

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. To become a university approved driver, the appropriate prequalification forms should be completed and forwarded to Risk Management.

Approved Driver Policy

Stetson University recognizes that some university employees, volunteers, and students 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 driver’s license and will be subject to a background check of their motor vehicle driving records (MVR) initially, upon renewal, and every three years. Any information obtained is considered confidential and release of this information would be limited to the employee’s supervisor(s), the Office of Human Resources, our insurance agents, and other University representatives on an as needed basis. This information will not be released to any other entities.

Only individuals with an acceptable driving record, as deemed by the University’s insurance carrier, and a valid 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 18 years of age.

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 driver's 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). (Safety Guidelines can be found at the Risk Mgmt Webpage)

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 Risk Mgmt Webpage) Rental vehicles used for business purposes should only be driven by Approved Drivers and reservations should include 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 authorized University business 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 (typically \$500 - \$1000). Departments utilizing rental vehicles should consider this exposure when planning travel budgets.

Should an accident occur while using a business rental vehicle, please follow the 'Vehicle Accident Reporting Guidelines' and report to the Risk Management office as soon as possible. The University accident/claims process will require a legible copy of the Rental Agreement and any police reports obtained. Any accidents or vehicle damage must also be reported to the Rental company. Please obtain a copy of this report as well.

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.

All vehicle inspection and maintenance procedures should be followed as previously noted above. Supervisors should ensure that business-use personal vehicles or leased vehicles are inspected semi-annually utilizing the vehicle inspection checklist. Inspection may be done in-house with appropriate knowledge or may be done externally at an auto service agent. 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.

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 depending upon the circumstances of the incident.

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

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.

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.