

Safe Driver Policy

Procedure Owner Title: Safety Committee
Department: Finance
Revised Date: 3.08.19

PURPOSE

The safety of students, faculty, staff, and the public is a central concern of the University of Mary. In order to ensure the safety of our community, University of Mary expects the following practices be followed when driving on University-related business.

Basic Driver Responsibilities

University drivers:

- Must be in possession of a valid driver's license appropriate to the class of vehicle being driven whenever driving a University vehicle or renting a vehicle on University-related business.
- Any driver authorized to operate a University vehicle or rent a vehicle on University-related business who has had a driver's license suspended or revoked must notify his/her supervisor immediately. No one may drive a University Vehicle or rent a vehicle on University-related business with an expired or suspended driver's license.
- Except as noted below, the University will require a motor vehicle records (MVR) check every year on all DOT drivers who operate a University Vehicle as defined in this policy. Undisclosed major violations of a MVR will result in disciplinary action. Unacceptable motor vehicle records, may lead to suspension or termination of driving privileges.
- University employees who **only** drive a personal or rental vehicle on University business may not be subject to a formal motor vehicle record check, but they should have an acceptable motor vehicle record. For the purpose of this policy section, an acceptable motor vehicle record is defined as less than one infraction in the past three years, no infractions for anything more serious than a speeding ticket or a failure to obey traffic controls in the past three years and no at fault accidents in the past three years.
- The University must obtain copies of driver licenses and have MVR's ran on all non-employee drivers.
- Shall be alcohol and drug free when operating a vehicle. This includes prescription and non- prescription drugs that may impair a driver's judgment or other faculties.
- Are responsible to ensure that the vehicle is used only for University business. Drivers shall not pick up or transport family members, hitchhikers, friends, or any other person not on official University business.
- Are responsible for the security and safety of the vehicle until it is returned to the designated location at the University or rental facility.

Operational Rules and Trip Management

University drivers:

- Will not use a cell phone while driving unless used in hands-free mode.
- Only transport the number of persons for which there are seatbelts in the vehicle. All persons must wear their seatbelts at all times.
- Observe all traffic regulations and speed limits. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a University vehicle.
- Use caution and judgement when driving conditions are poor.

- Will not operate a vehicle that the driver suspects is not functioning properly. Drivers should ensure that lights, brakes, horn and steering are working properly. If not, park the vehicle and call the office of physical plant or the rental agency to make appropriate arrangements so that the vehicle can be operated safely.
- Are responsible for inspecting the vehicle prior to departing on a trip. Once the driver leaves the rental facility with the vehicle, any damages found are the responsibility of the renting party.
- May not use motorcycles on University business.

Accidents

- The driver must report all accidents, no matter how small, that occur while driving University Vehicles or a rental vehicle on University business, to the police immediately, and must also notify his or her supervisor immediately. Drivers, if able to, should complete the Accident Report Form.
- The department must report the accident to the University's insurance liaison (701-355-8221) immediately upon learning of the accident or of damage to a vehicle.
- The insurance liaison will present all accidents to the Safety Committee to make a determination if the accident occurred during a work event and if the University's insurance will cover the accident.
- Additionally, for employees deemed to be negligent or repeat offenders (more than 3 claims in a twelve-month period), the Safety Committee has the discretion to have the employee pay the deductible and/or remove the employee's privilege to rent vehicles if they determine it necessary and appropriate.

Use of Personal Vehicles on University Business

- State law and the provisions of the automobile insurance policies carried by the University require that the insurance coverage of the owner of a personal vehicle (vehicles owned by faculty, staff or students and not by the University) is the primary insurance when personal vehicles are used for University business.
- University insurance will only cover damages or injuries to other parties, including passengers, arising out of an accident involving a personally owned vehicle **after** the limits of the insurance carried by the owner of the vehicle have been exhausted.
- If a University employee is in an accident in a personal vehicle while traveling on University business, *and not at fault for the accident*, the Business Office will reimburse any expenses not covered by the employee's insurance, such as deductibles and excess rental charges. Reimbursement may depend upon whether any recovery is collected from other parties involved in the accident. Reimbursement will not be provided for the cost of road service (flat tires, no gas, lock outs, etc.). Those costs will be the responsibility of the employee.
- In circumstances where use of a personal vehicle on University business is a condition of employment, the owner of the vehicle is required to provide a certificate of automobile liability insurance to the Finance Department at each policy renewal. Personal vehicles used in University business should be adequately maintained and insured.
- Employees must drive University owned, leased, or rented vehicles when transporting students. The use of personal vehicles to transport students is prohibited.

Short-Term Rental of Vehicles

- See the University's Travel Policy for details regarding the specifics of renting a vehicle.
- Depending upon the rules of the individual rental agency, persons under the age of 25 may not normally be able to rent vehicles at a commercial agency. Employees or students under the age of 25 may be able to rent a vehicle on University's behalf with the prior approval of the VP of Finance and agreement by the car rental agency.
- Students are not authorized to operate a vehicle with a seating capacity of nine or more. An exception may be made for graduate assistants.
- The University does not own 15 passenger vans. If an employee wishes to rent a larger (10, 12, 15 person) van, they would need to take the 15 Passenger Van Safety course available on the Safe Colleges website. Link: <https://umary-nd.safecolleges.com>