

**Lewis & Clark College
Facilities Services
Policy & Procedure**

Subject: Motorized Maintenance Equipment

Policy #:

Entity: Facilities Services

Original Effective Date: January 9, 1998 **Date(s) Reviewed/Revised:** July 24, 1998

Approved By:

Approval Date:

Purpose:

To delineate what vehicles or equipment within the Facilities Services Department require the operator to have a Department of Motor Vehicles record review to establish their privilege to drive a College vehicle based upon the point-matrix calculation of the College's insurance carrier.

Policy Statement:

College policy states that all drivers desiring clearance to operate College vehicles must, "submit driver's clearance forms to Facilities Services for DMV records review." The term "College vehicle" means motorized vehicles, which are licensed to be operated on public roads and highways within the State of Oregon. Motorized maintenance equipment such as riding lawn mowers, manlifts, Cushman type delivery vehicles, tractors, forklifts, and back hoes do not currently require use of the point-matrix system in order to operate. All operators (including student workers) of the foregoing motorized maintenance equipment will require DMV records review and completion of the College's driver training program.

Procedure:

1. The supervisor of any department having either motorized maintenance equipment or College vehicle operators shall submit driver clearance request forms to the General Maintenance/Van Pool Coordinator.
2. The General Maintenance/Van Pool Coordinator will then conduct DMV records review and assign point-matrix calculation totals for each driver. The list of drivers and associated point-matrix totals will then be forwarded to the Occupational Health & Safety Officer.

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3. The Occupational Health & Safety Officer will ensure that training is conducted pursuant to the College's general motor vehicle policy.