

Pensacola Christian College

Vehicle Safety Program

Effective Date: August 2022

Revision Number: 4

PCC is firmly committed to the safety of our employees and accident prevention, and has developed a Vehicle Safety Program for employee use. This program is the minimum standard for **all** work areas while individual work areas may have additional procedures and policies. Work supervisors are not authorized to make exceptions to the Vehicle Safety Guidelines.

Vehicles are provided for official use by employees and others with administrative approval. Most employees use vehicles that are assigned to their department while a few employees have a vehicle assigned to them. All other authorized drivers may check out a vehicle at the Cashier's Office.

The Program consists of the following components:

Driver Qualifications	1
Training.....	2
Commercial Driver License.....	2
Driver Responsibilities.....	2
Defensive Driving	3
Vehicle Maintenance	4
Accident Procedures	4
Golf Cart Use	4
Ball Field Traffic Patterns.....	6
Driver Information	8
Driver Authorization and Disclosure Form	9

Driver Qualifications

Employees must meet these standards to be eligible to drive company-owned vehicles:

Motorized Vehicles:

- Valid driver's license in the U.S. or Canada.
- 18 or older.
- Disclosure of motor vehicle accidents and driving violations within the past 36 months.
- Complete training and approval from direct supervisor.

Golf Carts:

- 16 or older.
- Disclosure of motor vehicle accidents and driving violations within the past 36 months.
- Complete training and approval from direct supervisor.

Management reserves the right to use its discretion in determining an unsatisfactory Self-Disclosure or Motor Vehicle Record (MVR). Traffic violations both during and outside of work may disqualify an employee from driving a company-owned vehicle. Any traffic violations occurring in a company vehicle may result in suspension of driving privileges until retraining has been completed.

Training

Prospective drivers will receive training from their supervisor or his designee. Training will include, but is not limited to, the following:

- How to check a vehicle out from the Cashier's Office or a department's vehicle pool.
- Location of accident information card, insurance information, and vehicle registration.
- Where and how to fuel the vehicle.
- Proper use of safety cones for vehicles equipped with safety cones.
- Proper routes around campus and on ball fields.
- Specific routes employees should follow off campus and when traveling to and from campus facilities.

Prospective drivers will complete a road test conducted by their supervisor or his designee that is specific to the vehicle used and the conditions under which the vehicle is used. The supervisor will observe and determine whether or not a driver handles the vehicle safely and obeys traffic laws, warning signals, and signs. Road tests will be conducted both on and off campus.

Defensive Driver Training is required at the employee's expense for any employee who has 2 vehicle accidents or violations, using a company vehicle, within a 12-month period.

Commercial Driver License

Employees who obtain or maintain a CDL must contact the Transportation Office and complete all necessary testing before driving for the ministry. Employees who have a CDL must have a class A or B license with both passenger and school bus endorsements and maintain an up-to-date DOT physical.

Employees obtaining a CDL for their work responsibilities will be assisted with the cost and maintenance of the CDL. This includes DOT physicals and the CDL portion of a license renewal. Employees who have a CDL whose work responsibilities do not require them to drive commercial vehicles will need to cover the cost of renewals and DOT physicals. DOT physical cards must be kept on the driver at all times.

Driver Responsibilities

As an approved driver, you are expected to understand and comply with the following policies:

- Obey all traffic laws.
- Observe and obey traffic signals and signs.
- Drivers and passengers must use seat belts secured properly at all times.
- Do not use a cell phone while driving. Pull over or use a hands-free device to send a text or take a call.
- Do not allow unauthorized family or friends to ride in company vehicles while on company business on or off campus.
- Use right turns whenever possible on trips to and from campus to PCA, the Print Shop, and other areas.

- Do not make a left-hand turn onto Brent Lane from Horseshoe Court or PCA's main entrance/exit.
- Do not make a left-hand turn from Brent Lane onto "Brent" Lane to access our properties south of Brent. Drivers should make a right-hand turn from Brent and go under the over pass.
- Do not leave a vehicle running and unattended or off with keys in the ignition.
- Orange traffic cones (when provided) are to be placed at the rear of all utility-type vehicles with obstructed views (vans or trucks) when parked.
- When backing a van, pickup, box truck, or any other vehicle in which the driver does not have clear view to the rear, seek the assistance of a passenger. The passenger should be positioned at a safe distance to the rear of the vehicle in mirror view of the driver, and should guide the driver around any hazard in the path of the vehicle.
- Speeding tickets and other traffic related fines are the responsibility of the driver and should be paid immediately. All tickets and fines should be reported in writing to the Safety Office.

Defensive Driving

Good driving practices are a necessity. A simple guide for defensive driving is the IPDE process:

- **Identity:** Look for potential hazards in the path of travel.
 - **When to look** – Defensive drivers are always paying attention.
 - **Where to look** – Defensive drivers look toward their path of travel. This also includes checks to the side and rear-view mirrors to know what is happening all around the vehicle.
 - **How to look** – Aim high in steering. Defensive drivers should look 10-15 seconds ahead for potential hazards they may encounter. Mirrors should be checked every 8-10 seconds.
- **Predict:** Once potential hazards around the vehicle have been identified, a defensive driver should predict what may happen. Good predicting involves:
 - **What is happening?**
 - **What could happen?**
 - **If it happens, how will it change the path ahead?**
- **Decide:** Deciding what to do in any circumstance is important. When driving, the decisions you make can have dire consequences. Drivers typically make three decisions when driving:
 - **Changing speed** – may involve speeding up or slowing down depending on the condition.
 - **Changing direction** – may involve turning onto another street, changing lanes, or simply changing lane position.
 - **Communicating** – There are several ways to communicate. Examples include using vehicle lights, turn signals, horn (to get another driver's attention), eye contact, and lane position.
- **Execute:** In order to avoid conflict, follow through with your decision. Unfortunately, conflict cannot always be avoided; when this happens, a defensive driver looks for the best action to decrease bodily harm and damage.

Vehicle Maintenance

To retain the safety and integrity of company vehicles, PCC provides the necessary resources to ensure all vehicles are operating at their best. All routine motor vehicle maintenance is done according to industry standards.

Vehicle Repair Request forms should be used when you encounter a problem with a vehicle. The forms are located in your office area or at the counter in the Cashier's Office. Any safety issue should immediately be documented on the Vehicle Repair Request form and reported to the Auto Shop by e-mail or phone. Critical components that must always be maintained and promptly repaired are brakes, tires, suspension, steering, lights, mirrors, windows, and windshield wipers.

Make sure to report any potential safety issues to your supervisor or the Cashier's Office to ensure that the vehicle is not used until it can be evaluated by the Auto Shop.

Accident Procedures

When an accident occurs, **call Safety and Security** (850-479-6595) to assist you at the scene of the accident. In addition, remember the following:

- Take necessary steps to protect the lives of yourself and others.
 - Follow emergency instructions in the glove compartment.
 - Move the vehicle to the side of the road if it safe to do so.
 - Comply with law enforcement instructions.
 - Do not assume or admit fault—liability and negligence will be determined after a thorough investigation. Any communication with the other party involving fault or liability is to be handled by Director of Safety or the Chief of Safety and Security personnel.
 - Report the accident to your supervisor and fill out PCC's incident report as soon as possible (incident reports must be completed within 24 hours of the accident).
- a) Incident reports are presented to the College Safety Committee. Employees found at fault may be financially responsible for damage to company property and vehicles. These monetary damages will never exceed \$500 and are applied according to the standards of the Fair Labor Standards Act.

Golf Cart Use

As an approved driver, you are expected to understand and comply with the following policies:

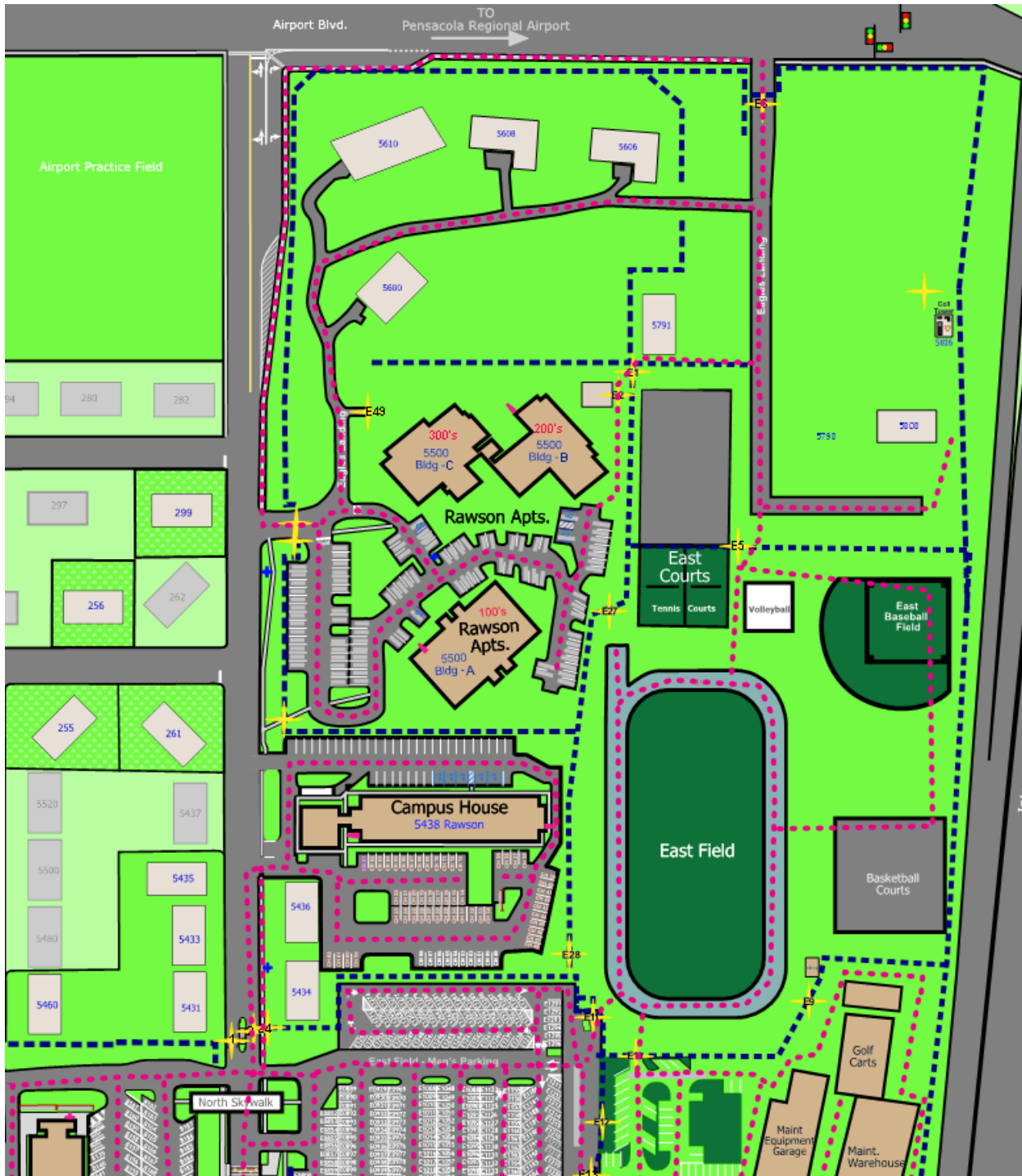
- The driver and one passenger are permitted to sit in the front seat of the golf cart. If the cart has a rear seat, two additional passengers are permitted.
- Never attempt to exit the golf cart while it is moving.
- Occupants must remain seated.
- Keep feet on the floor of golf cart while the cart is in motion.
- Use golf carts with cargo beds to transport boxes and other items.
- Observe traffic markings, signs, and rules of the road.
- Do not drive golf carts on public roads.
- Cross public right of way only at designated golf cart crossings.
- Do not drive golf carts over curbs or on campus sidewalks unless prior authorization has been given.
 - If the golf cart has equipment or is required for work that needs to be done on a patio or sidewalk, then the cart should only be in the area that it is needed.
 - The cart should not be driven in that area during class changes or when there is pedestrian traffic.

NOTE: Convenience is not a reason to drive a golf cart in an unapproved area.

- Do not use the golf cart to force open gates or race other golf carts.
- Do not park in visitor or reserved spaces, the interior curb of the Campanile, or by curbs marked “No Parking.”
- Bring the cart to a complete stop before shifting from forward to reverse or reverse to forward.
- Never use the gas pedal to release the parking brake. Using the gas pedal will cause the parking brake to stop working.
- Never leave the golf cart key unsupervised or in a compartment in the golf cart.
- Golf carts used after dusk must have their lights on. Golf carts without lights may not be used after dusk.
- Golf carts are not toys and should be driven responsibly. Misuse of golf carts can cause serious harm.
- Pay attention when driving behind parked vehicles. Drivers may not be able to see the golf cart when pulling out of a parking space.
- Do not socialize with pedestrians when driving.

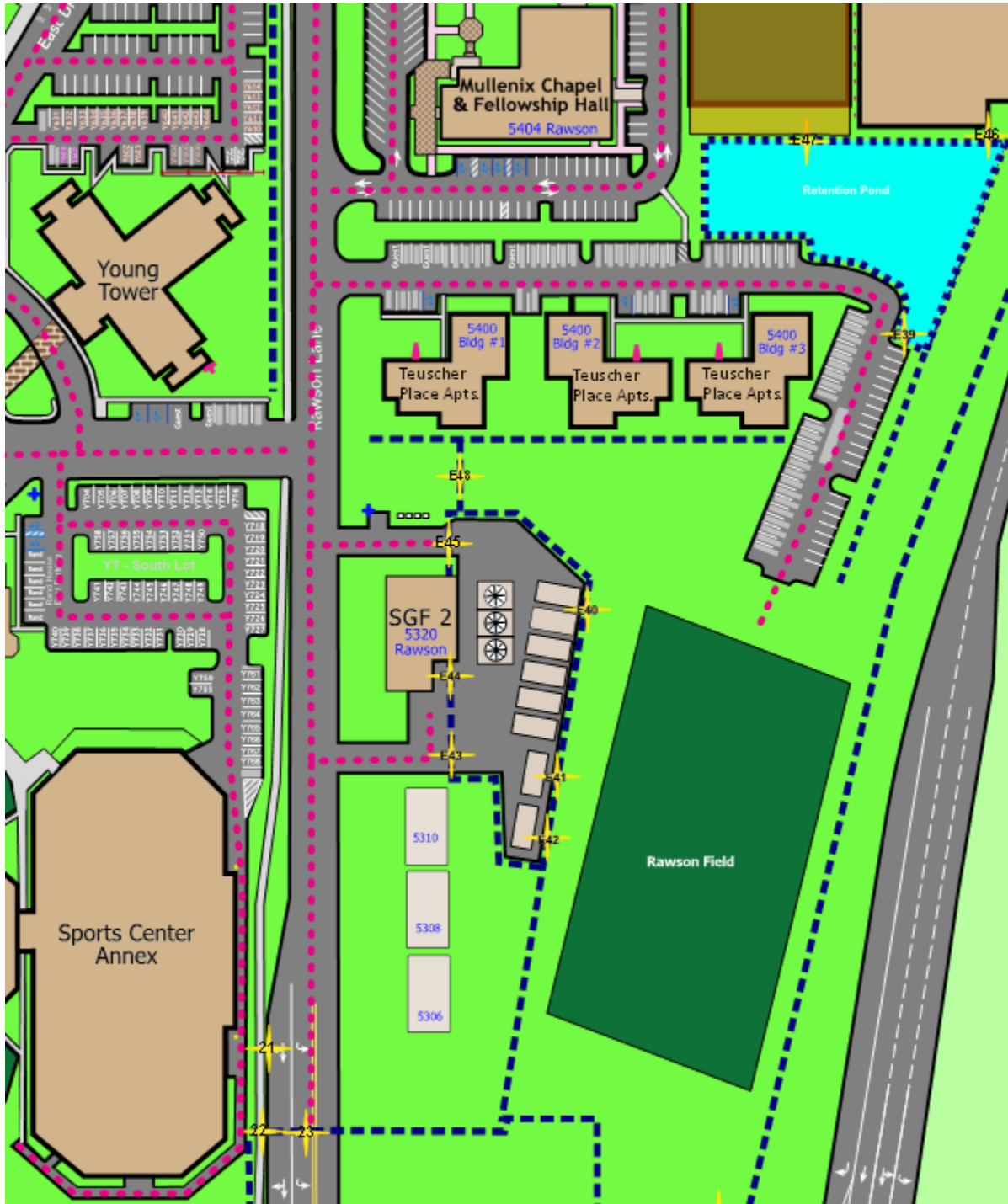
Approved Routes

Approved Golf Cart Routes Marked in Red



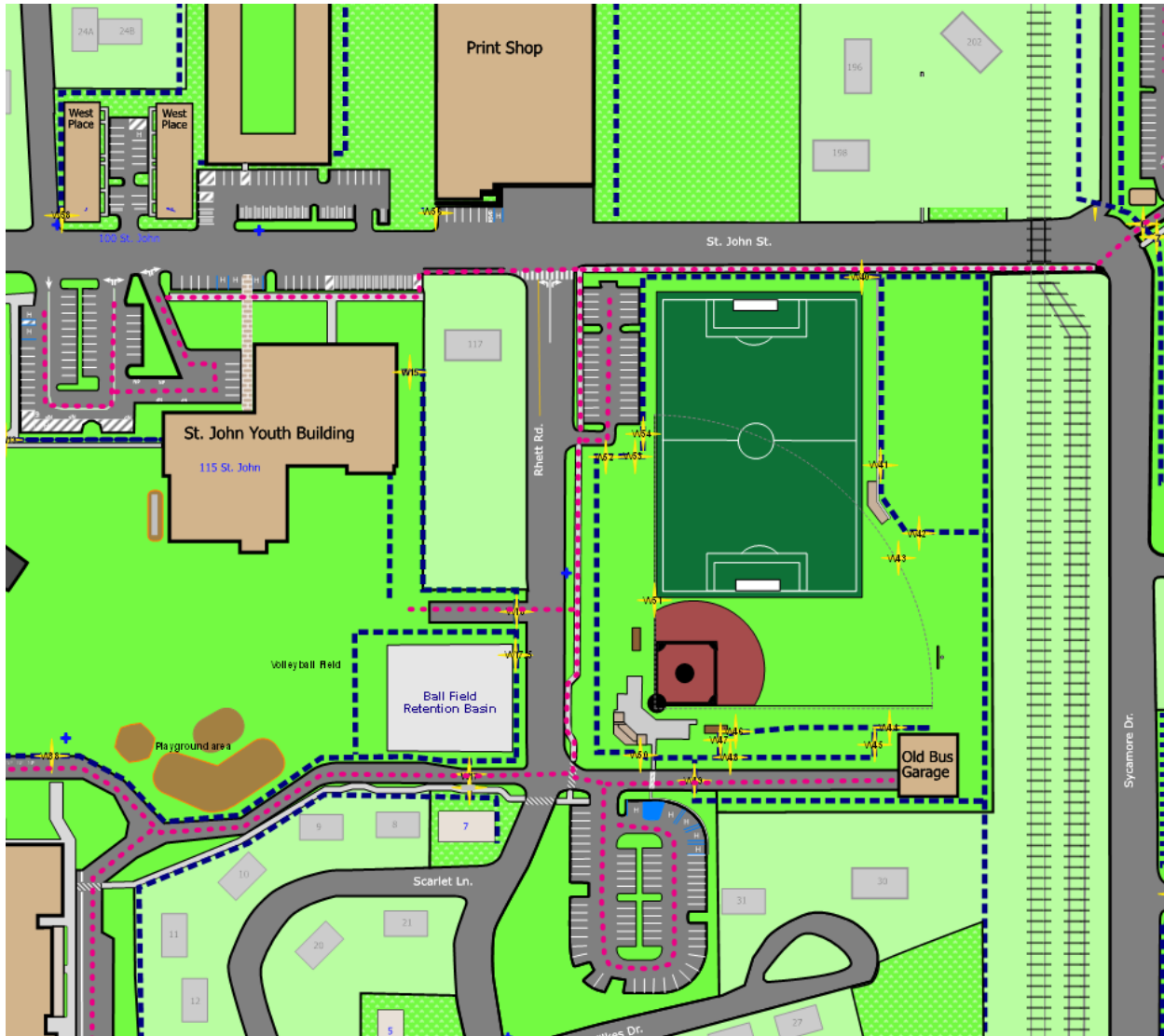
Approved Routes

Approved Golf Cart Routes Marked in Red



Approved Routes

Approved Golf Cart Routes Marked in Red



The following information must be provided to the area supervisor:

This information will be kept in the department's Approved Driver Excel sheet.

Department: _____

License # _____

Employee: _____

Expiration Date: _____

Date of Birth: _____

State Issued: _____

The above-named employee has passed a road test for the following vehicle(s) or equipment:

- | | | | | |
|---|---|---------------------------------------|--|--|
| <input type="checkbox"/> Car or Mini-Van | <input type="checkbox"/> Straight Truck | <input type="checkbox"/> Lull/RTFL | <input type="checkbox"/> Skid-steer | <input type="checkbox"/> Tractor/bush hog |
| <input type="checkbox"/> Pick Up or Van | <input type="checkbox"/> Straight Truck (CDL) | <input type="checkbox"/> Scissor Lift | <input type="checkbox"/> Front End Loader | <input type="checkbox"/> Tractor/implement |
| <input type="checkbox"/> Box Truck | <input type="checkbox"/> Garbage Truck (CDL) | <input type="checkbox"/> Boom Lift | <input type="checkbox"/> Georgia Buggy | <input type="checkbox"/> Zero Turn Mower |
| <input type="checkbox"/> 15-Passenger Van | <input type="checkbox"/> School Bus (CDL) | <input type="checkbox"/> 110' Lift | <input type="checkbox"/> Forklift-seated | <input type="checkbox"/> Stand On Mower |
| <input type="checkbox"/> Golf Cart | <input type="checkbox"/> Bucket Truck | <input type="checkbox"/> Denka Lift | <input type="checkbox"/> Forklift-stand up | <input type="checkbox"/> Chipper |
| <input type="checkbox"/> Other _____ | | | | |

The form on the next page must be printed, signed, and given to the area supervisor.

Driver Authorization and Disclosure Form

All drivers must disclose motor vehicle accidents and driving violations within the past 36 months. A Motor Vehicle Record (MVR) will be obtained annually for bus drivers and may be obtained at any time for other drivers at the discretion of the employer.

I have read and understand the Vehicle Safety Program and agree to abide by its guidelines. I authorize Pensacola Christian College to obtain my driver's license information and motor vehicle record from any state or jurisdiction in which I have been licensed to drive motor vehicles and to share this information with the appropriate officials.

Driver's Name (printed)

Driver's Signature

Date