

Motor Vehicle and Driver Safety Procedure

The following document outlines accepted university practices for employees, volunteers and students when driving leased, rented or owned vehicles on university business and for university sponsored events and field trips.

VEHICLE USAGE	
Department Owned or Long-Term Lease Vehicle	<ul style="list-style-type: none"> • Departments may lease or own vehicles on a long-term basis for their exclusive use. • Insurance must be purchased through the university. • Report vehicle year; make model, serial number, license number, acquisition date and area/org to Risk Management.
Short Term Vehicle Rentals (Cars & Mini-vans)	<ul style="list-style-type: none"> • Contact Purchasing for a list of approved vendors or view the Vendor Rental Supplier Information Form. • The rental must be in conjunction with university-sponsored travel and approved by the budget administrator and/or student organization advisor. • Risk Management must determine driver insurability and approve all requests. To initiate this process, download and complete the Motor Vehicle Record Statement. • <u>Employees</u> should waive the supplemental liability coverage and collision damage waiver offered by the rental agency when the rental is for business use.
Short Term Van Rentals (Passenger Vans – 8 seat and larger)	<ul style="list-style-type: none"> • Contact Purchasing for a list of approved vendors or view the Vendor Rental Supplier Information Form. • The rental must be in conjunction with university-sponsored travel and approved by the budget administrator and/or student organization advisor. • Risk Management must determine driver insurability and approve all requests. To initiate this process, download and complete the Vehicle Rental Request Form. • The university Van Driver Safety Procedure is to be followed.
Use of Personal Vehicles	<ul style="list-style-type: none"> • Use of personal vehicles is strongly discouraged since no reimbursement will be made for accident-related repairs. • If personal vehicles are used, the vehicle owner must maintain automobile liability insurance in an amount sufficient to cover any related property or liability loss and be responsible for their own personal deductible

	<p>charges.</p> <ul style="list-style-type: none"> • The university is not responsible for any increase in premium under the owner/operator's policy as the result of an accident.
International Vehicle Use	<ul style="list-style-type: none"> • Vehicles that cross the boarder into Canada should have in their possession a Non-Resident Canadian Auto Insurance Identification Card available from Risk Management. • When leasing a vehicle outside the United States or Canada coverage should be secured locally through the rental car company.

DRIVER REQUIREMENTS	
Employees, Volunteers and Students	<ul style="list-style-type: none"> • Drivers are to have in their possession a valid driver's license at all times. • Before the trip takes place, each driver must be approved under the university's insurance by completing the Motor Vehicle Record Statement Form. • Once approved, driving privileges with the university remain valid for a period of 12 months. • The university is unable to verify driver insurability status for license holders in Alaska, Arizona, California, Canada, Delaware, District of Columbia, New Hampshire, Puerto Rico, US Virgin Islands, Washington and West Virginia. Click here for a list of government offices that can provide this information. • Employees that do not meet the university's insurance criteria can, under some circumstances, become eligible to drive upon completion of an approved defensive driver safety-training course.
International License-Holders	<ul style="list-style-type: none"> • A copy of the operator's international driving permit must be on file with Risk Management and they must personally attest to their driving history if written verification is unobtainable.
Commercial Drivers License	<ul style="list-style-type: none"> • Drivers of commercial vehicles are required to possess a current valid commercial drivers license (CDL). • A commercial vehicle is classified as any vehicle with a gross combination weight rating of 26,001 or more pounds or designed to transport 16 or more passengers or is used to haul hazardous materials. • Commercial license holders are subject to alcohol and controlled substance testing as defined by the University's Alcohol and Controlled Substance Policy for Employees with Commercial Driver's License.

VEHICLE SAFETY	
Alcohol and Drug Use	<ul style="list-style-type: none"> No alcoholic beverages or controlled substances are to be used or consumed by the driver or passengers at any time while in possession of university-owned, leased or rented vehicles, including personal vehicles used on university business.
Safety Belts	<ul style="list-style-type: none"> Safety belts must be worn at all times while the vehicle is in operation. The driver must ensure that all persons are properly secured before the vehicle is put in motion.
Smoking	<ul style="list-style-type: none"> Smoking is prohibited in any university owned, leased or rented vehicle.
Firearms	<ul style="list-style-type: none"> Firearms are prohibited in any university owned, leased or rented vehicles except vehicles utilized by campus police.
Hazardous Materials	<ul style="list-style-type: none"> Unless approved by the Department of Environmental Health & Safety, hazardous materials may not be transported in any university owned, leased or rented vehicle.
Traffic Laws	<ul style="list-style-type: none"> Traffic laws must be obeyed at all times. If failure to obey traffic laws results in a ticket, the driver is responsible for any fines including parking tickets.
Driver Training	<ul style="list-style-type: none"> Van driver safety training is required for drivers of vans designed to transport eight or more passengers.
Back-Up Alarms	<ul style="list-style-type: none"> Back-up alarms are recommended for all fleet vehicles making routine deliveries on campus. The motor vehicle garage can install these units at no cost to the department.

MAINTENANCE, INSURANCE & ACCIDENT REPORTING	
Vehicle Maintenance	<ul style="list-style-type: none"> It is the department's responsibility to monitor vehicle mileage & service dates and to obtain an appointment with the university's approved vehicle maintenance provider.
Insurance Identification	<ul style="list-style-type: none"> Insurance Identification Cards are provided for all university owned and leased vehicles for storage in the vehicle glove compartment.
Accident Reporting	<ul style="list-style-type: none"> A police report is required for any leased, owned or rented vehicle involved in an accident regardless of fault. The loss must be reported to risk management so that university insurers can be contacted if necessary.