
VEHICLE USE POLICY

Policy Statement:

This policy addresses the use of Bergen Community College (“College”) vehicles and personal vehicles used for College business. It requires that employees who operate College vehicles do so safely, responsibly, and in accordance with all applicable traffic laws, safety regulations, and the College’s requirements.

Reason for Policy:

To establish uniform standards governing the authorization, operation, and oversight of College vehicles and to ensure that vehicle use supports the College’s commitment to safety, compliance, and effective operations. Improper or unsafe operation of vehicles may pose a direct threat to the safety of employees, students, visitors, and the public, and may expose the College to operational, legal, and financial risk.

Who Should Read This Policy:

All employees authorized to operate College vehicles or use personal vehicles for College business.

Definitions:

College Vehicle: Any vehicle or mobile equipment that is owned, leased, or rented by the College.

Specialized Vehicle: Motorized non-passenger operational or service equipment used for College business, including utility carts, lifts, maintenance vehicles, grounds equipment, and other specialized operational vehicles.

The Policy:

The College maintains a fleet of vehicles to support its operations. The safe and compliant use of these vehicles is a condition of employment for employees whose duties include driving.

Employees must demonstrate the ability to operate vehicles in a manner that is:

- Safe and controlled
- Consistent with applicable laws and regulations
- Aligned with College policies and procedures

Failure to meet these requirements may result in a determination that the employee is not authorized to operate College vehicles.

The College retains the discretion to evaluate vehicle use, driver eligibility, and compliance on a case-by-case basis, considering the totality of the circumstances, including safety risks, operational needs, and applicable legal requirements. Employees may be required to obtain specialized licensing to operate certain vehicles.

Driver Eligibility and Authorization

Employees may operate College vehicles only if they:

- Are authorized College employees conducting official business
- Maintain a valid driver's license appropriate for the vehicle being operated
- Provide required documentation to their supervisor
- Maintain an acceptable driving record, as determined by the New Jersey Motor Vehicle Commission and the College

Employees must notify their supervisor, Human Resources, and the Department of Public Safety within twenty-four (24) hours of:

- Suspension, revocation, or restriction of their driver's license
- Expiration or lapse in license validity
- Driving-related violations that may impact their eligibility
- Any condition that may impair their ability to safely operate a vehicle

Failure to provide timely notification may result in:

- Immediate suspension of driving privileges
- Disciplinary action, up to and including termination

The College may:

- Require participation in a driver safety program
- Review driving records periodically
- Conduct Motor Vehicle Record (MVR) reviews through Public Safety or its designee
- Revoke driving privileges based on safety, compliance, or risk considerations

Compliance with this policy is a condition of employment for employees whose job duties include driving.

An employee whose driver's license is suspended, revoked, expired, or otherwise restricted in a manner that affects lawful driving privileges must not operate a College vehicle, specialized equipment, or personal vehicle for College business purposes.

Employees who are unable to maintain lawful driving privileges may be restricted from performing duties that require driving and may be subject to further review under applicable College policies, collective bargaining agreements, and the law.

Use of College Vehicles

College vehicles shall be used only for official College business except in limited circumstances where:

- Use is expressly authorized by the College
- Limited deviations directly associated with authorized College business activities are necessary, such as brief stops for meals, fuel, rest, or other necessities reasonably related to business travel, provided such use does not materially extend travel time, distance, or operational cost

Employees are expected to exercise sound judgment and avoid any use that may create the appearance of impropriety.

Unauthorized uses include, but are not limited to:

- Personal errands unrelated to College business
- Transporting unauthorized passengers
- Any use inconsistent with College operations
- Use of a College vehicle for unofficial, unauthorized, or non-College-related trips or activities
- Unauthorized use of a College vehicle outside of scheduled work hours, including evenings, weekends, or holidays
- Unauthorized possession or retention of College vehicle keys or vehicles outside approved operational needs
- Use of College vehicles outside the State of New Jersey without prior authorization

All non-incident personal use must be documented.

Use of Personal Vehicles for College Business

Employees authorized to use personal vehicles for College business must:

- Maintain automobile liability insurance at or above state-required minimums
- Provide proof of insurance upon request
- Operate their vehicle in accordance with this policy
- Obtain pre-approval by a supervisor when a College vehicle is available but not utilized

The College does not assume responsibility beyond applicable reimbursement policies and legal requirements.

The employee's personal automobile insurance shall be considered the primary coverage when a personal vehicle is used for College business. The College's insurance, if applicable, will be secondary and subject to the terms of its policies.

Passenger Restrictions

Employees may transport only individuals who are:

- College employees engaged in official business, or
- Individuals directly participating in College-related activities

Transportation of students requires prior supervisory approval and must comply with applicable College risk management and safety requirements.

Transporting unauthorized passengers is strictly prohibited.

Vehicle Use Logs

Employees must maintain accurate logs including driver name, purpose, mileage, and expenses. Logs are subject to supervisor review and audit.

Safety Requirements

Employees operating College vehicles must comply with all applicable laws and safety requirements, including:

- Mandatory use of seat belts by all occupants
- Prohibition on texting, emailing, or handheld device use while driving
- Prohibition on operating a vehicle if the employee is fatigued, impaired, or otherwise not fit to safely operate a vehicle

- Prohibition on reckless, careless, or unsafe driving practices, including speeding or other conduct that creates unnecessary risk
- Prohibition on operating a vehicle under the influence of drugs or alcohol
- Prohibition on possession of alcohol or illegal substances in vehicles
- Prohibition on smoking in College vehicles
- Prohibition on unauthorized weapons in College vehicles

Drivers are expected to exercise sound judgment consistent with safe operating practices at all times.

Operational Expectations

Employees must:

- Use the most efficient and cost-effective travel routes
- Perform a basic visual inspection of the vehicle prior to use and not operate a vehicle that appears unsafe or improperly maintained
- Secure vehicle keys and prevent unauthorized access
- Refrain from placing unauthorized signage, decals, or markings on vehicles
- Report vehicle defects, maintenance issues, or safety concerns promptly
- Secure vehicles when unattended
- Immediately report theft, vandalism, or unauthorized use to Public Safety
- Notify a supervisor if they believe they are unable to safely operate a vehicle or specialized equipment
- Understand that they are personally responsible for violations incurred during the operation of the vehicle, including, but not limited to, traffic, parking, and toll violations

Accident and Incident Reporting

Employees involved in any accident, collision, or vehicle-related incident while operating a College vehicle, specialized vehicle, or authorized personal vehicle for College business purposes must:

- Immediately stop and assess the safety and medical condition of all individuals involved
- Ensure the safety of all individuals and contact emergency services, if necessary
- Contact the appropriate law enforcement agency to report the accident and obtain a police report and/or case number
- Exchange required information with other involved parties, including driver identification, vehicle information, insurance information, and other information required by law
- Notify the Department of Public Safety immediately or as soon as practicable
- Notify their supervisor as soon as possible
- Provide accurate and complete information regarding the incident
- Cooperate fully with any investigation including law enforcement and emergency responders
- Complete the General Incident Report for Bergen County (Appendix A) and other required documentation

All accidents, regardless of severity, must be reported. Failure to report may result in disciplinary action.

Loss of Driving Privileges / Inability to Perform Driving Duties

For positions in which operating a vehicle is an essential job function, employees must maintain the ability to legally and safely operate a vehicle as a condition of performing their job responsibilities.

If an employee is unable to maintain required driving privileges, or is otherwise unable to perform driving duties, the College will evaluate the situation based on the totality of the circumstances, including the nature of the position, the duration of the limitation, operational needs, and applicable legal requirements.

Where appropriate, the College may consider reasonable accommodation, temporary reassignment, or other alternatives in accordance with applicable law.

Concerns related to an employee's ability to safely operate a vehicle may also be evaluated under the College's Fitness for Duty Policy, where applicable. The College reserves the right to require an employee involved in an accident, collision, or vehicle-related incident while conducting College business to participate in a Fitness for Duty evaluation or other appropriate assessment. Such evaluations or assessments will be conducted in accordance with applicable law, collective bargaining agreements, and College policy, including the College's Fitness for Duty Policy.

If an employee is unable to perform the essential functions of the position, with or without reasonable accommodation, the employee may be subject to reassignment, leave, or separation from employment, consistent with College policy, collective bargaining agreements, and applicable law.

Monitoring and Oversight

The College reserves the right to monitor and review vehicle use through available means, including electronic systems, vehicle logs, and supervisory oversight.

Employees should have no expectation of privacy when operating College vehicles for official purposes.

Applicable Federal and State Laws and Regulations

This policy will be administered in compliance with all applicable federal, state, and local laws and regulations, including but not limited to the Americans with Disabilities Act of 1990 (ADA), the Family and Medical Leave Act (FMLA), the Occupational Safety and Health Act (OSHA), the New Jersey Public Employees Occupational Safety and Health Act (PEOSHA), and the New Jersey Law Against Discrimination (NJLAD).

Where required by applicable law, the College may provide reasonable accommodation for qualified individuals with disabilities to enable them to perform the essential functions of their positions, provided such accommodation does not create undue hardship or a direct threat to the safety of the employee or others.

Related Documents/Policies:

Fitness for Duty Policy

Employee Code of Conduct

Weapons Policy

Drug and Alcohol Policy

Travel and Expense Reimbursement Policy

Vehicle Use Responsibilities, Process, and Procedures

Bergen Community College General Incident Report (Appendix A)

All policies are subject to amendment. Please refer to the College Policy website for the official, most recent version.

Applicable Collective Bargaining Agreements

Policy History: (adopted/amended)

Adopted: August 4, 2026

Amended:

Reviewed:

General Incident Report

For Injuries, Auto Accidents or Property Damages Involving Employees, Facilities or Visitors

EMPLOYEE RELATED _____

VISITOR RELATED _____

FACILITY RELATED _____

IF INCIDENT INVOLVES COUNTY VEHICLE OR EQUIPMENT, PLEASE PROVIDE UNIT #
INSTRUCTIONS: To be completed by employee(s) experiencing or witnessing the incident. All other witnesses are to write separate statements and attach. The report is to be given to the direct supervisor before leaving for the day and to the Division Director and Operations Officer ***IMMEDIATELY***. The Operations Officer or designee shall complete the Administrative Review Section. If applicable, include photos.

Please forward to Anny Scardino-Division of Risk Management ascardino@bergencountynj.gov

PRINT ALL INFORMATION

1. Name of person completing report: _____ 2. Division _____

3. Place of incident _____

4. Date: _____ 5. Time _____

6. Nature of incident _____

7. Name(s) & address of all involved employees/visitor: _____

8. Was someone injured? _____

9. If yes, please describe: _____

10. Was there damage to the property? _____ 11. If yes, describe: _____

12. Name of witnesses: _____

13. Name of supervisor notified: _____

14. Date and Time: _____

15. Describe incident in detail (use additional paper if necessary):

16. Describe actions taken:

17. Name(s) of any other agencies involved, e.g. Police, Fire, etc.: **PROVIDE REPORT NUMBER**

ANY VIDEO FOOTAGE OR PICTURES AVAILABLE? _____ IF YES, BY WHOM? _____

IF INCIDENT INVOLVES COUNTY VEHICLE OR EQUIPMENT, PLEASE PROVIDE UNIT # _____

18. Staff Signature: _____

19. Date: _____

20. Division Review:

Division Director / designee signature: _____ Date: _____

Administrative Review Section

To Be Completed by the Operations Officer or designee

21. Administrative Review (include any actions taken):

22. Recommendations:

23. Operations Officer (or designee) Signature: _____

24. Print Name:

25. Date:

REFUSAL OF MEDICAL AID

Date _____

I, _____ (Patient)
Print Name

Address _____

(Or) _____ For _____
Parent/Guardian Minor Under 18 Years of Age

refuse medical treatment and/or medical transport to a hospital emergency facility, and do hereby indemnify, defend, hold harmless and Release the County of Bergen, its officials, and employees, individually and severally, agents or other representatives for any and all liability of any nature whatsoever, and for any injury/harm/complications of any kind that may result directly or indirectly from MY refusal of treatment for me or for the named minor, for whom I act as guardian, as to any and all claims filed in equity or law, regarding liability, loss damage or expense, including attorney's fees, court costs and/or judgements that may arise out of my refusal of medical treatment or medical transport by the County of Bergen, its officials and employees agents or other representatives. This statement of refusal is made with my full acknowledgment and understanding that medical conditions and/or complications may result from my refusal of medical treatment and/or medical transport to a hospital emergency facility at _____ (Name of Facility)

Supervisor/Witness signature

Patient or Parent/Guardian Signature

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REFUSAL TO SIGN REFUSAL OF MEDICAL AID

The above patient was informed of and read the above release from Refusal of Medical Aid information and was asked to sign same to acknowledge his/her refusal to accept medical treatment and or transportation to the nearest approved hospital emergency facility. The above patient was further informed of the potential risks involved with his/her failure to accept medical treatment and/or transportation to the nearest approved hospital emergency facility at _____ (Name of Facility)

Said patient refused to sign the above statement.

Supervisor/ Witness signature