

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

Procedure 319.1: Operation of State-Owned, A-B Tech owned and Leased Vehicles Procedure

Scope: This procedure applies to all A-B Tech employees who operate state-owned, A-B Tech owned or Leased vehicles regardless of employment status or type.

Purpose: To promote motor vehicle safety by establishing driver qualification criteria and ensuring that all College employees operating state-owned vehicles are adequately trained in all aspects of motor vehicle safety.

This Procedure establishes the requirements for each department head to oversee safe operation of state-owned vehicles.

* 1. Confirming possession of an operator’s license.
     1. All drivers regardless of whether they are regular or occasional shall possess a valid North Carolina driver’s license in accordance with North Carolina law with regard to residency or valid driver’s license in their state of residency if they are not North Carolina residents. All drivers must provide a copy of their Driver’s License to the Chief of Police. The Police Chief shall send a current copy of each employee’s driver’s license to our Insurance Company.
     2. In the event that the license is restricted, revoked or suspended in any way, the employee who drives College vehicles shall notify the Chief of Police of the change in status within three business days.
     3. Employees requesting rental of a motor fleet vehicle shall provide the Chief of Police with a copy of their current driver’s license in accordance with the state of their residency requirements.
  2. Conducting motor vehicle record reviews.
     1. A motor vehicle record (MVR) review shall be requested by the Chief of Police for every driver before they are allowed to drive a vehicle. The College’s Insurance Company runs the reviews. The Chief of Police is informed whether they can drive or not due to items on the review. No other information is given to A-B Tech.
     2. All employees who operate a state-owned/A-B Tech owned or Leased vehicle as part of their duties, without regard to their status shall report to their department head when they have any motor vehicle violation within three business days.
     3. Employees who are deemed to have an unsatisfactory driving record cannot operate state-owned vehicles/A-B Tech owned or leased vehicles. For this policy, an employee having no statutory or major violations within the past three years is considered to have a satisfactory driving record.
        1. Statutory Violations such as the following:
           + Operating an uninsured vehicle.
           + Using a fictitious registration plate or driver’s license.
           + Driving while license is suspended.
        2. Major Violations such as the following:
           + Repeated speeding and other violations resulting in an accumulation of eight points during a three-year period.
           + Driving while impaired.
           + Careless or reckless driving that results in bodily injury or property damage.
           + Hit and run.
           + Negligent vehicular homicide.
  3. Ensuring training of affected employees:

The training of employees who operate state-owned/A-B Tech owned or Leased vehicles are outlined by the following three parameters:

* + 1. Drivers shall complete two courses offered on Learner Web called “Defensive Driving” and “Distracted Driving”. Driver will forward the completed certificates to A-B Tech Police Dispatch along with a copy of their Driver’s License.
    2. Drivers who operate the Mini-Bus will take a special training course offered by A-B Tech Police.
  1. Other Applicable Requirements:

Drivers of state-owned vehicles shall also meet the following requirements:

* + 1. All accidents involving state-owned vehicles shall be reported to their Supervisor and the Associate Director, Safety and Facilities Support. If any injury occurs or if damage to the vehicle, it shall be reported to A-B Tech Police or the appropriate law enforcement agency immediately.
    2. Seatbelt use is required in all vehicles.
    3. Smoking is not allowed in any vehicles.
    4. No one except the licensed driver and other A-B Tech employees shall operate college vehicles.
    5. State-owned/A-B Tech owned/ or Leased vehicles shall be operated in accordance with all North Carolina rules and regulations as well as A-B Tech Policies.

Scope: This procedure applies to all A-B Tech employees who operate state-owned, A-B Tech owned or Leased vehicles regardless of employment status or type.

Owner: Vice President of Operations/CIO

Pursuant to Board policy, Chapter 300, Policy 319, supports and encourages the appropriate use of College resources.

Related Links:[NC DOA Motor Fleet Management Regulations](https://view.officeapps.live.com/op/view.aspx?src=https%3A//files.nc.gov/ncdoa/documents/files/2017-MFM-Regulations-Manual_0-2_1.docx&wdOrigin=BROWSELINK)

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