



POLICIES

Effective Date: September 1, 2007

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: General Counsel; Compliance / Vehicle And Fleet Driver's Policies
And Procedures For Meharry Medical College

PURPOSE:

The purpose of this manual is to establish Meharry Medical College policies and procedures, which shall:

- Help promote the safe operation of College-owned or leased motor vehicles.
- Help promote the safety of drivers and passengers.
- Help minimize losses, damages, and claims against the College.

SCOPE

This College policy applies to the drivers who are engaged in the operation of any College-owned or leased motor vehicles on either public or private property.

In order to meet the objectives of this policy, Meharry Medical College reserves the right to review driver's licenses and the driving records of all drivers who operate a College-owned or leased motor vehicle. This policy applies to:

- Employees who operate College vehicles as an essential part of their job.
- Employees who drive College vehicles routinely.
- Employees who may use a vehicle on a single occasion.

Full-time employees who may be authorized to drive College-owned or leased motor vehicles must possess a current, valid driver's license. Eligibility to operate a College motor vehicle as defined in this policy is also dependent upon an acceptable Motor Vehicle Report (MVR). All drivers of College motor vehicles must comply with the applicable laws and regulations concerning the operation of motor vehicles.



POLICIES

Effective Date: September 1, 2007

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: General Counsel; Compliance / Vehicle And Fleet Driver's Policies
And Procedures For Meharry Medical College

PROCEDURE:

I. ELIGIBILITY REQUIREMENTS FOR DRIVERS OF MEHARRY MEDICAL COLLEGE COLLEGE-OWNED OR LEASED VEHICLES

Failure to comply with the procedures set forth in this policy may result in disciplinary action in accordance with established College policy and may result in suspension or termination of motor vehicle operating privileges. In order to operate a College motor vehicle, an employee must adhere to the following:

- A. Possess a valid Tennessee Driver's License
 - Non-Commercial Driver's License
 - Driving a vehicle designed to carry fewer than 16 passengers including the driver.
 - Driving a vehicle weighing less than 26,000 lbs.
 - Commercial Driver's License (CDL)
 - Driving a vehicle weighing more than 26,000 lbs.
 - All drivers operating a vehicle designed to carry 16 or more passengers (including the driver) must possess a commercial drivers license (CDL).
- B. An accurate driving history for all drivers must be disclosed for the past three years.
- C. Agree to operate Meharry's motor vehicles in accordance with applicable local and federal laws and College regulations.
- D. Wear seat belts at all times and require passengers to wear them. Under **NO** circumstances should the number of passengers exceed the specific capacity nor the number of seatbelts.
- E. No drinking of alcoholic beverages, use of controlled substances (including prescriptions that may cause drowsiness), smoking, and eating shall be



POLICIES

Effective Date: September 1, 2007

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: General Counsel; Compliance / Vehicle And Fleet Driver's Policies
And Procedures For Meharry Medical College

allowed in a College vehicle at any time.

- F. The driver of the vehicle must not be under the influence of controlled substances, prescriptions that may cause drowsiness, and/or alcohol at any time.
- G. All traffic violations and citations are the sole responsibility of the driver (i.e., parking and speeding tickets)
- H. Report any changes in license status immediately (i.e., if your license has been suspended or revoked) to the Office of Corporate Compliance, Attn: Risk Management Specialist, within one working day of any such change. **If the license is revoked or suspended, operating privileges will be temporarily terminated accordingly.**

In the event that you are in an accident while driving a College-owned or leased vehicle, during the regular business hours of Monday through Friday, 8 a.m. – 5 p.m., immediately complete a Reportable Event Form and report all accidents/damages to the Office of Corporate Compliance, Attn: Risk Management Specialist, at (615) 327-6444. If you are in an accident while driving a College-owned or leased vehicle during the evening or on weekend hours, immediately complete a Reportable Event Form, report the accident to your supervisor, and your supervisor will report and forward the appropriate documentation to the Office of Corporate Compliance, Attn: Risk Management Specialist, at (615) 327-6444. (A Reportable Event Form should remain in all College-owned vehicles.)

- I. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal cellular phones while driving, unless it is an emergency.



POLICIES

Effective Date: September 1, 2007

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: General Counsel; Compliance / Vehicle And Fleet Driver's Policies
And Procedures For Meharry Medical College

II. LOSS OF DRIVING PRIVILEGES

The following offenses will result in suspension or termination of driving privileges for those operating College-owned or leased vehicles along with appropriate disciplinary action:

1. Operating a motor vehicle without a valid driver's license.
2. Failure to report the suspension or revocation of his/her driver's license.
3. Failure to obey College and local traffic regulations.
4. Operating a College-owned or leased vehicle outside of the scope of the destination and College-related activity.
5. Operating a College-owned or leased vehicle in a reckless or unsafe manner.
6. Driving which results in the intentional destruction of property.
7. Failure to immediately report an accident involving a College-owned or leased vehicle to your supervisor and the Office of Corporate Compliance.
8. Operating a College-owned or leased motor vehicle while under the influence of alcohol or drugs.
9. Two at fault accidents within a 12-month period while operating a College-owned or leased vehicle
10. Three at fault accidents within a two-year period while operating a College-owned or leased vehicle can result in the suspension of driving privileges.

III. DEPARTMENT RESPONSIBILITIES

Each department authorized to operate a College motor vehicle is required to follow, at a minimum, the procedures outlined below:

A. An individual within each department that has vehicles permanently assigned to them should be appointed with the responsibility to:

1. Ensure that only those individuals who have met the eligibility requirements are permitted to operate a College-owned or leased vehicle.



POLICIES

Effective Date: September 1, 2007

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: General Counsel; Compliance / Vehicle And Fleet Driver's Policies
And Procedures For Meharry Medical College

2. Establish an Ignition Key Control System and include the following:
 - a. The operators conduct daily vehicle inspections before and after each trip.
 - b. Schedule monthly, quarterly inspections, and pre-trip inspections for all trips.
 3. Maintain a daily Vehicle Log Form of all persons within the Department who operate a College motor vehicle and verification of the following:
 - name of eligible driver.
 - trip destination and estimated duration.
 - activity being attended or reason for use.
 - date and time motor vehicle was taken.
 - date and time motor vehicle was returned.
 - mileage.

(A copy of all vehicle logs are to be submitted to the Office of Corporate Compliance monthly.)

 - No vehicle is to be driven outside of Davidson County without prior notification and permission from the appropriate supervisor and the Associate General Counsel and Director of Corporate Compliance and Risk Management.
- B. Each College-owned or leased vehicle must be properly maintained and/or according to leased agreement, if applicable.
- C. Accident Response: In the event of an accident involving a College-owned or leased vehicle, the driver shall:
- 1) obtain the name and address of each driver, passenger and witness;
 - 2) obtain the name of insurance company and policy number for each vehicle involved;
 - 3) notify the supervisor and the Office of Corporate Compliance, Risk Management Specialist,



POLICIES

Effective Date: September 1, 2007

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: General Counsel; Compliance / Vehicle And Fleet Driver's Policies
And Procedures For Meharry Medical College

immediately following the accident;
4) complete a Reportable Event Form and forward to the Office of Corporate Compliance, Attn: Risk Management Specialist), within 24 hours;
5) if the driver is unable to complete the Reportable Event Form, the supervisor is responsible for completing it;

6) obtain and submit a copy of the police report (if applicable) to the Office of Corporate Compliance, Attn: Risk Management Specialist.

- D. Automobile Insurance Deductible:
In the event of an accident to a College-owned or leased vehicle, the responsible department may have to pay the deductible amount for damages to a College-owned or leased vehicle.

- E. Purchasing, Leasing or Renting a Vehicle; Registrations; Selling Vehicles:
 - 1. All vehicle purchases and leases are to be processed through the Procurement Department. Only individuals who have signature authority on behalf of the College are to sign Leases, Purchase, and Sale Agreements. Procurement and the responsible department are to provide the following information to the Office of Corporate Compliance, Attn: Risk Management Specialist, in order that insurance coverage can be arranged through the College's automobile program. The State of Tennessee requires proof of insurance prior to allowing vehicle registration.
 - a. Vehicle Make, Model, and Year.
 - b. Vehicle Identification Number (VIN)
 - c. License Tag Number



POLICIES

Effective Date: September 1, 2007

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: General Counsel; Compliance / Vehicle And Fleet Driver's Policies
And Procedures For Meharry Medical College

NOTE: All original certificates of titles are to be retained in the Office of Treasury Services, along with a copy of the vehicle registration.

2. Registration and registration renewals are to be coordinated through each individual department.
3. To sell a College-owned vehicle: All sales of College-owned vehicles must be conducted by the Procurement Department. When trading in a vehicle as part of the purchase of the new vehicle, the purchase requisition should clearly identify the vehicle traded in.
4. Renting a vehicle: Departments and/or individuals authorized to rent a vehicle for/by the College are required to abide by the same policies and procedures set forth in this document for College-owned or leased vehicles.

REMINDER: If you are involved in an accident with a rental vehicle, you must notify the Office of Corporate Compliance, Attn: Risk Management Specialist, immediately, and complete a Reportable Event Form.

IV. OFFICE OF CORPORATE COMPLIANCE RESPONSIBILITIES ARE THE FOLLOWING:

- A. To maintain current College-owned or leased vehicle listings.
- B. To maintain current listing of insured drivers.
- B. To maintain verification of driving records.
- C. To maintain records and analysis of incidents.
- D. To obtain all Department of Motor Vehicles reports on drivers.
- E. To forward all incident reports involving College-owned or leased



POLICIES

Effective Date: September 1, 2007

Interim Date: July 21, 2015

Revised: July 1, 2015

**Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer**

**Subject: General Counsel; Compliance / Vehicle And Fleet Driver's Policies
And Procedures For Meharry Medical College**

vehicles to the insurance carrier within 24 hours of receiving the report from the driver.

- F. To coordinate, process internal investigation, and forward information to the insurance carrier relative to the investigation of College-owned or leased vehicle claims.
- G. To provide a driver's training workshop for all drivers of College vehicles annually.