



Last Name _____ First Name _____

Eligibility Requirements for Authorized Drivers of Nazareth College

All Drivers must:

- Be a current Nazareth student, staff or faculty.
- Be over 18 years old
- Possess a valid NYS class D driver's license or equivalent from other states.
- Complete a valid Driver Safety Course (See **Approved Driver Safety Course** section below).
- Successfully complete the hands-on college van assessment program (for van drivers).
- Have a safe driving history as defined in the **Safe Driving History & MVR Review** section below.
- If deriving the shuttle for Campus Safety, complete an orientation and driving assessment in the Campus Safety shuttle van.

Approved Drivers Safety Course

There are two options available to fulfill the requirement for the Driver Safety Course. Either option can be completed by individuals wanting to drive a college vehicle for Nazareth College:

- United Educators Driver Safety Online Course (Course Number DS-101-H). Nazareth College has a site-wide subscription to United Educators materials and thus this training is available at no charge to current students, staff, and faculty.
- A New York State DMV-Approved Point and Insurance Reduction Program (PIRP) class. These are available at multiple locations and results in an insurance reduction for a period of 3 years. The cost for this training is the responsibility of the individual.

Hands-on Van Assessment Program

The hands-on van assessment program is a training and assessment program designed to familiarize drivers to the college vans, provide best practices, and to evaluate the individual's driving skills on a short route. This program is coordinated by Campus Safety and utilizes in-house trained instructors.

Safe Driving History and MVR Review

Human Resources and Campus Safety work together to determine an employee's or student's safe driving record. Motor Vehicle Records (MVR's) are used to make the determination. MVR's are reviewed upon hire for certain positions. New violations are reported to Nazareth College by the Department of Motor Vehicles (DMV) on an ongoing basis through an automated program.

New York State MVR's are obtained by Campus Safety. Out of state MVR's are to be provided to the Campus Safety Department by the driver, on state letterhead, from their licensing state on an annual basis.

Drivers with licenses from other countries need to obtain a valid NYS driver license to be eligible to become authorized drivers of Nazareth College vehicles.

A safe driving history will **NOT** include any of the following:

- Current suspension or revocation of a driver's license.
- Driving while intoxicated conviction within the last 5 years.
- Driving while impaired conviction within the last 5 years.
- Reckless driving conviction (including but not limited to following too closely or tailgating, erratic lane-changing, racing, or excessive speeds).
- Using a motor vehicle during the commission of a felony conviction.
- Leaving the scene of an accident conviction.
- 3 or more moving violations within the last 3 years.
- 2 or more moving violations within the last year.

NOTE: For existing Authorized Drivers, if any of the above offenses occur, college approved driving privileges will be revoked.

Driver's Responsibilities

Drivers of Nazareth College vehicles are required to:

- Carry a valid driver's license at all times while operating a college vehicle.
- Report any change in safe driving history, per **Safe Driving History and MVR Review**, immediately to Human Resources (for employees) or Campus Safety (for students).
- Wear seat belts at all times and require passengers to wear them. Under no circumstances should the number of passengers exceed the number of seat belts.
- Shall not be under the influence of any controlled substances and/or alcohol while driving.
- Not allow the consumption of alcoholic beverages and/or use of controlled substances in a college vehicle at any time.
- Not smoke or allow passengers to smoke in a college vehicle. This includes electronic/battery powered cigarettes (e-cigs).
- Never transport people not involved in Nazareth's business, such as hitchhikers, family members or friends for unauthorized use.
- Ensure all passengers are in seats designed for such use; never transport any passengers in cargo areas.
- Transport children, for approved use only, in appropriate safety seats as required by NYS regulations.
- Drive in a defensive manner, anticipating situations that may be hazardous.
- No parking:
 - In fire lanes
 - In signed/restricted parking (Accessible Parking, Reserved, No Parking Areas)
 - In areas not intended to be parking spaces
 - Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic, vehicular traffic or emergency services.
 - On sidewalks or ramps.
- Not use ANY electronic devices (cell phones, headsets, etc.) while operating a college vehicle.
- Operate Nazareth college vehicles in accordance with applicable local and federal laws and Nazareth college regulations.
- Be solely responsible for any damages incurred to college-owned vehicles by act of own negligence.

- Be responsible for any tickets (including all fines, fees, and other costs) issued for violations of traffic laws and regulations while operating college-owned vehicles.
- Immediately notify their supervisor/department and Campus Safety if their license is suspended or revoked. If the license is revoked or suspended, operating privileges will be terminated.

If the college vehicle you are driving is involved in an accident:

- Remain at the scene; if possible and get medical attention for those who need it.
 - Stay calm
 - Don't apologize
- Report your accident to the police immediately.
 - Always file a report
- Contact
 - Campus Safety at Nazareth immediately.
 - Your supervisor at Nazareth.
 - Roadside assistance if applicable.
- Identify and record the information for all of the drivers involved in the car accident.

NOTE: The Campus Safety staff will investigate the accident. Upon completion of the investigation appropriate corrective actions will be taken.

❖ Additional Requirements to be an Authorized Unlicensed Off-Road Vehicle Driver:

If operating college owned or rented unlicensed off-road vehicles, e.g., golf carts and utility vehicles for use during special events you must:

Successfully complete the off-road vehicle safety training course

Successfully complete the hands-on college cart safety training program

Sign the Acknowledgment form titled "Unlicensed Off-Road Vehicle Policy and Procedures Acknowledgement Form".

Approved Off-Road Drivers Safety Course

If you will be driving an off-road vehicle for the college, then there is an additional safety training course that must be completed. This course is offered via Moodle by the Campus Safety Department. The course is self-enrollable and titled "Off-Road Vehicle Safety Course".

Hands-on Off-road Vehicle Safety Training Program

Hands-on safety training must be completed prior to becoming an approved off-road vehicle operator AND prior to the event. This hands-on training will be coordinated between the department using the off-road vehicles and Campus Safety. This training will be unique to the operation and use of the off-road vehicles.

As an authorized driver of a Nazareth College owned or leased vehicle, I hereby agree to adhere to all driver responsibility rules and regulations stated in this document. Failure to adhere to these regulations may result in revocation of driving privilege for college owned/leased vehicles or additional sanctions through the student conduct or Human Resources process.

Name: _____
(print)

Signature: _____

Date: _____