

Central Virginia Community College Policies  
II - General Administrative Policies  
Automobile Safety



Policy #:	CVCC0033
Effective:	__/__/__
Last Reviewed/Revised:	09/08/2022
Responsible Dept.:	Public Safety and Campus Police
Other Policy References:	NA

### General Policies

- Employees of CVCC will adhere to all traffic laws of the Commonwealth when using any vehicle assigned or owned by the college.
- All operators of state vehicles must possess a valid operator's license from the Commonwealth of Virginia.
- Smoking is prohibited in state vehicles.
- The use of cell phones and other handheld electronic devices is prohibited while operating a state vehicle.

### Seat Belt Policy

All State employees who drive or occupy the front seat of State vehicles, or privately owned vehicles on official State business, shall wear their safety belts at all times when the vehicle is in motion and equipped with safety belt systems.

### Exemptions

This policy does not apply to (a) law enforcement personnel actively engaged in transporting persons in custody or when circumstances, according to guidance issued by the appropriate law enforcement State agency head, would render the wearing of a safety belt impractical. (b) Employees who have a physical condition or other bona fide medical reason, determined in writing by a licensed physician and presented to the employee's supervisor, which would make wearing a safety belt impractical.

### Penalties

State employees who fail to comply with this order will be committing a Group I offense and be subject to a written notice. Group I written notices are cumulative in nature. Upon the accumulation of three "active" Group I offenses, an employee may be suspended without pay up to five workdays. Written notices for Group I offenses remain "active" for two years from the date of issuance.

### Traffic and Parking Regulations

#### General Policies

Yield or stop signs will be posted at intersections and parking lot exits. If the intersection is not posted, the vehicle on the right will have the right-of-way.

Pedestrians will have the right-of-way at all times. When approaching crosswalks, drivers should pay special attention to pedestrians and stop to allow safe crossings.

#### Automobile Accidents – State Vehicles

Vehicles owned by the Commonwealth of Virginia are covered by a self-insured plan through the Commonwealth of Virginia Division of Risk Management.

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If an employee of CVCC is involved in an accident off campus and while on college business, the employee should attempt to do the following:

1. Call the State police.
2. Obtain names, addresses, phone numbers, and license numbers of all personnel involved in the accident.
3. Obtain the name, address, and phone number of any person who claims to be injured.
4. Note all property damage.
5. Note the number of people who were in the other cars.
6. Obtain the names, addresses, and phone numbers of witnesses who saw the accident occur.
7. Advise your his/her supervisor as soon as possible.
8. Do not comment whether he/she was at fault.

Accidents occurring on campus should be referred to the Campus Police Office immediately.