



Motor Vehicle Record Policy

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1. PURPOSE

The purpose of this policy is to set forth the requirements applicable to all drivers who drive as a requirement of employment or authorized student activity. This policy pertains to Iona Vehicles (defined below) and employee-owned vehicles being used while conducting official and approved College business. Iona College reserves the right to deny or revoke the driving privilege of any driver in the event that the driver does not meet the requirements of this policy. All drivers have a responsibility to their passengers, the College, and to the general public with whom they share the roads.

2. STATEMENT

The College intends to provide a safe and healthy environment for all students, employees, and visitors. This policy is intended to safeguard people, protect equipment, and reduce the frequency and severity of accidents both on and off campus involving vehicles used while conducting College business.

3. DEFINITIONS

- **MVR:** Motor Vehicle Record – Any motor vehicle driving record, including violations.
- **Iona Vehicles:** Vehicles owned, leased or rented by Iona College by which persons or property may be transported. These include specially equipped vehicles that may not be licensed for road use such as golf carts, forklifts, grounds equipment and other like vehicles.
- **Iona Driver:** An employee who is authorized to operate a personal or an Iona Vehicle to conduct business on behalf of Iona College.
- **Authorized Driver:** Based on the duties, as verified and approved by the Department of Human Resources, any employee (includes staff, administrators or faculty) who is required to drive while conducting the business of the College.

4. REQUIREMENTS

All authorized drivers must comply with the following:

- Submit a completed MVR consent form to the Department of Human Resources authorizing the College to check the driver's MVR.
- Have a valid, current United States driver license for the class of Iona Vehicle that the individual drives or seeks to drive.
- Drivers must maintain a driving record that meets the insurability standards and must remain insurable as set forth by the College's insurance carrier.
- Observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations.
- Wear a seat belt at all times and ensure that all passengers wear their seat belts as well.

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- Report all incidents in accordance with established College policies and cooperate in any investigation of the incident and any subsequent proceedings.
- Immediately notify his/her supervisor or manager in writing if his/her driver license is suspended, revoked, or has any limitations or restrictions. The supervisor should notify the Department of Human Resources in these instances within 48 hours of notification by the employee.
- Promptly submit legible copies of any tickets or other citations received while operating an Iona vehicle while conducting College business to a direct supervisor. A determination will be made as to the related liability for the payment of fines.
- Complete both the online Driver Safety Training and the Defensive Driving courses.

5. POLICIES

Policy for Job Applicants Following Conditional Offer of Employment

Iona College conducts motor vehicle record checks on all finalist candidates before a conditional offer of employment for any position for which driving is an essential job function.

The candidate's formal job offer is contingent on eligibility under the College's policy. The motor vehicle record check will include review of all states listed on the individual's employment application and resume.

If the applicant does not have a valid driver license, the applicant may not be hired. An applicant for employment may not be hired for a position that requires a valid driver license if his or her driving record reflects:

- Suspended or revoked license.
- Three or more moving violations in the past 36 months.
- One or more instances of driving under the influence (DUI) or driving while intoxicated (DWI).
- At fault in a fatal accident.
- Leaving the scene of an accident.
- Reckless driving.
- Any other matter it deems reckless or irresponsible as reported on the MVR.

After conducting an individualized assessment, exceptions may be made for individuals who do not hold a driver license due to disability, religious belief or other reasons not related to license suspension or criminal conviction or for whom driving a motor vehicle is not an essential job duty.

If a new driver's MVR is found to be acceptable and the remaining pre-employment processes are satisfactorily completed, the Department of Human Resources will provide a written offer of employment to the driver and copy the hiring department. In the event a driver's MVR is found to be unacceptable, the Director of Human Resources will contact the driver and the hiring department to notify them the College is not able to proceed with the offer.

Policy for Existing Employees

With the initial MVR, Iona College will continuously monitor the Motor Vehicle Record of each authorized employee and reserves the right to repeat the MVR check while such employee is authorized to drive for the College. If an existing employee's role changes to include driving a vehicle for the purpose of conducting business on behalf of the College, the Department of Human Resources will require completion of a consent

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form and will continuously monitor that employee's driving record until the employee's role changes or the employee leaves the institution.

Any employee without a valid driver license will not be allowed to operate a vehicle on behalf of the College. If driving is an essential job function, and the employee has received an unacceptable MVR which results in revocation of driving privileges and reassignment to a non-driving position cannot be reasonably accommodated, the employee may be disciplined, up to and including separation from service.

College Driving Permit Policies

All authorized drivers are prohibited from engaging in the following:

- Knowingly operating an unsafe vehicle.
- Allowing a spouse, family member, or any other person to drive an Iona Vehicle unless that person is an employee who has submitted an MVR consent form and has been authorized to drive an Iona Vehicle. Otherwise, a spouse or other family member is not eligible or permitted to drive an Iona Vehicle.
- Consuming or being under the influence of alcohol or any substance that may cause impairment while operating an Iona Vehicle.
- Offering rides to unauthorized passengers.
- Driving Iona Vehicles for personal use.
- Using handheld cell phones or other mobile devices while driving. These devices include, but are not limited to, cell phones, computers, pagers, PDAs, and any other similar device. Iona drivers are prohibited from using a hand-held electronic device while operating a vehicle while conducting business on behalf of the College, except when making an emergency voice call to Iona Campus Safety and Security or 911 for situations such as traffic accident, fire, medical emergency, severe road hazard, etc. In such cases, drivers should attempt to pull off the road prior to initiating the call. If it is not possible to stop, the conversation should be as short as necessary to communicate the nature of the emergency.
- If a traffic incident occurs while an employee is driving his/her personal vehicle and while conducting business on behalf of Iona College, any claims must first be presented to the employee's insurance carrier.

Any employee who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and possibly including termination from employment.

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