

**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: July 2018

Principle

Reed College Community Safety (CS) operates patrol 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.

Policy

CS staff members who operate departmental 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to drive as an essential job function is required to immediately notify their Manager if their permission to drive has been revoked, suspended, restricted, or if their license has expired.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.

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.

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 On-Call Manager.

Vehicle damage will be reported to the 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.

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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.

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.

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.**

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.

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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, make the situation clear to the CS staff who is assuming control of the vehicle.

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, include photographs when relevant. Include descriptions of any deficiencies.

If vehicle damage is discovered, in addition to completing the Information Report, all damage will be photographed and documented in an ARMS report. An on-duty Manager, or On-Call Manager, will be contacted and advised of the damage. Email notification to the On-Call Manager after hours is appropriate.

Damage at the time of occurrence: 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.