Hamilton College
Student Van Driver Training and Qualification Procedures

1. All students who are expected to drive a Hamilton College van must be qualified to do so. Qualification allows a student to operate a Hamilton College van in connection with officially sanctioned activities. Student drivers are required to re-qualify every academic year.

2. All drivers must operate College vehicles in a safe and lawful manner, and they must do so in accordance with College policies and instructions.

3. A formal qualification program is used to verify driver motor vehicle records, and to inform drivers of college requirements, safe driving techniques and emergency procedures. The process includes a practical driving test.

4. To promote safety and improve the driver training and qualification process, College administrators will review all accidents and campus safety incident reports involving student drivers driving College vehicles. The purpose of this review is to determine the root cause(s) of the accident, identify changes in policies and training, evaluate the driver qualification process, and review the driver's fitness to continue as a qualified driver of a college vehicle.

5. Training and Qualification Requirements:
   a. All student drivers must attend a college sponsored driving course. This course will be provided at least once a month or on request by an organization which requires training for multiple drivers. The Director of Environmental Protection and Safety will conduct the training, and will publish the date on which the training will be held. To schedule attendance at a training session, individuals or groups should contact the Director of Environmental Protection and Safety. Advisors of student groups desiring to qualify multiple drivers are responsible for scheduling a date for training, arranging a location to hold the training and ensuring their group attends the training. Documentation of the completed training is required to obtain qualification. The course content includes:
      - Van hazards;
      - Defensive driving techniques, van handling characteristics and van safety;
      - College policies regarding van use;
      - Emergency Procedures and Accident Reporting; and
      - Review.

   b. Upon completion of the classroom training, drivers must contact the Physical Plant to schedule a driving test. This may be done Monday through Friday, between the hours of 8:30am to 2:00pm. Prior to taking the practical driving course with the van, the individual will be required to show that they have completed the classroom course work and provide a copy of their driver's license. The license will be used to verify the individual's driving record with the Department of Motor Vehicles. The road test includes the following:

- Adjustment of mirrors;
- Backing van with use mirrors;
- Changing lanes;
- Parallel parking; and
- Review of van operating characteristics and operating van under varying conditions.

c. Once the classroom training and driving test are successfully complete, the student's driving record will be checked with the Department of Motor Vehicles. The DMV check may take up to 2 weeks.

d. If the DMV report indicates a clear driving record (no moving violations within the past 3 years), the student driver is qualified to drive a College 12-passenger van and will be issues a Student Van Driver ID card.

e. Form 1 below is the document used to record both the classroom training and driving test, and additionally serves as the authorization for the College to perform the DMV check.

7. Following qualification, it is the student's responsibility to ensure the van he/she is driving is operated in a safe manner and according to college guidelines. However, continual review of a student driver's qualification will take place. Any moving violation will automatically terminate a student's ability to drive any college vehicle. In the event there is an accident, a review board, consisting of the Director, Purchasing and Property Management; the Director of Campus Safety and the Director of the Physical Plant will conduct a review of the incident report. During this review, a temporary suspension or revocation of a student's qualification may be required. Should this be the case, the following steps will be followed.

   a. If a temporary suspension is issued, the Director, Purchasing and Property Management, will meet with the student to review the accident and the board's findings. The student will be notified of the requirements to reverse the suspension. The student must complete the requirements before they can be re-qualified.

   b. A student, who has had their qualification revoked, may appeal. This appeal must be initiated, in writing, through the department responsible for the trip. The appeal must provide a basis for reversing the revocation, and be supported in writing by the department. In order to be re-qualified, a student may be required to attend and pass a defensive driving course, pass a more comprehensive practical driving test and/or complete other testing appropriate to reinforce safe driving practices.

8. The student van driver training and qualification process, once completed, extends driving privileges to a student for 1 year from the time of Student Van Driver ID issuance. In order to requalify, student drivers need only complete step 5c above—

the DMV records check. Student drivers, or the departments/organizations they are driving for, are responsible for initiating the requalification process by submitting Form 2 below to the Director of Purchasing and Property Management.

9. The Director of Purchasing and Property Management will retain all documentation related to this qualification process. This includes driver qualifications, accident reviews, revocations, appeals and specific training completed. However, it is ultimately up to the departments/organizations using College Vans to maintain information pertaining to their driver pool that is appropriate enough to suit their needs.

Hamilton College

Form 1—Application for New Student Drivers of 12-Passenger Vans

Name: _____ Class Year: _____

Operator's License Number: _____ State: _____

Original Year Driver's License Issued: _____

Moving Violations: NO_____ YES (date)_____

Explanation (if yes): _____

In order to evaluate your eligibility for insurance products provided by our insurance company, Hamilton College is required to order one or more reports provided by independent consumer reporting agencies. These reports are a necessary part of our review of your application and are used to verify or supplement information that you may have already provided to us. Examples of the type of consumer reports we may order include Motor Vehicle Report (MVR), and/or Insurance Claim Report. These reports are described below.

All reports that are ordered are impartial and will be kept strictly confidential. Our sole interest in the reports is to be sure that each applicant is evaluated fairly. Hamilton College will only use the information we obtain for business purposes, or by the insurance company(ies) to which we submit your applications(s). If you wish, we will provide you with the name, address, and phone number of any consumer-reporting agency from whom we request a report. At your request, the consumer-reporting agency will provide you with a copy of the report.

Motor Vehicle Report (MVR): A MVR is obtained from any state Motor Vehicles Department that has licensed you or other operators under your policy. This report reflects the driving record information they have on file for you including accidents and motor violations.

Insurance Claim Reports: Insurance claim reports, such as C.L.U.E. (Comprehensive Loss Underwriting Exchange) and others, are provided by independent consumer reporting agencies that collect claim information from many insurance companies. The claim information that is collected is retained and shared with other subscribing insurance companies.

I have read the instructions on the use of Hamilton College vans and vehicles. I understand the responsibility expected of me as driver of a Hamilton College van and vehicle. I agree to abide by the rules outlined in these instructions.

Signature: _____ Date: _____

Training Certification:

Classroom Training Completion Date: _____

Instructor Name/Signature: _____

Driving Test Completion Date: _____

Instructor Name/Signature: _____

Hamilton College

Form 2—Requalification Application for Student Drivers of 12-Passenger Vans

Name: _____ Class Year: _____

Date of Birth:_____

Operator's License Number: _____ State: _____

Original Year Driver's License Issued: _____

Moving Violations: NO____ YES (date)_____

Explanation (if yes): _____

In order to evaluate your eligibility to drive a College 15-passenger van, and to ensure your coverage under Hamilton College's insurance while you are driving a College 15-passenger van, we will obtain a motor vehicle report on your driver's license from the state motor vehicle department that issued your license. This report will include all driver information on file for you including any traffic violations. Your approval to drive a College van will be authorized once this report is received and approved by our insurance company.

Signature: _____ Date: _____

Social Security Number: _____