

**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
**STAFF PERSONNEL MEMORANDA**

<b>Subject:</b>  <b>Motor Vehicle Use Policy</b>	<b>Memo No. 8</b> <b>Pages: 3</b> <b>Date: June 7, 2019</b>
<b>Approved by:</b> Julia McCallin, Associate Vice President for Human Resources	

**(This supersedes Memo No. 8, dated April 13, 2012)**

**1.0 Purpose**

Motor vehicle use is necessary for many facets of the Institute’s work. Faculty, staff, students and visitors all may have occasion, as part of the research, studies or other business of the Institute to drive Institute-owned or leased motor vehicles (“Institute vehicles”). Use of rental vehicles and personal vehicles on Institute business is covered by the Caltech Travel Policy. The safety of the Institute’s students, staff, faculty, visitors, and the public is a central concern for the Institute. This policy is designed to help support the safe and prudent use of Institute vehicles on Institute business.

**2.0 Authorized Use**

Authorized use of Institute vehicles is limited to use in the course and scope of Institute business. Institute business means use of motor vehicles in connection with Institute-sponsored activities.

**3.0 Driver Eligibility for Institute Vehicles**

- 3.1** Possess a valid American driver’s license for the appropriate class of vehicle being driven.
- 3.2** Volunteers may not drive Institute vehicles. Guests from other institutions who have a valid American driver’s license may be authorized to drive Institute vehicles only with approval of the division chair (or designee) for academic divisions or AVP level approval for administrative departments.
- 3.3** Submit to a motor-vehicle records check and meet the Institute’s requirements as set forth in this policy. Security and Parking Services (“Security”) will process DMV record check, excluding New Hires, which will be processed by Human Resources (“HR”).
- 3.4** Disclose a three-year driving history and update this driving history any time the driver receives points on their license and/or is convicted of driving under the influence or drugs, or leaving the scene of an accident.
- 3.5** Complete behind-the-wheel driver training if driver: (a) is under 21 years old, (b) has less than four years driving experience, (c) is 75 years old or older, (d) has previously been denied authorization to drive an Institute vehicle for any reason, (e) will be driving a type of vehicle with which the driver has little or no experience (e.g. a large or unique

vehicles), or (f) will be driving off-road or in other unique circumstances as determined by the division/department.

- 3.6** In case of an emergency, a driver who possesses a valid American driver's license may drive an Institute vehicle.

#### **4.0 Motor Vehicle Records Check**

A driver will be considered an ineligible driver and will therefore not be authorized to drive Institute vehicles if their driving record shows one of the following point-count totals pursuant to the California Department of Motor Vehicles Negligent Operator Treatment System (NOTS):

- 3 points in 12 months
- 5 points in 24 months
- 6 points in 36 months

No one who has had a conviction for driving under the influence of alcohol or drugs or leaving the scene of an accident within the three years prior to requesting authorization to drive an Institute vehicle will be given such authorization.

A driver who is ineligible to drive an Institute vehicle based on this section may reapply once the point-count total on their driving record drops below the points totals listed above and/or once three years has passed since a conviction for driving under the influence of alcohol or drugs or leaving the scene of an accident. However, even if they are otherwise eligible to drive an Institute vehicle based on the criteria in this policy, such drivers must complete driver-safety awareness training before authorization to drive an Institute vehicle will be granted.

#### **5.0 Driver Responsibilities**

All drivers of Institute vehicles must:

- 5.1** operate the vehicles in a safe and reasonable manner and in accordance with all applicable laws, regulations, and Institute requirements; special care should be taken to learn local laws when traveling outside of the country;
- 5.2** ensure all occupants wear their seat belts at all times that the vehicle is in motion;
- 5.3** before driving familiarize themselves with the vehicle and conduct a vehicle self-inspection. If there are any potential safety concerns, resolve them before driving;
- 5.4** pay for any traffic and parking citations issued;
- 5.5** make all reasonable efforts to be aware in advance of potentially hazardous weather conditions and other hazards, pay close attention to signs of driver fatigue, and pull off the road and/or reduce speed, as warranted. If a group is unable to travel due to weather conditions, driver fatigue, verified or suspected vehicle damage, or other potential hazards; they should contact their division/department or the Department of Security and Parking Services at (626) 395-4701;

- 5.6 in the event of an accident involving personal injury (regardless of severity), call 911. When it is safe to do so, contact Security and Parking Services at their emergency number (626) 395-5000. In addition, report all accidents to the to your division/department;
- 5.7 with the exception of trips provided by the Transportation and Motor Pool Chauffeur Service, volunteers, guests, and others may not ride in Institute vehicles unless their presence serves the interests of the Institute. Except for Chauffeur Service passengers, all guests and others who ride in an Institute vehicle, who do not already have a waiver and release on file, must sign a waiver and release and return it to HR. If any individual is under 18 years old, the parents or guardian of the individual must sign a minor's medical release.

## **6.0 Division/Department Responsibilities**

Each division or department that maintains vehicles for use or that has drivers who utilize Institute vehicles as defined by this policy must:

- 6.1 properly maintain its vehicles;
- 6.2 ensure that drivers are aware of and follow this policy;
- 6.3 for each potential driver, forward a copy of the driver's license and a release form signed by the driver to Security for the motor vehicle records check, with the exception of New Hires; the division/department is responsible for the cost of the motor vehicle records checks;
- 6.4 not allow any individual to drive an Institute vehicle unless all the driver eligibility requirements are met;
- 6.5 maintain a record of authorized drivers;
- 6.6 impose supplemental requirements to fit the specific needs of the division/department.

## **7.0 12 and 15 Passenger Vans**

Purchase, lease, rental and use of twelve (12) and fifteen (15) passenger vans for Institute business are prohibited.

## **8.0 Loss of Driving Privileges/Failure to Comply**

A driver may lose his/her privileges temporarily or permanently to drive on Institute business based on a failure to comply with the terms of this policy, changes to his/her driving record or license status, failure to disclose changes to his/her license status, for operating an Institute vehicle outside the scope of the activity for which use was approved, intentionally or recklessly destroying Institute property, failure to report an accident involving an Institute vehicle and/or other factors that, at the discretion of the Institute, render the driver ineligible to drive. These actions may also result in disciplinary action in accordance with Institute policy and/or adverse employment actions.