



Vehicle Use and Reporting Vehicle Incidents/Accidents

1. PURPOSE

This procedure establishes the guidelines for vehicle use and reporting vehicle incidents or accidents at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure is applicable to all employees who request vehicle use, are operating or are present during vehicle operations.

3. ASSOCIATED POLICIES AND DOCUMENTS

- 3.1 CLDR-1310: Policy Review Schedule
- 3.2 NPRC-5405: College-Owned Vehicle Usage and Risk Management
- 3.3 AGMT-5405-01: Vehicle Use Agreement
- 3.4 FORM-5405-01: Driver’s Trip Inspection
- 3.5 FORM-5405-02: Periodic Vehicle Inspection
- 3.6 FORM-5405-03: Vehicle Mileage and Use Log
- 3.7 FORM-5405-04: Motor Vehicle Incident/Accident Report
- 3.8 NPRC-2120: Corrective Action

4. DEFINITIONS

- 4.1 Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.
- 4.2 An Authorized Driver is an employee who has accepted and signed a vehicle use agreement annually, maintains an acceptable driving record, per insurance-provider standards, and valid driver’s license.
- 4.3 Primary Driver is an authorized driver listed on the insurance-provider declaration page(s) and has had a motor vehicle report (MVR) completed by insurance-provider.
- 4.4 Student is any individual enrolled in any courses(s) of instruction offered by NPRC.

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

- 5.1 All authorized drivers must receive approval from their divisional Vice President for vehicle use and submit the designated email template for vehicle reservation to the divisional Administrative Assistant.
- 5.2 The authorized driver's divisional Administrative Assistant will reserve the vehicle, and a calendar invite will be sent to the employee who requested the reservation.
 - 5.2.1 If the vehicle is not available, the Administrative Assistant will notify the employee immediately.
- 5.3 The authorized driver is responsible for arranging the pick-up location, if outside of NPRC Warren Administrative Center.
 - 5.3.1 The pick-up location is where the authorized driver will receive the vehicle key, specific vehicle binder, and designated College-Issued Credit Card.
- 5.4 The authorized driver must complete FORM-5405-01: Driver's Trip Inspection.
 - 5.4.1 FORM-5405-01: Driver's Trip Inspection is a continual vehicle inspection form to be completed prior to and after vehicle operation.
 - 5.4.2 If there are vehicle operational concerns, the authorized driver must immediately notify the Director of Information Technology, Safety, and Facilities, the Administrative Assistant to the Vice President of Finance and Operations, or designee.
- 5.5 The authorized driver must complete FORM-5405-03: Vehicle Milage Log and Use including the date of trip, authorized driver, purpose of the trip, odometer start and end, total miles per trip, vehicle key number, and acknowledgement.
 - 5.5.1 The acknowledgement is the authorized driver's confirmation that the information documented with their trip is accurate.
- 5.6 The authorized driver is required to fill the vehicle with the appropriate type of fuel allowable for the vehicle as necessary during travel and after each use.
 - 5.6.1 In the event, the wrong fuel type is put into the vehicle, the authorized driver will notify the Director of Information Technology, Safety, and Facilities or designee immediately and will not operate the vehicle beyond that point.
 - 5.6.2 There is a designated College-Issued credit card per vehicle for the purchase of fuel, maintenance, repairs, inspections, registrations, and approved supplies.
 - 5.6.2.1 Under no circumstances should an employee use another College-Issued Credit Card or personal funds for the purchases designated above unless the designated card malfunctions.
 - 5.6.2.1.1 All card malfunctions must be reported to the Administrative Assistant to the Vice President of Finance and Operations.

5.6.2.2 All receipts must be uploaded immediately to the appropriate vehicle folder within TEAMS.

5.6.2.2.1 If an employee does not have access to the appropriate folder, receipts may be given directly to the Administrative Assistant to the Vice President of Finance and Operations so the reconciliation process can be handled.

5.7 The authorized driver will deliver the vehicle to the NPRC Warren Administrative Center if no reservations or arrangements have been made.

5.7.1 If other arrangements are necessary, approval must be received by the Director of Information Technology, Safety, and Facilities or the Vice President of Finance and Operation.

5.8 It is the responsibility of the authorized driver to notify their divisional Administrative Assistant for cancellation of the reservation.

5.9 In the event of a motor vehicle accident, the authorized driver must:

5.9.1 Immediately pull off the road and put on the vehicle's hazard lights,

5.9.2 Ensure the safety of all occupants of the College-owned vehicle,

5.9.3 Call 911 to report the accident,

5.9.3.1 If medical attention is required, let the 911 operator know during the call.

5.9.4 If safe, take photos of the damage to all vehicles or objects involved in the accident and if possible, the road conditions, to support FORM-5405-04: Motor Vehicle Incident/Accident Report,

5.9.5 Exchange insurance and driver's license information with all involved drivers,

5.9.5.1 Under no circumstance should the authorized driver or passenger provide further information to others involved in the accident beyond the exchange of information and checking if the others are ok or need medical attention.

5.9.6 Obtain police incident number, police business card, and any other information the police can provide at the time of the accident,

5.9.7 Complete FORM-5405-04: Motor Vehicle Incident/Accident Report in its entirety and contact the Director of Information Technology, Safety, and Facilities, the Human Resources Department, and the Vice President of Finance and Operations, or designee.

5.9.7.1 FORM-5405-04: Motor Vehicle Incident/Accident Report should be sent to the parties who were contacted above.

5.9.7.2 The Director of Information Technology, Safety, and Facilities or designee will contact the insurance provider.

5.9.7.2.1 Authorized drivers and passengers involved in a motor vehicle accident are only required and instructed to speak with the insurance provider if the insurance provider requires such.

5.10 It is the responsibility of the authorized driver or any other employee that witnesses an incident or safety concern occurring while inside or outside of the vehicle to report the incident or safety concern.

5.10.1 Safety concerns should be reported via the NPRC website.

5.11 Periodic vehicle inspections via FORM-5405-02: Periodic Vehicle Inspection are required during the first week of the month or as practicable.

5.11.1 Such inspections should be completed thoroughly by a minimum of two employees to include one of the Director of Information Technology, Safety, and Facilities, Assistant Director of Facilities, the Vice President of Finance and Operations, the Administrative Assistant to the Vice President of Finance and Operations or designee.

5.11.2 The Director of Information Technology, Safety, and Facilities, and the Administrative Assistant to the Vice President of Finance and Operations will work together to schedule the vehicle for maintenance, repairs, and inspections as needed.

5.12 FORM-5404-01: Driver’s Trip Inspection and FORM-5405-02: Periodic Vehicle Inspections will be maintained electronically by the Administrative Assistant to the Vice President of Finance and Operations.

5.13 Failure to follow policy and procedure may result in corrective action as outlined in NPRC-2120: Corrective Action.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1310: Policy Review Schedule.

7. APPROVAL

Name	Title	Date

Revision Notes: Procedure in Origination