

Driver Policy

1. Purpose

The purpose of this policy is to set forth the requirements applicable to all drivers of University owned or leased vehicles (“University vehicles”). This policy is intended to safeguard people, protect property, and reduce the frequency and severity of auto accidents.

2. Scope and Application

This Policy applies to all University employees who drive University vehicles. The University may revoke an individual’s right to drive a University vehicle in the event that the driver does not meet the criteria outlined in this Policy, fails to follow the requirements of this Policy, or the University determines that it is in its best interest to do so.

3. Driver Requirements

Drivers of University vehicles must have a valid driver’s license and an acceptable Motor Vehicle Record (MVR) as outlined in this Policy under *MVR Criteria*.

Drivers are required to cooperate fully with law enforcement personnel if involved in an accident.

Drivers of University Athletic vans and buses are required to participate in USP-sponsored driver training.

Drivers who will be driving USP students on USP business in their personal autos must submit their driver information, along with their personal auto insurance and vehicle registration information, to Anne McMahon in the Office of Risk Management beforehand.

4. Enforcement of Policy

Failure to meet the conditions of this Policy, including maintaining an acceptable MVR, may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to, and including, termination of employment.

5. Motor Vehicle Record (MVR) Checks

The department head should contact Anne McMahon, in the Office of Risk Management to request an MVR check on any current employee and, specifically, **any new employee** in their department who will be driving a University vehicle as part of their assigned duties. These checks are conducted through Human Resources.

6. Vehicle Maintenance and Vehicle Registration

Each department is responsible for the routine maintenance of vehicles assigned to their department and for ensuring that the vehicle registration for each USP vehicle assigned to their department is current.

USP Drivers must:

- be at least 21 years of age and have a valid driver's license for the class of vehicle that they will be driving. Drivers of the Athletic Department Bus or vehicles that carry 16 or more passengers, including the driver, must hold a valid Commercial Driver's License (CDL.)
- hold a driver's license from their state of residency, or obtain a driver's license from that state within six (6) months of residency status.
- have in their possession their driver's license, the vehicle registration and the auto insurance ID card whenever operating a University vehicle.
- ensure that the vehicle is in good operating condition, i.e., headlights, tail lights and wipers are in working order, tires are properly inflated, etc., before driving the vehicle.
- **wear a seat belt at all times and ensure that all passengers do so as well.**
- immediately notify their supervisor and the Office of Risk Management if their driver's license is suspended, revoked, or has been limited or restricted in any way, or if the MVR criteria and restrictions listed below apply.
- observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations, including parking regulations. The driver is responsible for timely payment of any parking tickets or other moving violations issued while operating a University vehicle.
- take all reasonable care to operate the vehicle safely and to ensure the safety of all passengers.
- rest for at least 15 minutes every two hours for trips of more than two hours.
- report all accidents as soon as reasonably possible to: 1) the university's auto insurance carrier (information is on the Insurance ID card which should be kept in the glove compartment of the vehicle, along with the vehicle registration), 2) their immediate supervisor, and, 3) the Director of Risk Management (ext. 8771). Insurance ID cards are distributed on March 10th each year (insurance renewal date) through the Office of Risk Management. Insurance cards for rental vehicles can be obtained, as needed, through the Office of Risk Management.
- cooperate fully with legal authorities, insurance agencies and USP staff in any investigation or proceeding regarding an accident involving a USP vehicle.
- abide by their respective department's specific driver training requirements and policies.

USP Drivers are prohibited from:

- knowingly operating an unsafe vehicle.
- unauthorized personal use of vehicle.
- towing other vehicles, using radar detectors and picking up hitchhikers or persons unknown to the driver.
- using a hand-held cell phone, sending or receiving text or email messages, wearing headphones, or smoking while driving a USP vehicle.
- consuming alcohol or other substance or medication that may impair their abilities within eight (8) hours of operating a University vehicle.
- driving while impaired.
- allowing any unauthorized person(s) to drive a University vehicle.
- engage in any activity that exposes a risk to the University or the public.

MVR Criteria

- **Type A** Includes (but is not limited to) DWI/DUI/OWI/OUI, Refusing Substance Test, Reckless Driving, Manslaughter, Hit & Run, Eluding a Police Officer, any Felony, Drag Racing, License Suspension, and Driving While License Suspended.
- **Type B** Includes all at fault vehicle accidents, and speeding violations of 26 miles per hour or more over the posted speed limit.
- **Type C** Includes all moving violations not classified as Type A or Type B (Speeding 25 miles per hour or less, Improper Lane Change, Failure to Yield, Failure to Stop at a Stoplight or Stop Sign, etc.)

If a driver has been cited for the following, the driver **will** have their USP driving privileges declined or suspended:

- **One (1) or more Type A** Violations in the preceding 36 months, or
- **Two (2) or more Type B** Violations in the preceding 36 months, or
- **Three (3) or more Type C** Violations in the preceding 36 months, or
- **One (1) Type B** Violation and two **(2) Type C** Violations in the preceding 36 months

If a driver has been cited for the following violations, the university **may** suspend their USP driving privileges:

- **Two (2) Type C** Violations in the preceding 36 months