considered a "personal" vehicle.

DMV—means the State of Oregon's Driver and Motor Vehicles service.

DRB—means the College's Driver Review Board whose responsibility it is to review driver incidents and recommend corrective action when necessary.

Driver—means a College employee who is authorized by the College to operate a College vehicle on College business.

Employee—means an individual employed by Portland Community College.

Federation—means the Portland Community College Federation of Classified Employees, Local 3922 of the American Federation of Teachers, AFL-CIO, affiliated with AFT – Oregon (see – [Classified Agreement](#)); and means the Portland Community College Federation of Faculty and Academic Professionals, Local 2277, American Federation of Teachers – Oregon, American Federation of Teachers, American Federation of Labor/Congress of Industrial Organizations, which is the certified representative for the full-time and part-time Faculty and Academic Professional bargaining units (see – [Faculty/AP Agreement](#)). A Federation representative is the individual authorized by the Federation to represent the interests of the employee. He or she shall be permitted to attend meetings with the employee and Management for the purposes of adjusting grievances under Article 24 of the Classified Agreement or Article 25 of the Faculty/AP Agreement when such meetings occur during the employee's regular working hours.

FMS—means the College’s Facilities Management Service that is a centralized, College-wide department that has the responsibility for maintaining a healthy and safe physical environment through its maintenance, custodial, and grounds operations.

Fleet Management—means the College department responsible for the service and management of most of the College’s vehicles.

Human Resources—means the College department that provides services and assistance to employees and managers including but not limited to contract interpretation, grievances, employee relation matters, recruitment, selection process, and performance management.

Incident—means the word typically used by the College for any driving-related problem, including without limitation, a collision, a crash, a wreck, damage to a vehicle, a moving traffic or legal violation, a nonmoving traffic or legal violation, a registration or licensing problem, or a violation of any College policy that has a relationship to driving for the College.

NOTE - A driver may become distracted, get tired, or simply not drive as defensively as he or she should, and may be caught unaware. When this happens, it is not an accident; it is a “preventable” incident. Because a true accident is rare, the word “accident” is not frequently used in the Oregon Driver Manual. In its place are usually found the words: “collision,” “crash,” or “wreck.” Therefore, the College chooses to use the word “incident” in reference to a College driver or vehicle issue

Incident Report—means that if any College vehicle is involved in an incident, regardless of whether there appears to be vehicle damage or personal injury, an Oregon Traffic Accident and Insurance Report (OTAIR) form must be completed and sent immediately to Risk Management.

ODM—means the official Oregon Driver Manual.

ODOT—means the Oregon Department of Transportation.

ORS—means the Oregon Revised Statutes as published by the Oregon Legislative Assembly.

OTAIR— means the Oregon Traffic Accident and Insurance Report that is required by ODOT-DMV after an incident where damage or injury may be estimated to be at or above \$1,500.00.

NOTE – damage estimates are difficult to determine, therefore, **DO NOT SUBMIT COMPLETED OTAIR TO DMV. Submit it immediately to Safety & Risk Services** for facts to be obtained and a determination to be made if a report needs to be filed with DMV. See – *Form 5*.

Personal Vehicle—means an employee’s owned, leased, or rented vehicle. The College assumes no responsibility for an employee’s personal vehicle, even if it is used for College business. This includes any maintenance, repairs or insurance coverage. An employee who uses his or her personal vehicle for College business is not required to attend the Driver Safety Training. See - *Appendix B*.

Risk Management and Risk Manager—a.k.a. [Safety & Risk Services](#) and its manager. This department is designated by amended [PCC Board Policy B507](#) to “*...maintain a high standard of service and accountability through the development and implementation of programs to improve the health, safety, and well-being of the College’s workforce, students, and the community . . . through effective and innovative risk management techniques and practices.*“

Safety & Risk Services—a.k.a. Risk Management; see above definition.

Suspension—means an employee’s College driving privilege is suspended until further notice.

Student—means an individual registered for or attending classes in the College. NOTE – a student is not an authorized driver unless he or she is designated as an employee of the College.

Traffic Violation—means a violation of nearly any rule of the road or driver licensing, registration, or vehicle equipment law, including without limitation, any violation that is associated with an arrest, an incident or accident, a citation, or a nonmoving violation.

Vehicle Packet—means the envelope packet put into the glove compartment of each College vehicle that contains the information and forms for reporting any incident. See – [Form 6](#).

NOTE – contact [Safety & Risk Services](#) to obtain or replace the Vehicle Packet or any of its forms.

VIN—means a Vehicle’s Identification Number, generally located on the driver’s side in the front of the vehicle, and viewable through the lower portion of the front windshield.

PCC EMERGENCY CONTACTS

DISPATCH: NON-EMERGENCY PHONE ----- 971-722-4902
DISPATCH: EMERGENCY PHONE ----- 971-722-4444

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Email: juanita.lognion@pcc.edu

Send completed forms or requests for forms, vehicle packets, or replacement documents to:
Safety & Risk Services, Downtown Center, 2nd Floor; or call 971-722-2809