

Vehicle Use Policy Andrews University

Voted by Joint Meeting of Risk Management and Public Safety Committees

February 14, 2008

INSURANCE COVERAGE FOR VEHICLES

University-Owned or Long-Term Leased Vehicles

To ensure insurance coverage it is imperative that departments contact the Transportation Department whenever a vehicle is purchased or leased on a long-term basis with the following information: year, make, and model of the vehicle; date of acquisition; amount paid or value of vehicle; vehicle identification number (VIN); license number; and if leased, the leasing agent. The department should also notify the Transportation Department whenever a vehicle is transferred to another department, sold, or returned to the leasing agent.

Short-Term Rentals

Any rental must be in conjunction with a University-sponsored event. Driver requirements must be met prior to renting a vehicle (see below). Please contact the Transportation Department for details. Allow at least five days for processing. **Fifteen-passenger vans will not be rented by Andrews University.**

Personal Vehicles Used for University Business

The vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage. **Transporting students in personal vehicles is not recommended.**

International Vehicle Use

If departments or organizations need to rent vehicles for approved University functions or business on a short-term basis from a rental agency in a foreign country, the vehicle should be rented in the name of the University. If a driver's name is required on the rental form, it should be entered as "Andrews University/(driver's name)." Because there are differences in insurance requirements in foreign countries, the insurance provided by the rental agency must be purchased. **Do not purchase insurance from the rental company if renting in the United States or Canada (contact the Transportation Department for proof of insurance).**

DRIVER REQUIREMENTS

Driver Requirements—The University may grant the right to drive a University Vehicle to a driver if the driver is eligible by meeting all of the criteria set forth in section A and does not violate any provision of Section B. The University may revoke a driver's right to drive a University Vehicle in the event that the driver fails to meet the criteria set forth in Section A, violates any provision in Section B or fails to follow the requirements of this Policy.

A. All drivers must comply with the following:

1. Have a valid United States driver's license for the class of University Vehicle that the individual drives or seeks to drive. In addition, to drive a university-owned passenger vehicle, the driver must be at least 21 years old. To drive a university-owned *service* vehicle, the driver must be at least 16 years old and pass a driving test administered by the Transportation Department.
2. Notify the Transportation Department if their driver's license has been suspended or revoked or has had limitations placed upon it or if the driver has had an accident or traffic violation. (This includes any vehicle.)
3. Meet the insurability standards set by the University's automobile insurance carrier.
4. Observe all applicable federal, state and local motor vehicle laws, ordinances, and regulations.
5. Wear a seat belt at all times and ensure that all passengers do so as well.
7. Operate the vehicle in a courteous and safe manner.
8. Submit (at the time of hiring and annually thereafter) a completed Motor Vehicle Record (MVR) release form authorizing the University to check the driver's MVR or provide an MVR issued by the Secretary of State's office.
9. Maintain a motor vehicle record that meets the University standards set forth in this policy.

B. Drivers may NOT engage in the following:

1. Knowingly operate an unsafe vehicle.
2. Offer rides to hitchhikers or person unknown to the driver.
3. Engage in unauthorized personal use of the University Vehicles.
4. Permit unauthorized persons to ride in University Vehicles.
5. Smoke in University Vehicles.
6. Consume or be under the influence of alcohol or any substance that may cause impairment while operating a University Vehicle.
7. Engage in any activity that exposes a risk to the University or the public.

Procedures

- A. Before the University shall grant the privilege to drive a university-owned vehicle, the University must determine that the individual is eligible by meeting the requirements of this Policy, including having an Acceptable Motor Vehicle Record.
- B. In order to make a determination that a driver has an Acceptable Motor Vehicle Record, the driver must submit a copy of his/her Driver's License and Motor Vehicle Record (MVR) as obtained from the Secretary of State's office. Upon the driver's request, the Transportation Department will obtain the MVR. The driver's department is responsible for the cost of the MVR and must submit an account number to charge on the MVR release form.
- C. The University may at any time review a driver's MVR to determine if the driver still has an Acceptable Motor Vehicle Record. The University expects to review the driver's MVR at the time of hire, annually or at a more frequent interval.
- D. If a new employee's position requires that the new employee operate a University Vehicle, employment will be contingent upon the University determining that the new hire has an Acceptable Motor Vehicle Record and meets the requirements of this Policy.
- E. A driver's Motor Vehicle Record is acceptable if:
 - She/he has no more than three at-fault accidents, moving violations, or a combination of them within the past 3 years.
 - She/he has not had a Driving Under the Influence (DUI), Driving While Intoxicated (DWI) or operating a vehicle while impaired

Commission of any of these offenses may also subject the driver to discipline, up to and including termination.

- F. Drivers receiving traffic citations or violations while operating a University Vehicle shall be responsible for paying in full any outstanding fines in accordance with all applicable federal, state and local laws.

Driving Restrictions

No driver may exceed 10 hours of driving time (behind the controls of a vehicle) in any period of 15 hours. An 8 hour rest period (released from all 'University' responsibilities) is required before a subsequent 15 hour period may be started. No trip segment shall exceed 15 hours, even if there are multiple drivers in the vehicle. After 15 hours all drivers are required to stop for at least 8 hours. (Drivers required to follow section 395 of the federal motor carrier safety regulations will follow the requirements of the law, even though the time limits vary somewhat from those in this policy.)

Safety travel advisories from local authorities and from the University Transportation Department must be followed.

Cell phone use while driving is discouraged. Hands-free devices are required for all cell phone use while driving. Text-messaging while driving is prohibited.