



MOTOR VEHICLE OPERATOR POLICY

OPERATING | 500.587

Last Evaluation

9/3/2024

Executive Staff Approval

1/6/2025

Board Approval

1/15/2025

1. Policy Purpose

The purpose of this policy is to establish procedures governing the requirements and responsibilities of an authorized Mountainland Technical College (MTECH) Motor Vehicle Operator, while being in accordance with the Utah State Administrative Rule R27.

2. Definitions

Employee - A person whose salary, wages, pay or compensation is paid from College managed funds provided by the State of Utah.

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.

MTECH Motor Vehicle - A motor vehicle owned by MTECH.

MTECH Motor Vehicle Operator - A MTECH employee given an issued Operator ID and authorization to operate a MTECH motor vehicle and/or drive for MTECH business purposes.

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 due to disciplinary action implemented at the discretion of the Fleet Risk Management Committee.

Traffic Citations - Citations issued by law enforcement to a driver who violates traffic laws.

3. References

Utah Admin. Code R27, Fleet Operations

Utah Code § 41-1a-202

Utah Code § 41-6a

Utah Code § 53-3-202

Utah Department of Public Safety

4. Policy

4.1 Qualification of an MTECH Motor Vehicle Operator

4.1.1 MTECH employees CANNOT operate an MTECH motor vehicle unless the following requirements have been met:

4.1.1.1 Completion of Defensive Driver Training.

4.1.1.2 Possession of a valid driver's license that is compliant with Utah law.

4.1.1.3 Submission of training certificate and valid driver's license to the Facilities Specialist.

4.1.1.4 Approval of documentation and issuance of a valid fuel card and personal identification number (PIN) by the Facilities Specialist.

4.1.2 All MTECH employees are accountable for the completion of the requirements listed above in order to earn credentials to become an MTECH Motor Vehicle Operator.

4.1.3 Credentials are valid for one year from completion date. The MTECH Motor Vehicle Operator is responsible for tracking and renewing credentials before they expire.

4.2 Driving Privilege and Responsibility(ies)

- 4.2.1 All MTECH Motor Vehicle Operators and passengers are responsible for compliance with traffic laws pursuant to Utah Code § 41-6a, including Part 18 requiring the use of seatbelts by driver and passengers.
- 4.2.2 Every employee who drives for business purposes, regardless of which vehicle is used (even if it is the employee's own personal vehicle), must be an MTECH Motor Vehicle Operator with an Operator ID.
- 4.2.3 Operation of MTECH motor vehicles with invalid completion requirements is prohibited and may result in disciplinary action.
- 4.2.4 Operation of MTECH motor vehicles is a privilege. Driving privileges may be revoked at any point at the discretion of the Fleet Risk Management Committee.
- 4.2.5 All MTECH employees/drivers are accountable for following MTECH motor vehicle operations as follows:
 - 4.2.5.1 Only MTECH employees are allowed in company vehicles unless preapproved by the Fleet Risk Management Committee.
 - 4.2.5.2 Personal use of MTECH motor vehicles is prohibited.
 - 4.2.5.3 Drivers are responsible for keeping the MTECH motor vehicle and its contents locked and secured.
 - 4.2.5.4 All vehicles are to be maintained by keeping them clean and presentable.
 - 4.2.5.5 All maintenance and/or repairs must be pre-approved by the Fleet Manager.
 - 4.2.5.6 MTECH motor vehicles may not be used to tow/pull another vehicle.
 - 4.2.5.7 MTECH trailers may only be towed/pulled with MTECH motor vehicles. MTECH Trailer use with personal vehicles is not permitted.
- 4.2.6 Pre-Trip Inspection:

A pre-trip inspection is required by an employee before operating a MTECH motor vehicle. Instructions can be found inside each of the vehicles.

4.2.7 Post-Trip Inspection:

- 4.2.7.1 Ensure that the fuel tank is full before returning
- 4.2.7.2 Log trip
- 4.2.7.3 Check vehicle exterior for any damages
- 4.2.7.4 Return the vehicle in a clean and orderly condition after each use. Do not leave trash or personal items inside the vehicle.

4.3 Incidents

4.3.1 Traffic Citations:

- 4.3.1.1 Fines associated with an issued citation are the driver's responsibility.
- 4.3.1.2 If a citation is issued while operating a MTECH motor vehicle, the employee must submit an Incident Management Report and re-complete the Drivers Safety Training course.
- 4.3.1.3 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 a MTECH motor vehicle operator.

4.3.2 Motor Vehicle Accidents:

- 4.3.2.1 If an accident occurs while driving for business purposes, regardless of using a personal or MTECH motor vehicle, the MTECH motor vehicle operator must:
 - 4.3.2.1.1 File a police report.
 - 4.3.2.1.2 Report the incident to the MTECH Security Department via the Emergency Alert Line.
 - 4.3.2.1.3 Report the incident to their direct supervisor.
 - 4.3.2.1.4 Submit an Incident Management Report.
- 4.3.2.2 Re-complete the Defensive Driver Training course.
- 4.3.2.3 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.
- 4.3.2.4 An MTECH motor vehicle operator's failure to report an accident and/or damage may result in a disciplinary action.

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

4.4 Personal Vehicles

4.4.1 Liability Insurance Coverage for Personal Vehicles:

4.4.1.1 The college does not provide primary automobile liability or personal injury protection coverage for personal vehicles driven by the college's employees, volunteers, or students on college business.

4.4.1.2 The vehicle owner must carry minimum state-mandated liability coverage at their own expense.

4.4.1.3 The college does not provide primary automobile liability for personal vehicles driven by college employees, volunteers, or students on college business.

4.4.2 Physical Damage Insurance Coverage:

4.4.2.1 The vehicle owner must carry comprehensive and collision insurance at their own expense.

4.4.2.2 The college provides no automobile coverage for personal vehicles used on college business.

4.4.3 MTECH does not assume liability for coverage of personal vehicles. It is the responsibility of the vehicle owner to understand policies and coverage of personal vehicles used for business travel.

4.5 Drug Test Screening

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.

4.6 Mileage Reimbursement

Mileage reimbursement may not be issued until the employee has completed the operator requirements contained in this policy.

5. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
6/20/2024	7/8/2024	8/21/2024
9/3/2024	1/6/2025	1/15/2025