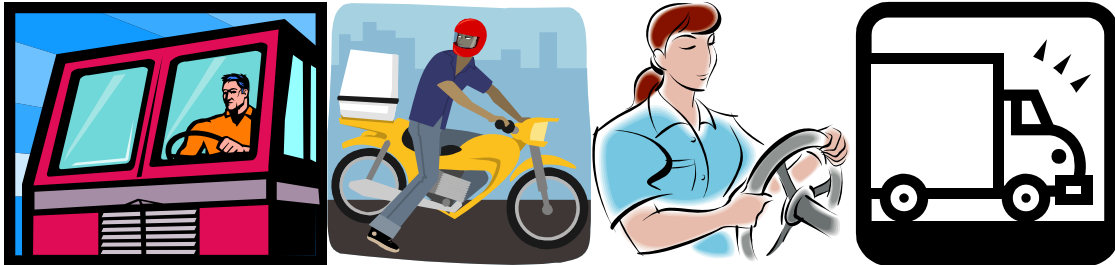




## Risk Services Best Practices Bulletin Bulletin #4: Driving on University Business

Presented by Office of the President Risk Services — September 16, 2009



### Purpose

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To reinforce the University's commitment to the safe operation of all vehicles.

### Summary

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- Safe operation of a motor vehicle is a learned skill. Regular and effective training will assist drivers in not only acquiring these skills, but serve as a reminder of the importance of these skills.
- A road test is conducted to verify that the driver is capable, safety conscious and experienced in operating a motor vehicle and to screen out inexperienced drivers who may have exaggerated their required experience.
- University locations should implement policies regarding driving on University business.

### Sample Policy

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1. Each new employee must receive safe driving training as part of the \_\_\_\_\_ Orientation prior to driving on University business.
2. All employees who drive on University business are required to sign the Driver Acknowledgment Form. The original signed form is kept in the Employee Personnel File. A copy is faxed to the designated provider to authorize the annual Motor Vehicle Report or Driver Abstract.
3. A road test must be conducted on both CDL and non-CDL drivers. The Supervisor/Manager will be responsible for ensuring that the road test is conducted. Road tests may be administered by the Head of Fleet, Transportation, EH&S, or another designated employee who has been properly trained to do so.
4. Temporary employees are not permitted to operate vehicles under any circumstances.
5. A Liability Accident is defined as an accident that causes bodily injury or property damage to another party.
6. Any employee who is involved in a Liability Accident is required to complete the e-learning Defensive Driving course within 14 days of the accident. The Department

Manager must evaluate the employee's driving record for the past 36 months from the date of the Liability Accident. The Department reserves the right to discipline or discharge an employee for reasons including, but not limited to the following:

- 1<sup>st</sup> Liability Accident – At minimum, the employee must receive a written warning.
  - 2<sup>nd</sup> Liability Accident – At minimum, the employee must be suspended for three days without pay.
  - 3<sup>rd</sup> Liability Accident – The employee will permanently lose driving privileges.
7. Any exceptions to this policy must be referred to the Review Panel for written approval; Risk Management, Human Resources, Department Manager.
  8. Employees who have lost driving privileges may re-apply for a driving position three (3) years from the date that the privileges were revoked.

### **Motor Vehicle Records and Driver Abstracts**

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1. It is a policy of the University that every employee position with driving duties requires a motor vehicle record (“MVR”) or Driver Abstract meeting the grading requirements stated below. This policy applies both to drivers of University owned vehicles as well as employees using personal vehicles in the course of University business.
2. MVRs will be examined as part of the background-screening test prior to employment and at a minimum annually thereafter. A designated screening process for the University and review of the prior three years driving history.
3. The standards for MVRs/Driver Abstracts are as follows:
  - a. The driver must have a valid driver's license.
  - b. MVRs/Driver Abstracts will be graded based on the Grading Requirements table below. No new employee/driver that is required to drive a vehicle on behalf of the University will be hired with a “poor” MVR/Driver Abstract. Driving records must remain “acceptable” or “clear” for continued employment in positions with driving duties.
  - c. The MVR/Driver Abstract will be evaluated for the prior 36 months' activity. Parking tickets will not be included in the review.

**Grading Requirements**

<u>Number of Moving Violations</u>	<u>Number of At-Fault Vehicle Accidents</u>			
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
0	Clear	Acceptable	Acceptable	Poor
1	Acceptable	Acceptable	Poor	Poor
2	Acceptable	Poor	Poor	Poor
3	Poor	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

4. The University reserves the right to discipline, discharge and/or revoke the driving privileges of any employee if any of the following major violations occur in a University vehicle:
- Driving under influence of alcohol/drugs
  - Failure to stop/report an accident
  - Reckless driving/speeding contest
  - Homicide, manslaughter or assault arising out of the use of a vehicle
  - Driving while license is suspended/revoked
  - Attempting to elude a police officer

**Procedure**

**A. Driver Training**

Responsibility

Action

Department Manager

1. Ensure the following for each new employee who drives in the course of University business.
  - a. Receives safe driving training.
  - b. Completes a road test (CDL and non-CDL drivers).
  - c. Completes annual refresher training (CDL and non-CDL drivers).

**B. Post Accident Procedures**

Responsibility

Action

Risk Services Department

1. Notify the Risk Services Department of all vehicle accidents.
2. Send a notice to the employee, the immediate supervisor, the Risk Services Department, and Human Resources stating that the employee has 14 days after returning to work to complete this training.

RSM and HR Manager

3. Follow-up with immediate supervisor to ensure that the appropriate actions were taken per the PPB.

Department Manager

4. Evaluate the employee vehicle accident history for the prior three years.
  - a. 1<sup>st</sup> Liability Accident: At minimum, employee receives a written warning..
  - b. 2<sup>nd</sup> Liability Accident: At minimum, employee is suspended three days without pay.
  - c. 3<sup>rd</sup> Liability Accident: Permanently revoke employee's driving privileges.

Responsibility

Action

Safety Officer

5. Conduct two random road tests on the employee during the two months following the Liability Accident, using the Driver Observation Checklist.

Employee

6. Complete the e-learning safe driving course within fourteen days of returning to work after Liability Accident.

**C. MVR and Driver Abstract Review**

Responsibility

Action

Department Manager

1. Forward the signed Driver Acknowledgment Form to the dedicated provider (fax# is shown at the bottom of the form) upon hiring a new employee who will drive on University business.  
**Note:** The designated provider will automatically run the MVRs/Driver Abstracts on the hire date anniversary and contact you with anyone who does not meet the University's standard for driving privileges.
2. If the first MVR/Driver Abstract review results in a "poor" rating, a counseling session will be held with the Employee, Manager, and HR Manager to discuss the driving skills of the employee. The employee will also be required to complete an online safe driving course. If any future MVR/Driver Abstract reviews do not show an improvement in the driving performance, the employee is subject to a loss of driving privileges and other discipline, up to and including termination. Notify the Human Resources Manager for further guidance.
3. File the MVR as follows:
  - a. **Non-CDL Drivers:** In the employee personnel file.
  - b. **CDL Drivers:** In Driver Qualification File.

LINK: [Driver Acknowledgment Form](#)

Effective Date:

Approved By: