



## TRANSPORTATION POLICY

Volume 1	Administration
Chapter 1	Transportation Policy
Chapter 2	Golf Cart Operations Policy (part of 2 <sup>nd</sup> revision)
Responsible Executive	VP for Administration and Finance
Responsible Office	Administration and Finance
Originally Issued	September 1, 2004
Revisions	1 <sup>st</sup> September 1, 2007    2 <sup>nd</sup> August 1, 2008    3 <sup>rd</sup> September 1, 2011
Policy Effective Date:	August 1, 2008

### Policy Statement

Springfield College is committed to providing the safest and most efficient modes of transportation in support of its official business, academic, athletic, and student life needs.

### Reason For Policy

To set a standard of acceptable transportation options and uses.

### Entities Affected By This Policy

Any member of the Springfield College community granted the privilege to operate a College owned, rented, or leased vehicle.

### Who Should Read This Policy

The Springfield College community

### Contents (clarification of policy)

- Transportation Coordinator
- Springfield College Department of Public Safety

### Contacts

- Transportation Coordinator
- Springfield College Department of Public Safety
- Transportation Committee
- Department head/chair

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## VEHICLE / MOTOR VEHICLE DEFINED

Vehicle or motor vehicle is defined by the College as:

**n. any self-propelled device, for example: a car, van, truck, tractor, forklift or golf cart\*; designed to transport people as well as cargo.** \*See Chapter 2 Golf Cart Operations Policy

## AUTHORIZED DRIVER DEFINED

An **authorized driver** is defined by the College as any person eligible to operate a College rented, leased, or owned vehicle. Authorized drivers must adhere to the SC Transportation Service Policy and possess all of the following requirements\*: Must be at least 20 years of age • possess a valid United States driver's license and have possessed a valid United States driver's license for a minimum of 3 consecutive years • successful completion of the College's DDC IV Defensive Driving Safety Program (or its equivalent) • maintain an approved driver history.

\* See Procedures (I. Eligibility Requirements, II. Loss of Driving Privileges)

## POLICY OVERVIEW

Vehicle safety is the responsibility of every driver. Whether operating a golf cart, cargo van, rental car or passenger van; any person seeking to operate a College rented, leased, or owned vehicle is expected to follow the rules and procedures established by the Transportation Committee, and to abide by all campus regulations as well as all federal, state, and local laws.

Vehicles are available for use by students, faculty and staff in order to facilitate official business, student life, athletic and academic activities. Personal use of College vehicles is not allowed. Official use includes, but is not limited to, authorized student organization/club travel, community service transportation, intercollegiate athletics, academic class trips/projects and authorized departmental event transportation needs.

The motor vehicle fleet is managed by the Transportation Committee; where trades vehicles are overseen by Facilities and Campus Services and group travel vehicles are overseen by the Springfield College Department of Public Safety. The Transportation Coordinator is responsible for scheduling and maintaining the group travel vehicle fleet. The group travel vehicle fleet is comprised of College-owned/leased vehicles. When necessary, vehicles are supplemented by arranging services with an authorized commercial rental agency(ies).

## PROCEDURES

### I. DRIVER ELIGIBILITY REQUIREMENTS

**Failure to comply with the procedures set forth in this policy may result in disciplinary action in accordance with established College policy, and may result in suspension or termination of motor vehicle operating privileges.**

**In order to operate a college owned, rented, or leased vehicle all drivers must be an SC Authorized Driver (see definition of Authorized Driver) and adhere to all of the following procedures:**

- A. Possess a valid United States driver's license issued by the Department of Motor Vehicles from their state of residence or the District of Columbia.  
(Valid driver's license must be on the driver's person while operating vehicle).
- B. Driver must be at least 20 years of age and have possessed a valid United States driver's license for a minimum of 3 consecutive years.
- C. Successful completion of the College's DDC IV Defensive Driving Safety Program (or its equivalent).

A driver safety program is administered by the Springfield College Department of Public Safety. All prospective drivers must complete an online driver history record release/request form prior to attending the Defensive Driving Safety Program. Completion of this program is mandatory for all students, faculty, staff or volunteers whom operate a college owned, rented, or leased vehicles.

Persons seeking only to drive golf carts do not need to attend the Defensive Driving Safety Program: However they do need to attend the Golf Cart Operation Policy Review Safety Program. See Chapter 2 SC Golf Cart Operations Policy

**For assistance with the driver authorization process, forward questions to [Transportation@spfldco.edu](mailto:Transportation@spfldco.edu)**

D. Maintain an approved\* driver history and provide the SC Department of Public Safety permission to review your history. \*See section II loss of driving privileges: 13,14 & 15.

**All persons seeking to be authorized to drive for the College** will need to file the online driver history record release/request form. All perspective drivers are responsible for providing the SC Department of Public Safety with a copy of their driver history. Filing the online form grants the SC Department of Public Safety permission to obtain your driver history. They are able to provide this service free of charge for most states. The states which either do not return records within a timely manner (2 to 6 weeks) or do not respond at all to the college's inquiries are: CT, HI, IL, NJ, FL, PA, and WA. There may be a fee required to obtain your history from one of these states. Any fees acquired from obtaining a driver history are the responsibility of the applicant.

**If your license is issued from MA, CT or PA** the SC Department of Public Safety can query your history but it could take 2 to 6 weeks (or more) to receive the history. If your driver history is needed sooner, you can obtain your history from your state's DMV or from an online agency. WWW.DMV.org is such a site. The state DMV's and online sites may require a fee.

**If your license is issued from HI, IL, NJ, FL or WA** you will have to obtain a copy of your history yourself. You can obtain your history from your state's DMV, your insurance provider or from an online agency. WWW.DMV.org is such a site. The state DMV's and online sites may require a fee.

**If you utilize an online agency to obtain a copy of your driver history, make sure that you utilize a secure and reputable company. Also make sure that you will receive your copy in a timely manner.**

If you're planning to obtain your driver history yourself, you still need to file the College's online Driver History Record Release/Request Form.

**All authorized drivers seeking to maintain their authorization to drive status** must provide the Department of Public Safety with an accurate driving history prior to their expiration date. This process begins on an annual basis every August 1<sup>st</sup>. If your driver history is due to expire this year, you must file the online driver history record release/request form before your authorization to drive expires.

**Student and volunteer driver histories expire annually on October 31<sup>st</sup>.**

**Faculty and Staff driver histories are on a three year cycle and will expire on December 31<sup>st</sup>, 2014.**

If the SC Department of Public Safety does not receive a current copy of your driver history between August 1<sup>st</sup> and your history expiration date, your authorization to drive for the College will expire and you will not be authorized to operate a College rented, leased, or owned vehicle.

E. Operate College motor vehicles in accordance with Springfield College's Transportation Service Policy and all applicable federal, state and local laws.

F. Use of a mobile telephone while operating a College vehicle has been prohibited since 2008 (This includes golf carts and tractors, etc.).

The College's policy states: Driver's use of hand held devices\* are prohibited for all vehicles in motion.

\*\*See Policy Exceptions.

\*Hand held devices are defined as (but are not limited to): cell/mobile telephones, text messaging units, portable "CB/Walkie-talkie" radios, computers, gaming consoles and potable audio and/or video players, etc...

\*\* The only exceptions to this policy are:

1. The vehicle operator is the only occupant of the vehicle and needs to operate the vehicle to safety while using the phone to contact 911.
2. You're an employee of the Department of Public Safety and during the course of your duties utilize an assigned portable "CB/Walkie-talkie" radios (attached or unattached to vehicle). Equipment is only to be utilized for work related transmissions.
3. You're an employee of the Department of Public Safety and the only working electronic communication during an emergency is a cellular phone.

**Note:** The MA SAFE DRIVING LAW (enacted September 30, 2010): **It is unlawful to text message while operating a vehicle.**

G. Wear seat belts at all times and require passengers to wear them. Under **NO** circumstances should the number of passengers exceed the number of seat belts. Passengers are limited to those that fit within the manufacturer's installed seating area. Tilt beds, flat beds and vehicles in which seats have been removed; are not intended for passenger use.

H. No smoking, drinking of alcoholic beverages and/or use of controlled substances shall be allowed in a College vehicle at any time.

I. The driver of the vehicle must not be under the influence of controlled substances and/or alcohol at any time.

J. All traffic violations and citations are the sole responsibility of the driver. In the event that you receive a violation while operating a College owned, rented, or leased vehicle, **you must immediately report receipt of the violation to the SC Department of Public Safety at 413-748-5555 and your SC supervisor.**

K. Report any change in license status immediately to the Department of Public Safety within one working day of any such change. If the license is revoked or suspended, operating privileges will be adjusted accordingly.

L. In the event that you are in an accident while driving a College owned, rented or leased vehicle, **immediately report all crashes/collisions to the local police department in which the incident occurred as well as the SC Department of Public Safety 413-748-5555 and your SC supervisor.**

NOTE: \*The Commonwealth of Massachusetts requires every person operating a motor vehicle which is involved in an accident in which any person is killed or injured or in which there is damage in excess of one thousand dollars to any one vehicle or other property shall, within five days after such accident, report in writing to the Registry of Motor Vehicles and send a copy thereof to the police department having jurisdiction on the way where such accident occurred. \*MGL Chapter 90: Section 26. Accident reports; supplemental report; penalty for violation

## II. LOSS OF DRIVING PRIVILEGES:

The following offenses will result in: suspension, termination or non acquisition of SC driving privileges, as well as appropriate disciplinary action.

- 1) Failure to obey College's Transportation Service Policy (See Procedures A – L).
  - 1a) Failure to obey, trip/vehicle use, guidelines which have been applied by the SC Department of Public Safety and or an SC faculty or staff member with direct oversight of the trip or vehicle use.
- 2) Failure to obey federal, state, or local traffic laws and regulations.
- 3) Operating a motor vehicle without the immediate possession of a valid driver's license.
- 4) Operating a College owned, rented, or leased vehicle outside the scope of the destination and school related activity.
- 5) Operating a College owned, rented, or leased vehicle without proper seatbelt usage.
- 6) Operating a College owned, rented, or leased vehicle with passenger total exceeding the vehicle manufacturer's installed seating area.
- 7) Operating a College owned, rented, or leased vehicle in a reckless or unsafe manner.
  - 7a) Operating or parking a College owned, rented, or leased vehicle upon surfaces not designed or intended for vehicle travel may be considered reckless or unsafe. These surfaces include but are not limited to restricted access areas, sidewalks, grass and athletic fields/venues.
- 8) Operating a College owned, rented, or leased vehicle while under the influence of alcohol or drugs.
- 9) Driving which results in the intentional destruction of property.
- 10) Failure to promptly report an accident involving a College owned, rented, or leased vehicle to your supervisor and the Department of Public Safety and or Purchasing Department.
- 11) Failure to promptly report any motor vehicle violation/citation received while utilizing a College owned, rented, or leased vehicle to your supervisor, SC Department of Public Safety and or Purchasing Department.
- 12) Failure to report: the receipt of any major violations, or the suspension, or revocation of his/her driver's license.
- 13) Receipt of two or more violations\* within the past 12 months.
- 14) Receipt of three or more violations\* within the past 36 months.
- 15) Receipt of any major violation\*\*.
  - \* Violations include but are not limited to: speeding, driving without license, at fault crash/collision etc.
  - \*\* Major violations include but are not limited to: OUI (Operating Under the Influence), Speed in excess, Hit & Run, Vehicular Man Slaughter/Homicide and Reckless Driving.

Springfield College reserves the right to deny vehicle usage for any other offenses not mentioned within the Transportation Service Policy.



## GOLF CART OPERATIONS POLICY

Golf carts are primarily utilized for convenient travel. Carts are utilized to assist in transporting passengers, goods and services about the main campus grounds. The slow speed and small size of the vehicle grants access to points on campus not accessible to road certified vehicles. Through a department head, golf carts are available for use by cart authorized students, faculty, staff and volunteer drivers. Vehicles may only be used in order to facilitate official college business, student life, athletic, and academic activities. **Personal use is not allowed.**

## AUTHORIZED GOLF CART DRIVER DEFINED

An **authorized golf-cart driver** is defined by the College as any person who operates a college owned, rented, or leased golf cart and said driver possesses all of the following requirements: Must be at least 18 years of age (See General Laws of Massachusetts Chapter 149 Section 62), possess a valid United States driver's license, have possessed a driver's license for a minimum of 2 consecutive years, maintain an approved driver history, successfully read the entire SC Golf Cart Policy (signed and dated by the driver).

**Signed and dated Golf Cart Policies are to be issued to the SC Department of Public Safety to be filed with the driver's driver history.**

## ROAD RULES FOR GOLF CART OPERATION

1. Only an SC authorized golf cart driver is permitted to operate the vehicle.
2. The speed limit on Campus for all vehicles is 10mph. Carts are not to exceed 10mph. As a guide try not to exceed the speed of a brisk walking pace or jog.
3. Drive slowly when turning or traveling down an incline:
  - When turning or approaching a corner** (especially a blind corner with an obstructed view), slow the vehicle to a walking pace and or stop. Proceed only when it is safe and clear to do so. Be conscious of **cutting corners** on paved walkways. All tires should remain on paved surface when making the turn.
  - When traveling down an incline**, remove foot from accelerator, cover the brake and maintain the approved speed.
4. Pedestrians always have the right-of-way. Slow down when approaching pedestrians. The golf cart is a guest on all sidewalks.
5. Carts are to cross streets at crosswalks only. Carts should never travel on a city street (including the breakdown lane).
  - The only exception for this rule occurs when crossing Sheffield Street traveling to College property on Portsmouth St.
  - This type of crossing of Sheffield Street is to occur from the entrance/exit of Lot 3 to and from the east entrance/exit of Portsmouth St.
  - Portsmouth Street is a private way and travel on this Street is permitted. Obey all local and state traffic laws. Pedestrians and larger vehicles have the right of way (pull over and let them pass).
6. Keep hands, legs, feet and arms inside the confines of the golf cart. When physically able, all occupants should be holding on with, at a minimum, one hand.
7. Passengers are limited to those that fit within the manufacturer's installed seating area. Tilt beds, flat beds and vehicles in which seats have been removed; are not intended for passenger use.
8. When operating vehicle at night, vehicle must be equipped with a light source which is illuminated whenever vehicle is occupied or in motion. If a single light source is used, it must be mounted and visible from 360 degrees. Carts are to cross streets at crosswalks only. Carts should never travel on a city street (including the breakdown lane).
9. Without the express approval of the Chief of Police or the Director of Athletics, at no time should vehicle be driven on any athletic field surface.
10. Vehicles should never enter a building (garage facility is the only exception).
11. Never leave the keys in a golf cart when vehicle is unattended by authorized driver.
12. Without the express approval of the Chief of Police, a golf cart should never travel on Rally Hill (behind the Administration Building). At no time should a cart ever be at the bottom of Rally Hill (regardless of how access was gained).
13. Without the expressed approval of the Chief of Police or Director of Grounds: Do not drive on grass unless taking an elderly or disabled passenger to a specific location within the grassed area. Be conscious of **cutting corners** on paved walkways. All tires should remain on paved surfaces when making turns.
14. Driver's use of handheld devices are prohibited for all vehicles in motion. Hand held devices are defined as (but are not limited to): cell/mobile telephones, text messaging units, portable "CB/Walkie-talkie" radios, computers, gaming consoles and portable audio and/or video players, etc...
15. Driver's use of headphones is prohibited for all vehicles in motion.

**Note:** Section II. Loss of Driving Privileges (listed on page 4) also applies to the Golf Cart Operations Policy.

Springfield College reserves the right to deny vehicle usage for any other offenses not mentioned within the Transportation Service Policy.