

# Stetson University

## Vehicle/Driver Safety Policy & Guidelines

### Vehicle & Driver Safety Statement

The safety of our students, faculty, staff and the community is a central concern of Stetson University. As a driver, you have a responsibility to your passengers, the university, and to the general public with whom you share the highway. The following safety guidelines, governing the use of University owned, leased, or business related vehicles, are designed to support safe and prudent use of vehicles. It is the responsibility of all university approved drivers to review and adhere to these guidelines in order to support optimum safety while driving on behalf of the University.

### Approved Drivers

In an effort to ensure that safe drivers will drive on behalf of the University, an “Approved Driver Policy” has been implemented which is described below, and can also be found under Section 4 / 4.27 of the Personnel Policies. To become a university approved driver, the appropriate prequalification forms should be completed and forwarded to Risk Management. (See “Forms” section: [Auth for Release-MVR 1-10.doc](#) and [MVR-Dept Auth Form-Rev2-10.doc](#))

### Approved Driver Policy 4.27

Stetson University recognizes that some university employees and students workers are required to drive a vehicle in the performance of their duties. Individuals who will drive a university owned, leased or rented vehicle or who will regularly drive their personal vehicle on behalf of the University, or transport students for university functions, are required to present a valid Florida driver’s license and will be subject to a background check of their motor vehicle driving records (MVR) initially and annually. Any information obtained is considered confidential and release of this information would be limited to our insurance agent(s) and will not be released to any other entities.

Only individuals with an acceptable driving record and a valid Florida driver’s license will be placed on the University Approved Driver List. All approved drivers must adhere to the University’s Vehicle/Driver Safety Policy & guidelines. Placement upon the University Approved Drivers List is only an indication of an acceptable driving record and does not provide automobile insurance coverage for personal vehicles used in performance of job responsibilities. Individuals who regularly use their personal vehicle for business travel on behalf of the university are those who receive mileage reimbursement which is intended to help offset the costs of fuel, wear-and-tear and personal automobile insurance coverage and whose job assignment includes such travel. Employees regularly using their personal vehicle for business travel should understand that their personal automobile insurance is the primary insurance coverage.

Job responsibilities and employment may be affected for those employees whose driving record is determined to be unacceptable according to the university’s automobile insurance carrier. This may include, but not be limited to, removal of driving responsibilities and/or termination of employment, if driving on university business is required on a regular basis.

### University Driver Age Requirements

In addition to the requirements of the Approved Drivers Policy, drivers must also be at least 21 years of age and have at least 3 years of driving experience, OR must be at least age 19 with 2 years of driving experience if driving duties are on-campus only or within a 5 mile radius.

## **Driver Responsibilities & Vehicle Requirements**

**As a University driver, you have a responsibility to your passengers, the university, your vehicle, and to the general public with whom you share the highway. The following outlines those responsibilities. These guidelines were developed to enhance your safety and the safety of others. Failure to adhere to these guidelines could prove detrimental to that safety as well as to the university, and could impact your driving status and/or result in corrective action.**

### **Driver Responsibilities:**

Approved drivers must possess and maintain a valid drivers license and acceptable driving record whenever driving a University vehicle or when driving on behalf of the university.

Drivers must report any change in status of their driving record immediately to their supervisor and to Risk Management.

Drivers are responsible for adhering to the University's Vehicle Safety Guidelines, Golf Cart Safety Guidelines and/or Van Safety Guidelines (if driving vans). ([Guidelines Located at end of 'Forms' section](#))

Drivers must observe and obey all traffic regulations. Drivers are personally responsible for any traffic citations that may be issued as a result of improper vehicle operation.

Drivers and passengers shall wear seatbelts at all times.

Drivers shall be alcohol and drug free. This includes prescription and non-prescription drugs that may impair a driver's judgment or driving ability. Towing, radar detectors and hitchhikers are prohibited.

Driving should be avoided when weather conditions are hazardous.

Cell phone use while driving inhibits driving abilities and increases distraction and risk. Avoid using cell phones while driving and if cell phone is necessary, utilize cell phone when vehicle is safely parked, or have a passenger assist. 'Texting', Email, or Internet use should NEVER be performed while driving!

Drivers should not drive more than 12 hours within a 24 hour period and should take regular breaks every 2 – 3 hours. If trip is longer than 12 hours, there should be an alternative driver, or overnight stay or flight travel should be considered as an alternative to driving. Vehicle travel between the hours of Midnight and 5 AM should be avoided.

Drivers should report any accidents as soon as possible to their supervisor and to Risk Management, and should follow the university [Accident Reporting Guidelines](#). (See last page of this policy)

### **Vehicle Requirements: -** Inspection and Maintenance

Vehicles should be inspected on a regular basis for any defects or faulty equipment.

Vehicles that are not operating properly or have faulty equipment should not be utilized. Proper maintenance must be obtained to ensure all problems are alleviated.

All vehicles must be properly maintained to ensure all equipment is working properly and safely.

All maintenance / repair records should be kept on file.

## Vehicle Requirements (Con't)

### Rental Vehicles:

Rental vehicles will be operated in accordance to the vehicle & van safety guidelines. (See end of 'Forms' section) Rental vehicles used for business purposes should only be driven by Approved Drivers and must be obtained under the University's name. In addition, rental vehicles should be reserved and paid for via the University Purchasing Dept. (822-8850) or by utilizing an authorized university credit card. Rental vehicles used for business and properly obtained will be covered under the University's commercial auto insurance as the policy applies. Please note that the rental of 15 passenger vans is no longer authorized due to the high rollover and safety risks noted by NHTSA (National Highway Traffic Safety Administration)

Drivers should thoroughly inspect rental vehicles for damages prior to leaving the rental facility and obtain copies of rental paperwork that reflects any existing damages. Once the driver leaves the rental facility, any damages found upon return that were not previously noted are the responsibility of the renting party and corresponding university department. This would include damages up to the existing policy deductible (currently \$500 - \$1000) Departments utilizing rental vehicles should consider this exposure when planning travel budgets, or plan on extra expense of obtaining the rental company's vehicle Loss Damage Waiver (LDW), which provides payment for damages to rental vehicles.

### Personal & Leased Vehicles Used for Business:

Individuals who regularly use their personal vehicle for university business travel are those whose job assignment includes such travel, and who receive mileage reimbursement or vehicle allowance which is intended to help offset the costs of fuel, wear-and-tear, and personal automobile insurance coverage. Drivers utilizing personal vehicles for business travel must complete all driver related orientation, training, and pre-qualification screens as would any other university driver. (see Approved Driver Policy above)

All vehicle inspection and maintenance procedures should be followed as previously noted above. Supervisors should inspect business-use personal vehicles or leased vehicles semi-annually utilizing the [vehicle inspection checklist](#). (See 'Forms' Section) Problems should be addressed as soon as possible. Inspection documentation should be kept on file along with review of pertinent vehicle documentation such as registration, insurance, etc. When possible, ride-a-longs should be conducted to evaluate drivability of vehicle.

Personal vehicles, whether used for personal or business reasons, are covered by the driver / owner's personal insurance policy obtained specifically for that vehicle, and is the primary insurance coverage for that vehicle. The University does not obtain auto policies for personal vehicles, however, in applicable cases the university's commercial auto policy may provide excess liability coverage.

Drivers who utilize personal vehicles on a regular daily or weekly basis for business purposes, where mileage reimbursement or vehicle allowance is applied, must supply proof of current auto insurance coverage to include Limits of Liability of: \$100,000/ \$300,000.

## Vehicle Accident Reporting Guidelines:

Drivers should report all business related auto accidents to their supervisor and to Risk Management (386-822-7701) within 24 hours, or immediately if injuries result.

Drivers will cooperate fully with the accident investigation process.

If involved in an auto accident:

- Notify the proper authorities immediately and obtain a copy of the police report, or obtain information from the Officer needed to obtain the report.
- Whether or not an officer is in attendance, always exchange pertinent information with the “Other Driver” for insurance filing.
- Important Information to Obtain: Name, Address, Phone#, Auto Insurance Company, Insurance Company Policy#, Insurance Company Phone#, Vehicle Year, Make & Model & Witness/Passenger Info if any.
- Note: Date & Location of Accident, Name of Law Enforcement Agency (DPD, State Trooper, County Sheriff, etc) and any Damages.

Complete the [University Vehicle Accident Report](#) as soon as possible. (See ‘Forms’ section)

### Supervisor Responsibilities:

If a business related auto accident is reported to you, notify Risk Management immediately (386-822-7701) and complete the [Supervisor Accident Review Report](#). (See ‘Forms’ section)

### Accident Investigation and Accountability

All vehicle accidents or incidents will be investigated and reviewed by the corresponding supervisor, risk management and/or the associated Director, VP or Dean. Recommended accident and driving record criteria will be followed to determine future driving acceptability and/or any corrective actions needed.

Corrective actions could include; written warning, driver training, probation, removal/suspension of driving responsibilities or termination of employment.

### Accident and Driving Acceptability Criteria:

I. First preventable or at-fault accident within a five year period:

- Verbal Warning and Review of Vehicle, Van and/or Golf Safety Guidelines

II. Two or more preventable or at-fault accidents within a five year period:

- Written Warning with possible probation (3 – 12 months)
- Require attendance of an appropriate/recommended Drivers Training Course
- Possible suspension of driving responsibilities
- Possible termination depending upon accident history severity & frequency, warnings, probation and/or if primary duties cannot be performed without driving for length of suspension

III. Major moving violations such as: Hit-and-run, DUI, Vehicular Felony Homicide/manslaughter, Reckless or Careless Driving and License Suspension – The following applies in addition to II. above:

- Suspension of driving responsibilities and/or termination of employment if primary duties cannot be performed without driving for length of suspension.

(Rev 4/06)

# FORMS SECTION



**MOTOR VEHICLE RECORD/ MVR**  
**AUTHORIZATION FOR RELEASE OF INFORMATION**

As standard procedure, and required by our auto insurance and liability carriers, all individuals who will drive a university owned, leased or rental vehicle, or who will drive on behalf of Stetson University to off campus locations on a regular basis, or transport students for university functions, must show proof of a valid drivers license and an acceptable driving record.

In order to obtain your motor vehicle record information, we request that you complete and sign this Authorization for Release of Information Form. This information is considered confidential and will be treated as such. The information obtained within your motor vehicle record is limited to our insurance agent(s) and will not be shared with other entities.

Only individuals with an acceptable driving record and a valid Florida driver’s license will be placed on the University Approved Driver List. All approved drivers must adhere to the University’s Vehicle/Driver Safety Policy & guidelines. Placement upon the University Approved Drivers List is only an indication of an acceptable driving record and does not provide automobile insurance coverage for personal vehicles used in performance of job responsibilities. Employees using their personal vehicle for business related travel should understand that their personal automobile insurance is always the primary insurance coverage. Individuals using their personal vehicle for business travel on behalf of the university on a ‘regular basis’ are those whose job assignment includes such travel, and who receive mileage reimbursement which is intended to help offset the costs of fuel, wear-and-tear and personal automobile insurance coverage.

After completion of this form, please return to the corresponding University Department for which you will be driving, or forward to the Risk Management/ Facilities Mgmt Bldg via Fax: 386-822-8873, or mail to Unit 8420.

Upon receipt of this form and the corresponding departmental approval form, please allow 1-3 days for the MVR process to be completed. You and your departmental contact/supervisor will be notified upon completion, and of approval status. Should you have any questions regarding the MVR process, please contact Risk Management at: 386-822-7701.  
– Thank you.

**University Department:** \_\_\_\_\_

**Departmental Contact/ Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Driver’s Name:** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**State and County of License Issued:** \_\_\_\_\_

**Drivers License Number: (please print clearly)** \_\_\_\_\_

**(Note: please include a copy of your drivers license)**

**Home Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**(daytime)** **(if applicable)**

I certify that the information presented above is true and correct to the best of my knowledge. I authorize Stetson University, Inc. and its agent(s) to obtain my Motor Vehicle / Driving Record information for the purpose of determining eligibility for driving on behalf of Stetson in conjunction with employment duties or related university travel, and/or for approval to drive a Stetson leased, owned or rented vehicle. This information shall remain on file and shall serve as ongoing authorization for any future MVR screens.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_ **(Rev 1/10)**



**STETSON UNIVERSITY  
DEPARTMENTAL AUTHORIZATION  
FOR MVR (DRIVING RECORD) CHECK**

Please complete the following and return to  
**Risk Management, Unit 8420**  
or FAX TO: 822-8873

Date: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Phone or Ext: \_\_\_\_\_

Name(s) of Person(s) to have MVR status check done: (Note: copy of drivers license and release of information authorization form must be attached)

	Student (√)	Employee(√)	Other (√)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Driving: Stetson Vehicle (owned/leased/dealer) \_\_\_\_\_ Personal Vehicle \_\_\_\_\_  
Rental Vehicle \_\_\_\_\_ (Rental type- Circle one: Van Car/SUV ) Other \_\_\_\_\_  
(please explain)

**Please Note Nature of Driving Duties:**

Driving Other People: \_\_\_\_\_ If Trip/Conf, When: \_\_\_\_\_

Errands Only: \_\_\_\_\_

Travel in DeLand Only \_\_\_ Out of Town: \_\_\_ - If so, where: \_\_\_\_\_

Other Notes:

\_\_\_\_\_  
**Department Name**

\_\_\_\_\_  
**Departmental Approval Signature**  
**(Budget Supervisor/Manager/Supervisor/Director or Dean)**



# VEHICLE INSPECTION FORM

Supervisor Name: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

Driver Name: \_\_\_\_\_

Department: \_\_\_\_\_

Vehicle Year, Make, Model & Color: \_\_\_\_\_

## Check these items:

		<u>OK</u>	<u>Repair</u>	<u>Explain (if repair needed)</u>
1	Exterior Body, Doors, Windshield	<input type="checkbox"/>	<input type="checkbox"/>	_____
2	Tires	<input type="checkbox"/>	<input type="checkbox"/>	_____
3	Oil, Radiator, Transmission, Brake and Windshield Fluid Levels	<input type="checkbox"/>	<input type="checkbox"/>	_____
4	Windshield Wipers	<input type="checkbox"/>	<input type="checkbox"/>	_____
5	Lights, Flashers, Signals	<input type="checkbox"/>	<input type="checkbox"/>	_____
6	Seats, Seat Belts, Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	_____
7	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	_____
8	Horn, Instruments and Gauges	<input type="checkbox"/>	<input type="checkbox"/>	_____
9		<input type="checkbox"/>	<input type="checkbox"/>	_____
11	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
12	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Driver Signature: \_\_\_\_\_

Supervisor Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Stetson Vehicle Accident Report

Stetson Driver's Name: \_\_\_\_\_ Dept. \_\_\_\_\_

Work Phone# \_\_\_\_\_ Home/Cell \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Date of Accident \_\_\_\_\_ Approx. Time \_\_\_\_\_ AM / PM

Vehicle Info: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ VIN# \_\_\_\_\_

Vehicle Is: University Owned \_\_\_\_ Univ Leased \_\_\_\_ Rental Veh \_\_\_\_ Personal \_\_\_\_

Accident Location \_\_\_\_\_

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Weather: \_\_\_\_ Clear \_\_\_\_ Rain \_\_\_\_ Fog Other \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Going From \_\_\_\_\_ Traveling To \_\_\_\_\_

Description of What Happened: \_\_\_\_\_

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Vehicle Damages/ Stetson (if any) \_\_\_\_\_

Vehicle driveable? Y N Air bag deploy? Y N

Stetson Driver Injuries (if any) \_\_\_\_\_

Passenger Name(s) – if any: \_\_\_\_\_ Phone \_\_\_\_\_

Passenger Injuries (if any) \_\_\_\_\_

Law Enforcement Agency in Attendance (if any): \_\_\_\_\_

(ie. DeLand Police Dept, Fla State Trooper, Vol Co. Sheriff, etc)

Officer Name \_\_\_\_\_ Badge # \_\_\_\_\_

Police/ Accident Report Number \_\_\_\_\_ Phone# \_\_\_\_\_

Citation issued to you? \_\_\_\_ Yes \_\_\_\_ No Citation issued to Other Driver? \_\_\_\_ Yes \_\_\_\_ No

OTHER DRIVER INFORMATION:

Other Driver Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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License # \_\_\_\_\_

Other Driver Vehicle Info: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ Vin# \_\_\_\_\_

Other Driver Auto Insurance Company: \_\_\_\_\_

Auto Policy# \_\_\_\_\_ Insurance Company/ Agent Phone# \_\_\_\_\_

Other Driver Vehicle Damages (if any) \_\_\_\_\_ (driveable? Y / N)

Other Driver Injuries (if any) \_\_\_\_\_ (air bag deploy? Y / N)

Number of Passengers \_\_\_\_\_ Names: \_\_\_\_\_

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Passengers Injured? \_\_\_\_\_ Yes \_\_\_\_\_ No

Any Other Witnesses? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, Please give Name, Address, Phone, Etc:

1. \_\_\_\_\_

2. \_\_\_\_\_

Damages to Other Structures? (ie. buildings, fence, pole, sign, shrubbery, etc) \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please describe: \_\_\_\_\_

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Any Other Comments or Information:

Note: Please Fax This Form to Risk Management/ Terry Gordon: 822-7562 Or Campus Mail: Terry Gordon/ Human Resources Office- Unit 8327 - Phone: 386- 822-7701

(06/05)

Employee Name: \_\_\_\_\_ Dept \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time \_\_\_\_\_ AM PM

Location of Accident: \_\_\_\_\_

Weather: \_\_\_\_\_ Clear \_\_\_\_\_ Rain \_\_\_\_\_ Fog \_\_\_\_\_ Other \_\_\_\_\_ Seatbelts Used? \_\_\_\_\_

Description of What Happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cited for Accident: \_\_\_yes \_\_\_no Police Report Obtained? \_\_\_\_\_ (please review)

Vehicle Damages: \_\_\_\_\_

Injuries: \_\_\_\_\_

Other Structures Damaged: \_\_\_\_\_

Vehicle Is: University Owned \_\_\_\_\_ Leased \_\_\_\_\_ Rental \_\_\_\_\_ Personal \_\_\_\_\_

Last Date Inspected: \_\_\_\_\_ Problems Found \_\_\_\_\_

Last Maint/Repair Date: \_\_\_\_\_ Work Done \_\_\_\_\_

**I have reviewed the captioned accident details with the above employee and the following loss control action(s) are recommended in order to improve safety and avoid future incidents:**

Vehicle Inspection/Maintenance:

Action/Changes: \_\_\_\_\_

Driving Habits/Procedures:

Changes Discussed: \_\_\_\_\_

Review of Vehicle, Van, Golf cart Safety Guidelines: \_\_\_\_\_ Driver Training Course Recommended \_\_\_\_\_  
Course Name: \_\_\_\_\_ To be completed by: \_\_\_\_\_ (date)

Corrective Action: Verbal Warning \_\_\_\_\_ Written Warning \_\_\_\_\_ Probation \_\_\_\_\_ (\_\_\_\_\_ Months)

Drivers Course \_\_\_\_\_ Driving Duties Suspension \_\_\_\_\_ Termination \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**SAFETY  
GUIDELINES  
SECTION**

# Vehicle Safety Guidelines

As a University driver, you have a responsibility to your passengers, the university, and to the general public with whom you share the highway. The safety of our students, faculty, staff and the community is a central concern of Stetson University. The following guidelines governing the use of University owned, leased, rented, or other work related vehicles are designed to support safe and prudent use of vehicles.

**Please read the following information carefully. As an approved driver, you have a responsibility to review and adhere to the following guidelines.**

**Before leaving: Always inspect vehicle to make sure all equipment is working properly. Vehicles not operating properly should not be utilized until proper maintenance is obtained.**

## **Driver Adjustments:**

- **Always wear seatbelts! – (Passengers Too)**
- Always adjust your seat and mirrors for optimal view of angles prior to leaving (taking note of blind spots at sides and rear of vehicle.)
- If unfamiliar with the vehicle, locate important features & controls such as: lights, windshield wipers, air-conditioning & emergency signal controls are located.
- Secure any loose or miscellaneous items in the front driver area (ie. purses, cd's, etc.)
- Pre-program radio stations or have front passenger control radio/cd's/tapes.

## **Seatbelt Safety and Information:**

- Only transport as many people as there are seatbelts
- The Driver and ALL passengers should be seated in recognized seats and must wear seat belts properly.
- Seatbelts reduce risk of death in rollover accidents by 75%!
- Failure to wear your seatbelt will reduce your work comp benefits.
- The Driver should make sure all passengers have seatbelts on before leaving.

## **Safety Tips While Driving:**

- **Drive defensively at all times - Be alert for unexpected actions, sudden stops and mistakes of others**
- Observe and obey all traffic regulations, devices, road signs and warnings
- Drivers shall be alcohol and drug free. This includes prescription and non-prescription drugs that may impair a driver's judgment or driving ability.
- Concentrate on driving at all times and maintain a safe speed- Consider weather & road conditions
- Avoid distractions such as eating, excessive radio volume, cell phones, searching/reaching for items, etc. Never text while driving!
- Slow down in busy areas such as city traffic, rush hour traffic, parking lots and residential areas
- Always keep alert for pedestrians, children, and smaller vehicles such as bikes & motorcycles
- Always allow a safe following distance – Consider weather & road conditions- Never Tailgate

## Check Blind Spots frequently

- Especially when changing lanes & backing
- Change lanes slowly
- Back up slowly

## Backing:

- The greatest blind spot is to the rear when backing up.
- Many accidents occur while backing out of parking areas.
- Your best defense is to back up only when necessary & avoid backing into traffic.
- As an added caution- use your emergency flashers while backing up & turn down radio

**Before backing up, make sure all is clear behind you – Do not rely solely on mirrors.**

**When in doubt – check it out: (G.O.A.L. – Get Out And Look!)**

- Back up slowly

## Turning and Changing Lanes:

- Use turn signals well in advance
- Always watch for pedestrians, small vehicles, & motorcycles in intersections when turning
- **When changing lanes- double check blindspots**
- Take it slow when turning or changing lanes

## Intersection Safety:

- Scan ahead at least 1 block as you come upon intersections
- Before entering the intersection, scan left-right-left before entering
- Scan mirrors frequently
- Check for pedestrians and bikers entering the intersection area
- Do not assume anything....
  - The person with blinker on may not turn
  - The pedestrian on corner may decide to run across intersection
  - The light may not change when you expect it to
  - The vehicle or bike in front of you may stop suddenly
- Cover the brake with your foot as you enter into the intersection (this helps reaction time if need to stop suddenly)

## Parking and Loading/Unloading:

- **Use extra caution and drive *slowly* whenever driving through a parking lot or other congested areas.**
- Watch carefully for pedestrians and other vehicles pulling in and backing out
- If you are loading/unloading passengers or equipment, make sure you do so in the safest possible area.
- Avoid unloading passengers in areas where they would have to cross through traffic after exiting the vehicle.
- Always lock the vehicle when it is unattended

**AVOID driving practices that lead to loss of control – Such As:**

- Sharp Turns – (Take Corners and Exit Ramps slow and easy)
- Excessive Speed – (Note the speed limit and weather conditions)
- Abrupt Maneuvers (Change lanes slowly – do not jerk the wheel)
- Driving while fatigued (Change drivers or stop to rest every 2-3 hours)
- Driving during extreme windy, rainy or hazardous weather conditions
- Following too closely (at *least* a 4 second following distance- note road conditions)
- Sudden stops or panic stops – (look ahead & signal early - slow down gradually)

**Avoid Rear-End Collisions – Look Ahead, Avoid Sudden Stops, and Never Tailgate**

**Reduce distractions:**

- When possible, have a passenger assist with navigation and cell phone calls.
- Texting should never be performed while driving!
- Avoid eating, excessive radio volume, or searching/reaching for items within car
- As added precaution, pull over to a safe place when needing to do the above activities

Please Keep This Information For Your Reference



**VEHICLE SAFETY GUIDELINES ACKNOWLEDGEMENT**

I have thoroughly read and acknowledge the preceding information regarding vehicle safety guidelines, and understand the hazards, safety precautions & guidelines specified and agree to abide by them. I also understand that failure to adhere to the vehicle safety guidelines could be detrimental to my safety, the safety of others, and could impact my driving duties and/or result in corrective action.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

(Please forward copy of this page to Risk Management – Unit 8420)

# Van Safety Guidelines

Driving a van is much different than driving a passenger car, and for many people it is a new experience. Vans are much larger in size and weight, and have much larger blind spots on each side and to the rear of the van. Their center of gravity can also shift more significantly, which can increase risk of rollover. Therefore, a van handles differently than a car and requires extra caution at all times. As a University van driver, you have a responsibility to your passengers, the university, and to the general public with whom you share the highway.

The following are some Van Safety Information Tips from the National Highway Traffic Safety Administration (NHTSA) that you should be aware of prior to driving a van. Please note that the rental of 15 passenger vans is no longer approved due to high rollover and safety risks.

**Please read the following information carefully. It is the responsibility of all approved drivers to review and adhere to the following guidelines.**

**Before leaving: Always inspect van to make sure all equipment is working properly. Vans not operating properly should not be utilized until proper maintenance is obtained.**

## **Load the van with care.**

- Never overload the van with either equipment or people.
- Load vans as evenly as possible and spread out passenger load evenly.
- Luggage/equipment should be placed in the rear behind the last seat and secured.
- Avoid loading anything heavy or ill-fitted on the roof as this could shift the center of gravity to the top and increases rollover risk.

## **Driver Adjustments:**

- Vans have larger blind spots to the sides and rear than a passenger car.
- Always adjust your seat and mirrors for optimal view of angles prior to leaving.
- If unfamiliar with the vehicle, take note where lights, windshield wipers, air-conditioning & emergency signal controls are located, as well as gas tank door.
- Secure any loose or miscellaneous items in the front driver area (ie. purses, cd's, etc.)
- Pre-program radio stations or have front passenger control radio/cd's/tapes.
- **Always wear seatbelts!! – (Passengers Too!)**

## **Seatbelt Safety and Information:**

- Only transport as many people as there are seatbelts.
- The Driver and ALL passengers should be seated in recognized seats and must wear seat belts properly.
- Seatbelts reduce risk of death in rollover accidents by 75%!
- Failure to wear your seatbelt will reduce your work comp benefits.
- The Driver should make sure all passengers have seatbelts on before leaving.

## **Practice if Possible**

- If unfamiliar with driving vans, it is recommended the driver take time to practice backing, turning and parking with the van in a safe and non-congested area such as an empty parking lot.
- Take note of turning capacity/ radius around curbs and the extra height of the van for parking in a parking garage.

## Safety Tips While Driving:

### Avoid driving practices that lead to loss of control – Such As:

- Sharp Turns – (Take Corners and Exit Ramps slow and easy)
- Excessive Speed – (Note the speed limit and weather conditions)
- Abrupt Maneuvers (Change lanes slowly – do not jerk the wheel)
- Driving while fatigued (Change drivers or stop to rest every 2 – 3 hours)
- During extreme windy or hazardous weather conditions
- Following too closely (at *least* a 4 second following distance)
- Avoid Sudden stops or panic stops (Look ahead & signal early- slow down gradually)
- Avoid distractions such as eating, excessive radio volume, cell phones, searching/reaching for items, etc. - Never text while driving!!

Vans require a longer stopping distance! – **Allow more time and distance between vehicles to compensate – Consider weather and road conditions – Avoid sudden stops and Never tailgate!**

### Check Blind Spots frequently – especially when changing lanes & backing

- Change lanes slowly

### Backing:

- The greatest blind spot is to the rear when backing up.
- Many accidents occur while backing out of parking areas.
- Look to rear, sides and front of your vehicle in addition to using your mirrors
- As an added caution- use your emergency flashers while backing up & turn down radio.

**Before backing up, make sure all is clear behind you! – Do not rely solely on mirrors.**

**When in doubt – check it out: (G.O.A.L. –Get Out And Look!)**

- Back up slowly

### Turning and Changing Lanes:

- Use turn signals well in advance
- When turning a corner, you must make a wider swing with a van than with a car
- Always watch for pedestrians, small vehicles, & motorcycles in intersections when turning
- **When changing lanes- double check blindspots**
- Take it slow when turning or changing lanes

## **6. Intersection Safety:**

- Scan ahead at least 1 block as you come upon intersections
- Before entering the intersection, scan left-right-left before entering
- Scan mirrors frequently
- Check for pedestrians and bikers entering the intersection area
- Do not assume anything....
  - The person with blinker on may not turn
  - The pedestrian on corner may decide to run across intersection
  - The light may not change when you expect it to
  - The vehicle or bike in front of you may stop suddenly
- Cover the brake with your foot as you enter into the intersection (this helps reaction time if need to stop suddenly)

## **7. Parking and Loading/Unloading:**

- Use extra caution and drive *slowly* whenever driving through a parking lot or other congested areas.
- Watch carefully for pedestrians and other vehicles pulling in and backing out
- If you are loading/unloading passengers or equipment, make sure you do so in the safest possible area.
- Avoid unloading passengers in areas where they would have to cross through traffic after exiting the vehicle.
- Always lock the van when it is unattended

### **If vehicle should go off road way or wheel drop off pavement:**

- Avoid abrupt maneuvers (panic-like steering or overcorrecting)
- Gradually reduce vehicle speed
- Ease vehicle back onto roadway

## **9. Reduce distractions:**

- Have a passenger assist with navigation, radio and cell phone calls.
- NEVER Text while driving!!
- Pull over to a safe area if cell phone use or other involved activities are necessary.

Please Keep This Information For Your Reference

## Van Safety Acknowledgement Quiz

### True or False:

- \_\_\_\_\_ Vans have larger blind spots than cars, specifically to the sides & rear.
- \_\_\_\_\_ A van's center of gravity can shift more significantly which can increase risk of rollover.
- \_\_\_\_\_ If I overload the van with people, its ok if they don't have a seatbelt as long as they sit in the middle and can hang on to the seat in front.
- \_\_\_\_\_ Seatbelts reduce the risk of death in rollover accidents by 75%
- \_\_\_\_\_ The driver is responsible for making sure all seatbelts are on before departure
- \_\_\_\_\_ When backing up the driver just needs to check all mirrors first
- \_\_\_\_\_ The proper following distance is at least 4 seconds
- \_\_\_\_\_ Tailgating is ok as long as the driver covers the brake at all times
- \_\_\_\_\_ Many accidents occur while backing out of parking areas.
- \_\_\_\_\_ Vans have the same stopping distance as cars
- \_\_\_\_\_ Thorough vehicle inspections is a key way to avoid breakdowns, delays and accidents.
- \_\_\_\_\_ Exceeding the passenger or gross vehicle weight rating of the van can increase risk of roll-over Accidents

### Circle the correct answer:

Stacking baggage above seat level is not recommended because it:

- Restricts the driver's view through the rear window.
- Adversely affects the vehicle's center of gravity.
- Could injure passengers in the vehicle if the vehicle comes to a sudden stop.
- All of the above.

Which of the following will NOT help to reduce the risk of roll-over accidents?

- Scanning the roadway ahead for hazards
- Avoiding distractions
- Driving at a conservative speed, especially in curves and around corners
- Exceeding the gross vehicle weight rating of the van

Name \_\_\_\_\_ Dept \_\_\_\_\_ Date: \_\_\_\_\_

**VAN SAFETY GUIDELINES ACKNOWLEDGEMENT**

I have thoroughly read and acknowledge the preceding information regarding van safety guidelines, and understand the hazards, safety precautions, and guidelines specified and agree to abide by them. I also understand that failure to adhere to the van safety guidelines could be detrimental to my safety, the safety of others, the university, and could impact my driving duties and/or result in corrective action.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

(Please forward a copy of this page to Risk Management- Unit 8420)



## Golf Cart Safety Guidelines

### I. Introduction:

Golf carts have become a necessary transportation device for many departments and are used for many types of work purposes. In an effort to increase the safety of employees, students, and visitors, and to avoid situations that may cause injury or damages to vehicles, the following Golf Cart Safety guidelines were developed.

### II. Purpose:

The purpose of these guidelines is to ensure that golf cart operators are aware of the hazards that exist when operating a golf cart, and to prevent unnecessary damage or injuries that result from their misuse or lack of caution.

### III. Safety Guidelines:

- Always **check behind the vehicle** before backing up. (Do not rely on mirrors, rear windows or memory)
- Secure any cargo or tools that have been loaded into the golf cart
- Back up slowly
- Remain seated and hold on while the vehicle is in motion. (wear seatbelts if provided)
- Warn passengers of any upcoming turns or bumps
- Drive only as fast as conditions allow - use caution during bad weather conditions
- **Slow Down and use extreme caution during:**
  - Turns
  - Blind corners
  - Parking lots, main roadways, and crowded areas
- Always give pedestrians the Right-of-Way
- Avoid squeezing thru narrow passages or tight spaces, especially in parking lots (when in doubt, take another route)
- Keep all limbs in the vehicle until it comes to a complete stop
- Watch for potholes, dips and uneven surfaces
- Be mindful of pedestrians and other vehicles at all times – especially in parking lots, crosswalks and main roadways
- Do not overload cart with passengers or cargo
- When parking, engage the parking brake – take keys with you
- Report any maintenance problems, such as brakes or leaks, to your departmental supervisor
- Discontinue use of golf cart if any safety systems are not working properly
- Report any accidents to Public Safety immediately and to your supervisor
- No horseplay – always drive safely
- Texting should *never* be done while driving! Pull over and stop if cell phone use is necessary
- Golf carts are to be used for University related business within the campus area vicinity
- When traveling along or across main roadways throughout the campus area, be extra cautious of the street vehicles around you, and utilize traffic light and designated crossings whenever possible. Push aside rain flaps for clearer view of oncoming traffic.



Golf Cart Safety Guidelines Acknowledgement

Employee Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

By signing below I acknowledge that: (please check all that apply)

\_\_\_\_\_ I have read and understand the [Golf Cart Safety Guidelines](#)

\_\_\_\_\_ I understand the hazards associated with [driving golf carts](#)  
and agree to abide by the safety guidelines.

\_\_\_\_\_ I have been provided with the opportunity to ask questions  
related to these guidelines.

\_\_\_\_\_ I understand that failure to follow these guidelines  
could result in corrective action.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

(Please send completed signature sheet back to: Risk Mgmt/ Unit 8420)