



Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: OPERATION OF DISTRICT OWNED MOTOR
VEHICLES

Code: GG0055

Policy Reference: N/A

The District Owned Vehicle Use Procedure establishes guidelines for the operation of a district owned vehicle including an annual review of the driving record as found on the Wisconsin Department of Transportation Driving Record Abstract. Any MATC employee who operates a district owned vehicle must successfully complete a Defensive Driver's In-Service Course. Holders of the Commercial Drivers License (CDL) designation will be accountable for drug and alcohol testing as delineated by the U.S. Department of Transportation, Federal Highway Administration, in effect January 1, 1996. Training, verification of records, implementation and enforcement shall be performed by the District Risk Manager.

Who Can Drive A MATC Vehicle

MATC employees with a valid Wisconsin driver's license, acceptable driving record, two years licensed driving experience and the successful completion of a defensive driving training course may drive a MATC vehicle. Exceptions on the MATC employee requirement may be made for MATC students and contractors filling in for MATC regular employees; however, any exception must be first approved by the MATC department person assigning vehicle responsibility (Public Safety, Student Life, Operations, etc.) and the MATC Risk Manager.

All drivers will be required on an annual basis to sign a Vehicle Use Agreement Form (Page 3). The department in charge of the employee shall forward the signed Vehicle Use Agreement Form to the MATC Risk Manager.

MATC employees who have an acceptable driving record; complete a defensive driver's course; have read this procedure and signed the Vehicle Use Agreement Form can use a school vehicle. All drivers who use school vehicles will have their drivers records checked annually by the MATC Risk Manager. Departments must provide drivers license numbers to the MATC Risk Manager for all potential drivers on an annual basis or immediately after employing a person who will be required to operate a MATC vehicle. The determination of whether a MATC employee is considered to have the ability to carry out MATC business in a safe and efficient manner while operating a MATC vehicle shall be determined by the MATC Risk Manager.

Approving Authority:

Todd J. Poppe
Vice President, Finance

Date: 3/31/03

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Whenever a driver of a MATC district vehicle has his/her driver's license revoked, restricted, or suspended the driver is required to immediately notify his/her supervisor. The supervisor of the department shall immediately notify the MATC Risk Manager and make reasonable attempts to avoid assigning tasks requiring the use of MATC vehicles. If this is not avoidable such drivers may use their personal vehicles and be reimbursed at the MATC mileage rate. The driver must submit a Certificate of Insurance to the Risk Manager for review prior to conducting MATC business with their own vehicle. Drivers who have been denied use of a MATC vehicle based on an unsatisfactory driving record may request review of the denial by the MATC Risk Manager.

The Risk Manager will employ the following criteria to evaluate the acceptability of a driver of district vehicles:

<u>Convictions</u>	<u>Points</u>
Minor*, not involving accident	1
At-fault accident*	2
Major* (past two years)	6
Major* (3-6 years old)	3

In addition

Two infractions* within 12 months 1

-OR-

Three infractions* within 18 months 2

ACCEPTABLE POINT LEVEL IS 5 POINTS OR LESS TO OPERATE A DISTRICT OWNED VEHICLE.

*See Addendum #1 Definitions



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MATC VEHICLE USE AGREEMENT

1. Name

Please Print

2. Date of Birth

3. Driver's License Number:

4. MATC Department Affiliation: _____

5. Number of Years Driving Experience:

I acknowledge that I have read a copy of the District Vehicle Use Procedures and understand the provisions contained there-in. Under guidelines set forth by the Drivers Privacy Protection Act (DPPA) the following authorization is required to request access to the Motor Vehicle Record.

As a potential operator of an MATC owned vehicle, a motor vehicle record review will be conducted. No portion of your driving record will be released. The department requesting your services as an operator of an MATC vehicle will be advised on your status as "acceptable" or "not acceptable" for operating an MATC owned vehicle.

Kindly complete the section below and return this form to the Risk Manager at MATC North Campus location.

If you have any questions please call Ext. 82305.

I am aware that Motor Vehicle Reports may be obtained as part of Milwaukee Area Technical College's evaluation of my driving record. The report may be procured by Milwaukee Area Technical College or its insurance company representative(s), and may include personal information obtained from State Motor Vehicle Departments, my driving record, and an assessment of my insurability for the insurance program.

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By signing this letter, I hereby provide my authorization for Milwaukee Area Technical College or their insurance company representative(s) to procure such information and reports, as well as additional reports about me from time-to-time as deemed appropriate; to evaluate my insurability for the operation of college owned motor vehicles.

Signature of Employee_____
Supervisor Signature**Received by the Office of the Risk Manager
(Date)** _____