

## Appendix B

### Texas Wesleyan University Motor Vehicle Safety and Authorized Driver Policy

The following policy regarding the use of University vehicles, leased vehicles, and privately-owned vehicles shall be followed in all University-related activities, events and work.

To ensure University employees are in compliance with state and local motor vehicle laws, staff, faculty and student workers whose essential job duties and responsibilities require them to operate a University vehicle, are required to submit a copy of their driver's license to the Office of Risk Management on an annual basis. No employee will be permitted to drive University-owned or University-leased vehicles unless a current copy of their driver's license is on file each year, meet the driver qualifications and are authorized drivers.

Vehicles are defined as motorized equipment, cars, trucks, tractors, pick-ups, vans, golf carts, construction equipment and other moving equipment.

#### Driver Qualifications

For all new hires whose job duties and responsibilities require them to operate a University vehicle as an essential function of their job, the University will acquire a copy of their motor vehicle report at the University's expense. Further, the University will request new employees to submit a copy of their driver's license prior to operating a University-owned or University-leased vehicle. No new staff or faculty member will be permitted to drive University-owned vehicles unless their driver's license and motor vehicle report is on file, and a driver's motor vehicle record will be checked at least once every two years or sooner if necessary. Texas Wesleyan University will maintain a copy of the motor vehicle record (MVR) in the Office of Risk Management.

All drivers must comply with the following qualifications and obligations:

1. Have a valid driver's license in effect for at least two years, and
2. Have fewer than two moving violations within the 18 months preceding the occasion of the driver's use of the University's vehicle, and
3. Have no arrest or conviction for drunk driving, driving under the influence of drugs or for reckless driving within two years of the occasion of the driver's use of the University's vehicle, and
4. Agree not to drink and then drive any University vehicle, and
5. Be at least 18 years of age, and
6. Meet all qualifications and requirements for the vehicle that they are driving, including licensing requirements, and
7. Cannot have a homicide or assault arising out of the use of a vehicle

All employees and student drivers will complete and sign a "Driving History" form (**Addendum A**). On a case by case basis, the rule may be temporarily over-ridden by specific authorization of the President of Texas Wesleyan University or his or her designee. Such authorization must be in writing and will be maintained in the driver's file. It is the responsibility of the driver to report any changes in the status of their driving record to their immediate supervisor.

Any violation of the vehicle safety and authorized driver policy by an employee may result in a written

reprimand by his or her immediate supervisor. Any student found not adhering to the policy may have his driving privileges suspended for the rest of the semester by management...

### **Authorized Drivers List**

All department heads will identify the specific driver's available to drive for their department and provide this information to the Office of Risk Management. This certification will be completed in writing annually and will be maintained in the Office of Risk Management.

If there are vehicles which need special certifications to be driven, e.g. CDL, the authorized drivers for those vehicles will be identified.

The Office of Risk Management will maintain a consolidated authorized driver list to maintain control of the ongoing driver authorization process.

Each department's management team will be ultimately responsible for assigning, authorizing use of a vehicle asset and maintaining key control.

### **12 and 15-Passenger Vans**

Given the historic safety record of 12 and 15-passenger vans in general, these vehicles should only be driven by drivers authorized to drive these vehicles. The use of 12 and 15-passenger vans should only be used when no other vehicle is available to accommodate the required task.

### **Golf /Utility Cart Use**

The use of this motorized equipment will be managed by the responsible department and the Office of Risk Management. The department will be responsible for going over the rules governing the use of a golf/utility cart and have the employee sign the Golf/Utility Cart Driver Training" acknowledgement form **(Addendum B)**. A copy will be kept with the department and a copy sent to the Office of Risk Management. Any additional training will be coordinated with the Office of Risk Management.

Any golf/utility carts will be registered with the Office of Risk Management. All departments will be responsible for providing updates to the Office of Risk Management on any additions or deletions to their fleet and providing a list of all departmental employees trained and authorized to drive a golf or utility cart.

### **Personal Vehicles**

Drivers authorized to use personal vehicles on institution business are subject to the same rules as drivers of institution owned, leased, and rented vehicles.

Drivers should be able to provide evidence of auto liability insurance that meets or exceeds the state minimum requirements.

### **Student Drivers**

Any student whose duties may require him/her to operate an institution vehicle will meet the same criteria as an employee driver.

Student must be over the age of 18 to be an authorized driver.

### **Volunteer Drivers**

Texas Wesleyan University will allow volunteers to drive for University travel but must have an MVR done prior to their travel and complete the Alert driving course. TXWES management will provide the names and email addresses for these drivers so they can be monitored by the Office of Risk Management.

### **Rental Vehicle Insurance**

When driving the United States, its territories and possessions, and Canada, do not purchase rental vehicle insurance.

When driving in countries other than the United States, its territories and possessions, and Canada, rental vehicle insurance **must** be purchased.

### **Limit Passengers**

Driver will not transport people in a university owned vehicle who are not involved in university business. There may be situations that may require the use of a leased vehicle to conduct university business where transporting non-university personnel may be warranted.

### **Driver Duties & Responsibilities**

Each driver will agree to each and every one of the following:

1. Provide a copy of his or her driver's license, upon request.
2. Provide all consents and approvals necessary for the University to obtain a report or other document describing the driver's driving record from any states in which the driver has been licensed.
3. Use University vehicles only for official business.
4. Not permit any unauthorized person to drive the vehicle.
5. Use seat belts and all other available occupant restraints and require all passengers to do likewise in accordance with state laws. The number of passengers should not exceed the number of seat belts.
6. Operate the vehicle in accordance with University regulations. Know and strictly observe all traffic laws, ordinances and regulations.
7. Assume responsibility for any and all fines or traffic violations attributable to the driver.
8. Never drive under the influence of drugs or alcohol.
9. Not transport unauthorized passengers such as hitchhikers, family members or friends.
10. Obtain necessary authorization from appropriate source for use of University or privately owned or leased vehicles.
11. Use safe driving practices at all times.
12. Turn off the vehicle, remove the keys and lock the vehicle when it is left unattended.
13. Drive the vehicle at speeds appropriate for road conditions, even if that appropriate speed is below the legal posted speed limit.
14. All "off road" driving is prohibited.
15. Inspect the vehicle for safety and mechanical concerns, including checking tires, wipers, lights and other safety equipment for observable defects. Report any suspected defects immediately to the appropriate person.
16. Immediately report all accidents or violations to the prescribed authority. Accidents must be reported promptly to the immediate supervisor and the Office of Risk Management.
17. Make no modifications to any vehicle without approval.
18. Ensure that insurance coverage as required by state law is in effect on any privately-owned vehicle used for University business.
19. Be subject to applicable University disciplinary procedures for violations of University policy or rules.

### **Management/Department Head Duties & Responsibilities**

Ensure employees adhere to the Motor Vehicle Safety and Authorized Driver Policy.

Maintain a list of authorized drivers' in their department and ensure only authorized drivers are allowed to use University vehicles.

Ensure that University-owned vehicles have an Incident Report and Auto ID card in them at all times and

are maintained for their intended use.

### **Driver Training**

In order to understand the responsibilities and techniques for driving safely, all drivers must be able to demonstrate their skills in the operation of their assigned vehicles. If they are not able to demonstrate their driving skills, they will be trained in the appropriate techniques. For example, if a driver needs to be able to drive a passenger van or a vehicle with an attached trailer, but has no experience in such a vehicle, he/she must be trained until he/she can demonstrate mastery of that vehicle's operation. This training will be provided by the responsible department and the Office of Risk Management.

Training may include audio-visual methods, or the online Alert Driving course, as appropriate. An employee will need to complete the Alert Driving course before they are authorized to drive a university vehicle.

New university drivers are trained at the time of hire or initial authorization, and at least annually as established by the responsible department and the Office of Risk Management.

All student drivers should receive safe driving instruction during each school year during which they are eligible to drive an institution vehicle. The training should be completed prior to their first use of the vehicle in the school year and will be coordinated through the responsible department.

Once the course is successfully negotiated, TXWES personnel will receive a confirmation email that they have passed the course(s). The Office of Risk Management will also be copied on the confirmation email.

### **Maintenance Program**

It will be the responsibility of each department that operates a TWU vehicle asset to establish a Preventive Maintenance program for their vehicles and equipment and should be performed in compliance with manufacturer specifications. In addition, it will be the responsibility of departmental management to "road test" their vehicle on a regular basis.

The Office of Risk Management will keep a schedule of all TWU vehicle assets.

If a vehicle has operational problems while off-campus, the driver will notify his/her department during normal business hours and Campus Security after hours. If the vehicle cannot be operated safely, the responsible department in coordination with Campus Security will make the necessary arrangements to bring the driver back to campus and have the vehicle transported to a designated service location.

### **Pre-Trip Safety**

1. The driver and his supervisor will each complete and sign the Pre-/Post-Trip Vehicle Inspection form (**Addendum C**) indicating that they have inspected the vehicle. The driver will keep the copy with him/her at all times while operating the vehicle and will complete the post-trip section upon return to Texas Wesleyan University.
2. Headlights, taillights and windows must be clean before operating the vehicle.
3. The driver and the supervisor should also verify that a copy of the accident report form and current insurance card are available in the vehicle.
4. Upon return from the trip, the driver will return the completed copy of the Pre-/Post-Trip Vehicle Inspection form to the department when turning in the vehicle keys. The department and the driver will complete a brief vehicle inspection using the Pre-/Post-Trip Vehicle Inspection form and document any mechanical problems with the vehicle, service required, new damage, the amount of gas added, the number of miles driven and any service that may have been provided to the vehicle. The department will keep the original copy in their files but the Office of Risk Management reserves the right to review and inspect them on a regular basis.

### **Seat Belts**

Seat belts are one of the most important pieces of safety equipment installed on a motor vehicle. Thus, it

should be noted that the use of seat belts is entirely under the control of the driver. All assigned vehicle drivers should follow the procedures listed below as a condition of assignment as a vehicle driver for Texas Wesleyan University.

When going on a trip (even a short trip across town), ensure that there is a seat belt for every passenger. If not, limit the number of passengers to the number of seat belts available.

Before shifting from "Park," the driver must secure his/her seat and shoulder belt and verify that all passengers are appropriately secured by their seat and shoulder belt.

### **Alcohol and Drugs**

It is important for all drivers to recognize their responsibilities for operating a university vehicle in a safe and sober manner. No driver authorized by the Texas Wesleyan University should be under the influence of alcohol or drugs while operating a university owned vehicle at any time

### **Cell Phones and Electronics**

Cell phones may only be used to make calls through the assistance of Bluetooth or other hands free devices. Headphones that reduce hearing should not be used. For navigation devices, program the destination before starting the vehicle, pull off the road to make changes and rely on the voice directions to guide you.

### **Stowed Items**

Items that can become loose during travel should be properly secured and placed in proper storage areas or separated by a cage from the passenger area to prevent injury to passengers or damage to other vehicles. Stowed items should not obstruct the driver's view.

### **Vehicle Theft**

To reduce the potential for theft and vandalism, the vehicle should be locked when left unattended, no valuables should be left in sight and the vehicle should be parked in a well-lit area at night. Texas Wesleyan University is not responsible for personal items left in a vehicle.

### **Extended Trips**

To reduce the possibility of fatigue-related accidents on extended trips, when the one-way distance to the destination will take four hours or more, at least two eligible drivers should be assigned to drive the vehicle if possible. The "shot-gun passenger" will stay alert and act as co-pilot. In the event of inclement weather, the driver(s) will consider any weather alerts and utilize sound judgment on whether driving should be attempted.

### **Vehicle Accident Reporting Procedures**

Vehicle accidents can seriously impact the lives of those involved, both as drivers and as passengers. To minimize the long-term effects of those accidents and to ensure that they do not recur, the following policies and procedures are in effect:

1. If a Texas Wesleyan University vehicle is involved in a collision with another vehicle, object or person or a one-car accident, such as rolling over and going into a ditch, the driver should call the police and, if there are any suspected injuries to driver or passengers, request emergency medical assistance.
2. The Office of Risk Management will be contacted at 214.280.2742 **after contacting the police**. The following information should be provided:
  - a) Driver's name and the vehicle involved
  - b) Location of the accident

- c) Description of any injuries to driver, passenger(s) or occupant(s) of other vehicles
  - d) Indicate whether the police and/or ambulance been notified and
  - e) Indicate the medical facility where injured people have been taken
3. Await further instructions from Campus Security and/or the Office of Risk Management.
  4. Make sure to retrieve the current insurance card from the vehicle. This card shows evidence of insurance to police authorities and also provides the driver with basic information on the insurance company, the claim reporting phone number and the policy number.
  5. The driver should begin to fill out the accident report form located in the vehicle. Be particularly careful to discuss the accident only with the police or the Office of Risk Management. Despite the fact that the driver may feel that he/she was the cause of the accident, **the driver should not make any admission of liability or assume any blame**. There may be factors that the driver is unaware of at the time that could mitigate any responsibility.
  6. Exchange basic information with the driver of each vehicle involved. Only the following information should be provided:
    - a) Name, address and telephone number of the driver and any passengers
    - b) Type of vehicle and license plate number
    - c) Insurance company name and policy number

### **Accident Investigation**

The Office of Risk Management will work with the affected department and coordinate the accident investigation. The Office of Risk Management will gather reports from police investigators and will begin the investigation as soon as reasonably possible. The TXWES incident report form will be used to document the incident and report any bodily injury and property damage (**Addendum D**).

Texas Wesleyan University's Risk Management committee will review all auto accidents to identify ways to prevent future losses.