

Safety & Risk Management Policies and Procedures

Title: Vehicle Safety Policy

Date: August 2013

Rationale: Southwestern University has developed a proactive vehicle safety program that was implemented in December 2001. This risk management policy is designed to reduce the risk of vehicle accidents and reduce or avoid personal injuries, property damage, lost productivity, service interruption, workers compensation claims, and potential liability claims which may result from unsafe drivers or higher risk activities.

Goal: The goal of this program is to help reduce the risk of operating 15 passenger vans as well as driving any vehicle for University business.

Policy: All drivers (staff, faculty, students) who use a University owned vehicle, rental vehicle, or personal vehicle for university business must have an authorized driver license check status (every two years) and follow our safe driving instructions. Departments are encouraged to ask sponsored visitors to provide or arrange their own transportation (particularly to/from the airport). No classroom training is required for use of cars. Van drivers must complete on-line training. Only authorized drivers will be allowed to reserve and use University owned vehicles.



Table of Contents

Vehicle Safety Program

15 Passenger Vans	Page 3
University Owned Vehicles	Page 4
Rental Cars	Page 4
Personal Vehicles	Page 4
Independent Contractors	Page 5
Airport & Local Transportation	Page 5
Driver's License Record Check	Page 5
Passenger Van Procedure	Page 6
Motor Vehicle Record Guidelines	Page 6
Supporting Data Accident Information	Page 7

15 Passenger Van Program - (11 passenger maximum)

1. Get authorized driver status from S.U. Police (driver license check, bi-annual).
 - Driver requirements: 2 year minimum driving experience.
2. Van driver safety training: WEB BASED
 - Van driver web-based training (Alertdriving.com)
 - Contact Assistant Dean of Student Life – D.T. (x 1665) or Physical Plant Administrative Assistant – H.K. (x 1916)
 - Hands-on road training/practice session (Assistant Dean of Student Life – D.T. x1665)
 - Experienced drivers may be exempt from hands-on training. Experienced driver criteria: driver has driven a 15 passenger van on a minimum of two road trips, (including highway experience) within the past three years without an incident/accident.
 - Safe driving instructions for vans:
 - Require drivers and passengers to wear seat belts at all times while traveling. Driver is responsible to ensure all passengers are wearing their seat belts prior to leaving.
 - Check safety equipment prior to each trip and check tires, wipers, lights, horn, signals, and flashers.
 - Avoid significant driver distractions: do not use a cell phone, text, eat, smoke, read a map, apply makeup, etc. while driving the van. Avoid driving when on prescription medication that impairs driving (Rx warnings against driving).
 - Driver shall use extra caution (drive at slower than normal speeds) when turning, changing lanes, when on exit/entrance ramps, or when bad weather is present (raining). This is especially important due to the rollover propensity of 15 passenger vans. Drivers shall not exceed speed limits at any time.
3. Physical Plant will coordinate manufacturer's maintenance and keep records.
4. Restrict the number of passengers to reduce gross vehicle weight.
 - Remove rear row of seating and limit van to 11 passenger seats.
 - Pack equipment in van, but the equipment must be packed below rear window level to help keep a low center of gravity. **Roof racks are not allowed.**
 - Keep passengers toward the front of the van
 - Limit outside rental 15 passenger vans to 11 passengers.



Note: The above requirements apply to the use of outside rental agency 15 passenger vans as well. Specifically, all drivers must be classroom trained, authorized drivers, and must limit vans to 11 passengers.

University Owned Vehicles - (Includes local, long distance, & international use)

- Get approved driver status from S.U. Police (driver license check, bi-annual).
- Contact Physical Plant to request/schedule a vehicle (with an authorized driver only).
- Follow safe driving instructions:
 - Require driver and passengers to wear seat belts at all times while traveling. It's the driver's responsibility to ensure everyone is wearing a seatbelt prior to leaving for a trip/return.
 - Avoid significant driver distractions: do not use a cell phone, text, eat, smoke, read map, apply makeup, etc. Pull off the road to a safe location or have a passenger perform those functions. Avoid driving when on prescription medication that impairs driving (Rx warnings against driving).

Rental Vehicle Usage - (Includes local, long distance & international use)

- Get approved driver status from S.U. Police (driver's license check, bi-annual).
- Follow safe driving instructions:
 - Require driver and passengers to wear seat belts at all times while traveling. It's the driver's responsibility to ensure everyone is wearing a seatbelt prior to leaving for the trip/return.
 - Avoid significant driver distractions: do not use a cell phone, text, eat, smoke, read a map, apply makeup, etc. Pull off the road to a safe location or have a passenger perform those functions. Avoid driving when on prescription medication that impairs driving (Rx warnings against driving).

Personal Vehicle Usage

- Get approved driver status from S.U. Police (driver's license check, bi-annual).
- Follow safe driving instructions:
 - Require driver and passengers to wear seat belts at all times while traveling. It's the driver's responsibility to ensure everyone is wearing a seatbelt prior to leaving for the trip/return.
 - Avoid significant driver distractions: do not use a cell phone, text, eat, smoke, read map, apply makeup, etc. Pull off the road to a safe location or have a passenger perform those functions. Avoid driving when on prescription medication that impairs driving (Rx warnings against driving).

Independent Contractors – Campus Sponsored Visitors

- Encourage them to arrange/ provide their own transportation.

Airport and Local Transportation - Conferences & Campus Events

- Best practice options for Departments are as follows from lowest risk to highest risk:
 1. **Best:** Arrange for professional transportation services through a service like Airport Flash or Professional Bus Service and pool passengers together for cost savings.
 2. **Good:** Have participants arrange their own transportation (help them plan to be able to pool together and cost share – use a car rental or shuttle service).
 3. **Least preferred:** Only if those options simply are not possible and the conference/event is in jeopardy of canceling due to transportation issues, the least preferred method would be to rent a vehicle (8 passenger van from Enterprise or an SU modified 15 passenger van – 11 passenger capacity) and provide transportation by a qualified (15 passenger van trained) faculty or staff member. This option is discouraged.
- If deemed necessary, Departments may provide local transportation for visitors from their local hotels to campus. All available efforts should be made to arrange housing/hotels within the Georgetown limits to avoid transportation risks on IH35.

Driver's License Record Check (conduct every 2 years)

- Sign a driver's license request form and submit to S.U. Police.
- Allow 3 – 4 weeks for this approval process prior to your need to rent/schedule a fleet vehicle.
- Valid Texas driver license is required after 30 days of residing in Texas.
- Approval process: A master list of all approved drivers can be checked for verification of approval, contact S.U. Police (x 1657) or Physical Plant Administrative Assistant – H.K. (x 1916)
- See driver's license check criteria attached.

Campus 11 Passenger Van Procedure

- Individuals must complete a driver license record form. Forms are available from Campus Police (x 1657). Campus Police reviews the records against our standard driver criteria. Copy of master approval list is kept at S.U. Police and Physical Plant.
- Van driver training is web-based. The successful completion of the driver's license record check and web-based van driver training serves to authorize employees to use our modified 15 passenger vans.
- Authorized driver contacts Physical Plant to schedule/reserve a van. A vehicle request form will need to be completed and turned in. A vehicle trip report will be completed by the driver and turned in to Physical Plant upon return.

Motor Vehicle Record Guidelines

- Southwestern University Fleet Safety Guidelines (gleaned from EIIA guideline) 12/02
- Driver's license record is confidentially reviewed by Southwestern University Police (from DPS records). A total of 7 points disqualifies an employee from being authorized to drive a University vehicle (van/truck/car) or rental vehicle for University business. SU Police will notify any employee who does not meet the "good driver" criteria in a confidential manner.

<u>Points</u>	<u>Violation</u>
7	DWI/DUI (past 5 years)
7	Suspended license* (past 5 years)
Past 3 years	_____
5	Reckless Driving
4	Speed in excess of 20 mph

Leaving the scene of an accident

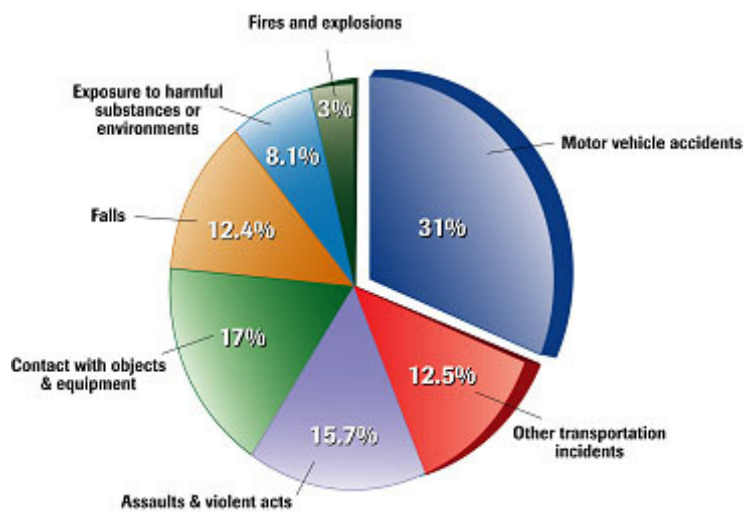
3	Disregard traffic control device
3	Following too close
3	Speed too great for conditions
3	1 st Accident – at fault
4	2 nd Accident – at fault
2	Accident – no fault
2	Improper lane change/passing
2	Speeding
1	Seat belt violation
1	All other violations

* If warranted, special conditions/violations may be reviewed and a determination made on an individual case by case basis. Special conditions that reveal repeated violations or a history of violations (evidence of an at-risk driver) beyond 3 years may warrant driver elimination for use of Southwestern University vehicles. Cases will be confidentially reviewed by SU Police and Safety Committee.

- Drivers who have moved to Texas (**within the last three years**) need to provide prior driver's license information for review. A valid Texas driver's license is required within 30 days of moving to Texas and will be required for use of University vehicles.
- Student drivers are exempted from Texas license requirement, but must have a valid license, pass the driver's license criteria check, and have a minimum of two years of driving experience.

Supporting Data

- Vehicle accidents cause 1 out of every 3 work-related fatalities.
- Lifetime risk of a vehicle accident is 1 out of every 15 drivers for an average driver (drives less than 12,000 miles per year)
- In the U.S., a vehicle crash occurs every 5 seconds!



Worker Fatalities by Incident Type in Year 2000