



## College of the Holy Cross

Department of Public Safety  
Transportation Office

### **Van Certification Eligibility and Rules of Conduct**

The Transportation Office is in charge of training and certifying members of the college community to drive college-owned vehicles. It is a task we take very seriously, for those we train will be driving vehicles with the Holy Cross name on them. Our drivers represent the college wherever they go, and we trust them to operate the vehicles in a safe, courteous, and responsible manner.

#### **Eligibility**

In order to be considered for certification, you must have a clean driving record. The following are automatic disqualifications:

1. A conviction for Operating under the Influence (OUI) or Driving While Intoxicated (DWI) offense for drugs and/or alcohol.
2. Refusal to submit to a Blood Alcohol Content (BAC) test.
3. A revoked or suspended driver's license.
4. Learner's Permit or Provisional License.
5. Certain criminal convictions (subject to review by Public Safety).

These are disqualifications for violations within the past three years:

1. Any combination of three or more moving violations or accidents.
2. Operating a vehicle with suspended or revoked license.
3. Leaving the scene of an accident.
4. Reckless driving violations.

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These are disqualifications for violations within the past twelve months:

1. Any combination of two or more moving violations or accidents.
2. Speeding in excess of 25 miles per hour over the speed limit.

All denials of certification may be appealed through the Transportation Manager. The Transportation Manager or the Director of Public Safety may grant certification with conditions at his/her discretion.

### **Rules of Conduct**

1. You and your passengers are required to wear seat belts while riding in the vehicle.
2. You may not drive the vehicle while impaired, affected, or influenced by alcohol, illegal drugs, medication, illness or fatigue.
3. All drivers are required to abide by all federal, state, and local motor vehicle regulations, laws, and ordinances.
4. You are responsible for ensuring that the vehicle is maintained in safe driving condition by doing a walk-around safety inspection before taking the vehicle out.
5. You are required to drive with the vehicle headlights on at all times.
6. You shall not use a cell phone, MP3 player, computer, pager, or other electronic device while driving. Pull off the road in a safe manner before using the device.
7. Drivers may not pick up hitchhikers.
8. Drivers may not accept payment for any transportation services, nor shall he/she solicit payment for unscheduled stops.
9. Drivers must notify the Transportation Office immediately if driver's license is suspended or revoked.
10. All accidents, regardless of how minor, must be reported immediately to Public Safety.

Please refer to ***Transportation Policies and Procedures*** for further requirements.