



**VEHICLE GUIDELINES
AND PROCEDURES**

PURPOSE

The purpose of this document is to clarify Indiana State University guidelines and procedures regarding use of University-owned, leased and rented vehicles, which shall:

- ◆ Help ensure the safe operation of vehicles used in University business.
- ◆ Help ensure the safety of drivers and passengers.
- ◆ Minimize losses, damages, and claims against the University.

SCOPE

These procedures apply to drivers who are engaged in the operation of any University-owned, leased or rented motor vehicles on either public or private property.

To meet the objectives outlined in this document, Indiana State University reserves the right to review drivers' licenses and driving records of all drivers who operate a University-owned, leased or rented motor vehicle. This applies to **all** drivers.

Full-time and part-time employees, including graduate assistants, students, interns, and volunteers who may be authorized to drive University-owned, leased or rented motor vehicles must possess a current, valid (USA) driver's license.

Eligibility to operate a University-owned, leased or rented motor vehicle as defined in this document is also dependent upon a prospective driver's driving record. All drivers must comply with the applicable laws and regulations concerning the operation of motor vehicles.

PROCEDURES AND RESPONSIBILITIES

I. ELIGIBILITY REQUIREMENTS FOR DRIVERS OF INDIANA STATE UNIVERSITY OWNED, LEASED, OR RENTED VEHICLES:

Failure to comply with the procedures set forth in this document may result in disciplinary action in accordance with established University guidelines, and may result in suspension or termination of motor vehicle operating privileges. All drivers must adhere to the following:

- A. Possess a valid United States driver's license for a period of two (2) years.
 - ◆ **Non-Commercial Driver's License**
 - ◇ Driving a vehicle designed to carry fewer than 15 passengers including the driver
 - ◇ Driving a vehicle weighing less than 26,000 lbs.
 - ◆ **Commercial Driver's License (CDL)**
 - ◇ Driving a vehicle designed to carry 15 or more passengers including the driver*
 - ◇ Driving a vehicle weighing more than 26,000 lbs.
 - ◇ All drivers operating a vehicle designed to carry 15 or more passengers (including the driver), must possess a valid commercial driver's license (CDL). Training for this license must be obtained through the proper state and local authorities.*

***NO** 15 passenger vans can be driven on University business. This is specifically excluded in our insurance policy.

A driver safety course is provided through the Office of Risk Management.
Completion of this program is mandatory.

- B. Successfully complete the driver safety course.
- C. Agree to operate University-owned, leased or rented motor vehicles in accordance with applicable local, state, federal laws and University regulations.
- D. Wear seat belts as they were designed for use at all times and require passengers to wear them. Under NO circumstances should the number of passengers exceed the number of seat belts.
- E. No drinking of alcoholic beverages and/or use of controlled substances shall be allowed in a University-owned, leased or rented vehicle or while driving on University business.
- F. The driver of the vehicle must not be under the influence of controlled substances and/or alcohol at any time.
- G. No smoking allowed in University vehicles.
- H. All traffic violations and citations are the sole responsibility of the driver.
- I. **Report any change in license status immediately** (i.e. if your license has been suspended or revoked) to Human Resources or Risk Management **within one working day** of any such change. If the license is revoked or suspended, operating privileges will be terminated accordingly.
- J. In the event that you are involved in an accident while driving a University-owned, leased or rented vehicle, **you must immediately report all accidents/damages to Public Safety and the Office of Risk Management**, adhering to the following procedures:

At the scene:

- ◇ Do not admit fault.
- ◇ As a minimum, write down:
 1. **OTHER DRIVER'S INFORMATION**
 - Name
 - Date of Birth
 - Driver's License Number/State
 - Phone Number
 - Address
 - Insurance Company - Policy Number, if known
 - License Plate Number
 - Make/Model/Year of Vehicle
 - Damage to Vehicle
 - Injury to Driver, if any
 - Date, Time, Road and Weather Conditions
 2. **WITNESS/PASSENGER INFORMATION**
 - Names and Phone Numbers of Any Passengers
 - Injuries to Any Passengers
 - Names and Phone Numbers of Any Witnesses
 3. **INVESTIGATING OFFICER'S INFORMATION**
 - If local police respond to accident, request:
 - Officer's Name
 - Badge Number
 - Phone Number
 - Report Number

NOTE: In the State of Indiana Motor Vehicles Code it is the vehicle driver's responsibility, if an accident involves death or personal injury to immediately give notice of the accident by the quickest means of communication to one (1) of the following:

- Local police, if the accident occurs within a municipality.
- Office of the county sheriff or the nearest state police post if the accident occurs outside a municipality.

If an accident involves only vehicle or property damage of at least \$1,000, it is the vehicle driver's responsibility to forward a written report of the accident to the state police department within ten (10) days after the accident.

- K. After notifying Public Safety call your supervisor, vehicle coordinator, vehicle lessor, or rental company to report the accident.
- L. Contact Business Affairs/Risk Management within 24 hours after the accident.

II. LOSS OF DRIVING PRIVILEGES

The following offenses will result in suspension or termination of driving privileges for those operating University-owned, leased or rented vehicles along with appropriate disciplinary action.

1. Operating a motor vehicle without a valid driver's license
2. Failure to report the suspension or revocation of his/her driver's license
3. Failure to obey University and local traffic regulations
4. Operating a University-owned, leased or rented motor vehicle outside of the scope of the destination and school-related activity
5. Operating a University-owned, leased or rented vehicle in a reckless or unsafe manner.
6. Driving which results in the intentional destruction of property
7. Failure to report an accident involving a University-owned leased or rented vehicle to your supervisor, Public Safety, and/or Business Affairs/Risk Management
8. Operating a University-owned, leased or rented motor vehicle while under the influence of alcohol or drugs
9. Two ***at fault*** accidents within a 12 month period while operating a University-owned, leased or rented vehicle

III. DEPARTMENT RESPONSIBILITIES

Each department or group authorized to own, lease, and operate a University-owned, leased or rented motor vehicle is required to follow the procedures outlined in Appendix A in addition to the listing below.

- A. Accident Response: In the event of an accident involving a University-owned, leased or rented vehicle, the affected department shall:
 1. Ensure that the driver follows accident response procedures outlined in Section I of this document
 2. Notify Public Safety within 24 hours of the accident
 3. Notify Business Affairs/Risk Management within 24 hours of the accident
- B. Automobile Insurance Deductible:
 1. In the event of an accident to a University-owned or courtesy leased vehicle, the responsible department will be charged the deductible amount of \$500 for damages to the vehicle.
 2. In the event of a windshield/glass breakage or other comprehensive claim (i.e. hitting a deer) to a University-owned or leased vehicle, the responsible department will be charged the deductible amount of \$100 for damages to the vehicle.
 3. There are no deductibles for physical damages to an Enterprise vehicle rented through the local office. Enterprise should be notified immediately and an accident report sent to Business Affairs/Risk Management.
 4. If a vehicle is rented at a location other than the local Enterprise the same deductibles apply as listed above.

- C. Purchasing, Leasing or Renting a Vehicle; Registrations; Selling Vehicles:
1. All vehicle purchases and leases must be processed through Purchasing. **Only the Director or Associate Director of Purchasing is allowed to sign lease agreements.** Fleet Management Service will provide the following information to Business Affairs/Risk Management so that insurance protection can be arranged under the University's automobile insurance program. The State of Indiana demands proof of insurance prior to allowing vehicle registration.
 - a) Vehicle Make, Model, and Year
 - b) Vehicle Identification Number (VIN)
 - c) License Tag Number (not available for leased vehicles prior to lease)

NOTE: All original certificates of title must be retained in Purchasing.

2. Registrations and Registration Renewals will be coordinated by Fleet Management Service.
3. All sales of University-owned vehicles must be conducted by Purchasing.
4. Renting a vehicle: Department and/or an individual authorized to rent a vehicle for/by the University is required to abide by these same policies and procedures set forth in this document for University-owned, leased and rented vehicles. Indiana State University's auto insurance policy provides liability coverage for rentals. The local Enterprise Rent-A-Car (ERAC) provides insurance for physical damage to their vehicle. **IT IS NOT NECESSARY FOR THE DEPARTMENT/INDIVIDUAL TO PURCHASE THE RENTAL COMPANY'S DEDUCTIBLE INSURANCE.**

REMINDER: If you are involved in an accident with a rental vehicle, you must notify Public Safety and contact Business Affairs/Risk Management within 24 hours.

IV. OFFICE OF BUSINESS AFFAIRS/RISK MANAGEMENT (RM) RESPONSIBILITIES:

- A. RM is responsible for submitting driver information to our insurance carrier for verification of driving records.
- B. RM is responsible for providing a driver safety course for all drivers of University-owned, leased or rented vehicles and maintaining the list of authorized drivers.
- C. RM is responsible for handling any and all University vehicle accidents, including accident investigation with Public Safety and subrogation of claims.
- D. RM is responsible for maintaining records and analysis of incidents.
- E. RM maintains current University-owned and leased vehicle listings.

V. DEPARTMENT OF PUBLIC SAFETY (PS)

- A. PS shall forward any incident reports involving University-owned, leased or rented vehicles to Risk Management within 24 hours of receiving the report from the driver.
 1. PS and Risk Management will work together in the investigation of University-owned, leased or rented vehicle claims.
 2. PS and the University's Lead Auto Maintenance Mechanic will inspect all University vehicles involved in an accident and submit a report of their findings to Risk Management.

APPENDIX A



DEPARTMENTAL RESPONSIBILITIES

INDIANA STATE UNIVERSITY DEPARTMENTAL RESPONSIBILITIES

Departments with owned or leased University vehicles will establish written guidelines and procedures for their proper use. A University staff person will be designated responsibility for the oversight and supervision of the use of the vehicles. A daily/weekend schedule will be provided to that individual responsible for dispatching the vehicle. No vehicles will be dispatched if not scheduled. All trip planning will be reviewed and approved by the designated department manager/chairperson. Strict attention will be paid to safety in planning, including proper driver rest, layovers as necessary, limits on miles and hours per day, and emphasis on daylight driving as much as feasible. (As a guide, federal limit for commercial truck drivers is 10 hours per day then a minimum of 4 hours rest.) Long trips should begin in the a.m. rather than in the evening after a full day of classes or work.

DEPARTMENT PROCEDURES

Each department or group authorized to own, lease, and operate a University motor vehicle is required to follow, at a minimum, the procedures outlined below.

Designate an individual within the department with the responsibility to ensure each owned or leased vehicle is properly maintained by the department and/or according to the lease agreement. That individual will:

- A. Ensure that only those individuals who have met the eligibility requirements are permitted to operate a University-owned or leased vehicle. (See Section I of this document, items A-L.)
- B. Each department must maintain records of all assigned drivers' licenses and send a listing of drivers' information to Risk Management.
- C. Establish an ignition key control system and include the following:
 1. Operators conduct daily vehicle inspections.
 2. The department conducts weekly/monthly vehicle inspections.
 3. Schedule, through Fleet Management Services/Facilities Management, quarterly inspections and pre-trip inspections for all trips going beyond 100 miles/2 hours.
 4. Authorize a responsible individual to maintain ignition keys and review the daily log. A daily/weekend schedule will be provided to that individual who will be responsible to dispatch vehicles. Vehicles will not be dispatched if not scheduled.
 5. Maintain a daily log of all persons within the department who operate a University motor vehicle and verification of the following:
 - a) Name of eligible driver
 - b) Trip destination and estimated duration
 - c) Activity being attended or reason for use
 - d) Date and time motor vehicle was taken
 - e) Date and time motor vehicle was returned
 - f) Mileage
- D. Each University-owned or leased vehicle must be properly maintained by the department and/or according to the lease agreement, if applicable. All accident damage must be repaired as quickly as possible after an accident and completion of the appraisal by the insurance carrier.

- E. Departments are responsible for ensuring that the materials listed below are maintained in each University-owned or leased motor vehicle:
 - 1. Vehicle Registration (A copy should be retained in the department.)
 - 2. Vehicle Accident Report form
 - 3. Insurance Identification Card (Obtained from Fleet Management Service/Risk Management)

- F. Accident Response - In the event of an accident involving a University-owned or leased vehicle, the affected department shall:
 - 1. Ensure that the driver follows accident response procedures outlined in Section I of this document
 - 2. Notify Public Safety within 24 hours of the accident
 - 3. Notify Business Affairs/Risk Management within 24 hours of the accident

- G. Automobile Insurance Deductible
 - 1. In the event of an accident to a University-owned or leased vehicle, the responsible department will be charged the deductible amount of \$500 for damages to the vehicle.
 - 2. In the event of a windshield/glass breakage or other comprehensive claim (i.e. hitting a deer) to a University-owned or leased vehicle, the responsible department will be charged the deductible amount of \$100 for damages to the vehicle.
 - 3. There are no deductibles for physical damages to an Enterprise vehicle rented through the local office. Enterprise should be notified immediately and an accident report sent to Business Affairs/Risk Management.
 - 4. If a vehicle is rented at a location other than the local Enterprise the same deductibles apply as listed above.

APPENDIX B



VEHICLE RESERVATION GUIDELINES/PROCEDURES

University Vehicles

ISU no longer maintains fleet service in-house. This has been outsourced to Enterprise Rent-A-Car (ERAC) as a more cost effective solution to provide reliable and safe transportation for the University's needs. Enterprise provides both short and long term rentals in a wide range of vehicle types.

Enterprise car rental is conveniently located at 1410 Wabash Avenue, only blocks from campus. Enterprise will also deliver vehicles to campus at Facilities Management Fleet Services and bring the keys to your office. Gas cards will be provided with the keys for you to refill the vehicle at the end of your trip to the same level of fuel in the vehicle at pick up time.

Reservations and Cancellations

You must use the Enterprise website to make, modify, or cancel your reservation. You can find this link on the Office of the Controller's website under the Travel link. You will need your Sycamore login to access their secure website. Your Travel Authorization must be in place in the Controller's Office before you can reserve a vehicle, and you will need the TA# when making the reservation. For training on this website please call the Travel Specialist in the Controller's Office at extension 3541 or 3542. This office also provides monthly travel training sessions.

Hours and Fees

Enterprise business hours are 8 a.m. to 6 p.m. Monday through Friday, 9 a.m. to 12 p.m. Saturday, and closed Sunday. If you need to leave before 8 a.m., you may call and arrange to have the vehicle delivered to you the day before between 3:30 - 4:30 p.m. This is called "jump start" and the charges will not begin until the day you leave. Vehicle rental is charged on a 24-hour basis. Vehicle rates differ by types. Please see the Enterprise website for rates.

Requirements

Enterprise vehicles shall only be used in the conduct of University business and activities. The vehicle may be used for transportation to and from your personal residence in connection with departure and return from official University business travel. The driver must be an ISU employee or a graduate student and must present a valid U.S. operator's license before keys will be issued. Drivers must be 21 years of age or older, with noted exceptions. Saturday, Sunday, or holiday travel involving these vehicles will be allowed only when the Academic Dean or Vice President determines that the travel is necessary for the University. Smoking and animals are not allowed in Enterprise vehicles. ISU employees are not allowed to use 15-passenger vans at any time for University business. ISU employees may use 12-passenger vans for University business after being approved to drive these vehicles.

Release and Indemnity Agreement

All drivers of Enterprise vehicles must require each and every non-business passenger to sign the Vehicle Release and Indemnity Agreement. This can be found by calling the Controller's Office at extension 3525. Any non-business passenger or any person who is not an employee or student of Indiana State University is not permitted in the vehicle unless the Release and Indemnity Agreement has first been signed.

Insurance and Accidents

In case of an accident or emergency mechanical failure, notify the Terre Haute Enterprise location at 812-235-1527 immediately. After hours, call Roadside Assistance (24/7) 800-307-6666. If the vehicle is damaged but does not require towing, notify the ERAC location and they will direct you to the nearest office to exchange the vehicle. If the vehicle is not drivable, Roadside Assistance will tow it to the nearest ERAC location where you can call the Terre Haute location to arrange another vehicle during business hours. Please report the accident to the Office of Risk Management upon return to campus at 237-7946.

Fleet Gas Card

If you lose the fleet gas card, immediately notify the ISU Purchasing Office at 812-237-3600 and ISU Public Safety at 812-237-5555. On one-way rentals to the airport, it is the driver's responsibility to replace the fuel used and unclip the gas card pouch from the key ring before turning the vehicle into the airport ERAC. Upon returning to the airport and getting another ERAC vehicle, use the card to replace fuel and turn the gas card pouch in with the keys to the Terre Haute ERAC location or in with the vehicle.

APPENDIX C



DRIVER SAFETY COURSE FOR STAFF AND STUDENTS

Scope

Indiana State University is committed to the safety of its drivers as they operate University-owned, leased or rented vehicles. It is the intent of the University to offer a driver safety course in order that drivers may carry out their responsibilities with respect to safe driving principles and practices.

Introduction

Indiana State University is taking proactive steps to ensure the safety of our drivers as they operate University-owned, leased or rented vehicles. A driving course is offered online through United Educators that can be completed at the driver's convenience. Satisfactory completion of the course is mandatory for all drivers of University-owned, leased or rented vehicles.

Staff Training

Staff employees who drive regularly for their jobs will complete the drivers safety course at the onset of employment. Individuals involved in *two at fault* accidents within twelve months will have their right to drive suspended for one year and must again successfully complete the driver safety course. Depending upon the circumstances, drivers may be subject to other disciplinary measures as appropriate.

Responsibility

It is the department's responsibility to ensure that drivers successfully complete the driver safety course before driving University-owned, leased, or rented vehicles on University business or within the scope of their duties. A copy of the completion certificate and driver's license information should be maintained within the department as well as in the Office of Risk Management. Those employees who drive University-owned, leased or rented vehicles agree to adhere to the "Vehicle Guidelines and Procedures."

**It is the individual driver's responsibility to report to
Human Resources any change in their license status.**

Student Driver Training

All students who drive University-owned, leased or rented vehicles are required to take the driver safety course prior to driving. Any student driving a University-owned, leased or rented vehicle is required by law to carry a valid driver's license. Any student driving a University-owned, leased or rented vehicle agrees to adhere to the practices found in the "Vehicle Guidelines and Procedures."

Any student driver who has **two accidents within a one-year period will lose their driving privileges for one year**. If they are involved in **three accidents**, they will **lose their University vehicle driving privileges permanently**. Depending on the circumstances drivers may be subject to other disciplinary measures as appropriate.

Recommendations for Student/Younger Drivers and Van Usage

- No one under 21 is permitted to drive University vehicles.
 - Exception - employees who have successfully completed the driver safety course
 - 2 years driving experience required
 - Clean driving record
 - Within 35 mile radius of University
- No one under 25 is permitted to transport students/passengers.
 - Drivers under 25 may be granted an exception upon completion of the driver safety course and a successful road test, particularly as a backup driver.
 - All drivers must successfully complete a "hands on" driving test with a Sammers Driving School instructor to drive 12 passenger vans
- **NO 15 passenger vans are allowed under our insurance policy**
- Insurers understand our best practices in following the above guidelines and price accordingly.
 - Students/younger drivers generally have limited/no van experience.
 - Distractions, cell phones, texting, eating, etc.
 - While younger drivers may have quicker reaction time, they often act improperly
- Few rental companies allow drivers under 25 or provide 12 passenger vans.

Training Concepts

Training consists of online instruction, successful completion of the online test, successful completion of a road test where applicable and reviewing ISU "Vehicle Guidelines and Procedures."

Defensive Driving Techniques

- All occupants are required to wear seat belts as they were designed for use.
- Check instruments and gauges of the vehicle before leaving.
- Scan parked cars carefully as you back up.
- Make a positive glance over your shoulder when changing lanes or backing up to avoid blind spots. Have a passenger get out and help if needed.
- Look "**Left--Right--Ahead--Left**" before proceeding through intersections.
- Do not go through intersections on a yellow light; pick a point of decision and don't get caught in the middle of the intersection.
- Check wheel-to-lane reference of vehicles next to you - anticipate their movement into your lane - next to or in front of you.
- Following time should be a minimum 3 seconds from the vehicle in front of you, depending upon the speed and whether in city or highway driving.
- Stop far enough behind the vehicle in front of you at intersections to see the tires of that vehicle touching the pavement.
- Count a 2-second delay at intersections to allow appropriate following time from the car in front of you.
- Know the stopping distance requirements for the vehicle you're driving, including effects of inclement weather conditions. As a guide, it normally takes one car length for every 10 M.P.H. of speed to stop.
- Check the road 12 - 15 seconds ahead on the highway; 4 - 6 seconds in city driving (about two blocks).
- Check mirrors every 3 - 5 seconds in the city, 5 - 8 on the highway.
- Tune out passengers, concentrate on your driving, and focus on the driving of those around you.
- Avoid eating while driving; both hands should be on the wheel.
- Avoid using cell phones while driving. **TEXTING WHILE DRIVING IS AGAINST INDIANA LAW.**
- Be prepared for construction hazards, including narrow roads.
- **AVOID ROAD RAGE -- BE PATIENT, ALLOWING A CAR IN FRONT OF YOU TAKES LESS TIME THAN AN ACCIDENT.**

Safety Points

1. What do you do in case of an accident?
 - **Call local police** (or Public Safety if on campus) immediately.
 - Fill out "**Accident Investigation Form**" at the scene.
 - **Obtain other driver's and/or witness** information, including name, address, phone (work and home), date of birth, insurance carrier and policy number, license number and state of issuance; make, model, color, and tag of vehicle
 - **Notify Public Safety (PS)** immediately upon your return to campus with the make, model, and tag number of the vehicle, along with your driver's license number.
 - **Notify supervisor immediately.**
 - **Notify Business Affairs/Risk Management.** Be prepared to give the make, model, and tag number of the vehicle, plus your driver's license number and date of birth.

2. What qualifies as a reportable accident?
 - **Any accident involving a University-owned, leased or rented vehicle needs to be reported, whether vehicle damage occurs or not.**
 - Injuries from accidents sometimes occur leading to further investigation of the accident. Thus, the more timely the information, the better the investigation.
 - If a parked car is involved, it is best to leave a note on the vehicle windshield with a contact phone number.

3. Other safety considerations:
 - **Accident:** In case of accident, follow the response procedures above.
 - **Fire:** Evacuate Vehicle.
 - **Flat Tire:** Try to pull vehicle to the side of the road away from traffic with the damaged tire away from traffic. Have occupants vacate the vehicle and stand away from the road. Utilize the tire changing equipment provided. If you are unable to change the tire, or would be in harm's way (i.e. bad weather conditions, heavy traffic, no shoulder) then respond as you would in your own vehicle.
 - **Life Safety:** In case of serious accident with resulting injuries, notify police/emergency response.
 - **Maintenance:** If the driver notices any maintenance concerns, he/she should report them to their supervisor immediately. The supervisor then has the responsibility of having the repairs made or notifying Fleet Management Services. If there is a maintenance concern with a rental, call the appropriate 800 number.

4. Hands-On Training Exercises
 - For drivers who are assigned routine duties as van drivers and those under the age of 25 who will be transporting passengers, a hands-on road test is required.