

**Johnson County Community College
Mission Continuity & Risk Management**

Approved College Driver Standard Operating Procedure (SOP)

Purpose

Individuals who drive on behalf of the college must verify on an annual basis that they possess a valid driver's license and possess an acceptable MVR (motor vehicle record).

Scope

This SOP is applicable to all individuals that will be driving a motorized vehicle or piece of equipment on behalf of the college. These individuals include employees, volunteers and student employees who have been granted prior approval to drive in connection with their employment or service to the College. Students are not allowed to drive a vehicle on behalf of JCCC. However, student employees may drive on behalf of JCCC, but only within the scope of their employment.

Procedure

1. Verification of driver's license and MVR

- a. Currently, JCCC utilizes the services of a third party vendor, to process the initial and subsequent annual verification of driver's license and MVR information.
 - i. Prior to driving a vehicle on behalf of the College, individuals must verify that they have a valid driver's license issued within the United States and they possess an acceptable MVR.
 - ii. Subsequently, individuals will annually verify that they possess a valid driver's license that is issued within the United States and they possess an acceptable MVR.
 - iii. Violations that may disqualify an individual from being an approved driver include, but are not limited to:
 1. Currently suspended license for any reason,
 2. Driving under the influence (DUI), Driving while intoxicated (DWI), Chemical Test Failure or similar citation within the past three years,
 3. More than three moving violations within the past three years.
 - iv. Individuals are to promptly notify their supervisor and the Office of Mission Continuity & Risk Management if their MVR should change to include any of the above violations and/or other violations or circumstances that might affect the validity of their driver's license, their MVR or ability to safely operate a vehicle.

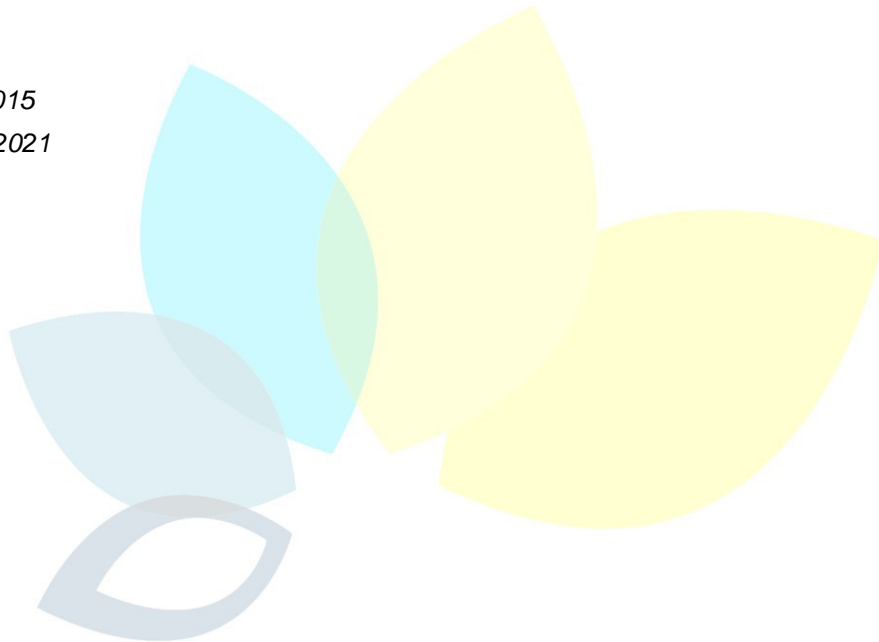
2. Driver responsibilities

- a. Individuals who drive on behalf of the college are to abide by the following rules. Also see Vehicle Use SOP.
 - i. Only use college owned, rented, leased vehicles for authorized, work related activities.
 - ii. Obey all traffic laws and regulations. If an individual receives a citation, they alone are responsible for the payment of any fines. The college does not reimburse for moving violations or parking violations.
 - iii. Refrain from using cell phones and other electronic devices while driving.
 - iv. Ensure that they and all passengers are buckled up when the vehicle is moving.
 - v. Promptly report to JCCC Police Department any incidents/accidents that occur, or any vehicle damage sustained with the college vehicle is in their possession.

- b. Failure on the part of the individual to follow these rules may lead to disciplinary actions, up to and including termination.
 - c. In addition to the above verification of driver's license and MVR, individuals who drive larger vans (owned, rented or borrowed by JCCC) on behalf of the college must successfully complete "Defensive Driver: 15 Passenger Van Safety" training. Please contact Insurance & Risk Management for access to this on-line training.
 - d. Van driver safety training does not need to be repeated unless deemed necessary by the Office of Mission Continuity & Risk Management.
 - e. Individuals who drive their personal vehicle on college business should remember that their auto insurance is always primary coverage. JCCC's auto insurance is a secondary coverage for auto liability only (not physical damage).
3. Additional vehicle reservation processes and procedures can be seen at [Reserving or Using a College Vehicle for Business Travel](#).

Approved: 02/26/2015

Revised February 2021



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