



# Vehicle Safety Plan

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## **NORTHEAST COMMUNITY COLLEGE VEHICLE SAFETY PLAN**

Northeast Community College is committed to the safety and security of students, faculty, staff, and visitors. In order to support that commitment, Northeast Community College (Northeast) has established a comprehensive Vehicle Safety Plan that outlines Northeast's directives relevant to the safe operations of all college vehicles and appropriate driving procedures while on Northeast property or when representing the College. The Vehicle Safety Plan is an official plan of Northeast and coincides with the College's governing board policies and procedures. The plan supports ongoing training, practical exercises, and maintenance of resources to provide a safe working and learning environment.

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Northeast Community College President

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Date

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VEHICLE SAFETY PLAN  
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# **NORTHEAST COMMUNITY COLLEGE VEHICLE SAFETY PLAN**

## **1.0 General**

The Vehicle Safety Plan has been developed to define standards of conduct for faculty, staff and students who operate motor vehicles while conducting College business. These guidelines include College-owned vehicles (whether licensed or unlicensed), personal vehicles used for College business as well as vehicles leased or rented at College expense. The primary goal of this plan is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

### **1.1 Definitions**

For the purpose of this plan, “motor vehicle operator” refers to any faculty, staff or student, 18 years of age or older, who operates a vehicle while conducting College business. Individuals who are under 18 years of age may not operate a College-owned motor vehicle to conduct College business.

## **2.0 Driver’s License**

All employees/students operating a vehicle for College business will have a current valid motor vehicle license with them. All College commercial vehicle operators must be in possession of a valid commercial driver’s license (CDL) and meet all applicable Department of Transportation (DOT) requirements.

### **2.1 Charged Responsibility**

- Physical Plant is charged with ensuring preventative maintenance and service schedules are completed for all motor pool, bus, maintenance, grounds, shipping and receiving, and custodial crew vehicles and equipment whether it is College-owned or leased/rented. Physical Plant is also charged with ensuring safe operating procedures are being followed, and that training for safe operations is conducted.
- The associate dean or dean of the Applied Technology division are charged with ensuring preventative maintenance and service schedules are completed on all mobile equipment whether it is College-owned or leased/rented, and operators are fully trained in the safe operations of all vehicles/equipment utilized under the respective division(s).
- The directors of each extended campus are charged with ensuring preventative maintenance and service schedules are completed on all mobile equipment whether it is College-owned or leased/rented, and operators are fully trained in the safe operations of all vehicles/equipment utilized under the respective location(s).

- The Technology and Student Services divisions are charged with ensuring preventative maintenance and service schedules are completed on all mobile equipment whether it is College-owned or leased/rented, and operators are fully trained in the safe operations of all vehicles/equipment utilized under the respective division(s).
- The farm manager is charged with ensuring preventative maintenance and service schedules are completed on all mobile equipment whether it is College-owned or leased/rented, and operators are fully trained in the safe operations of all vehicles/equipment utilized under the respective division(s).

## **2.2 Vehicle Operator Responsibility**

Drivers of all College vehicles agree to observe all traffic laws and regulations and drive in a prudent and responsible manner so as to protect passengers, the public and personal properties. Drivers understand the use of public property is a privilege, not a right, and that purposeful negligence resulting in destruction of all or part of that property is a crime punishable by law.

Motor vehicle operators must report all traffic citations received while on College business to their supervisor, Vice President of Administrative Services and Executive Director of Physical Plant or their designees within 24 hours or next working day. They must also report the onset of any physical or mental condition that may impair their ability to drive.

## **3.0 Vehicle Safety Regulations**

### **3.1 Safe Driving Practices**

- All employees and/or students will operate Northeast owned or lease vehicles for Northeast business only, including approved overnight stays at the operator's home prior to or post travel.
- Operators are strongly encouraged to plan mini breaks every two to three hours during long periods of driving and to allow for no more than 10 hours driving per day in good driving conditions.
- The driver is responsible for using good judgment when the road conditions warrant slower speeds or no travel at all.
- All vehicles will be operated in a safe manner and in compliance with applicable motor vehicle laws at all times while driving for College business.
- Operators must use and require seat belts to be worn by their passengers when available.

- Smoking, tobacco products, drinking or illicit drug use is not permitted in any Northeast owned/leased/rented vehicles.
- The use of a handheld wireless communication device while driving is prohibited. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails and text messages. A communication device includes Personal Digital Assistants (PDAs), cellular telephones, text messaging devices, audio-video players that send or receive messages, pagers or laptop computers. It is recommended 1) that devices be turned off or put on silent or on vibrate before starting the vehicle and 2) to pull over to a safe place if a call must be made.
- To program an in-dash or mobile GPS, the vehicle must be in park.

### 3.2 Vehicle Inspections

- The following items should be reviewed prior to operating a vehicle or piece of equipment owned by Northeast:
- Suggested items to be verified with **individual(s)** charged with ensuring vehicle/equipment upkeep:

#### A. Fluid Levels

The following fluid level is within manufacturers' specifications:

- (1) Engine oil level
- (2) Brake fluid level
- (3) Radiator fluid level
- (4) Battery water level
- (5) Window washer water level
- (6) Fuel level

#### B. Mechanical

- (1) Tire lug nuts are tight.
- (2) Tires have adequate tread.
- (3) Ensure spare tire is inflated and has no visible cracks.
- (4) Dash control panel is fully operational.
- (5) Hydraulic and mechanical systems are operating smoothly (i.e., no visible leaks and/or systems).
- (6) All preventative maintenance and service work documented and regularly scheduled.
- (7) Wiper Blades.

- Pre operation inspections to be performed by the **driver**:

A. Lights

- (1) Headlights (high beam)
- (2) Headlights (low beam)
- (3) License plates intact
- (4) Reverse lights operable
- (5) Cabin interior
- (6) Brake indicator
- (7) Hazard lights
- (8) Indicator turn signals

B. Adjustments to suit driver's view

- (1) Driver seat
- (2) Rear view mirror
- (3) Side mirrors

C. Pedals

- (1) Foot brake is able to hold and stop the vehicle smoothly.
- (2) Parking brake is able to hold vehicle when parked.
- (3) Clutch and/or gearshift shift smoothly without jerking.

D. Tires

- (1) Tires are inflated and free of excessive wear, bulges or damage.

E. Others

- (1) Seat belts are working and free of damage.
- (2) Mirrors are clean and no visible damages.
- (3) Windows and windshield free of chips/cracks.
- (4) Doors and door locks operate correctly.
- (5) Steering wheel moves smoothly.
- (6) Horn is loud and clear.
- (7) No visible leaks under or around vehicle.
- (8) All loads (if any) are secured.
- (9) Fire extinguisher and other safety equipment available (first aid kit, winter survival kit, reflectors, wheel chocks, spill kits, etc.).
- (10) Reverse warning buzzer is working (if applicable).

### **3.3 Motor Pool**

- Motor Pool vehicles are to be used for business purposes only – taking vehicles home require prior approval from the supervisor and Physical Plant.
- All drivers of College motor pool vehicles must present a valid driver's license each time a vehicle is checked out.

- All drivers must present a completed Travel Request and Validation Form when checking out a vehicle or have a standing request approved for the fiscal year on file. Form must be completed in its entirety (see instructions below).
- All drivers must sign the Motor Pool Checkout form when the vehicle is picked up and return the yellow carbon copy with the vehicle bag, keys and credit card used for gas purchases. Any gas purchases made with the credit card must have accompanying receipts.
- Northeast Physical Plant staff are responsible for equipping each Motor Pool College-owned vehicle with ice scraper, flashlight, first aid kit and fire extinguisher. If the driver or passengers use this equipment and items need to be replaced or are not working properly, Physical Plant staff must be notified.
- Any damage to vehicles must be reported to Physical Plant.
- Police radar detectors will not be utilized in any College vehicle. Utilizing a radar detection unit will be considered an intent to break the legal speed limit and jeopardize the safety of passengers.
- Remove all personal items and trash when you exit the vehicle.
- Motor pool specific information:
  - Five (5) cars that can hold up to five people (including driver),
  - Two (2) mini-vans that can hold up to seven people (including driver),
  - Five (5) full-size vans that can hold up to twelve people (including driver) and
  - Two (2) buses that require special reservation and hiring of a driver that can hold 21 and 25 passengers with athletic teams having priority.

## **MOTOR POOL CHECK OUT PROCEDURES**

If you wish to use a motor pool vehicle for travel while conducting College business, here are a few easy steps to follow.

### **IN ADVANCE:**

Complete a Travel Request and Validation Form. The form can be found on SharePoint under Human Resources page. The form must have the account number and be signed by you and your supervisor.

- Call Physical Plant at ext. 7101 to reserve a vehicle, giving dates needed and time to be picked up.
- Completing the Travel Request form does not automatically reserve a vehicle. You must call or email information to Physical Plant Administrative Assistant to reserve.



### **WHEN PICKING UP THE VEHICLE:**

- 1) The person driving must check out the vehicle. No one else can check it out.
- 2) Driver must present a valid driver's license each time a vehicle is checked out.
- 3) Driver must present completed Travel Request to Physical Plant personnel.

### **3.4 Department of Transportation Regulations**

All vehicles operated under the United States Department of Transportation regulations are required to follow all regulations as prescribed under Title 49 (Transportation) of the Code of Federal Regulations (CFR) and any state specific regulatory standards.

### **4.0 Accident Reporting**

It is the responsibility of all Northeast motor vehicle operators to report all accidents, regardless of damage. All accidents must be reported immediately to the appropriate law enforcement agency, to the Vice President of Administrative Services, and Executive Director of Physical Plant within 24 hours.

- Call or have someone call the law enforcement agency and provide information about the accident. **Do not** leave the scene or move the vehicle until advised to do so by the officer.
- Assist injured persons, but **do not** attempt to move them unless a threat to life exists.
- A drug and alcohol test will be conducted on the driver of the College-owned vehicle within 24 hours of the accident when bodily injury occurs.
- Obtain the names of witnesses, insurance information and other pertinent facts. Also record the name and badge number of the officer who takes the report. Forward the information to the Vice President of Administrative Services as soon as possible. Refer to Appendix A for information to gather when involved in an accident. Request a copy of the accident report or obtain the case number associated with the accident if a copy is not immediately available.
- Report the incident to your supervisor within 24 hours.
- Complete an Occurrence Report Form within 24 hours and attach Accident Information from Appendix A. Refer to the Northeast website for the Occurrence Report Form.

### **4.1 Accident Review and Insurance**

The Vice President of Administrative Services and Executive Director of Physical Plant will review:

- Each accident involving a vehicle driven for College business

- Each incident where a vehicle operator has been cited for a violation of Motor Vehicle Law while operating a vehicle for College business.

#### **4.2 College Insurance**

- Covers liability for personal injury and damage to the property of others.
- Covers faculty, staff and students while they are driving College-owned vehicles. When employees operate their own vehicles while on College business, their insurance company will be considered as the primary insurer with the College's coverage being secondary.

#### **4.3 Discipline**

Drivers who violate the College's Vehicle Safety Plan are subject to disciplinary action. (Refer to Administrative Procedure AP-7322.0 Positive Discipline Procedures)  
Department supervisor will send documentation of any disciplinary action associated with the enforcement of this policy to the Human Resources office for inclusion in the employee's file or to the Vice President of Student Services for inclusion in the student's file.

**ACCIDENT INFORMATION****WHAT YOU SHOULD DO IN CASE OF AN ACCIDENT:**

- \*Stop immediately, clear of traffic if possible. Turn off ignition.
- \*Leave lights or signals on if practical and safe!
- \*Establish driver of other vehicle immediately.
- \*Warn oncoming traffic.
- \*Notify police-ask them to call ambulance and/or other emergency service as required.
- \*Show license, registration and proof of insurance to other driver and police.
- \*Notify your insurance agent promptly.

**WHAT YOU SHOULD NOT DO:**

- \*Smoke if there is danger of fire.
- \*Get involved in an argument.
- \*Admit any responsibility.
- \*Sign anything except for documents from Police.
- \*Disclaim injury before seeing a Doctor.

**Important Information to List First**

Date \_\_\_\_\_ Time of collision \_\_\_\_\_  
 Visibility \_\_\_\_\_ Weather \_\_\_\_\_  
 Road conditions \_\_\_\_\_ Amount of traffic H \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_  
 Speed Limit \_\_\_\_\_ Average speed of traffic \_\_\_\_\_  
 Estimated speed of your vehicle \_\_\_\_\_ Estimated speed of other vehicle \_\_\_\_\_  
 No. of vehicles involved \_\_\_\_\_ Traffic signals or signs \_\_\_\_\_  
 Name of investigating officer \_\_\_\_\_

**Information Regarding Other Vehicle**

Make \_\_\_\_\_ Year \_\_\_\_\_  
 License Plate No. \_\_\_\_\_ Year \_\_\_\_\_  
 State \_\_\_\_\_ Driver M \_\_\_\_\_ F \_\_\_\_\_ Age \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 No. of persons in other vehicle \_\_\_\_\_  
 Adults \_\_\_\_\_ Children \_\_\_\_\_ Pets \_\_\_\_\_  
 List names and injuries (if any) of your passengers as soon as convenient for your records.  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_  
 Agent \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Independent Witnesses (List names, addresses and telephone numbers. If witness is occupant of another vehicle, mark down license number.)  
 \_\_\_\_\_  
 \_\_\_\_\_

**Draw a rough sketch of collision scene below.** Mark direction of travel, point of impact and relation of traffic lanes, signals and signs. Write a brief explanation of occurrence.



Appendix B  
MAIN CAMPUS  
801 East Benjamin Avenue | P.O. Box 469 Norfolk, Nebraska | 68702-0469  
(402) 371-2020 | (800) 348-9033  
Fax: (402) 844-7400 | [www.northeast.edu](http://www.northeast.edu)

## TRAVEL REQUEST AND VALIDATION FORM

NAME:

DIVISION OR DEPARTMENT:

DESTINATION:

DATE(S) REQUESTED:

TIME ABSENT FROM CAMPUS:

TRANSPORTATION:

TRAVEL:

REASON(S) FOR REQUEST:

ANTICIPATED COSTS:

LODGING: (73020)

REGISTRATION: (71100)

Total Anticipated Costs:

TRANSPORTATION: (73000)

MEALS: (73040)

COST CENTER ACCOUNT NUMBER(S) AND PERCENT ALLOCATED:

%

%

DATE:

APPLICANT (Please Sign):

**PLEASE NOTE: A COPY OF THIS TRAVEL REQUEST MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE.**

☐

Approved

☐

Not Approved

Immediate Supervisor

NORTHEAST EDUCATION CENTERS

409 East Adams Street  
O'Neill, Nebraska | 68763-1537  
(402) 336-3590 | (800) 421-6322

1001 College Way | PO Box 989  
South Sioux City, Nebraska | 68776  
(402) 241-6400 | (888) 698-6322

202 Anna Stalp Avenue  
West Point, Nebraska | 68788-1515  
(402) 372-2269 | (888) 794-6322