



Policy Title: Use of University Owned & Leased Vehicles
Category: EVP/COO
Policy Number: 100
Sponsor: Executive Vice President & COO
Effective Date: January 24, 2007

INTRODUCTION AND PURPOSE

The purpose of this document is to provide information regarding the approved and appropriate use of *University Vehicles*; to help ensure the safety of all drivers and passengers; to help minimize damages and claims; and to ensure that the University vehicles are well maintained.

SCOPE AND APPLICABILITY

This policy applies to all *Authorized Drivers* and the *Supervisors* who have the responsibility of maintaining the University owned and/or leased vehicles.

DEFINITIONS

Authorized Driver - Any employee of the University or contracted individual who is required to drive a University vehicle in order to fulfill their job description and who has fulfilled the necessary requirements (see *Requirements to Become an Authorized Driver* below).

Authorized Passengers - Faculty, Staff, Students, Guests and Visitors to the University.

Frequent Drivers - Any authorized driver who is required to drive on a regular basis (weekly or more).

Motor Vehicle Report (MVR) - A driving record that provides a detail of violations, suspensions & other information about a person's driving history.

Student Curriculum - Those activities that are required by the University for Students to obtain their degree.

Supervisor - A Department Director or Manager responsible for maintaining one or more of the University owned or leased vehicles.

University Vehicles - All vehicles owned or leased by the University except the vehicle assigned to the President.

POLICY STATEMENTS

Only authorized drivers are allowed to drive assigned University vehicles.

University vehicles are not to be used for personal or non-work related purposes.

Only those student activities that are required by the University as part of the student curriculum qualify as authorized usage.

It is the responsibility of all authorized drivers to report the loss, bond issuance, suspension and/or revocation of his/her Drivers License immediately to their Supervisor.

The University reserves the right to review both the Drivers License and MVR of all drivers who operate a University vehicle, at any time.

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Misuse of University vehicles (see *ACTS CONSIDERED MISUSE* below) may result in suspension or termination of driving privileges, in addition to appropriate disciplinary action.

All traffic violations (including parking tickets), citations and fines incurred with University vehicles are the sole responsibility of the authorized driver.

Only those students employed by Campus Security who have received proper training and have met the requirements to become an authorized driver are allowed to drive University vehicles.

In appropriate circumstances, authorized drivers may lose driving privileges of University vehicles if the Supervisor decides it is in the best interest of the University.

In limited circumstances, individuals who are not defined as an authorized driver may be allowed to drive the University vehicles, but only when working at the direction of and for the benefit of the University, and they have received advance written authorization from the Executive Vice President & Chief Operating Officer (EVP/COO).

PROCEDURES

Requirements to Become an Authorized Driver

The following requirements must be met to qualify as an authorized driver of University vehicles:

1. Must be a current employee or contracted individual;
2. Must present and maintain a favorable MVR (see Schedule B for guidelines);
3. Must provide a copy of a valid Drivers License for the type of vehicle to be driven;
4. Submit a completed *Signature of Understanding* (page 6 of this policy) to your Supervisor. By doing so, you indicate your agreement to operate all University vehicles in accordance with this policy, and all applicable State and Local laws.

Responsibilities of Authorized Drivers

1. Must be in possession of a valid Drivers License while operating University vehicles;
2. Responsible to heed the *ACTS CONSIDERED MISUSE*, and observe and adhere to safe driving skills at all times while operating University vehicles;
3. Responsible for helping to keep University vehicles clean and well maintained at all times;
4. Must inform *Supervisor* (as defined in this policy) or the Director of Security of any incidents involving the University vehicles;
5. Must inform *Supervisor* (as defined in this policy) or the Director of Security if taking any medications that may affect their ability to safely operate an automobile;
6. If considered a *Frequent Driver*, required to notify Supervisor if 2 or more moving violations are received within a one year period and/or if Drivers License is surrendered regardless of whether it occurred while on the job or during personal time.

Responsibilities of the Supervisor

Supervisors in the department of Security, Mailroom/Receiving, Facilities Management, Purchasing and SCPM Department of Medicine are responsible for the following:

1. Request a copy of an MVR from any current or prospective employee who is to be considered a frequent driver, to determine whether it is acceptable;
2. Make sure that all requirements have been met for *Authorized Drivers* and that they are obeying the *Responsibilities of Authorized Drivers*;

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3. Provide a copy of a valid Drivers License and MVR to the Director, Insurance Management for any new authorized driver and a copy of a renewed Drivers License for all current authorized drivers;
 4. Assure that all current and potential authorized drivers receive a copy of this policy for their review and agreement. That you provide a copy of the completed *Signature of Understanding* (page 6 of this policy) to the Director, Insurance Management and the original to the Human Resources department for the individual's personnel file;
 5. The Supervisor has the authority and obligation to deny access to University vehicles to any authorized driver who is not in possession of a valid Drivers License;
 6. Ensure that all vehicles are clean and properly maintained at all times including emissions testing if applicable;
 7. Allow for sufficient budget for all vehicle maintenance;
 8. Ensure that each vehicle is equipped with a fire extinguisher, first aid kit and cell phone and/or 2-way radio;
 9. Monitor vehicle usage;
 10. Collect credit card receipts for fuel consumption for submitting to Business Office;
 11. Make sure that each vehicle is current with regards to License Plates, Registration and City Stickers. The Director of Security is responsible for processing the necessary paperwork for all the University vehicles;
 12. Make sure that each vehicle has the current insurance card, provided annually by the Director, Insurance Management;
 13. Provide authorized drivers with the proper procedure for emergency repairs and roadside assistance (see vehicle binder);
 14. Responsible for Informing authorized drivers of the proper storing and parking procedures for University vehicles;
 15. Make sure that all necessary documents are in each vehicle (i.e. insurance cards, roadside assistance information, automobile damage report forms, emergency information sheet);
 16. Responsible for ensuring prompt reporting of an accident involving the University vehicles to the Director, Insurance Management;

ACTS CONSIDERED MISUSE

The following offenses may result in suspension or termination of driving privileges in addition to appropriate disciplinary action. Employees misusing University vehicles may also be personally liable for damages to property and injuries to other individuals, in addition to their legal expenses. Recovery alone of the cost of misuse is not considered disciplinary action. University Administration will determine appropriate action up to and including termination.

1. Operating a University vehicle without a valid Drivers License;
2. Permitting a person who is not an authorized driver to operate a University vehicle;
3. Transporting non-authorized passengers (see definitions);
4. Driving a University vehicle without proper authorization;
5. Failure to report circumstances which lead to the surrendering of your Drivers License and/or receiving two (2) or more moving violations in a one year period;
6. Engaging in unsafe practices, including but not limited to the following: 1) failure to obey state, local and University traffic regulations, 2) failure to use and ensure all passengers use all available safety equipment (seat belts and/or shoulder harnesses as required by law) in the vehicle and 3) boarding authorized passengers in excess of the allowable maximum;
7. Operating a University vehicle for personal use. Minimal personal use such as taking a lunch break between business trips is acceptable. Examples of unacceptable use would be using the University vehicles for entertainment, recreation, shopping or vacation purposes unrelated to University business;

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8. Commuting to and from work with University vehicles is not permitted without prior written authorization from their Supervisor;
 9. Driving under the influence or while intoxicated or impaired. Drinking of alcoholic beverages and use of illegal controlled substances while operating a University vehicle;
 10. Improper storage or parking of University vehicles;
 11. Failure to report any incident involving a University vehicle;
 12. Failure to obey this policy;
 13. Disobeying the No-Smoking Policy.

ACCIDENT REPORTING AND INSURANCE

The driver of any University owned or leased vehicle involved in an accident must complete the *Automobile Damage* Report (provided in each vehicle's binder) and submit to the Director, Insurance Management. Please refer to the *University Vehicle Information* sheet (also located in your vehicle's binder) for guidelines in case of an accident.

The University's General and Auto Liability insurance covers personal injury and property damage to others if caused by University vehicles when such vehicles are operated for University business.

Worker's Compensation insurance coverage is for employees who sustain personal injuries occurring from an accident while operating a University vehicle for University business.

POINT OF CONTACT

Cindy Higby, Director, Insurance Management x8542

Human Resources x3263

Schedule B - MVR Guidelines

Annual MVR's will be run for *Authorized Drivers* defined in this policy as *Frequent Drivers*. MVR's for all other *Authorized Drivers* will be run every three years, unless it is deemed necessary to run sooner. The University supports the following guidelines provided by our insurance carrier.

Questionable MVR's

One serious violation during the past three years. Serious violations are:

- reckless or negligent driving
- driving while impaired by or under the influence of alcohol or drugs
- homicide, negligent homicide, or involuntary manslaughter by vehicle
- fleeing or attempting to elude police officers
- driving without a license or while license is suspended or revoked
- hit and run or failure to stop after an accident
- evading responsibility after an accident
- major speeding (20 or more MPH over limit).

Two of the following occurrences during the past three years:

- speeding (less than 20 MPH over limit)
- speed greater than reasonable or prudent or too fast for conditions
- failure to yield
- failure to obey traffic sign or signal
- improper backing, turning, or passing
- following too closely
- careless operation of vehicle
- any other moving violation
- "at-fault" accident.

Three of the following occurrences during the past three years:

- defective equipment
- oversize or overweight load
- operating without required equipment or warnings
- other equipment violations
- not "at-fault" accident.

Any questionable MVR will be reviewed by the employee's Supervisor and may result in suspension or termination of driving privileges.

Unacceptable MVR's

An MVR is considered unacceptable when:

- two "questionable" criteria apply, and/or
- any of the "questionable" criteria are exceeded

If an unacceptable MVR is received it will be reviewed by the employee's Supervisor. Appropriate actions, up to and including termination, may be taken.

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SIGNATURE OF UNDERSTANDING
(Complete the appropriate section)

AUTHORIZED DRIVER

I have read the University's *Use of University Owned & Leased Vehicles* policy and I fully understand and agree to abide by the guidelines and principles of the policy and to always act in a professional manner while representing the University. I further understand that any misuse of University vehicles may result in suspension or termination of driving privileges in addition to appropriate disciplinary action. By signing this I am also authorizing the University to obtain my MVR at any time while I am an Authorized Driver.

Authorized Driver (please print name): _____

Signature _____ Date _____

SUPERVISOR

I have read the University's *Use of University Owned & Leased Vehicles* policy and I fully understand that I am responsible for following the policy and that I am responsible for assuring that my staff adheres to the guidelines and principles of this policy. I agree to report any misuse of University vehicles immediately to the Executive Vice President & Chief Operating Officer.

Supervisor (please print name): _____

Signature _____ Date _____

Original (Human Resources)

Copy (Director, Insurance Management)

Copy (Department)