DOMINICAN UNIVERSITY OF CALIFORNIA	Administration Policy Manual

Driving Policy and Procedures

Policy Number 3001

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I. General

Vehicle accidents can seriously impact the lives of those involved both as drivers and as passengers. Administration of University business related to driving requires the consistent implementation of strong policies and procedures, to ensure that drivers and departments know their responsibilities and carry them out. The following policy and procedures have been implemented to protect the safety of our Dominican community and to reduce risks to the public and the University as a whole.

II. Scope

This policy and procedures applies to all individuals (employees, volunteers, students, etc.) driving in support of, and on behalf of, University business, including but not limited to:

- All individuals driving Athletics vans.
- All students driving on University business.
- All individuals driving University owned, leased or rented vehicles.
- All individuals identified as Essential Duty Drivers.
- All individuals driving students in a vehicle on University business (such as a field trip, or to an event).
- All individuals driving personally owned, rented, or borrowed vehicles on University business.

This policy and procedures applies to vehicles legally permitted to be driven on public roads (including but not limited to sedans, minivans, pick-up trucks, vans). Separate policies and procedures apply to golf carts or heavy equipment.

III. Policy and Procedures

A. Best practices for Local Trips & Alternative Off-Campus Class Locations

1. Faculty should ensure the course description in the course catalog notes when a course meets off campus and that students need to provide their own transportation.
2. Students should determine amongst themselves (faculty member should not facilitate) how the students will travel to the field trip location.

If the best practices described here cannot be followed, refer to section **B. Distant Location Trips** of this policy and procedures.

B. Distant Location Trips

If the trip is to a distant location, from least risk to most risk, here are the alternatives:

1. Have students determine amongst themselves (no faculty member intervention) how the students will travel to the trip location.
2. Contract a third party chartered bus.
3. Have an authorized employee driver drive students in a University vehicle.
4. Have an authorized employee driver drive students in the employee's personal vehicle and the institution reimburses faculty member for mileage.
5. Have an authorized student driver drive students in a University vehicle.
6. Have an authorized student driver drive students in the student's personal vehicle and the institution reimburses student for mileage.

The following options are considered high risk and should be avoided:

1. An individual, who is not an institution authorized driver, driving a University vehicle.
2. An employee requesting a student, who is not an institution authorized driver, to drive a University vehicle.
3. Any driver, who is not an institution authorized driver, driving students in the employee's vehicle.

C. Authorized Drivers

Only authorized drivers may drive on University business ***as described in the IV. Eligibility section of this policy and procedures.*** Individuals will be authorized to drive after the following steps have been completed:

1. A **Driver Authorization Request Form** (Appendix 1) is provided to the Department Driver Coordinator or Human Resources Office (with copy of DMV record, if applicable).
2. The individual reviews this policy and procedures and provides a signed **Driver Commitment Statement** (Appendix 2) to Department Driver Coordinator or Human Resources Office.
3. The individual has and maintains a good driving record.

4. The individual completes an online Defensive Driver training course~~)~~ and passes a post-test with a score of at least 80%. The training must be completed prior to driving on University business.

D. Supervisor's Responsibilities

The number of authorized drivers for any one program or department **must be limited** to the expected number needed and to a reasonable number of alternates. Supervisors will certify the necessity of individuals requesting authorization to drive on behalf of their departments. Arranging for employees to drive, as opposed to students, is always preferred.

Supervisors are responsible for driver's behavior and performance as an authorized driver.

E. Safe Vehicle Operation

All individuals driving on University business are expected to do so in a safe and responsible manner. At a minimum, this includes adherence to the following policies:

Seat belts are one of the most important pieces of safety equipment installed on a motor vehicle. Thus, it should be noted that the use of seat belts is entirely under the control of the driver. All individuals should follow the procedures listed below as a condition of their assignments when driving for Dominican:

1. Upon first assignment to the vehicle, inspect it to ensure that there are enough seat belts for the intended number of passengers and that the seat belts are in good condition.
2. When going on a trip (even a short trip across town), ensure that there is a seat belt for every passenger. If not, limit the number of passengers to the number of seat-belts available.
3. As required by the Motor Vehicle Safety Act, before moving out of the "Park" position, drivers must ensure that they and all passengers are appropriately secured by seat belts and shoulder harnesses.

Transportation of children under 14 years old or 80 pounds is prohibited.

The use of **Cell phones** and other electronic devices use (such as mobile radios) while the vehicle is in motion is strictly prohibited. Cell phones may only be used to make calls through the assistance of Bluetooth or other hands-free devices. While hands-free devices are permitted, the safest practice is to pull over to a safe location and park the vehicle before using a hands-free device~~s~~. Individual department policies may be more stringent. For navigation devices, program the destination before starting the vehicle and rely on the voice directions to guide you. Special care should be taken in heavy traffic and inclement weather, or when driving in an unfamiliar area.

There is **zero tolerance for driving under the influence of alcohol or illegal drugs**. Authorized drivers taking prescription medications that interfere with safe operation of vehicles must not drive.

Do not drive when fatigued. To reduce the possibility of **fatigue-related accidents** on extended trips, when the one-way distance to the destination will take 4 hours or more, the best practice is to assign at least two authorized drivers to drive the vehicle and rotate driving every two hours. Authorized drivers may never drive more than 8 hours in a 15 hour period. Authorized drivers must have adequate rest breaks during and between periods of lengthy driving,

Any **loose items** must be secured in the vehicle before driving. Loose items on dashboards/rear decks, on seats, or on the floor must be secured or put in the trunk to avoid becoming a potential hazard to the occupants or the driver.

Authorized drivers should have **a minimum of loud discussion or music** inside vehicles, especially at times when traffic, weather or road conditions demand the greatest attention to driving.

Authorized drivers must comply with all traffic safety laws and drive with care and courtesy at all times. The authority and approval to operate a university vehicle or a vehicle for university business is an enormous responsibility. Any evidence that the significance and seriousness of operating a vehicle is not understood or is treated carelessly or in a playful manner will not be tolerated and will result in disciplinary action, up to and including, revocation of driver authorization and termination.

F. Vehicle Control and Maintenance

The University is not permitted under any circumstances to own, lease or rent vehicles that accommodate more than 10 passengers. ***As such, authorized drivers must NEVER accept or agree to rent any vehicle for University business which accommodates more than 10 passengers.***

Authorized drivers are not permitted to drive vehicles requiring a special license, such as a CDL, unless they have a valid driver's license of that class.

University vehicles may only be used to conduct University business. University owned vehicles are typically not authorized to be driven to an employee's home, except with approval by the Department Head.

All passengers in University vehicles must be participating in University-related business. The transportation of other personnel, such as friends or family members, for purposes not related to the University, is prohibited.

In order for Dominican vehicles and equipment to have a long and useful life, they are maintained regularly. The Department to which the vehicle is assigned is responsible for ensuring that the vehicles are regularly maintained and in compliance with manufacturer specifications. University owned vehicles are inspected twice per year by a licensed mechanic.

Assignment and control of University vehicles is maintained through the department to which the vehicle is assigned.

G. Vehicle Inspection

Prior to first use each day, the authorized driver will make a brief inspection of the vehicle to ensure that it is in good operating condition and that all emergency equipment is with the vehicle and functional. When using University vehicles, the authorized driver must complete a **Vehicle Inspection Form** (Appendix 3), available online or on paper. For Facilities Services only: use separate daily and monthly vehicle inspection forms.

H. Passenger List and Agenda

When you are driving passengers to an event, a list of vehicle occupants/trip participants should be submitted to the department driver coordinator or supervisor along with information about the trip agenda.

I. Accident Reporting and Investigation

If a University vehicle or authorized driver driving on University business is involved in a collision with another vehicle, object or person, is in a one-car accident, or otherwise experiences car damage or theft, the driver is required to immediately notify his/her Supervisor and Human Resources as soon as is medically advisable and possible.

The cost for tickets and penalties issued while driving on University business are the responsibility of the authorized driver.

J. Reporting Accidents

1. Major Accident (with injuries)

- Call 911
- Call Campus Security 415-269-6070 as soon as possible. They will notify appropriate University personnel to assist.

The authorized driver is required to report:

- Drivers' names and the vehicles involved
- Location of the accident
- Describe any injuries to self and your passenger(s) or other occupant(s)
- Describe any injuries to the other party(ies)'s driver(s), passenger(s) or other occupant(s).
- Indicate whether the police and/or ambulance have been notified
- Indicate the medical facility where injured people have been taken

2. Minor Accident (without injuries)

- Inform Department Driver Coordinator, Supervisor and Human Resources

The driver is required to report:

- Drivers' names and the vehicles involved
- Location of the accident
- Indicate whether the police have been notified

Human Resources will coordinate the accident investigation in collaboration with our insurance carrier. The Human Resources Office will report the accident to the University's insurance company, if appropriate**. For details regarding auto insurance coverage policies** please see the **Travel and Expense Policy** on the Business Services Page on the Dominican intranet.

Pending the completion of the investigation, the authorized driver's driving duties may be suspended. Financial responsibility is with the insurance associated with the vehicle.

Regardless of whether the driver may feel that he/she was the cause of the accident, he/she should **not make any admissions of liability** or assume any blame. There may have been factors that the driver was unaware of at the time of the accident that could potentially mitigate any responsibility.
Exchange only the following basic information with the driver of each vehicle involved:

- Name, address and telephone number of each driver and any passengers
- Make, model and license plate number for each vehicle involved
- Insurance company name and policy number for each vehicle involved

IV. Definitions

University Business includes travelling to and from any location in support of University related and sponsored activities. Examples include: to attend conferences, meetings, training courses, retreats, to purchase supplies, to transport people or items around campus, to lead field trips or student events, etc. It does *not* include driving to and from your regularly assigned place of work or travel to attend University events on your own personal time.

Institution or University Vehicles include vehicles owned, leased or rented with University funds to conduct University business.

Personal Vehicles Use: It is recommended that employees do not use their personal vehicles for University business and instead use a University vehicle.

A. Only Authorized drivers are allowed to use their personal vehicles when driving on University business.

B. The University has requirements per our insurance carrier. If you are not able to maintain the following, you are required to use a University vehicle.:

I. Maintaining auto liability insurance with minimum limits of $100,000/$300,000 for property damage with a combined single limit of $500,000.

II. Maintain current state vehicle inspections when required.

III. Maintain your own vehicle in a safe operating condition when driven on University business.

These personal automobile limits will be primary in the event of a liability claim. The University does not provide protection from damage to any personal vehicles, it is the authorized driver's responsibility to insure any damage to personal vehicles is included in their personal automobile policy.

A **local trip** is 30 miles or less from campus.

A **distant trip** is more than 30 miles from campus.

Essential Duty Drivers are employees and volunteers who drive as an essential duty of their position. The list of these individuals is maintained by Human Resources and the Business Services Office.

V. Eligibility

All individuals driving on University business must have a current driver's license, appropriate for the type of vehicle they will be driving.

To help select and authorize only well-qualified drivers, Human Resources will adhere to the following procedures:

- All drivers must meet Motor Vehicle record review eligibility criteria described herein.
- Motor Vehicle (DMV) Record Checks are conducted for "essential duty drivers" at the time of hire in the background check, or separately, if an employee or volunteer enters into a position requiring her/him to drive a University vehicle after employment begins. Annual DMV checks must be submitted to the Human Resources Office for all essential duty drivers. All others must complete a **Driver Authorization Request Form** (Appendix 1) and supply driving history.

Only drivers with a good driving record are authorized to drive on University business. Department Driver Coordinators will evaluate driving records based on the following criteria and will consult with Human Resources when a final determination is needed. Human Resources will evaluate driving records and make the final determination on driver eligibility for identified employees and volunteers who drive as an essential duty of their position (aka "essential duty drivers"). The nature, severity, frequency, and date of DMV record violations, as well as remedial actions such as driver education courses, will be taken into account in determining a driver's eligibility. An individual will be deemed ineligible to drive for the University when his/her DMV record check contains:

- Four or more moving traffic violations in the past 3 years or five or more moving traffic violations in the last 7 years. Moving traffic violations include, but are not limited to: speeding, using a cell phone while driving, running a stop sign or traffic signal, reckless driving.
- One or more major traffic violations in the last 7 years. Major traffic violations include, but are not limited to: driving under the influence of drugs or alcohol (DUI or DWI), "wet reckless" (a plea to a charge of reckless driving which was alcohol related), or other drug or alcohol related moving violation, fleeing or eluding, hit-and-run accident, or driving with a suspended or revoked driver's license. A driver whose license has been suspended for a major violation and reinstated must maintain an acceptable driver record for 7 years after the violation in order to be considered for University driver eligibility.
- The driver may also be deemed ineligible if the University's insurance advisors/plan policies do not recommend the driver be covered by the University insurance plan due to the number or nature of the violations.

If an individual is determined to be ineligible to drive, the following actions may be taken:

- A verbal offer of employment may be retracted.
- An employee may be put on a probationary period or suspended from driving duties.

- If driving is an essential function of the employee or volunteer job description, he/she may no longer be eligible or otherwise qualified to hold that position and may be terminated.
- The individual may be prohibited from driving on University business.

If an individual provides documentation that the DMV has removed a violation or points from the driver's record, Human Resources will review driver eligibility.

On a case-by-case basis, eligibility rules may be temporarily over-ridden by specific authorization of the Vice President for Finance and Administration or his or her designee. Such authorization must be in writing and will be maintained in the driver's personnel file. Additional driver requirements, such as attending a comprehensive driver training program at the driver's expense, may be imposed.

VI. Coordination

The Human Resources office, in conjunction with the Vice President for Finance and Administration, is authorized to coordinate and make revisions and/or exceptions to this policy and procedures,

Appendix 1

Driver Authorization Request Form

All drivers of University owned, leased or rented vehicles must complete this form and complete the driver authorization process prior to driving.

If you have a **California issued Driver's License,** either attach a copy of your Driver Record available from http://dmv.ca.gov/portal/dmv/detail/online/dr or provide HR written consent to request a copy of your Driver Record from the DMV. If you do not have a California issued Driver's License, please either obtain and attach a copy a DMV Driver Record from the State that issued your license or provide HR written consent to request a copy of your Driver Record. **Essential duty drivers (employees and volunteers who drive as an essential duty of their position) are subject to periodic motor vehicle record check and must be submitted to the Human Resources Office.**

Valid state driver's license number: _____ State of issuance: _____

		Yes	No
1.	Has your driver's license been suspended / revoked in the past five years?	☐	☐
2.	Does your license have any restrictions?	☐	☐
3.	Have you been convicted of driving under the influence in the last seven years?	☐	☐

(If yes to questions 1–3, please explain on the back of this form.)

4. Have you been convicted of the following violations in the past three years? ***(Check, if yes)***

☐ reckless driving/driving to endanger	☐ failure to have vehicle under control
☐ driving w/suspended/revoked license	☐ improper passing/lane change/use
☐ allowing unlicensed driver to operate vehicle	☐ improper backing
☐ fleeing a police officer	☐ driving on wrong side of road
☐ speed in excess of 20 mph over limit	☐ speed too slow for conditions
☐ racing on public highway	☐ equipment violation/tires/lights/etc.
☐ failure to stop for school bus	☐ improper parking
☐ leaving the scene of an accident	☐ operating vehicle without insurance
☐ disregard of red light/stop sign	☐ passing through/around crossing barrier
☐ careless driving	☐ seat belt violation
☐ operating unsafe vehicle	☐ failure to signal for direction/slowing
☐ following too close	☐ obstructed vision
☐ failure to yield right-of-way	☐ failure to pay traffic ticket
☐ speed too great for conditions	☐ improper enter/exit traffic way

(If yes to any of these items, please explain circumstances on back of form.)

		Yes	No
5.	Are you 21 years of age or older?	☐	☐
6.	Number of accidents involved in during the past three years:		
7.	Number of accidents in which you were at fault during the past three years (briefly describe the accidents on the back of this form.		
8.	I understand the University has requirements per their insurance carrier. If I am not able to maintain the following, I am required to use a University vehicle:		

I. Maintaining auto liability insurance with minimum limits of $100,000/$300,000 for property damage with a combined single limit of $500,000.
I. Maintain current state vehicle inspections when required.
I. Maintain your own vehicle in a safe operating condition when driven on University business.

9.	I am choosing to use my own personal vehicle		
10.	I have provided Human resources with a copy of my auto insurance with required coverage limits		

I certify that the information provided on this form is correct. Any discrepancy in the information found through a motor vehicle check could result in the complete suspension of all driving privileges. I further understand that the information will be compared to established criteria in determining my qualifications to drive on institution business.

*see attached signature page

Driver Signature: _____ Date: _____

Print Name: _____ DOB: _____

I approve this request for driver authorization:

Supervisor Signature: _____ Date: _____

Print Name: _____

Human Resources has received completed form and all required attachments:

HR Signature: _____ Date: _____

Print Name: _____

Appendix 2

Driver Commitment Statement

It is important for all drivers to recognize their responsibilities for operating vehicles on University business in a safe and sober manner. We require each authorized driver to sign the following commitment statement.

As authorized University driver I pledge:

1. That I have read, understand and will comply with Dominican's Driving Policy and Procedures when operating a vehicle on University business. Notably:

    a. That I may never drive a van larger than 10 passengers.
    b. That transportation of children under 14 years old or 80 pounds is prohibited.
    c. Prior to first use each day, I will make a brief inspection of the vehicle.

2. To report any and all vehicle defects and safety concerns.

3. To not use a vehicle with defects that may affect safety.

4. To comply with all applicable federal, state and local regulations, including regarding drug and alcohol use, when operating a vehicle on University business. No driver authorized by the institution may be under the influence of alcohol, or drugs that interfere with safe operation of vehicles, while operating a vehicle on University business at any time.

5. To report all accidents and traffic violations, *including while driving my own personal vehicle and not on University business*, to Human Resources within 3 days.

6. That I understand that failure to follow this policy and procedures will result in discipline up to, and including, termination.

Driver Signature: _____ Date:_____

Print Name: _____ Driver's License #:_____

The following to be completed by Department Driver Coordinator or Human Resources Office:

- ❑ Driver's Motor Vehicle record has been reviewed and eligibility criteria has been met
- ❑ Driver completed online Defensive Driving course

Driver Authorized by:

Signature: _____ Date: _____

Print Name: _____

Appendix 3

Vehicle Inspection Form

Driver Name _____ **Date** _____

Vehicle License Plate # _____ Starting Mileage _____

Purpose of vehicle use/trip _____ Ending Mileage _____

Destination _____

University vehicles must be inspected daily prior to first use. Submit completed form to your supervisor. Place a check mark by each item inspected. Write details of discrepancies at the bottom of this sheet. For trips to events or transportation of passengers, provide **list of passengers** on back of form. Do not use a vehicle with defects that may affect safety.

- ❒ Check windows for visibility
- ❒ Ignition Key (operational/check for damage)
- ❒ Visual Inspection for Exterior Damage/Leaks under vehicle
- ❒ Visually Check Tires for wear and proper inflation
- ❒ Check Seatbelts for driver and passengers
- ❒ Check Horn
- ❒ Check Brakes, parking brake
- ❒ Check Heater/Defroster
- ❒ Check Windshield Wipers/Washers
- ❒ Check Headlights/high beams/signal lights/4-way flashes/tail lights/backup lights
- ❒ Check Interior lights
- ❒ Check Mirrors for damage and adjustments
- ❒ Check Fuel level (Should not be less than ½ tank)
- ❒ Check First Aid Kit on board
- ❒ Check Fire Extinguisher on board (if applicable)
- ❒ Check adequate tie-downs/tie-down tracks (if applicable)
- ❒ Check Insurance card, registration, emergency procedures instructions in the glove box
- ❒ As you drive, continually check for any strange smells, sounds, vibrations, or anything that does not feel right.

The following discrepancies were noted: _____

_____

Corrective actions taken: _____

_____

Driver's Signature: _____

Appendix 3 (continued)

Passenger List

For trips to events or transportation of passengers

		Check one		
#	**Print Name**	**Student**	**Faculty/Staff**	**Other (describe)**
1				
2				
3				
4				
5				
6				
7				
8				
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