

DRAFT 7

UNIVERSITY OF SOUTHERN INDIANA FLEET SAFETY POLICY

POLICY STATEMENT

It is the expressed intent of the University of Southern Indiana to promote and endorse a licensed motor vehicle fleet safety policy that is designed for the well being of each employee, protects the public, and assists employees in the efficient performance of their driving duties and responsibilities.

The safety of the University's employees, students, and the public is paramount. This policy is intended to ensure that efforts will be made to reduce the possibility of vehicle accidents. The University's intent is to provide safe conditions and equipment for employees. The University's policy on **FLEET SAFETY** is based on the following two principles:

1. Safety will take precedence over expediency or short cuts.
2. The University of Southern Indiana intends for all drivers to comply with traffic laws, local vehicle ordinances, and University vehicle safety rules while operating University of Southern Indiana vehicles or other vehicles on University business.

Each driver of a University of Southern Indiana owned or leased licensed motor vehicle is expected to meet the minimum qualifications, have successfully completed all required driver training, have read this Fleet Safety Policy and agreed to operate their assigned University vehicle in accordance with these Policy requirements.

RESPONSIBILITIES

The Physical Plant Department's Motor Vehicle Operations Office is responsible for screening and assigning drivers to University vehicles based on the criteria in this Policy and the provisions of the University of Southern Indiana Employee Handbook. Additionally, Physical Plant Department's Motor Vehicle Operations Office is responsible for ensuring the fleet of vehicles assigned to or obtained for departmental use are maintained in accordance with the manufacturer's instructions. Maintenance records shall be kept for the life of the vehicle.

It is the obligation of all individuals who drive a University vehicle to be aware of the provisions set forth in this policy and to recognize the importance of their responsibility to themselves, the University, and to others while operating a University vehicle. **All assigned drivers shall sign a document that they have read, understood and agree to follow this FLEET SAFETY POLICY.**

MINIMUM QUALIFICATIONS FOR DRIVERS

The following minimum qualifications shall apply for anyone operating a University of Southern Indiana vehicle. Department heads, before authorizing travel in a University of Southern Indiana owned or leased vehicle, should first consider the drivers' qualifications relative to the following minimum requirements:

1. **AUTHORIZED DRIVER** Any driver of a University of Southern Indiana vehicle must first be authorized by Physical Plant Department's Motor Vehicle Operations Office based on the following minimum qualifications.
2. **LICENSE** Driver must possess a current and valid driver license issued in the United States of America, or, where applicable, a commercial drivers license (**CDL**).
3. **TRAINING** Driver must successfully complete the University's Defensive Driver Training Class and, where applicable, a road safety course.
4. **EXPERIENCE** Driver must have a minimum of **FIVE** (5) years licensed driving experience.
5. **PHYSICAL CONDITION** Driver must not have any health problem which would limit or restrict the qualifications for operators licensing or impair driving ability.
6. **DRIVING RECORD** Driver must have an acceptable (poor is not acceptable) driving record based upon the following matrix of their past 3 years moving violations and preventable accidents:

Number of Violations*	Number of Preventable** Accidents During the Last 3 Years			
	0	1	2	3
0	Good	Average	Borderline	Poor
1	Average	Average	Borderline	Poor
2	Borderline	Borderline	Poor	Poor
3	Borderline	Borderline	Poor	Poor
4	Poor	Poor	Poor	Poor

*Any Major violation is a "poor" MVR.

**A preventable accident is an accident where any other reasonably safe driver would have been able to prevent the accident from occurring. In lieu of accurate determination of preventable, use any accident where driver was charged with ANY moving violation.

Major Violations:

DUI (alcohol or drug) Conviction	Refuse alcohol test	Illegal possession
Driving while impaired	Violation resulting in death	Revocation for a major violation
Failure to stop for an accident	Evade arrest	Misrepresentation to avoid arrest
Revocation for financial responsibility	Revocation for habitual violator	Revocation for homicide
Revocation for manslaughter	Revocation for false statement	Revocation for felony
Revocation for all other	Reckless disregard	Operating without care
Driving to endanger life	Racing contest	25 MPH or more over posted
Operating while suspended or revoked	Operating after license denied	Vehicle used in connection with a felony
Misrepresentation to obtain a driver's license		

Employees who are assigned to a job which has as an essential function the regular and frequent operation of a University vehicle, shall have their Motor Vehicle Record (**MVR**) checked at time of hire, on an annual basis, and following a preventable accident. It is the responsibility of the Office of Risk Management and Safety to obtain and maintain these MVRs.

DEFENSIVE DRIVER TRAINING

All drivers of University owned or leased vehicles must first successfully complete the University's Defensive Driver Training Class, either in a classroom setting, or using the OnLine Power Point version before Physical Plant's Motor Vehicle Operations Office will authorize that person to drive their assigned vehicle.

AUTHORIZED USE OF UNIVERSITY OF SOUTHERN INDIANA VEHICLES

University vehicles are to be used for official purposes only and the use of such vehicles shall not be abused. University vehicles may not be used for personal business, including commuting to and from work (i.e., traveling to and from the employee's residence to their work station), commuting to restaurants, clubs, social engagements or other personal activities where no University business is transacted. The only exceptions are vehicles provided for approved, key University administrators as authorized by the President.

If an accident occurs or a claim arises out of such, unauthorized, personal use of a University owned or leased vehicle, the driver will be required to pay for the damages to the University vehicle as well as for claims from third parties including passengers. If the drivers' personal automobile insurance policy has **drive other car coverage or a non-owned auto liability endorsement**, their insurance can be used to pay these damages and losses.

Passengers in a University vehicle are limited to employees of the University, others on University business, official guests of the University, or individuals to whom the University wishes to extend this courtesy. Family members that are not employees of the University may not ride in University vehicles. Picking up hitchhikers or casual riders is **not permitted**.

STUDENT DRIVERS OF UNIVERSITY OF SOUTHERN INDIANA VEHICLES

Only those students who meet the above described minimum qualifications, including required training, may be authorized to drive University of Southern Indiana owned or leased vehicles.

USE OF PERSONAL VEHICLES ON UNIVERSITY BUSINESS

If a University department head has authorized an employee to drive their personal vehicle on official University business, that employee is eligible for reimbursement of the business miles driven. That business mileage rate includes all costs of operating the vehicle including gas, depreciation and insurance. If an accident occurs during such operation of the personal vehicle on University business, that vehicle owners insurance is the sole insurance available to protect the vehicle owner, driver, and passengers. The University's business auto policy only applies in excess of the policy limits of the personal vehicle's insurance and then only for the protection of the University. Any deductibles on the personal auto insurance policy are the responsibility of the individual and not the University.

OPERATION OF UNIVERSITY OF SOUTHERN INDIANA VEHICLES

It is the responsibility of all licensed motor vehicle drivers to drive in a safe manner conforming to all applicable laws and regulations. In addition, drivers are responsible for the conduct and actions of passengers in the vehicle. Drivers failing to adhere to this fleet safety policy are subject to disciplinary action, up to and including dismissal.

OPERATION OF LARGE PASSENGER VANS

The largest vans available are 8 passenger vans. Due to the unique handling characteristics of these vehicles extra care should be taken in their use and operation in order to ensure the safety of our employees, students and the public. Only the more experienced drivers who have completed the van safety training will be authorized to operate these vehicles. In addition, there may be no more than 8 individuals in the van on any trip. No luggage or weight may be loaded on the top of the van roof. Headlights must be on at all times that the vehicle is being operated. Take frequent rest stops every two or three hours on longer trips. When multiple vans are traveling to the same destination it is advisable to stay together as much as possible.

DRIVER RESPONSIBILITIES

DRIVERS SHALL:

1. Not use drugs or alcohol within 8 hours prior to the operation of a University vehicle, including any prescription or non-prescription drugs which may cause drowsiness or other driver impairments.
2. Utilize mechanical or hand signals to signal when turning or changing lanes.
3. Not engage in activities that would distract from the safe operation of the vehicle including, but is not limited to cell phone use, eating, drinking, or reading while operating the vehicle.
3. Not wear radio/tape headsets or listen to loud radio sounds that may prevent hearing traffic warning devices.
4. Not engage in "horseplay" while operating a vehicle.
5. Insure the number of passengers transported shall not exceed the manufacturer's specifications for transporting and seating passengers. There shall not be more than three people in the front seat of any vehicle. All passengers shall be seated in a factory standard automobile seat which is equipped with a seatbelt and properly attached to the vehicle. Passengers are not allowed to sit on tailgates, sides of truck bed, or cab protectors while the vehicle is moving.
6. Insure the safe transport of materials and goods by securely fastening all loads, fastening all doors, secure tailgate, and provide warning flags on all oversize loads.
7. Comply with all traffic laws, including all of the University's Traffic and Parking Regulations.

MANDATORY SEAT BELT USE

Each driver and all passengers in a vehicle being used on official University business, including Athletic Team travel, shall be required to wear seat belts at all times. This seat belt rule is a requirement when using a leased vehicle or a personal vehicle while engaged in University business.

VEHICLE ACCIDENT REPORTING PROCEDURES

It is the responsibility of all drivers to report all accidents, regardless of damage, that involve any University vehicle or a personal vehicle used on University business. Accidents that occur on USI campus should be reported to Security at 465-7777. For accidents that occur off campus, contact 911 or the local police or sheriff's office or the state police. Each driver should follow the accident reporting procedures in the kit provided with the keys including calling USI at 812-464-1729.

If the accident results in a death or serious injury the accident shall be reported immediately to their department head and to Physical Plant's Motor Vehicle Operations (812-425-1729). If contact cannot be made to the department head or Motor Vehicle Operations, the University of Southern Indiana Security dispatcher is available 24 hours a day, seven days a week and may be contacted at (812) 465-7777.

VEHICLE ACCIDENT REVIEW SUB-COMMITTEE

A Vehicle Accident Review Sub-Committee of the University of Southern Indiana Safety Committee shall review and evaluate all vehicle traffic accident reports. The sub-committee will determine whether an accident is **PREVENTABLE** or **NON-PREVENTABLE** to the University driving record of the operator. The committee chair shall report the committee's decision to the driver and to Physical Plant's Motor Vehicle Operations department. The committee shall also review and hear appeals of driving privilege denial, suspension or revocation.

An accident shall be classified as **PREVENTABLE** when, in the opinion of the sub-committee, the driver could have prevented the accident using reasonable driving skills, being alert to the surrounding conditions, maintaining control of the vehicle, and reasonably anticipating the actions of others.

The Vehicle Accident Review Sub-Committee will meet as necessary, to review and classify vehicle accidents and render decisions related to the employee's driving of University vehicles. Recommendations for employee termination or other personnel matters are not within the authority of this committee.

RIGHT OF APPEAL

If a University driver disagrees with a decision by the Physical Plant's Motor Vehicle Operations Office to deny or suspend driving privileges or of the Committee's classification of an accident, an appeal may be made on that decision. All appeals shall be made in writing to the Chair of the Vehicle Accident Review Sub-Committee within **TEN WORKING DAYS** after notification of denial or suspension of driving privileges or the accident classification. Appeals shall be considered at the next called committee meeting. The driver may appear at that meeting. After the appeal is heard, the committee will review all facts, including driving record and any subsequent defensive driver training and shall render a final decision.

USI Physical Plant's Motor Vehicle Operations Office will maintain a record for **THREE (3)** years of all employees whose driving privileges have been suspended or denied. It is the responsibility of the Department Head to immediately notify USI Fleet Services if it is discovered that an employee who has been granted driving privileges of a University vehicle has been convicted of any of the following violations.

DRIVER ACKNOWLEDGEMENT

I have read the University of Southern Indiana FLEET SAFETY POLICY and understand the requirements described for the use of a University of Southern Indiana vehicle and agree to follow this policy.

I also understand that if I use a University of Southern Indiana vehicle for any personal activities as described by this policy, that I will be required to pay for any claims that may arise from this use.

I have a current and valid drivers license (or CDL if required) and have been a licensed driver for at least 5 years. I agree to notify my supervisor in the event that my driver's license is revoked or my driving status changes.

DRIVER NAME _____
PLEASE PRINT

DRIVER SIGNATURE _____ DATE _____

DEPARTMENT HEAD NAME _____
PLEASE PRINT

DEPARTMENT HEAD
SIGNATURE _____ DATE _____

Provide a photocopy of current driver's license: