

UNIVERSITY OF SOUTHERN INDIANA FLEET SAFETY POLICY November 1, 2010

POLICY STATEMENT

It is the expressed intent of the University of Southern Indiana to promote and endorse a licensed motor vehicle fleet safety policy that is designed for the well being of each employee, protects the public and assists employees in the efficient performance of their driving duties and responsibilities.

The safety of the University's employees, students and the public is paramount. This policy is intended to reduce the possibility of vehicle accidents and to provide safe conditions and equipment for employees. The University's policy on **FLEET SAFETY** is based on the following two principles:

1. Safety will take precedence over expediency or short cuts.
2. The University of Southern Indiana intends for all drivers to comply with traffic laws, local vehicle ordinances and University vehicle safety rules while operating University of Southern Indiana vehicles or other vehicles on University business.

Each driver of a University of Southern Indiana-owned or -leased licensed motor vehicle is expected to meet the minimum qualifications, have successfully completed all required driver training, have read the Fleet Safety Policy and agree to operate an assigned University vehicle in accordance with these policy requirements.

RESPONSIBILITIES

The Physical Plant Department's Motor Vehicle Operations Office is responsible for screening and assigning drivers to University vehicles based on the criteria in this policy and the provisions of the University of Southern Indiana Employee Handbook. Additionally, Physical Plant Department's Motor Vehicle Operations Office is responsible for ensuring the fleet of vehicles assigned to or obtained for departmental use is maintained in accordance with the manufacturer's instructions. Maintenance records shall be kept for the life of the vehicle.

While operating a University vehicle, it is the obligation of all individuals to be aware of the provisions set forth in this policy and to recognize the importance of their responsibility to themselves, the University and to others. **All assigned drivers shall sign a document that they have read, understand and agree to follow the Fleet Safety Policy.**

MINIMUM QUALIFICATIONS FOR DRIVERS

The following qualifications shall apply to a person operating a University of Southern Indiana vehicle. Department heads, before authorizing travel in a University of Southern Indiana-owned or -leased vehicle, should consider the driver's qualifications relative to the following minimum requirements:

1. AUTHORIZED DRIVER

A driver of a University of Southern Indiana vehicle must be authorized by Physical Plant Department's Motor Vehicle Operations Office based on the following minimum qualifications.

2. LICENSE

Driver **must present a current and valid driver's license** or, where applicable, a commercial driver's license (**CDL**) when checking out the vehicle.

3. REQUIREMENTS

Driver must have a minimum of **FIVE** (5) years licensed driving experience and be at least 21 years of age OR must successfully complete the University's Defensive Driver Training Class. When a vehicle is rented from a rental agency, the rental agreement requirements must be met.

4. DEFENSIVE DRIVER TRAINING

All drivers of University-owned or -leased passenger vans and large trucks must first successfully complete the University's Defensive Driver Training Class, either in a classroom setting or by accessing the Van Driver's Training located at <http://www.usi.edu/RiskMgt/Training.asp> before Physical Plant's Motor Vehicle Operations Office will authorize that person to drive the assigned vehicle. This training is available through the Office of Risk Management and Safety and must be completed every three years.

AUTHORIZED USE OF UNIVERSITY OF SOUTHERN INDIANA VEHICLES

University vehicles are to be used for official purposes only and the use of such vehicles shall not be abused. University vehicles may not be used for personal business, including commuting to and from work (i.e., traveling to and from the employee's residence to the work station) and commuting to restaurants, clubs, social engagements or other personal activities where no University business is transacted. The only exceptions are vehicles provided for approved University administrators as authorized by the president.

If an accident occurs or a claim arises out of unauthorized personal use of a University-owned or -leased vehicle, the driver may be required to pay for the damages to the University vehicle as well as for claims from third parties including passengers. If the driver's personal automobile insurance policy has **drive other car coverage or a non-owned auto liability endorsement**, his/her insurance can be used to pay the damages and losses.

Passengers in a University vehicle are limited to employees of the University, students and others on University business, official guests of the University or individuals to whom the University wishes to extend this courtesy. Family members who are not employees of the University may ride in University vehicles with appropriate travel authorization. Picking up hitchhikers or casual riders is **not permitted**.

STUDENT DRIVERS OF UNIVERSITY OF SOUTHERN INDIANA VEHICLES

Only those students who meet the above described minimum qualifications, including required training, may be authorized to drive University of Southern Indiana-owned or -leased vehicles.

USE OF PERSONAL VEHICLES ON UNIVERSITY BUSINESS

If a University department head has authorized an employee to drive a personal vehicle on official University business, that employee is eligible for reimbursement of the business miles driven. That business mileage rate includes all costs of operating the vehicle including gas, depreciation and insurance. If an accident occurs during such operation of the personal vehicle on University business, that vehicle owner's insurance is the sole insurance available to protect the vehicle owner, driver and passengers. The University's business auto policy only applies in excess of the policy limits of the personal vehicle's insurance and then only for the protection of the University. Any deductibles on the personal auto insurance policy are the responsibility of the individual and not the University.

OPERATION OF UNIVERSITY OF SOUTHERN INDIANA VEHICLES

It is the responsibility of all licensed motor vehicle drivers to drive in a safe manner conforming to all applicable laws and regulations. It may be recommended that headlights be on at all times when the vehicle is being operated and to take frequent rest stops. In addition, drivers are responsible for the conduct and actions of passengers in the vehicle. Drivers failing to adhere to this fleet safety policy may be subject to disciplinary action, up to and including dismissal.

OPERATION OF PASSENGER VANS

The largest vans available are eight passenger vans. Due to the handling characteristics of these vehicles, extra care should be taken in their use and operation in order to ensure the safety of our employees, students and the public. Only the more experienced drivers who have completed the Defensive Driver safety training will be authorized to operate these vehicles. In addition, there may be no more than eight individuals in the van on any trip. No luggage or cargo may be loaded on the top of the van roof. Take frequent rest stops every two or three hours on longer trips.

MANDATORY SEAT BELT USE

Each driver and all passengers in a vehicle being used on official University business shall be required to wear seat belts at all times. It is the driver's responsibility to enforce this rule.

DRIVER RESPONSIBILITIES

DRIVERS SHALL:

1. Not use drugs or alcohol, including any prescription or non-prescription drugs which may cause drowsiness or other driver impairments.
2. Utilize mechanical or hand signals to signal when turning or changing lanes.
3. Not engage in activities that would distract from the safe operation of the vehicle including, but not limited to, hand held cell phone use, text messaging, eating, drinking or reading while operating the vehicle.
4. Not wear radio/tape headsets or listen to loud radio sounds that may prevent hearing traffic warning devices
5. Not engage in "horseplay" while operating a vehicle.
6. Insure the number of passengers transported shall not exceed the manufacturer's specifications for transporting and seating passengers. There shall not be more than three people in the front seat of any vehicle. All passengers shall be seated in a factory-standard automobile seat which is equipped with a seatbelt and properly attached to the vehicle. Passengers are not allowed to sit on tailgates, sides of truck beds or in the bed of the truck while the vehicle is moving.
7. Insure the safe transport of materials and goods by securely fastening all loads, fastening all doors, securing tailgate and providing warning flags on all oversize loads.
8. Comply with all traffic laws, including all of the University's Traffic and Parking Regulations.

VEHICLE ACCIDENT REPORTING PROCEDURES

It is the responsibility of all drivers to report all accidents, regardless of damage, that involve any University vehicle or a personal vehicle used on University business. Accidents that occur on USI campus should be reported to Security at 812-464-1845 or 812-492-7777. For accidents that occur off campus, contact 911 or the local law enforcement. Each driver should follow the accident- reporting procedures in the kit provided with the keys, including calling USI at 812-464-1729.

If the accident results in a death or serious injury, the accident shall be reported immediately to one's department head and to Physical Plant's Motor Vehicle Operations 812-464-1729. If contact cannot be made to the department head or Motor Vehicle Operations, call the University of Southern Indiana Security dispatcher, who is available 24 hours a day, seven days a week at 812-464-1845.

DRIVER ACKNOWLEDGEMENT

Read below and check appropriate box(es).

- I have read the University of Southern Indiana Fleet Safety Policy and understand the requirements described for the use of a University of Southern Indiana vehicle and agree to follow this policy.
- I also understand that if I use a University of Southern Indiana vehicle for any personal activities as described by this policy, I may be required to pay for any claims that may arise from this use.
- I have a current and valid driver's license (or CDL if required),
- I have been a licensed driver for at least five years and am at least 21 years of age
OR
- I have completed the required Defensive Driver Training on _____ date.

DRIVER NAME _____
PLEASE PRINT

DRIVER SIGNATURE _____ DATE _____

Provide a photocopy of current driver's license: