

COMMUNITY COLLEGE OF VERMONT

DESIGNATED DRIVER POLICY

November 13, 2019

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POLICY

This policy provides guidelines regarding the designated driver program and the driver safety training at Community College of Vermont. The policy outlines the criteria by which employees may become a designated driver and the actions required to maintain the status of designated driver.

Employees who drive a CCV-owned vehicle, employees who transport students, employees who rent a vehicle, and/or employees who travel more than 1,000 miles per year (excluding commuting miles) for CCV-related business must be approved as a designated driver.

PROCEDURES

1. To be considered a designated driver, an employee must demonstrate recent completion of the College's driver safety program and provide proof of a current valid Vermont driver's license.
2. The College maintains current records of its designated drivers, including copies of valid driver's licenses, proof of insurance, and motor vehicle reports.
3. Any employee deemed a designated driver must follow all traffic rules.