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KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Keweenaw Bay Ojibwa Community College Vehicle Use Policy

1. Purpose and Scope

This policy establishes procedures for the safe and responsible use of vehicles owned, leased, or otherwise authorized for use by Keweenaw Bay Ojibwa Community College (KBOCC). It applies to all KBOCC employees who operate college vehicles as part of their job duties ("authorized drivers"), including those driving maintenance vehicles or college fleet vehicles.

The objectives of this policy are to:

- Promote the safe operation of all KBOCC vehicles.
- Reduce the frequency and severity of motor vehicle accidents.
- Protect college assets, employees, and the community.
- Ensure compliance with Amerind Risk underwriting guidelines and applicable federal, state, and tribal laws.

2. Driver Eligibility and Approval

Only authorized drivers may operate KBOCC vehicles. All drivers must:

- Be at least 21 years old, unless an exception is granted for drivers aged 18–20 under Amerind guidelines, provided the following are met:
 - The driver has a clean Motor Vehicle Record (MVR).
 - Driving is an essential job duty (e.g., maintenance staff).
 - Vehicle type is limited to college work vehicles.
 - No passengers are carried.
 - Driver holds a valid Michigan operator's license with no special endorsements required.

Disqualifying Conditions (per Amerind guidelines):

- A driver shall not operate a KBOCC vehicle if they have:
- No valid license or a revoked/suspended license.
- Unverifiable driving record.
- More than one alcohol or drug-related offense in the past three years.
- A combination of an alcohol/drug offense with more than one additional violation.
- More than one at-fault accident in three years.
- Any major violation (e.g., reckless driving, hit-and-run, eluding police, DUI, felony, drag racing, driving with suspended license, or 15+ MPH speeding violations).
- Three or more minor violations in three years.

3. Driver Record Review and Authorization

KBOCC will obtain and review Motor Vehicle Records (MVRs) for all employees requesting authorization to drive a college vehicle. The MVR will be obtained directly from the Michigan Department of State (or equivalent licensing agency if the employee holds an out-of-state license) once a signed release form is provided by the employee. KBOCC will cover any associated fees for obtaining these records.

All employees requesting driving authorization must complete a Driver Questionnaire and provide a copy of their valid driver's license. The MVR will be reviewed by the Maintenance Supervisor and Human Resources to verify eligibility in accordance with Amerind and KBOCC safety standards.

- An initial MVR review is required prior to driving authorization.
- Annual MVR reviews will be conducted thereafter as a condition of continued driving privileges.
- Any employee whose driving record no longer meets eligibility standards will have their authorization suspended or revoked until reviewed and cleared by the Maintenance Supervisor and HR.
- All driver authorization documentation, including MVRs, signed acknowledgements, training certifications, and correspondence, will be maintained in the employee's official HR file.

Approximately 18–20 employees are authorized to drive under this policy, and continued authorization is contingent upon maintaining a valid driver's license, acceptable MVR, and compliance with all provisions of this Vehicle Use Policy.

4. Responsibilities Before Vehicle Use

Prior to operating a college vehicle, the driver must:

- Perform a Vehicle Safety Check, including tires, lights, horn, wipers, mirrors, brakes, turn signals, oil, coolant, and fuel levels.
- Verify valid insurance and registration are in the vehicle.
- Ensure the vehicle is clean, safe, and free from damage or obstructions.
- Report any mechanical concerns or visible damage to the Maintenance Supervisor and Human Resources before operating.
- Sign out the vehicle in the Fleet Log, indicating driver name, date, destination, mileage out, and estimated return time.
- Ensure seat belts are available and functional for all occupants.

5. Responsibilities During Vehicle Use

Drivers must comply with all federal, state, and tribal traffic laws. They must operate defensively and without distraction, prohibit phone use, smoking, vaping, and substance use while driving, ensure seat belts are worn at all times, secure all equipment and cargo, and immediately report any citation, violation, or unsafe condition to the Human Resources Director.

6. Responsibilities After Vehicle Use

Upon return, the driver must:

1. Park in the designated KBOCC fleet area and remove all trash and personal belongings.
2. Complete the vehicle condition checklist and document any damage or maintenance needs.
3. Record ending mileage in the Fleet Log.
4. Return keys and paperwork to the Human Resources Director.
5. Report any observed maintenance issues (low oil, tire wear, warning lights, etc.) immediately.

7. Accident and Incident Procedures

In the event of an accident or collision:

1. Stop immediately and secure the scene; ensure safety first.
2. Turn on hazard lights and set up reflectors if safe.
3. Check for injuries and call 911 if needed.
4. **Do not admit fault.** Provide factual information only.
5. Exchange information with other parties and notify law enforcement.
6. Contact the Human Resources immediately (or President if after hours).
7. Complete a Vehicle Crash Report Form within 24 hours.
8. The Human Resources Director will report the claim to the insurance carrier and conduct an internal review to determine if the crash was preventable.

8. Vehicle Maintenance and Inspection

The Maintenance Supervisor and the Human Resourced Director ensure all KBOCC vehicles receive routine preventive maintenance per manufacturer guidelines. Logs of all maintenance and inspections will be maintained and kept in the maintenance office. Vehicles with unresolved maintenance issues shall not be operated.

9. Driver Conduct and Disciplinary Action

Violations of this policy, including unsafe driving, failure to report damage, unauthorized vehicle use, or falsified records, may result in disciplinary action up to and including termination and/or revocation of driving privileges. A progressive discipline process will be applied depending on the severity and frequency of incidents.

KBOCC maintains a **zero-tolerance policy for operating a vehicle under the influence of alcohol, marijuana (including medical marijuana), illegal drugs, or any prescription medication that may impair judgment or reaction time.**

Although medical marijuana is legal under Michigan law, it remains a federally controlled substance and is prohibited when operating a KBOCC-owned or authorized vehicle. Employees who are prescribed medications (including those that may cause drowsiness or impairment) must disclose this to their supervisor before operating a vehicle.

Any driver found to be impaired, in possession of controlled substances, or testing positive for marijuana or other intoxicants after a vehicular incident may face immediate suspension of driving

privileges and possible disciplinary action, up to and including termination.

10. Training and Continuing Education

All new authorized drivers must attend a Driver Orientation Session covering vehicle use, accident reporting, defensive driving, and insurance requirements. Drivers may be required to complete refresher training annually or following any preventable crash.

11. Enforcement and Acknowledgment

All authorized drivers must sign the acknowledgment form annually. Records will be maintained in the employee’s HR file.

Driver Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Maintenance Supervisor Approval: _____

Date: _____