

## Authorized Driver Policy

Revised: 6-2025

### **I. Purpose**

This policy identifies the requirements for students, faculty, staff or authorized volunteers of Fort Lewis College to drive a Fort Lewis College, rental or personal vehicle for College business.

Drivers must be at least 21 years of age to drive off campus, students under the age of 21 may be allowed to drive on campus only so long as they have a clean driving record (no violations).

### **II. Conditions**

Vehicles are not to be operated unless in safe operating condition. Drivers must be physically and mentally able to drive safely. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions. Respect the rights of other drivers and pedestrians. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle owned by, or when utilizing non-owned vehicles on behalf of Fort Lewis College. Drivers are prohibited from using a cell phone while operating a vehicle on College business.

### **III. Accidents**

All accidents involving a College vehicle are to be reported immediately to the Risk Management and Environmental Health & Safety office and driver's supervisor. All accidents involving a College Authorized Driver (including rental or personal vehicles being used for College business) must also be reported to the Risk Management/Environmental Health & Safety Office and driver's supervisor as the accident may require the review of the driver's eligibility pursuant to the Motor Vehicle Record standards. All accidents will be reviewed and a determination made as either preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

### **IV. Motor Vehicle Record Standards**

Motor Vehicle Records (MVR) will be checked periodically and at a minimum annually on all authorized drivers. Refusal to submit the necessary information for a MVR check will result in the revocation of Authorized Driver status. The MVR will be reviewed to ascertain that the driver holds a valid license and their driving record is within the parameters set by this policy and the College's insurance carrier. Drivers must notify their supervisor and Risk Management/Environmental Health & Safety of any traffic violations and/or traffic convictions. MVR checks which reveal the following will revoke authorized driver status and will disqualify the employee from driving company operated vehicles including non-owned vehicles while on College business.

- Three (3) or more traffic violations and/or at fault accidents over a three (3) year period, or
- One or more of the following type of serious traffic convictions within the past five (5) years:
  - Alcohol and/or drug related driving offense
  - Refusal to submit to a Blood Alcohol Content (BAC) test

- Failure to stop/report an accident and leaving the scene of an accident as defined by state laws
- Conviction for homicide, manslaughter, or assault arising out of the use of a vehicle
- Suspension, revocation, or administrative restriction of driver's license within the last three years
- Conviction for reckless driving
- Two (2) or more convictions for careless driving
- Racing
- Passing a stopped school bus
- Possession of a controlled substance
- Making a false accident report
- Three or more "College vehicle" physical damage claims in any twelve-month period
- Two (2) or more Speeding (10-19 MPH over posted speed limit)
- Speeding (20+ MPH over posted speed limit)
- Conviction for attempting to elude a police officer

#### **V. Vehicle Usage Requirements**

- All drivers must adhere to the College Vehicle Policy, Distracted Driver Policy, Driving Vehicles on Campus Sidewalks and Fire Lanes, Campus Vehicles
- and any other applicable policies.