

**Title: Vehicle Safety Policy**

**Date:** December 2001, amended May 2016, March 2018

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

**Goal:** To create awareness, shape safe driving behaviors, and reduce the risk of losses while driving vehicles 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's license check every three years, complete on-line defensive driver training every five years, and follow our safe driving rules. Two types of on-line training may be required: 12 to 15 passenger van/bus and general defensive driver training. Drivers will only be authorized to reserve and use University-owned or 3<sup>rd</sup> party rented vehicles if they have met these requirements.



**Table of Contents**

Vehicle Safety Program Summary	Page 1
Vehicle Safety Rules & Required Training	Page 3 - 6
Campus Sponsored Visitors	Page 6
Airport & Local Transportation Guide	Page 7
Driver's License Record Check	Page 7
Motor Vehicle Record Guidelines	Page 8
Accident/Damage Form & Reporting	Page 9-10
Administrative Process – Flow Chart	Page 11
Supporting Data Accident Information	Page 12
Frequently Asked Questions	Page 13 - 15

**Any person driving on University-sponsored or authorized business is required to follow the rules in this Policy.**

**Driver Qualification**

- SU Police will administer the driver's license record check and will oversee the approved driver list.
- A valid driver's license is required to operate institution vehicles, rental vehicles, or personal vehicles used for University business.
- A valid Texas driver's license is required after 30 days of residing in Texas.
- All drivers must be at least 20 years of age and have at least two years of driving experience with a driver's license not including time driving with a permit.
- Motor vehicle record check will be completed at time of hire for new employees (Human Resources).
- Motor vehicle record check will be conducted every **three years** to maintain driver qualification status (responsibility of department head to facilitate sending an employee list, including e-mail, to SUPD for anyone (faculty, staff, students) who are expected to drive on University business).
- Motor vehicle record check must meet guidelines (point system, page 8) to be qualified to drive on University business.
- Driver's license record check will be conducted by SUPD at no cost to departments.
- Authorized drivers list will be maintained by SUPD and shared with designated department designee via a *Google Drive Vehicle Driver spreadsheet*.

**Driver Training**

All Drivers:

- Any person driving any vehicle for University business is required to complete **defensive driver** on-line training via SafeColleges LMS. New employees will participate at time of hire (Human Resources will assign course via SafeColleges LMS). Renewal training is required on a **five (5) year** basis. (Department Head - responsibility to track and send out course assignments from designated departmental representative). Athletics – Susan Leavell (x1381), Student Life – Derek Timourian (x 1665), Academic – Barbara Jean (x1567), staff not listed above – Jim Seals (1030),. They will provide user name and course assignment.

Van/Bus Drivers: Applies to 12 to 15 passenger vans/buses – (Southwestern fleet or 3<sup>rd</sup> Party Rentals).

- 12 to 15 passenger van/bus drivers are required to complete van on-line training via SafeColleges LMS. Renewal training for 12 to 15 passenger vans/buses is required on a **five (5) year** basis.
- To schedule **van/bus driver web-based training**, contact the following representatives based upon departmental affiliation to the extent possible: Athletics – Susan Leavell (x1381), Student Life/SIRA –

## Vehicle Safety Policy

Derek Timourian (x 1665), Academic – Barbara Jean (x1567) staff not listed above – Jim Seals (x1030). They will provide user name and course assignment via SafeColleges LMS.

- Van/Bus drivers may be required to participate in a hands-on road test. Experienced drivers may be exempt (if they have previous successful experience driving a 15 passenger van/bus for two road trips with no incidents/accidents during the past three years). Schedule hands-on road training/practice session by departmental affiliation to the extent possible: - Student Activities/SIRA - Derek Timourian (x1665), all other faculty/staff - Assistant Chief of Police, Jim Seals. Please plan the trip early to be able to schedule and attend a hands-on driving session.
- 3<sup>rd</sup> Party Rentals – must be 21 years old to rent, drive a car. Must be 25 years old to rent, drive a 12 or 15 passenger van.

### Insurance

- Drivers should obtain and keep a copy of Southwestern's auto insurance card with them while driving rental vehicles. Fleet vehicles should have a current copy of insurance cards in the glove box.
- Insurance offered by rental companies should be waived (declined).
- Insurance for vehicle rentals in foreign countries should be purchased. Insurance is not necessary in Canada.

### Trailers

- A walkthrough process must be completed prior to driving/towing a trailer to ensure trailer is properly and securely connected, tires are in good condition, and trailer lights are properly functioning.

### Car Theft Prevention Practices

- Keep the vehicle locked at all times, even when driving.
- When parked, never leave the keys in the car and close all the windows.
- Never leave the car running and unattended.
- Avoid leaving valuables in plain sight.
- Be cautious at night about where the vehicle is parked. Park in a well-lit area, if possible.

### Entering/Exiting Vehicle Safety Practices

- Check traffic before opening the door of the vehicle.
- Exit the vehicle on the curb side, if possible.
- Check traffic before exiting the vehicle on the street side.
- Check for bicyclists who often travel on the right-hand side of travel lanes.

### **Maintenance, Key Control, and Trip Request Procedures of University-Owned Vehicles**

- Facilities Management will coordinate manufacturer's maintenance requirements with an authorized dealer/repair center and keep maintenance records.
- Facilities Management will periodically wipe down front windshield to eliminate grease/streaking on inside of windshield to significantly improve visibility (particularly in direct sunlight).
- In order for authorized drivers to utilize any SU fleet vehicles, the sponsoring department and/or driver should contact Helyne Knauth (1916).
- A Vehicle Trip Report Form will be filled out by the vehicle requestor and/or authorized driver and it should include beginning and ending mileage for accounting purposes.
- Drivers are required to sign for the vehicles, to include the vehicle binders and keys, from the fleet manager, Helyne Knauth, in the Facilities Management building. Upon return from each trip, drivers are required to return these items as soon as possible.
- Drivers are responsible to conduct a pre and post vehicle inspection. The inspection, which is included in the Vehicle Trip Report Form, should include: tire inspection, windshield wiper operation, mirrors, turn signal operation, brake light operation, running lights, fuel level check, and seat belts check. If there are any issues, please report them immediately to the fleet manager prior to departure.
- Upon return the driver is to fill gas tank if low, ensure lights are off and the interior is clean, and report any problems encountered with the vehicle during the trip, to the fleet manager.
- The vehicles are serviced and cleaned inside and out quarterly/every 3,000 miles. Service includes a general inspection of the vehicle, routine maintenance to include adding or replacing any fluids as well as cleaning.
- Fleet vehicles are safety inspected and registered annually as per Texas DMV laws.
- Vehicles are periodically driven and inspected by the Fleet Mechanic to ensure proper operation.
- All fleet vehicle keys are kept locked and secured by the fleet manager. Keys should be signed in and out only by authorized drivers and will be inventoried to maintain accountability.

### **Safe Driving Rules**

All Drivers:

- All drivers are prohibited from using electronic devices (cell phones, iPod, etc.) whenever there is a passenger in the vehicle. Use of headphones is prohibited. Use of electronic devices when driving alone is strongly discouraged. Eating meals, applying makeup, etc., while driving, is prohibited. Pull off the road to a safe location to safely conduct these types of activities. Avoid driving when on prescription medication that impairs driving (Rx warnings against driving).
- At times, use of a navigation device is necessary. Best practice is to program the destination before driving the vehicle, set up for voice directions and keep glances to the device at a minimum. It is recommended to use a dashboard holder for the mobile device whenever an on-board navigation system is not available.
- Observe local ordinances restricting the use of electronic devices.

## Vehicle Safety Policy

- Overdriving for extended periods can cause driver fatigue and higher risk of an accident. Car drivers are limited to a total drive time of nine (9) hours per 24 hour period. All drivers should take short rest breaks from driving at least every 3 to 3 ½ hours to help combat driver fatigue. Frequent restroom, food/drink stops may help to reduce driver fatigue.
- Driving after 2:00 a.m. is prohibited in an effort to reduce driver fatigue and related accidents.
- There is a zero tolerance policy on the use of alcohol or recreational drugs whenever used in conjunction with operation of a motor vehicle while on University business.
- No open containers of alcohol are permitted.
- 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.

### Van/Bus Drivers:

- For van/bus drivers, if trip is more than five (5) hours long one way, more than one qualified driver is required to split the drive time. All drivers should take short rest breaks from driving at least every 3 to 3 ½ hours to help combat driver fatigue. Frequent restroom, food/drink stops may help to reduce driver fatigue.
- Van/bus drivers 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 greater rollover propensity of 15 passenger vans. Drivers shall not exceed speed limits at any time.
- Van/bus drivers - the number of passengers is related to manufacturers design and seating capacity. No restrictions to maximum number of passengers beyond manufacturers design and seating capacity.
- Packing equipment in van/bus, the equipment should be packed below rear window level to help keep a lower center of gravity.
- Roof racks or use of roof racks are not allowed in an effort to maintain a lower center of gravity.

**Note:** The above requirements apply to the use of outside rental agency 12 and/or 15 passenger vans as well.

### Disciplinary Actions

- Violations of the vehicle safety policy may result in disciplinary action, up to and including termination from employment.

### Campus Sponsored Visitors

- Encourage visitors to arrange/ provide their own transportation.

### Transportation Guide – Best Practice Advisory

Each off-campus trip has unique circumstances. Use this best practice guide to help determine an appropriate mode of transportation for your off-campus event. With this information, consider each option to select the most appropriate for your specific circumstance. The level of risk for liability to the University increases from #1 to #4.

1. Allow students to arrange their own transportation for a field trip. Provide location and meeting time. This is a best practice for field trips.
2. Hire Charter Bus with certified driver.
3. Hire I.S.D. bus with driver. This option may be appropriate for short distance off-campus events with a large number of participants.
4. Provide transportation for students/employees with SU van/bus, 3<sup>rd</sup> party rental van or rental vehicle – follow SU Vehicle Safety Policy. Be certain our driver is van/bus trained and has successfully completed the drivers' license record check process. This option is acceptable when other options are not feasible.
5. Provide transportation for yourself, students, or employees in your own personal vehicle. This option is allowed but *should be carefully considered* because it places your auto insurance policy as primary to respond to an accident/injury claim and liability coverage.
6. 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 area to avoid transportation risks on IH35.
7. Transportation of K – 8 students is prohibited. Transportation for 9 – 12 grade students should involve the best practice advisory # 1 – 3. Other transportation methods should be approved by VP for Finance and Administration.

### Driver's License Record Check (every 3 years) - Department Head Responsibility

- Each driver will need to sign a driver's license record check request form and submit to SU Police on a three-year basis. Allow 3 weeks for this approval process.
- Valid Texas driver's license is required after 30 days of residing in Texas.
- Approval process: A **master list of all approved drivers** (Vehicle Driver Google sheets – Tina Kurowski–SUPD x1657) can be checked for status and/or verification of approval, contact SU Police – Tine Kurowski. Departmental representatives also have access to the *Google Sheets Vehicle Driver* list and can assist: Physical Plant – Helyne Knauth (x 1916), Athletics – Susan Leavell (x1381), Academics – Barbara Jean (x1567), staff/Departments not listed above – Jim Seals (1030).
- See driver's license check guidelines below for good driver qualification.
- Student drivers are exempted from Texas license requirement, but must have a valid license, pass the driver's license criteria check, be 20 years old, and have a minimum of two years of driving experience (not including time driving with a permit).
- All drivers who drive for University business shall report any vehicle violation that represents 4 or more points on the motor vehicle record guideline below. Report to supervisor and SUPD.

**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/bus/truck/car), rental vehicle, or a personal vehicle for University business. SU Police will notify department head and any employee who does not meet the “good driver” criteria in a confidential manner.

<i>Points</i>		<i>Violation</i>
7		DWI/DUI (past 5 years)
TBD		Suspended license* (past 5 years)
<b>Past Three (3) Years:</b>		
5		Reckless Driving
3		Speed in excess of 20 mph above posted speed
3		Leaving the scene of an accident
3		Disregard traffic control device
3		Open container
3		Speed too great for conditions
3		1 <sup>st</sup> accident – at fault
4		2 <sup>nd</sup> accident – at fault
2		Following too close
2		Improper lane change/passing
2		Speeding
1		Seatbelt violation
1		All other violations

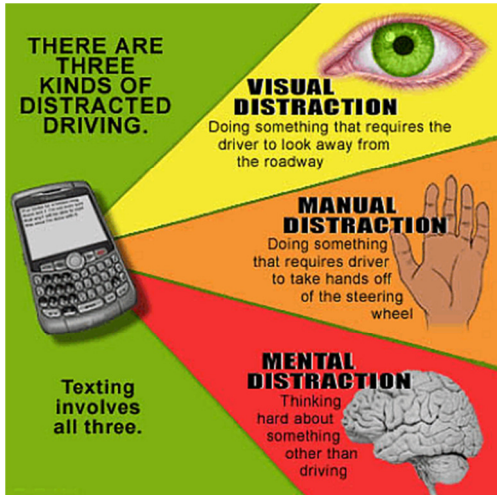
\* If warranted, special conditions/violations may be reviewed and a determination made on an individual case-by-case basis. Special conditions that reveal repeated violations or a history of violations (evidence of an at-risk driver) beyond 3 years may warrant driver elimination for use of Southwestern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

- Student drivers are exempted from Texas license requirement, but must have a valid license, pass the driver’s license criteria check, be 20 years old, and have a minimum of two years of driving experience with a license (not time driving with a permit).

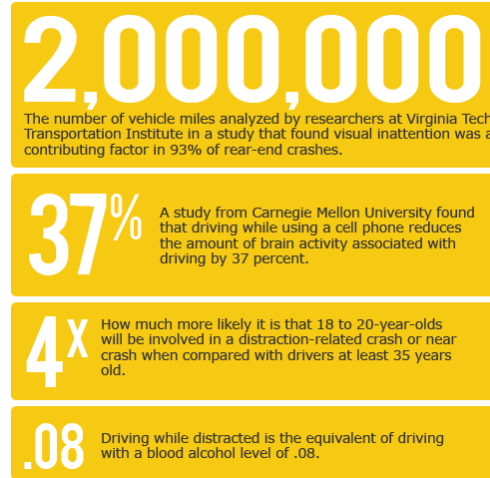


### Best Practices

- Use extra precaution while driving at night - depth perception and vision are compromised. Slow down.
- Drivers who are tired (driver fatigue) are strongly encouraged to pull off the road to a safe location and take a 30 minute nap.



### DON'T BE A STAT!



### Accident Reporting Protocol

- All University-related accidents/incidents, vandalism, etc. should be reported using the vehicle accident/accident form. Accident report should be sent to department head and the Safety & Risk Management Office for claim processing as soon as practical but no later than three days after incident.
- If driver is involved in a vehicle accident off campus or is the victim of a crime, call 911. A police officer in that jurisdiction will respond to your location. Be sure to get the name and agency of the officer as well as a case or accident number. This will ensure that necessary documentation can be obtained if needed.

## Vehicle Safety Policy

Southwestern University

Safety and Risk Management Office

Rental Car/SU Fleet Vehicle Damage Form

Date form completed: \_\_\_\_\_ Rental Car Company: \_\_\_\_\_ N/A: \_\_\_\_\_

Address/Contact #: \_\_\_\_\_

Circle One: SU Fleet Vehicle / Rental: Make/Model/Year: \_\_\_\_\_

Department renting vehicle: \_\_\_\_\_

Vehicle rented by: \_\_\_\_\_ Phone/E-Mail: \_\_\_\_\_

Vehicle driven by: \_\_\_\_\_ Phone/E-Mail: \_\_\_\_\_

Damage to vehicle occurred while in possession of: \_\_\_\_\_

Damage to other 3rd party vehicles or property? Contact information: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Date of Loss: \_\_\_\_\_ Time of Loss: \_\_\_\_\_ Loss Location: \_\_\_\_\_

Description of events leading to loss/damage:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What factors do you believe caused or contributed to this incident/loss?  
\_\_\_\_\_  
\_\_\_\_\_

Who do you believe is responsible for causing this damage? : \_\_\_\_\_

Any personal injuries to SU employees/students or others involved? \_\_\_ No \_\_\_ Yes

If Yes, describe: \_\_\_\_\_

Police report? Incident# \_\_\_\_\_ Name of Police Dept. \_\_\_\_\_

Administrative Process:

1. Report incident to Supervisor/Dept. Head and Safety & Risk Management Office as soon as practical.
2. Send Rental Car Agreement to Safety & Risk Management: [delancem@southwestern.edu](mailto:delancem@southwestern.edu)
3. Send completed damage form (scanned pdf) to [delancem@southwestern.edu](mailto:delancem@southwestern.edu) or via campus mail within three days of incident.

EX303 NEW FILE SYSTEM - PUT EVERYTHING HERE\FACSS\Safety & Risk Management\RISK MANAGEMENT - EIA\CLAIMS - Accidents\CLAIMS\CLAIMS PROCESS - AUTO\_PROPERTY\Rental\_SU Car Damage Form.docx

**Administrative Process – Driver License Check & Driver Training**

**Department Head** has responsibility to create driver list for all affected departmental drivers. Use excel: First, Last, E-mail, and Dept. Name columns. Communicate policy expectations to all departmental drivers. Submit excel driver list to Campus Police who will upload to the Campus-wide *Google Vehicle Driver spreadsheet*. Communicate to all drivers to complete drivers license record check form and submit form to Campus Police. Notify all drivers that a current drivers license record check (within three years) and training (within five years) must be completed prior to driving for University business. Departmental Representative/drivers resubmit new drivers license record check form (every 3 years).



**Campus Police** conducts drivers license record check(s) upon receipt of form from driver(s) or Departmental Representative. Inputs date in *Vehicle Driver - Google spreadsheet*.



**Departmental Representative** assigns *SafeColleges* on-line safe driving courses for all drivers: Use Google spreadsheet created for Campus Police. Assign defensive driver for all drivers, van-driver for van/bus drivers. Repeat assignment of on-line course(s) every five (5) years.



**Driver** receives e-mail with user name and login instructions. Driver completes *SafeColleges* on-line course(s).



**Departmental Representative** receives confirmation e-mail that driver completes course(s). Logs in to (or coordinates) *Vehicle Driver Google spreadsheet* and inputs date course completed and affirms drivers license record check is completed. Then dates "approved column". Notifies driver he/she is approved to drive for University business.

### Supporting Data

- Motor vehicle crashes are the leading cause of death among US workers.
- 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!
- Drivers spend more than half their time focused on things other than driving.
- Distraction contributes to more than 5,000 traffic fatalities each year.
- Distracted driving - texting at a red light causes latency distraction for up to 27 seconds.
- Distracted driving is any activity that diverts a person's attention away from the primary task of driving. *All distractions endanger driver, passenger, and bystander safety.*
- According to a study by the Virginia Tech Transportation Institute (VTTI), sending or receiving a text takes a driver's eyes off the road for an average of 4.6 seconds, the equivalent of **driving blind** at 55-mph for the length of an entire football field.
- Because **text messaging** requires visual, manual, and cognitive attention from the driver, it is by far one of the **most alarming** distractions.
- In 2013, 3,154 people were killed and an estimated additional 424,000 were injured in motor vehicle crashes involving distracted drivers.
- At any given daylight moment across America, approximately 660,000 drivers (2013) are using cell phones or manipulating electronic devices while driving, a number that has held steady since 2010. (NOPUS)
- Engaging in visual-manual subtasks (such as reaching for a phone, dialing, and texting) associated with the use of hand-held phones and other portable devices increased the risk of getting into a crash by three times. (VTTI)
- Each day in the United States, more than 9 people are killed and more than 1,153 people are injured in crashes that are reported to involve a distracted driver.
  
- **Together, we can help save lives.**

## Frequently Asked Questions:

Why do we have a newly revised vehicle safety policy that now requires defensive driver training?

*Our risk management administrator recently conducted a best practice in depth review of all consortium members' vehicle safety policies. The revisions we made (2016) to fill gaps that were identified. This policy is considered a best practice policy that provides for and promotes safe driving behaviors, reduces the potential for serious injury and reduces liability for our institution.*

Is our vehicle policy consistent with other peer institutions?

*Yes, dozens of peer institutions have developed very comprehensive vehicle safety programs. Transportation accidents and injuries pose one of the greatest risks of serious injury and loss an institution faces. Our policy will help shape safe driving behaviors and reduce the potential for accidents and serious injuries as well as property damage and liability claims.*

Are students who are involved in a volunteer activity while driving a University vehicle or rented vehicle required to follow this policy?

*Yes, the same rules apply.*

Are students who are required to participate in off-campus volunteer events and drive their own personal vehicles (such as community engaged learning, student organization conference or similar event) required to follow this policy?

*No, but they are highly encouraged to follow our safe driving rules for their own safety and liability.*

If I only drive on University business (example - conference) once a year or less, and drive my own personal vehicle, am I still required to follow all the components of this policy?

*Yes, we look at institutional risk and our goal is to shape safe driving behaviors for all drivers. Consider a few hundred drivers who only drive once a year or so. From an institutional perspective, that is hundreds of road trips and risk of accidents, injuries and claims.*

Do employees who usually only make short duration trips to local stores on a routine basis to pick up University related supplies also need to follow this policy?

## Vehicle Safety Policy

*Yes. These trips from multiple employees add up over the course of a year for the institution and pose risk of local accidents, injuries, and claims.*

If I'm driving my own personal vehicle driving to or from work (campus), does this policy apply?

*No, you are not conducting University business while commuting. However, we strongly encourage all our campus community to engage in safe driving behaviors at all times and this policy highlights model behavior that can save your life or the life of others.*

Does this policy apply to all faculty and staff designations including (but not limited to) adjunct and visiting faculty, part time staff?

*If you are driving on University business, yes. Includes use of University vehicle, rented vehicle or personal vehicle while on University business.*

Are there some examples of drivers who may be exempt from the requirements of this policy?

*None that we can think of, this policy covers all University related travel.*

How do I report a vehicle accident that has occurred while on University Business?

*Go to [www.southwestern.edu/safety](http://www.southwestern.edu/safety), under "Programs" scroll down to "Vehicle Safety Program" and complete the Rental Car/SU Fleet Vehicle Accident/Damage Form found in the policy document.*

Who do I contact about questions or clarification of the vehicle safety policy and driver certification?

*First, contact your departmental representative who assigns vehicle training or your safety committee representative. If they are unable to address your question, they will contact the Campus Safety & Risk Management Office. This will help with uniform understanding and implementation.*

Why is my driving record checked every three years? Who has access to this information?

*Drivers license record check every three years is considered to be a base-line standard for most organizations. Information is limited to Campus Police, Human Resources and if necessary, the department head/supervisor. A Google Vehicle Driver spreadsheet is kept for departmental representatives which includes only general categories such as date record check was completed and approved/unapproved.*

If I have received a traffic ticket, how does that affect my employment?

*As noted in the Driver's License Record Check section of the policy, "all drivers who drive for University business shall report any vehicle violation that represents 4 or more points on the motor vehicle record guideline..." The policy goes on to say that, "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 or sponsored trips. Cases will be confidentially reviewed by SU Police and Human Resources." If an employee is 'eliminated' as a suitable driver, and if driving is a primary duty of that employee's position, this may result in a temporary suspension from work-related driving, a temporary reassignment of driving duties to others (if available/reasonable), or in separation from employment.*

Why do I need to take a defensive driving course every five (5) years?

*Driving habits (good and poor) are learned over many years and many drivers have developed unsafe driving habits. By reviewing safe driving behaviors on a five year rotation, we believe our drivers will be more conscientious about developing long term safe driving behaviors. The goal is to create a culture of safe driving behaviors, safe driving expectations from all our drivers and to reduce accidents, injuries, and claims.*

What if I took a defensive driving course very recently for insurance purposes, do I still need to complete this one?

*If you can provide a certificate of defensive driver course completion, we can most likely accept that course for a five year period from the date of training. Contact your departmental representative who issues training assignments. They will consult with the Campus Safety & Risk Management Office and make a determination.*

What if I have an accident or incident that was my fault and a claim was filed for damage?

*Submit the accident report included in this policy as soon as possible. Upon review, it may be necessary for you to be assigned and complete a driver safety training on-line course.*

How will the new defensive driver training be implemented?

*We plan to phase in the new training requirement by identifying higher frequency drivers first then add all other drivers. Our goal is to begin implementing in the Fall 2016. We anticipate starting with Athletics, Admissions,*



## Vehicle Safety Policy

*Development, Facilities Management, the SU Post Office, and SIRA/Shuttle Drivers. Other departments will be implemented in 2017.*