

Southwest Texas College Fleet Driving Policy

1. Purpose

This policy provides guidelines for the safe and responsible use of college vehicles by authorized personnel. It aims to ensure the safety of drivers, passengers, pedestrians, and other road users, and to maintain the college fleet's integrity.

2. Scope

This policy applies to all employees, faculty, staff, students, and any other individuals authorized to drive college-owned or leased vehicles.

3. Driver Eligibility

To be eligible to operate a college vehicle, drivers must meet the following criteria:

- Be at least 18 years of age.
- Hold a valid driver's license appropriate for the type of vehicle to be driven.
- Complete and pass a motor vehicle record (MVR) check.
- Complete any mandatory driving training required by the college.
- Have no history of DUI/DWI or reckless driving within the last five years.

4. Vehicle Use

- College vehicles may only be used for official college business.
- Personal use of college vehicles is prohibited.
- Drivers must adhere to all local, state, and federal traffic laws while operating a college vehicle.
- Using seat belts is mandatory for all occupants.
- The practice of a 'pre-safety' check is encouraged. Please check mirrors and windshield wipers.
- The use of electronic devices (e.g., cell phones, tablets) is prohibited while the vehicle is in motion unless operated hands-free.

- **Texting or typing on any mobile device** (including smartphones, tablets, or other electronic devices) while driving is strictly prohibited. This includes sending or reading text messages, emails, or using social media apps.
- Or if you're seeking **help**, use the phone number on the back of your Texas Driver's License.
- Drivers are responsible for checking the condition of the vehicle before and after use, reporting any damage or issues to **Transportation Coordinator Julio Castro 830.279.1863 or Jeanette Saucedo, Executive Assistant to the VP of Administrative Services 830.591.6782** immediately.

5. Fueling and Maintenance

- Drivers should ensure that the vehicle is adequately fueled before use.
- Regular maintenance (oil changes, tire checks, etc.) should be conducted by authorized personnel.
- In the case of a blowout or dead battery, please utilize Google Roadside Assistance near me.
- In case of a breakdown or mechanical issue, drivers must contact SWTXC personnel immediately. **Transportation Coordinator Julio Castro 830.279.1863 or Jeanette Saucedo, Executive Assistant to the VP of Administrative Services 830.591.6782**

6. Accidents and Incidents

- In the event of an accident, the driver must:
 - Stop immediately and ensure the safety of all involved.
 - Contact the police and file an official accident report.
 - Notify the college' and provide a written accident report within 24 hours.
- Any incident involving a college vehicle must be reported, regardless of severity.

7. Alcohol and Drug Policy

- The use of alcohol, illegal drugs, or any substance that impairs driving ability is strictly prohibited.
- Any driver suspected of operating a college vehicle under the influence will be subject to disciplinary action, including possible termination.

8. GPS Tracking and Monitoring

- College vehicles are equipped with **GPS tracking devices** that monitor vehicle location and driver behavior, including excessive speeding, sudden braking, and unauthorized detours.
- If excessive speeding or unsafe driving practices are detected through the GPS system, the driver will be notified and may be subject to disciplinary action, including the loss of driving privileges.

9. Driver Responsibility

- Drivers are responsible for the vehicle's condition, ensuring it is clean and free of personal belongings after use.
- Unauthorized passengers are not allowed in college vehicles.
- All traffic violations or fines incurred while operating a college vehicle are the responsibility of the driver.

10. Penalties for Non-Compliance

Failure to comply with this policy may result in:

- Suspension or revocation of driving privileges.
- Disciplinary action up to and including termination of employment.
- Financial responsibility for damages caused by negligence.

11. Review and Amendments

This policy will be reviewed annually and amended as necessary to ensure compliance with state and federal regulations.

Acknowledgment of Fleet Driving Policy

I have read and understood the College Fleet Driving Policy. I agree to comply with the rules and regulations stated within.

Name: _____

Signature: _____

Date: _____

Transportation Coordinator Julio Castro

830.279.1863

Jeanette Saucedo, Executive Assistant to the VP of Administrative Services

830.591.6782

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