



Lansing Community College Driving Policy

Summary of Driving Requirements

1. Driver must have a driver's license that is valid in Michigan.
2. Driver must be an LCC employee and should be at least 21 years old. (If under 21, an employee may be required to drive as a condition of employment.) Students are not allowed to drive vehicles owned, leased, or rented by the College.
3. The EMSS Department must perform a driver's record check for anyone authorized to drive an LCC-owned, leased, or rented vehicle. The Driver's Record Request form will be used to collect the information necessary to perform these checks.
4. Driver must read and sign the Vehicle Use Agreement, and verify that he/she is in compliance with Lansing Community College policies and procedures.
5. Driver must report to department supervisor any violations that disqualify him/her as a designated driver.
6. Driver must successfully complete the appropriate 15-passenger van training or have a Commercial Driver's License (CDL) before driving a 15-passenger van. See Safety and Operation of 15-Passenger Vans document.
7. All Lansing Community College vehicles must pass an annual safety inspection performed by a qualified inspector; these inspections must be documented. The College Safety Officer is responsible for this program of annual safety inspections and documentation. The EMSS Department is responsible for all maintenance of the vehicles.
8. Unless previously authorized, employees may not take College vehicles to their home.
9. College vehicles are not to be used for personal business.
10. In academic programs where students are required to drive a College vehicle (e.g. TDT, Fire Academy) they will be under the continuous supervision of a College faculty member or authorized College employee. Students must have a faculty member or authorized College employee in the vehicle with them when doing training exercises.

LANSING COMMUNITY COLLEGE / DEPARTMENT OF PUBLIC SAFETY

REGULATIONS & REQUIREMENTS FOR DRIVING COLLEGE-OWNED VEHICLES

I. DRIVER ELIGIBILITY

Before driving a College-owned vehicle, the following requirements must be met:

- a. Must be an employee of the College.
- b. A NEW DRIVER RECORD REQUEST FORM must be completed.
- c. Your driving record must be obtained by the College. Anyone with 6 or more points, or has a serious violation, will not be allowed to drive a College-owned vehicle.
- d. The prospective driver has no physical or mental impairment likely to interfere with safe operation of a motor vehicle.

II. REQUIRED SAFE DRIVING GUIDELINES

a. Backing:

Practically all backing accidents are preventable. A driver is not relieved of their responsibility to back safely when someone is directing the movement of the vehicle. The driver must check all clearances themselves.

b. Defensive Driving:

A defensive driver commits no driving errors themselves and makes allowances for the lack of skill or improper driving of the other person. As a defensive driver, they know when it is necessary to slow down, stop or yield their right of way to avoid an accident.

c. Fixed Object:

Collisions with fixed objects are ALWAYS preventable and chargeable.

d. Front-End Collisions:

Regardless of the abrupt or unexpected stop of the driver ahead, an accident can be prevented by keeping a safe following distance at all times.

e. Intersections:

It is the responsibility of College drivers to approach, enter, and cross intersections prepared to avoid accidents which might occur through the actions of other drivers.

f. Lane Encroachment:

Drivers should yield to other vehicles when confronted with squeeze plays causing involvements with parked vehicles, pillars, and other road structures.

REQUIRED SAFE DRIVING GUIDELINES – (Continued)

g. Parking:

Roll-away accidents from a parked position would always be classified as preventable and chargeable unless a proven undetectable, mechanical defect is found in the vehicle as the cause.

h. Passing:

Passing is voluntary and the driver's responsibility. Failure to pass safely indicates faulty judgment and failure to consider all the possibilities before attempting to pass.

i. Private Property:

When a driver is expected to make deliveries at unusual locations, construction sites, etc., it is their responsibility to obtain permission prior to entering the area.

j. Pushing and Towing:

Pushing and towing should never be resorted to except in cases of strict emergency. Never attempt to start any vehicle by having it towed. Do not try to push-start any vehicle. Do not give someone else a push; if the vehicle you are "helping" is involved in an accident, a lawsuit could result.

k. Rear-End Collision:

A driver should signal their intentions and slow down gradually in an effort to avoid rear-end collisions. Rear-end accidents, where you hit the vehicle in front of you, are always chargeable and result in liability on your part.

l. Seat and Shoulder Belts:

Use seat and shoulder belts every time, regardless of the length of the trip. In some states, legislation has been construed by the courts to imply that non-usage may be contributory negligence in an accident.

m. Speeding:

It is the driver's responsibility to have a good knowledge of the speed limit and other motor laws, and to observe them fully. No assignment can excuse the operation of your vehicle in an unsafe manner.

n. Turning:

U-Turns should never be attempted under any circumstances. U-Turns by College drivers, which result in a collision, will be classified preventable and are chargeable accidents.

REQUIRED SAFE DRIVING GUIDELINES – (Continued)

o. Weather:

Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, fog, sleet, or icy pavement have never caused an accident. These conditions merely increase the hazards of driving.