

# OCCIDENTAL COLLEGE

## AUTHORIZED DRIVER PROGRAM APPEAL PROCESS

The appeal process provides a structure for adjudicating appeals of the Authorized Driver status assigned to individuals when it is denied, revoked or assigned as probationary. This appeal process cannot be used in addressing employment decisions related to the Authorized Driver Program and persons concerned about employment related decisions should contact the Director of Human Resources at x 2526.

**Criteria:** The Authorized Driver Procedures require each applicant for Authorized Driver status to be evaluated for suitability on a risk basis through the assignment of points for traffic infractions, accidents or other violations of the Authorized Driver Procedures. As part of the overall Authorized Driver Program Policy, the point assignment for each category of infraction, accident or other violation is defined in the Authorized Driver Procedures. Individuals may appeal Authorized Driver status based on the following criteria:

- Dispute of points assessed to a specific incident because the individual believes the incident was inaccurately defined;
- Dispute of total number of points assigned to an individual's driver history.

**Appeals Process:** The appellant is required to send a written request for an appeal to the Office of the VP for Administration within seven (7) calendar days of the driver's receipt of notification of Authorized Driver status. The request should explain briefly how the appeal meets the criteria defined above. The VP will review the request with the Appeals Committee convener, who in turn will contact the appellant to review procedures, discuss any documents that need to be provided and set an appropriate date for the appellant to supply any additional materials. The convener will then set a meeting date for the Appeals Committee, provide Committee members with a copy of the Appellant's written appeal (including additional relevant documents) and attend the meeting. The Convener will notify the Appellant by email or campus mail of the committee's decision within five (5) business days. Decisions of the Appeals Committee are final.

**Appeals Committee:** The Authorized Driver Appeals Committee will be comprised of a non-voting convener and four voting members:

- The Director of Risk Management will serve as convener of the committee as a non-voting member.
- The Vice President for Administration, as a voting member.
- One administrative member of Human Resources, or designee, as a voting member.
- One administrative member of Campus Safety, or designee, as a voting member.
- One administrative member of Facilities Management other than the Asst. Dir. who provided the original review, or designee, as a voting member.

The Assistant Director for Resources, Transportation and Rentals Division of Facilities Management will attend Committee meetings as a non-voting member.

All four voting members of the committee must be present. Committee members will be provided with a copy of the College's Authorized Driver Procedures for appeal considerations. The purpose of the appeal process is to review the risk factors and the eligibility points assigned to the appellant. Members of the Appeals Committee will not make determinations as to fault or blame in relation to any incident reported either on the appellant's MVR report or a Campus Safety Incident Report. Through this process the appellant is given the opportunity to provide objective third-party evidence limited to police reports and insurance reports of a substantial nature written on insurance company letterhead, which may serve as the basis for revising the appellant's point total. The appeals committee, based on evidence from these reports, can reassess points of an incident on a percentage of responsibility. The appeals committee will not accept personal letters from individuals as sufficient third-party evidence.