



# Vehicle and Driver Safety Guidelines

## Table of Contents:

Purpose.....	2
Scope.....	2
Driver Requirements.....	2-3
Driver and Department Responsibilities.....	4
Reporting.....	4-5
Department Owned Vehicles Responsibilities.....	5-6
Automobile Insurance Deductible.....	6
Purchasing, Leasing or Renting a Vehicle; Registrations; Selling Vehicles.....	7
Office of Risk Management (RM) Responsibilities.....	7
Department of Public Safety (PS) Responsibilities .....	7

## **Purpose**

The purpose of this document is to clarify Indiana State University guidelines and procedures regarding the 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**

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.

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 driver's 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 might be authorized to drive a university-owned, leased or rented motor vehicle must possess a current, valid (USA) driver's license and have insurance.

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.

## **Driver Requirements**

To be eligible to operate an Indiana State University-owned, leased, or rented vehicle you must possess a valid United States driver's license for a period of two (2) years, maintain personal auto insurance, and successfully complete the two driver safety courses through United Educators (1) Defensive Driving Strategies: Get There Safely and (2) Driver Safety Fundamentals that is mandatory. Completion certificates must be provided to the Office of Risk Management along with providing driver's license information.

In addition, all ISU employees must abide by the following vehicle requirements:

- If under the age of 25, it is required to complete the Hands-On Road test. The travel department will provide information on how to schedule the test.
- If operating a 12-passenger van, it is required to complete the Hands-On Road test. The travel department will provide information on how to schedule the test.

- Agree to operate University-owned, leased or rented motor vehicles in accordance with applicable local, state, and federal laws and University regulations.
- 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.
- 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.
- The driver of the vehicle must not be under the influence of controlled substances and/or alcohol at any time.
- Smoking is not allowed in university vehicles.
- All traffic violations and citations are the sole responsibility of the driver.
- Report any change in license status immediately (i.e. if your license has been suspended or revoked) to the Office of Human Resources or the Office of Risk Management within one working day of any such change. If the license is revoked or suspended, operating privileges will be terminated accordingly.
- 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.

### **Athletics**

Coaches who receive a leased or courtesy vehicle are the only ones approved to drive the assigned vehicle. Coaches shall not allow anyone else to drive their vehicle. It is for the use of university coaches only.

### **Registered Class or Organization**

To be an approved student driver for a registered class or organization and drive a university owned, leased or rented vehicle, the student driving a university-owned leased, or rented vehicle is required by law to carry a valid driver's license and insurance. The student driver for a registered class or organization must complete the online driving courses provided through United Educators (1) Defensive Driving Strategies: Get There Safely and (2) Driver Safety Fundamentals and provide the following information:

- What is the purpose of the trip
- Who approved the trip
- Who is the faculty or staff responsible for the trip
- How long is the trip
- What is your status as a student for your class or organization
- Who is paying for the trip

Failure to comply with the procedures outlined 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 other guidelines and procedures listed in this document must be followed.

## **Driver and Department Responsibilities**

It is the department's responsibility to ensure that all faculty, staff and student employees that will be driving for university business successfully complete the driver safety courses before driving University-owned, leased, or rented vehicles on university business or within the scope of their duties. A copy of the completion certificates, driver's license information, and proof of personal insurance should be maintained within the department as well as in the Office of Risk Management.

Defensive Driving Techniques for Faculty, Staff, Student Employees and Student Organizations will be discussed in the *Defensive Driving Strategies: Get There Safely* training course.

## **Reporting Responsibility**

If an accident occurs, do not admit fault. Please collect the following information:

### 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

### Witness/Passenger Information

- Names and Phone Numbers of Any Passengers
- Injuries to Any Passengers
- Names and Phone Numbers of Any Witnesses

### Investigating Officer's Information

If local police respond to the accident, request:

- Officer's Name
- Badge Number
- Phone Number
- Report Number

After notifying Public Safety and the Office of Risk Management, call your supervisor, vehicle coordinator, vehicle lessor, or rental company to report the accident.

In the State of Indiana Motor Vehicles Code, if an accident involves death or personal injury, it is the vehicle driver's responsibility to immediately give notice of the accident to local police if

the accident occurs within a municipality or the 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.

### **Offenses Resulting in Suspension or Termination 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.

- Operating a motor vehicle without a valid driver's license or personal auto insurance
- Failure to report the suspension or revocation of his/her driver's license.
- Failure to obey University and local traffic regulations.
- Operating a university-owned, leased or rented motor vehicle outside of the scope of the destination and school-related activity.
- Operating a university-owned, leased or rented vehicle in a reckless or unsafe manner.
- Driving which results in the intentional destruction of property.
- Failure to report an accident involving a university-owned leased or rented vehicle to your supervisor, Public Safety, and/or the Office of Risk Management
- Operating a university-owned, leased or rented motor vehicle while under the influence of alcohol or drugs.
- Two ***at-fault*** accidents within a 12-month period while operating a university-owned, leased, or rented vehicle. Three at-fault accidents will result in driving privileges being suspended permanently. Depending upon the circumstances, drivers may be subject to other disciplinary measures as appropriate.

### **Department Owned Vehicles Responsibilities**

A designated University staff person will be responsible for the oversight and supervision of the use of the department-owned vehicles. A daily/weekend schedule will be provided to the individual responsible for dispatching the vehicle. No vehicles will be dispatched if not scheduled. All trip planning must be reviewed and approved by the designated department manager/chairperson. Safety planning, including proper driver rest, layovers as necessary, limits on miles and hours per day, and emphasis on daylight driving as much as feasible should be closely followed. (As a guide, the federal limit for commercial truck drivers is 10 hours per day than a minimum of 4 hours rest.) Long trips should begin in the morning rather than in the evening after a full day of classes or work.

Each department or group authorized to own, lease, and operate a university motor vehicle is required to follow, at a minimum, the procedures outlined in this document.

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:

- Ensure that only those individuals who have met the eligibility requirements are permitted to operate a university-owned or leased vehicle.
- Each department must maintain records of all assigned driver's licenses and send a listing of drivers' information to the Office of Risk Management.
- Operators conduct daily vehicle inspections.
- The department conducts weekly/monthly vehicle inspections.
- Schedule, two (2) weeks in advance, through Fleet Management Services/Facilities Management, quarterly inspections and pre-trip inspections for all trips going beyond 100 miles/2 hours.
- Authorize a responsible individual to maintain ignition keys and review the daily log. A daily/weekend schedule will be provided to the individual who will be responsible for dispatching vehicles. Maintain a daily log of all persons within the department who operate a university motor vehicle and verify the name of the eligible driver, the trip destination and the estimated duration, activity being attended or reason for use, date and time motor vehicle was taken, date and time motor vehicle was returned and the mileage.
- Each University-owned or leased vehicle must be properly maintained by the department and/or according to the lease agreement, if applicable. The insurance carrier must repair all accident damage as quickly as possible after an accident and completion of the appraisal.
- Each department is responsible for ensuring that the vehicle registration and insurance card are maintained in each University-owned or leased motor vehicle.

### **Automobile Insurance Deductible**

- 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.
- 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 \$1,000 for damages to the vehicle.
- There are no deductibles for physical damage to an Enterprise vehicle rented through the local office. Notify Enterprise immediately and complete the [Incident Report Form](#) that will go to the Office of Risk Management.
- If a vehicle is rented at a location other than the local Enterprise, the same deductibles apply as listed above.
- If an ISU employee or student is in an accident in his or her own personal vehicle, the insurance follows the vehicle. If the accident is an ISU employee's or student's fault, a claim is filed under their insurance. If the accident is the other driver's fault, a claim is filed under their insurance.
- 15-passenger vans are not allowed for university business as it is excluded from our policy.

**Purchasing, Registering, Selling, Leasing or Renting a Vehicle**

All vehicles purchased, leased, and sold must be processed through Purchasing. Only the Director of Purchasing is allowed to sign lease agreements. The purchasing department will maintain all original certificates and titles. Fleet Management Service coordinates registration and renewals. Fleet Management Service will also provide the following information to the Office of Risk Management to arrange insurance protection under the University's automobile insurance program. The State of Indiana demands proof of insurance prior to allowing vehicle registration.

**Office of Risk Management (RM) Responsibilities**

- RM is responsible for submitting driver information to our insurance carrier for verification of driving records.
- 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.
- RM is responsible for handling all University vehicle accidents, including accident investigation with Public Safety and subrogation of claims.
- RM is responsible for maintaining records and analysis of incidents.
- RM maintains current University-owned and leased vehicle listings.

**Public Safety (PS) Responsibilities**

- 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.
- PS and Risk Management will work together in the investigation of university-owned, leased or rented vehicle claims.
- 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.

**Acknowledgment**

**I certify that on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I have read the Vehicle Guidelines and Driver Safety Course Procedures and will abide by the guidelines set out.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**