Minnesota State Colleges & Universities
Vehicle Fleet Safety Program

- A safety and insurance (risk management) program.

- Program was promulgated by the Risk Management Division of the Department of Administration last summer.

- Parameters have been discussed at MnSCU-wide meetings of Chief Finance and Facilities Officers, Chief Academic and Student Affairs Officers, Chief HR Officers, IFO M&C, MSCF M&C, and both student organizations general meetings. Other state agencies have discussed with their AFSCME and MAPE employees.

- A MnSCU Technical Advisory Committee has been established with broad representation from colleges and universities; OOC Labor Relations and Department of Administration, Risk Management staff are ad hoc members. The charge of the committee is to guide the implementation and manage operational issues.

- The major provisions and implementation timeline:

a. Require Motor Vehicle Use Agreement for all drivers **(Attachment A)** b. Annual Motor Vehicle Record Check for those driving on MnSCU business **(Attachment B)** c. Affects state owned, leased, or rented vehicles; and use of private vehicles

Summer/Fall 2008 – begin requesting Vehicle Use Permits of all **students** that have been identified as potential drivers and verify eligibility status.
January 1, 2009 – begin requesting Vehicle Use Permits of **staff** that have been identified as drivers; conduct checks of Motor Vehicle Records (MVRs).
July 1, 2009 – begin requesting Vehicle Use Permits of **faculty** that have been identified as drivers; conduct checks of MVRs.

Staff is currently meeting with HR and IT to standardize and streamline the process of filling out the VUA and checking MVRs.

d. Behind the Wheel training for High Occupancy Van drivers e. Behind the Wheel training for towing trailers

Development of this training is continuing. It may not be available for roll-out to students until Spring Semester 2009. Staff and faculty would then be next in line for training.

f. No one under the age of 21 may drive out of state on MnSCU business g. No towing by vans permitted

These last two points (f. and g.) are still under discussion with the Department of Administration. While MnSCU will eliminate as much of these activities as possible, until practical and affordable alternatives can be determined, these practices may continue with careful consideration.

May 27, 2008

Attachment A

Minnesota State Colleges and Universities

STUDENT - Vehicle Use Agreement

☐ Original Agreement or ☐ Update to Existing Agreement

The information you are being asked to provide will be used by Minnesota State Colleges & Universities personnel to determine your qualification to drive vehicles on college/university business or activities. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on college/university business or activities.

The information on this form will be accessible to your supervisor, state risk management and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form shall be returned to the individual designated on your campus. Be advised that processing and approval may take 7 to 10 working days. Vehicles may not be driven until you are notified of approval.

College/University: _____ **Campus**: _____

Department/Division: _____ **Dept Contact**: _____

Drivers Name: Last: _____ **First:** _____ **Middle:** _____

Driver's Phone #: _____-_____-_____ (Circle: home / work / mobile)

Driver's E-mail: _____ (Circle: home or work)

Status: ☐ Staff/Faculty ☐ Student ☐ Other (specify)_____

Age: ☐ Younger than 18 ☐ 18 to 20 ☐ 21 or over

Drivers License Number: _____ **Issued by the State of** _____

Date of Birth: _____

Driver's License Expiration Date: _____ **Drivers License Class:** _____

Years of US or Canada Driving Experience:

☐ Less than 2 yrs ☐ 2 to 5 yrs ☐ More than 5 yrs

Attachment A

Student Drivers' Responsibilities:

Driver agrees to:

1. Complete and sign this Vehicle Use Agreement and consent form for Motor Vehicle Records checks.
2. Have a valid drivers license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college or university regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players or other distracting activities while driving. Also be aware that radios, CD players and other devices can be distracting and should be limited while driving. Cell phones should never be utilized by the driver when the vehicle is in motion.
13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities, including the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the MnSCU Risk Management department in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college/university business and activities.

_____ _____

Applicant's Signature ***Date***

_____ _____

Dept Contact Signature (as applicable) ***Date***

Attachment B

Minnesota State Colleges & Universities

Fleet Safety Motor Vehicle Records (MVR) Check Procedure

- Vehicle Use Agreements must be completed and on file for everyone driving on MnSCU business, whether they use their personal vehicle or a fleet vehicle.

- The agreements should be maintained on campus at an appropriate central location.

- A previously identified employee at the campus central location will fill out the MVR spreadsheet, listing the names they received daily and submit it to either Dave Agren or Carol Morgan in the Risk Management Division. (david.agren@state.mn.us or carol.morgan@state.mn.us) **(These are the onl y 2 people that will view MVRs)**

See Exhibit 1 for the MVR spreadsheet format to be submitted to RMD

- Within 5 business days RMD will return a list of eligible drivers, based on the criteria established by the Dept. Administration's Risk Management Division (see Exhibit 2), to the campus contact.

- Dave Agren, RMD, will personally talk to the department contact regarding anyone that falls within the conditional guidelines.
    - The only information that will be on file on the campuses is the VUA & and list of eligible drivers.

If an individual is not on the eligible dri ver list, according to the criteria established by the Risk Management Divi sion (Exhibit 2), it will be their responsibility to obtain a copy of their motor ve hicle record and resolve any outstanding issues. Once reso lved they can sh ow their advisor, supervisor, etc. an updated copy of their MVR for verificat ion. Then they can be added to the eligible list.

Campuses will have electronic copies, for printing purposes, of the VUA and eligibility guidelines that can be posted. This process should be followed annually for returning drivers and each time a new driver is requesting a vehicle.

Minnesota State Colleges & Universities Exhibit 1
Fleet Safety Program

Motor Vehicle Records Check Format

The format is an Excel Spreadsheet with the following components:

License Number: **Letter plus 12 numeric characters**
Driver's Name: **Last Name (space) First Name (space) Middle Name or Initial**
Date of Birth: **MMDDYYYY (total of 8 characters)**

Example:

G123456789632 Joiner Keswic 05212008

MVR DATA

License Number	Last Name	First Name	Middle Name/Initial	Date of Birth
G12345678912	Joiner	Keswic		5/21/2008