



## **MTECH MOTOR VEHICLE OPERATOR POLICY**

OPERATING | 500.587

### **Last Evaluation**

6/20/24

### **Executive Staff Approval**

7/8/24

### **Board Approval**

8/21/24

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### **1. Policy Purpose**

The purpose of this policy is to establish procedures governing the requirements and responsibilities of an authorized MTECH Motor Vehicle Operator, while being in accordance with the [Utah State Administrative Rule R-27](#).

### **2. Policy Statement**

Mountainland Technical College (MTECH) is committed to providing a safe and healthy environment for all employees traveling and operating an MTECH motor vehicle. This policy has procedures in place intended to protect the physical safety and health of constituents and to protect facilities, equipment, and other property.

### **3. Definitions**

**MTECH Motor Vehicle Operator** - An MTECH employee given authorization to operate a MTECH motor vehicle.

**MTECH Motor Vehicle** - A motor vehicle owned by MTECH.

**Defensive Driver Training** - A course provided by The Utah Department of Government Operations Division of Risk Management to ensure the knowledge of safe driving practices.

**Traffic Citations** - Citations issued to drivers who violate the traffic laws.

**Motor Vehicle Accident** - An event in which a motor vehicle is involved in a collision. This occurrence is associated with the maintenance or operation of a motor vehicle or motor vehicle equipment resulting in personal injury, death, or property damage.

**No Driving Penalty Period** - A period where an employee is no longer authorized to operate a MTECH motor vehicle.

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#### 4. Policy

- 4.1 MTECH employees CANNOT operate a MTECH motor vehicle unless the following requirements have been met:
  - 4.1.1 Completion of Defensive Driver Training course.
  - 4.1.2 Training certificate and valid driver's license are submitted and approved.
  - 4.1.3 Employees are authorized to operate a MTECH motor vehicle once a gas card pin number has been issued.
- 4.2 All MTECH employees are accountable for completing these requirements in order to earn credentials to operate a MTECH motor vehicle.
- 4.3 Credentials are valid for 2 years from completion date. The vehicle operator is responsible for tracking and renewing credentials before they expire.
- 4.4 Operating MTECH motor vehicles with invalid completion requirements is restricted and may result in disciplinary action.
- 4.5 Operating MTECH motor vehicles is a privilege. These driving privileges may be revoked at any point at the discretion of the Fleet Risk Management Committee.
- 4.6 At any point, a drug test screening may be required at the discretion of the MTECH Security Department and/or the Fleet Risk Management committee.

- 4.7 All MTECH employees/drivers are accountable for following MTECH vehicle operations as follows:  
Only MTECH employees are allowed in company vehicles unless preapproved by the Fleet Risk Management committee.  
Personal use of MTECH motor vehicles is prohibited.  
Drivers are responsible for keeping the MTECH motor vehicle and its contents locked and secured.  
All vehicles are to be maintained by keeping them clean and presentable.  
All maintenance and/or repairs must be preapproved by the Fleet Manager.  
Do not use a MTECH motor vehicle to tow/pull another vehicle.
- 4.8 Pre-Trip Inspection:
- 4.8.1 A pre-trip inspection is required by an employee before operating an MTECH vehicle. Instructions can be found in the vehicles.  
4.8.1.1
- 4.9 Post-Trip Inspection:
- 4.9.1 Ensure gas is full before returning  
4.9.2 Log trip  
4.9.3 Check outside of vehicle for any damages  
4.9.4 Return the vehicle in a clean and orderly condition after each use.  
Do not leave trash or any personal items in the vehicle.
- 4.10 Traffic Citations:
- 4.10.1 Fines associated with an issued citation are the driver's responsibility.  
4.10.2 If a citation is issued while driving an MTECH motor vehicle, the employee must submit an Incident Management Report and re-complete the Drivers Safety Training course.  
4.10.3 If a second citation is issued to an employee in a MTECH motor vehicle, within the same calendar year, the employee may receive a driving penalty and no longer be an MTECH authorized driver.
- 4.11 Motor Vehicle Accidents:
- 4.11.1 If an accident occurs while driving a MTECH motor vehicle, the MTECH employee must file a police report, submit an Incident Management Report, report the incident to employees direct supervisor, and re-complete the Defensive Driver Training course.  
4.11.2 After an accident occurs, the MTECH Security Department will hold an interview with the driver to determine if a drug test screening will be required.  
4.11.3 If a driver fails to report an accident and/or damage this may result in a disciplinary action.

4.12 Driving Penalty:

4.12.1 A period where an employee is not authorized to operate an MTECH Motor Vehicle due to disciplinary action implemented at the discretion of the Fleet Risk Management Committee.

4.12.2 If two incidents occur within a calendar year, a 6-month no driving penalty period may be issued to the employee.

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**5. Evaluation History**

Last Evaluation	Executive Staff Approval	Board Approval
6/20/24	7/8/24	8/21/24