

**REED COLLEGE
DEPARTMENT OF COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

OPERATION OF COMMUNITY SAFETY DEPARTMENT VEHICLES

Source: Departmental Directive issued by the Community Safety Director.

Original Publication: 2012

Latest review & revision: August 2020

PREAMBLE

PUBLIC HEALTH BEHAVIOR GUIDELINES FOR COVID-19

All Community Safety staff are required to follow the most current Reed College guidelines for public health behaviors at all times. Individual responsibilities for these behaviors are listed on the college's [COVID-19 Response Plan](#). Community Safety guidelines include, but are not necessarily limited to the following:

- 1) CS staff are required to use Personal Protective Equipment (PPE), such as face coverings or N95 respirators, gloves, eye guards, etc. as appropriate to the circumstances
- 2) CS staff are required to maintain an appropriate physical distance from others, except for exigent circumstances and with appropriate PPE
- 3) CS staff are expected to use accepted hygiene and sanitization procedures whenever indicated

The health and safety of CS staff and other persons is the overriding criterion for all CS activity. In the unlikely situation where practicing appropriate public health behaviors is in conflict with carrying out Community Safety duties and responsibilities, the health and safety of CS staff and other persons shall normally take precedence.

Community Safety staff are expected to be familiar with public health guidelines, plan ahead for handling service calls safely, and to make reasonable attempts to BOTH carry out their assigned duties AND adhere to the college's public health guidelines. Most potential health risks may be mitigated by the use of PPE and the use of appropriate safety practices, allowing CS staff to carry out their duties without undue risk. Any circumstance where public health guidelines conflict with the provision of CS services shall be immediately reported to the CS Manager On-call for evaluation and follow up.

No CS staff member is expected to knowingly place themselves or another person at increased risk of personal harm in order to carry out their duties.

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DIRECTIVE

Principle

Reed College Community Safety (CS) operates vehicles in order to respond to emergency situations on campus, respond efficiently to calls for service, efficiently patrol the campus, enable Community Safety Officer (CSOs) to have necessary equipment close at hand, provide a visible presence, and to provide campus escorts to community members. In order to accomplish these functions, CS vehicles must be in good repair, must have necessary equipment and supplies, and must be clean.

Types of Vehicles

Community Safety maintains and allows for the use of a variety of vehicles by CS staff in carrying out their duties:

- 1) Motor vehicles
- 2) Electric cart or similar
- 3) Segway
- 4) Bicycles

Policy

CS staff members who operate departmental motor vehicles as part of their duties will maintain a valid driver's license in the state of their residence and may not operate a college vehicle without a driver's license valid in the state of Oregon. Any CS staff member who is required to drive a motor vehicle an essential job function is required to immediately notify their Manager if their permission to drive has been revoked, suspended, restricted, or if their license has expired.

CS vehicles shall be operated in a safe manner. The speed limit on campus is 10 miles per hour. CS staff operating department vehicles off campus shall obey all traffic laws.

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CSOs Should operate the vehicle in such a manner as to remain situationally aware of their surroundings while on vehicle patrol. Windows should be open enough and the radio low enough that CSOs can hear a verbal call for help from just around a corner or out of sight along the edge of a roadway or path.

Regardless of the type of vehicle being operated, CS staff are expected to use the appropriate safety equipment, devices, and practices at all times. These include, but are not limited to, seat belts and/or helmets as appropriate.

Department vehicles will be inspected at the beginning of each shift for damage, proper equipment, supplies, and cleanliness. Additionally, visual verification must be made that Naloxone is present in the medical bag for each vehicle. If Naloxone is missing, immediate notification must be made to the CS Manager on duty or the CS On-Call Manager.

Vehicle damage will be reported to the CS Manager on duty (if applicable) and an email sent to the On-Call Manager email as soon as possible after the damage is discovered. All damage will be photographed and documented in a report in ARMS.

Seatbelts shall be worn as intended by all vehicle occupants while a vehicle is in operation, regardless of whether the vehicle is on or off campus.

Helmets shall be worn by CS staff using bicycles or a Segway.

All posted and applicable laws and vehicle operation guidelines shall be followed at all times, including stop signs, speed limits, etc.

Persons, including children, who require the use of additional safety restraint devices (i.e. child safety seats) not installed by the vehicle manufacturer (e.g., seat belts, air bags, etc.) may not be transported in CS vehicles.

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Parking

Vehicles, especially motor vehicles, operated by CS shall be parked according to posted and customary guidelines unless a specific operational need makes parking in non-standard ways appropriate.

The following are examples of circumstances when it may be appropriate to park a CS motor vehicle in a non-standard location:

- 1) Fire system activation
- 2) Urgent medical service call
- 3) Report of suspicious person

The following are examples of situations where CS staff should use regular parking areas or park in locations appropriate for service vehicles:

- 1) Routine building or area patrols
- 2) Door locks/unlocks
- 3) Following up on non-urgent reports

Emergency Vehicle Operations

CS staff are NOT permitted to violate any posted traffic laws or regulations and are expected to operate vehicles according to the law at all times. When responding to an emergency (e.g., medical call, fire, report of violence, etc.) on campus CS staff may activate the emergency lights on the vehicle (if equipped) in order to make the vehicle more visible and to alert pedestrians and other drivers of an emergency situation.

NOTE: The use of emergency lights is prohibited while driving on public streets. If a CS vehicle is **stationary** and being used to protect the scene of an accident or hazard on a public street, the emergency lights may be activated to alert others to the emergency or hazard. Additionally, activation of the emergency lights does NOT permit operation of the vehicle outside of the traffic laws or give the vehicle the right-of-way. **CS staff members are still expected to obey city speed limits, and to wear seatbelts when operating CS vehicles in response to an emergency.**

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A CS vehicle may be placed in a location, if it is safe to do so, that temporarily blocks a road or path when it is reasonably necessary to reduce the risk of injury to others or facilitate the response of emergency responders (e.g., fire truck, ambulance, police, utility company, etc.).

Example: If a cyclist has fallen on a road, the CS vehicle may be parked in a position that reduces the risk of the cyclist being struck by another vehicle. The emergency lights may be activated.

Example: If there is a fire in a facility and emergency responders are coming to campus, the CS vehicle may be driven or parked in a manner reasonably required to facilitate response to the facility in question.

Under no circumstances may a CS vehicle be used to pursue another vehicle, bicycle, pedestrian, etc. if doing so would require violating any traffic rule or college policy, or would unreasonably create a risk of injury or damage.

Procedure

Beginning of shift: At the beginning of each shift the CS staff member who is taking control of the vehicle shall inspect the vehicle for damage, equipment, supplies, fuel level, readiness, and cleanliness. Check the vehicle inventory checklist and the RED AID BAG inventory.

End of shift: Prepare the vehicle to be passed to the next CS staff member. Resupply equipment and supplies used. Refuel if needed; if time and operations do not permit refueling, make the situation clear to the CS staff who is assuming control of the vehicle.

Vehicle turned over for maintenance or repairs: Take **ALL** CS items out of the vehicle, leave info in the pass down regarding where items are placed, and when the vehicle is expected back.

A Vehicle Report in the form of an email to the CS vehicle manager will be completed at the time the vehicle is found to be deficient. The Vehicle Report is to document what is found during the inspection. Vehicle number, officer name, date, time, shift, and odometer reading will all be recorded, including photographs when relevant. Include descriptions of any deficiencies.

If vehicle damage is discovered, in addition to sending a Vehicle Report email, all damage will be photographed and documented in an ARMS report. An on-duty

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Manager, or On-Call Manager, will be contacted and advised of the damage. Email notification to the On-Call Manager after hours is appropriate.

Fill out an online work order request with Facilities for vehicle repairs.

When damage occurs to a department vehicle, a CS staff member will immediately report the incident to a Manager on-duty. If no Manager is on-duty, the On-Call Manager will be notified. Email is appropriate notification after hours.

If an accident occurs that results in damage to property not owned by Reed College, or injury to a person, insurance information should be provided and swapped with the individual(s) involved and the On-Call Manager contacted by phone immediately.

The Executive Assistant to the VP/Treasurer should be notified within 24 hours by management of any accidents involving insurance claims.

All damage will be photographed and documented in an ARMS report.