

Driver Screening

Last Revised: 24 February 2011

Refer Questions To: Institutional Compliance Manager, Administration & Operations

Related Procedure:

- *Use of Clerc Center Vehicles*

Scope

These guidelines apply to all Clerc Center teachers and staff.

Guidelines

Rationale

The Clerc Center has three vans for the use of Clerc Center teachers and staff for the purpose of transporting Clerc Center teachers, staff, and students to and from locations off campus. The vans may only be used to transport students who are not required to use a car seat or booster seat under D.C., Maryland, or Virginia law. On a limited basis, the vans may also be used to transport students, parents, or visitors to destinations within the University/Clerc Center campus. Vans are not to be used if a school bus is a reasonable alternative. The vans meet government safety standards, and, therefore, are considered safe for purposes of local travel by an experienced driver.

Teachers and staff who have a valid business reason or are required as a part of their job to drive one of the vans or who may be required to transport students must first be screened and their state driving record reviewed. The Clerc Center may require higher standards, rules, and regulations governing student transportation than those required by the states of Maryland and Virginia, the District of Columbia, and the federal government.

All approved teachers and staff must adhere to all Clerc Center vehicle use guidelines. Per the Code of Conduct, Clerc Center employees should never use their own personal vehicles.

Driver Screening

- Drivers who may be approved to drive the Clerc Center vans include individuals who are required to drive, those identified as essential drivers, and others recommended by a principal or a member of the senior leadership team.
- At a minimum, drivers must be 21 years of age with five years of driving experience.
- Clerc Center employees will not be authorized to drive any university vehicle until their motor vehicle record has been received and is on file.
- No driver shall accrue more than three points on their motor vehicle record (MVR). Only individuals with satisfactory driving records, which is defined as having no more than three points on the MVR, on file will be permitted to drive the vans.
- Drivers' motor vehicle driving records are reviewed, at a minimum, annually.

- Drivers must obtain a copy of their three-year driving record and submit it to the human resources coordinator once a year, accompanied by a copy of their driver's license. Drivers who also submit a receipt for the cost of obtaining their driving record will be reimbursed.

Infractions or Impairments

- Drivers must immediately self-report any incident, regardless if driving their personal car or a Clerc Center vehicle, which results in the accrual of more than four points on their MVR.
- If a driver receives a driving infraction/violation or ticket while operating a Clerc Center vehicle, this must be disclosed to the principal or a member of the senior leadership team within 24 hours of the infraction. The driver's supervisor should be paged immediately and accident reporting processes initiated.
- Drivers with four or more points will be restricted from driving any University or Clerc Center vehicle, and, if driving is a requirement of the employee's job, the employee may be terminated.
- Drivers must self-report possible temporary impairments, such as taking cold medicine or experiencing neck pain. Even authorized drivers should refrain from driving under those conditions.

Required Training

- Use of Clerc Center Vehicles procedures training, offered by Administration & Operations.
- Gallaudet's insurance company requires that all approved teachers and staff attend a defensive driving course. This is provided by the staff with the University's Department of Transportation. Scheduling and coordinating this training will be done by the MSSD support specialist on an as-needed basis. Records regarding the successful completion of this training will be kept on file in the employee's file with Human Resources.
- Approved drivers must also attend a van operation training session provided by the MSSD support specialist or the Department of Transportation. Scheduling and coordination of this training will be done by the MSSD support specialist, on an as-needed basis.
- Refresher courses will be required annually or more frequently if any new laws or requirements are enacted.

Authorized Drivers

- Clerc Center teachers and staff who meet the above screening and training requirements are authorized to drive. The names of authorized drivers will be kept on an authorized driver list maintained by the Clerc Center human resources coordinator.
- Individuals whose names are not on this list will not be authorized to drive the Clerc Center vans.

- Only those who are authorized to drive the Clerc Center vans will appear on the vehicle reservation online form available on CCOMS. If a name does not appear, that person is not authorized to drive.
- Questions regarding the authorized driver list should be directed to the Clerc Center human resources coordinator.

Approved by: Senior Leadership Team (SLT)