



Vehicle Safety

5.30

Part 1. Purpose

In keeping with the mission of Lake Superior College and to maintain a safe environment for student, faculty and staff; LSC will follow the Minnesota State Colleges & Universities Vehicle Fleet Safety Program. The policy applies to all LSC campuses.

Part 2. Policy

LSC will abide by the Minnesota State Colleges & Universities Vehicle Fleet Safety Program and all pertinent procedures and rules promulgated by MnSCU Risk Management Division or the State of Minnesota Risk Management Division.

The Vice President of Finance & Administration or his/her designee shall serve as the responsible administrator for implementing and enforcing this policy, and has the authority to require all students, faculty and staff to comply with the requirements of the Minnesota State Colleges & Universities Vehicle Fleet Safety Program before operating a State vehicle for State business.

Part 3. Definitions

1. MnSCU Business – Any activity that is the directly related to being employed by LSC or being enrolled as a student at LSC, including but not limited to, class field trips, meeting, seminar or conference attendance, picking up or delivering items or persons directly related to LSC.
2. Driving on State Business – Includes driving a state owned vehicle, driving a vehicle leased using LSC funds or to be reimbursed by LSC or driving any other vehicle including a person's private vehicle on MnSCU business with the expectation of being reimbursed for mileage and/or expenses.

3. Eligibility – In order to drive on state business, students, faculty and staff must meet the eligibility requirements as outlined in Exhibit 2 of Procedure 5.30.1, Vehicle Safety Procedure.

Part 4. Requirements

1. Student Drivers under 21 years of age – Unless specifically exempted by the State and MnSCU Risk Management Divisions, no student under the age of 21 may drive out of state on MnSCU business.
2. All Student Drivers - Effective with the adoption of this policy, any student who will be driving on state business is required to complete and sign the Vehicle Use Agreement (see Procedure 5.30.1) and consent to a check of their Motor Vehicle Record. Motor Vehicle Records will be checked annually during the period the student is enrolled at Lake Superior College.
3. All Staff(excludes faculty) - Effective January 1, 2009, any staff member that will be driving on state business is required to complete and sign the Vehicle Use Agreement (see Procedure 5.30.1)and consent to a check of their Motor Vehicle Record before driving on state business. Motor Vehicle Records will be checked annually.
4. All Faculty - Effective July 1, 2009, any faculty member that will be driving on state business is required to complete and sign the Vehicle Use Agreement (see Procedure 5.30.1) and consent to a check of their Motor Vehicle Record before driving on state business. Motor Vehicle Records will be checked annually.
5. High Occupancy Vans – Before driving a high occupancy van on state business, a driver must have participated in the approved “behind the wheel” training for high occupancy vans when it becomes available.
6. Towing Trailers – Before towing any trailer on state business, driver must have participated in the approved “behind the wheel” training for towing trailers when it becomes available.

Date Proposed: October, 2008
Date Implementation: November, 2008

Signature of College President

Date