



Motor Vehicle Safety Program Table of Contents

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Motor Vehicle Safety Program

I. MOTOR VEHICLE SAFETY POLICY

1. Policy

Many employees operate University-owned, leased, rental, or personal vehicles as part of their jobs.

Employees are expected to operate vehic-4.7 (p)-9.1 (e)3io9.96.6 (a)-fe2.7 (-4.9.1 (y)-82.7 (t)-6.3 (o)-77.2 (p)-6.9 (r)-43 (e v)-9

II. ORGANIZATION AND RESPONSIBILITIES

- 1) Oversight:
 - a) The Director of Environmental Health and Safety has the ultimate responsibility for successfully managing the motor vehicle safety program and will be designated as the Vehicle Safety Coordinator.

- 2) Management will:
 - a) Implement the motor vehicle safety program in their areas of responsibility.
 - b) Provide assistance and the resources necessary to implement and maintain the program.

- 3) Supervisors will:
 - a) Investigate and report all incidents involving a motor vehicle used in performing University business. Forward all incident reports to the Vehicle Safety Coordinator.
 - b) Be responsible for taking appropriate action to manage high-risk drivers as defined by this program.

- 4) Vehicle Safety Coordinator:
 - a) Manage all elements outlined in the Motor Vehicle Safety Program. Review motor vehicle incident reports.
 - b) Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors, and drivers as necessary.
 - c) Maintain appropriate records.
 - d) Monitor federal, state, and local regulations to comply with all regulations and implement any policy/procedure change in a timely manner.
 - e) Monitor the effectiveness of the Motor Vehicle Safety Program.

- 5) Drivers will:
 - a) Always operate a motor vehicle in a safe manner.
 - b) Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in company business (see Section III.2)
 - c) Comply with all requirements of this program.
 - d) Citations received while in the possession or operation of any university vehicle are the personal responsibility of the operator of that vehicle. Citations may not be paid with university funds.

III.

IV. DRIVER SELECTION

1) Driver Evaluation:

- a) Job descriptions will be maintained for each position that requires driving and include the type of driver's license required for that position.

c) The following criterias have been established to identify acceptable drivers.

Acceptable Driver	
Minors*	

- e) Drivers identified as "high risk" are those whose qualifications and driving history fall between acceptable and unacceptable levels. Drivers who are identified as high risk are subject to several actions including, but not limited to:
 - (a) Driver may be required to attend a Defensive or Safety Driving course.
 - (b) Driver may have their driving privileges suspended or revoked.
- f) Drivers must notify the Vehicle Safety Coordinator if their license is suspended or revoked. Suspension or revocation of an employee's operator's license may impact the employee's ability to perform their job duties which may result in disciplinary action up to and including termination.
- g) Documentation of the qualification of each driver will be maintained. Examples of items to be kept in the driver's qualification and/or personnel files include:
 - (1) Copy of employee authorization for MVR
 - (2) Copy of MVRs
 - (3) Training records
 - (4) Copy of current driver's license
 - (5) Other items specific to drivers with a CDL

V. INCIDENT REPORTING AND REVIEW

The University considers the elimination of motor vehicle incidents as a major goal. This pertains to incidents due to the operation of company-owned or leased vehicles and the operation of rental or driver-owned vehicles used for business purposes. All incidents are to be reported to Transportation Services and the Vehicle Safety Coordinator.

This includes any incident that involves damage caused either TO or BY the vehicle, which includes, but is not limited to a collision (regardless of fault OR the number of vehicles involved), hit-and-run, vehicle theft, vehicle vandalism, or "act-of-God" damage.

- 1) The driver shall be required to report all incidents to local law enforcement, Vehicle Safety Coordinator, and Transportation Services, regardless of severity. All incidents should be reported within 24 hours or by the end of the business day. Since the driver is the first person at the incident scene, he/she will initiate the information-gathering process as quickly and thoroughly as feasible.
 - a) Drivers are to utilize the accident report form located in each vehicle.
- 2) The Vehicle Safety Coordinator will investigate each incident that involves a University-owned vehicle and each incident where a vehicle operator has been cited for a violation of motor vehicle law, or the University Motor Vehicle Safety Program while operating a vehicle on University business to determine the underlying causes as well as what can be done to prevent similar occurrences. The incident report will be forwarded to the Risk Management Office along with any additional support data (e.g., witness statements, photographs p1 (a)-6.-9.dTJ0 Tc 0-

VI. VEHICLE INSPECTION AND MAINTENANCE

1) Introduction:

Proper maintenance of equipment is an important aspect of this program. Reduced operational costs and incidents from vehicle defects are the direct results of a well-implemented maintenance policy.

2) Vehicle Modifications:

Employees shall n

VII. DRIVER TRAINING

- 1) Drivers hired by the University to operate a motor vehicle will have the basic skills necessary to perform this function. This includes new hire orientation, continuing education for existing drivers, and instances where remedial training shall be required.

- 2) New employees and temporary hires will receive a copy of this program as part of their initial orientation. Training may include both classroom and behind-the-wheel training. Areas that must be addressed, with the driver, include:
 - a) Review and ensure that the driver understands the Motor Vehicle Safety Policy and the accompanying safety regulations
 - b) Review individual Motor Vehicle Report (MVR).
 - c) Incident reporting & emergency procedures
 - d) Vehicle inspection and maintenance
 - e) Distracted driving
 - f) Substance and alcohol abuse

- 3) License Suspension:
 - a) Drivers must immediately notify the Vehicle Safety Coordinator if their license is suspended or revoked.

- 4) Remedial Training:
 - a) Drivers may be required to attend a training program/course or safe driving school (National Safety Council Defensive Driving course or equivalent) or an alcohol/drug abuse program if a review of the driver's MVR indicates:
 - i)

VIII. SAFE DRIVER RULES

1)

i) Aggressive driving by you, or another vehicle on the road, can lead to a crash. Aggressive driving