

The following information is a result of research/discussions with USNH, Acadia Insurance Company, Enterprise Rent-A-Car and the State of NH Bureau of Risk Management.

Keene State College Vehicle Use and Accident Reporting

Use of Vehicles on College Business:

Defensive Driving Course:

- Employees are strongly encouraged to take the NH Defensive Driving Course before they drive any vehicle on college business.
- All KSC Students are required to have completed the defensive driving course **BEFORE** they drive college rented/leased or owned vehicles.
- This course is offered periodically throughout the year. Contact the KSC Security Office for further details and time the course if offered

Vehicles: Use of personal vehicles for college business is not encouraged

General Rules for all use of vehicles on College Business:

- Drivers must have a valid driver's license
- Drivers will observe all traffic laws
- Drivers shall not consume alcohol, illegal drugs nor be under the influence of any intoxicating substances while operating any vehicle
- Drivers shall not transport firearms or animals
- Drivers should exercise caution while operating cell phones and minimize usage when the vehicle is in motion
- Drivers are required to use safety belts and to require their use for all passengers

Insurance Coverage:

- The college does not provide any insurance coverage for personal vehicles used on college business. The person's vehicle policy is the primary coverage.
- The college provides insurance coverage for all owned and leased vehicles.
- Rental vehicle coverage is provided if the vehicle rental transaction follows established purchasing policy with our contracted vendor or if the vehicle was rented with a USNH Travel PCard.
- Vehicle Users on College business, using the proper USNH rental policies, should **ALWAYS** refuse the collision damage and liability insurance provided by the vehicle rental company

Accidents:

General Rules:

- Drivers involved in an accident are responsible for obtaining and reporting all facts and information concerning the incident.
- Take immediate action to prevent further damage.
- If anyone is injured call for medical assistance and assist in prevention of further injury. **DO NOT MOVE THE INJURED PARTY.**
- Call the police if any vehicle either sustains more than \$1,000.00 worth of damage or if any vehicle involved cannot be safely driven from the scene of the accident.
- Be sure to obtain all facts and information about the accident, including obtaining the names and address of witnesses before they leave the scene.
- Do not argue or admit blame for the accident.
- Be courteous.
- Show your license and registration papers willingly.
- Report the accident to your supervisor immediately.
- Do not discuss the accident with anyone except your supervisor or medical/police personnel.
- Do not sign any documents except paperwork from your supervisor, medical and/or police personnel.