

SAMFORD UNIVERSITY

VEHICLE

POLICIES

&

PROCEDURES

2018-2019

RISK MANAGEMENT & INSURANCE

PURPOSE

The purpose of this policy is to confirm those persons entrusted to operate a Samford University (“University”) owned, leased, rented or dealer/vendor loaner vehicle (collectively known as “University vehicle”) have a driving history that reflects responsible driving behavior and compliance with traffic laws. The Director of Risk Management & Insurance applies Motor Vehicle Record (MVR) review guidelines generally considered to be reasonable and prudent in an effort to reduce accident potential and to prevent allegations of negligent entrustment should a University driver be involved in an accident.

POLICY

Samford University Policy 1.05 applies to approved drivers who are engage in the operation of any University-owned or leased motor vehicles on either public or private property.

MVR reports are required for all individuals who are expected to drive, on a regular or routine basis (i.e. daily, weekly or regularly scheduled), a University vehicle. This includes, but may not be limited to, volunteers, students, faculty and staff. It also includes spouses and dependents of the aforementioned individuals if they too, drive University vehicles on a regular or routine basis with the permission from the appropriate University official.

PROCEDURES

1. **Authorization-** Every driver seeking approval to operate a University vehicle must authorize the University to review his/her MVR. This requirement applies to every employee, student, volunteer, spouse or family member seeking approval to operate a University vehicle other than the exceptions below. Prospective drivers should use the link provide on the Samford University Risk Management & Insurance website <https://www.samford.edu/departments/files/Risk-Management/Driver-Authorization-Application.pdf> to provide the University with authorization and the necessary information. The department responsible for the driver will be notified of the approval or denial and the details that resulted in the denial will be provided.
2. **MVR Review Frequency-** In addition to the initial review, the MVR authorization allows the University to periodically check the MVR of an active driver. The frequency of the periodic check is dependent on the driver’s history of moving violations and at-fault accidents.
3. **Review Criteria-** Risk Management & Insurance is responsible for the decision to accept or reject a request for driver approval based on the criteria established by the University as follows:

Unacceptable- 5 Years from Date of Offense:

- Driving under the influence or while impaired (DUI/DWI)-Alcohol or Drugs
- Negligent Homicide, Manslaughter or a felony involving a motor vehicle
- Evading Law Enforcement
- Assault with a Motor Vehicle
- Hit and Run or Leaving the Scene of an Accident

Unacceptable- 3 Years from date of Offense

- Three or More (Combined) At-Fault Accidents or Moving Traffic Violations
- Reckless Driving
- Speeding-Greater than 85mph or In excess of 25 mph above the posted Limit
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Unacceptable- Within the Past 12 months

- Two or more (Combined) At-Fault Accidents or Moving Traffic Violations
- Driving on a Suspended or Revoked License

4. **Prospective Employees-** If the job duties of a prospective employee include operating a University vehicle, the prospective employee must complete the Driver Authorization form.
5. **MVR Denial Review Process-** A driver whose MVR is determined to be “Unacceptable” may request to have the MVR reviewed by Risk Management & Insurance. The driver is responsible for obtaining all necessary information such as accident reports, court records and records from the agency(s) that maintain records of traffic convictions/accidents and submitting this information to Risk Management & Insurance. This review is to allow the driver to correct or clarify entries on his or her MVR, but not intended to be a request for an exception.

6. Department & Driver Responsibilities

- a. The department is responsible for directing the prospective driver to the authorization link described in paragraph 1 above. In most cases, the MVR review process takes 2-3 business days once the MVR Authorization form is received by Risk Management & Insurance.
- b. Risk Management will periodically provide a list of approved drivers to each responsible department and request that the department remove any person that is no longer affiliated with the University or for whatever reason will no longer operate a University vehicle.

- c. All authorized drivers of University vehicles are required to complete an on-line safe driving program. The program is on the Risk Management & Insurance website and a log-on ID or password is not needed. This online course must be completed within 30 days of receiving authorization and is only required upon initial authorization. Contact Jim Clement, Director of Risk Management & Insurance via e-mail or phone (jaclemen@samford.edu or 205-726-2395)
- d. Comply with the University's Driver Safety and Vehicle Management Program. This program provides details on the department and driver responsibilities, minimum driver qualifications, training requirements, safe vehicle operations, vehicle use restrictions and the obligation to comply with traffic laws.
- e. Drivers are responsible for all fines, penalties, legal fees or other costs resulting from a citation or traffic/parking violation issued while operating a University owned, leased, rented or loaned vehicle. The driver may, at his or her own expense elect to contest the citation or traffic/parking violation and have the matter adjudicated by the court assigned to hear such matters. The driver must adhere to the decision of the court and pay the fines, costs, interest or other charges levied by the court to conclude the matter. Should the court allow the driver to attend a driving school in lieu of a fine or penalty, the driver must pay the cost of the driving school.
- f. If a citation is issued to a University vehicle by a "Red-light" camera or other unmanned device, the department assigned the vehicle must identify the driver at the time/date the citation was issued and require the responsible driver to respond as instructed in the citation notice.
- g. If involved in an accident, the driver must follow the accident response and reporting guidelines in the Driver Safety and Vehicle Management Program.

7. Mobile Device Use

- a. The use of mobile devices such as cellphones, smart phones, tablets, 2-way radios, and laptop computers while operating a university vehicle **is prohibited**, unless a hands-free device is used and allowed for use in the jurisdiction in which the vehicle is being operated.
- b. For purpose of this policy, vehicle operation is defined as any of the following:
 - 1. Driving a vehicle on a public roadway, while moving or stopping on the roadway.

2. Driving a specialty vehicle such as a golf cart or utility vehicle, on either a public roadway or on campus in other authorized locations that are not roadways.
- c. For purposes of this policy, use of a mobile device includes any of the following:
1. Making or receiving phone calls;
 2. Viewing text messages, emails, or other forms of contact on the mobile device;
 3. Dictating, typing or sending messages or other forms of content;
 4. Operating a camera or video recording application
4. Mobile devices may be used when the vehicle is pulled off the roadway and stopped, preferably into a parking location, with the transmission in Park, or the vehicle is shut off.
5. All drivers are responsible for being familiar with the specific traffic laws governing the use of mobile devices in each jurisdiction the university vehicle operated, and complying with applicable traffic laws.

8. Safety Belt Use

Use of safety belts is mandatory for the driver and all vehicle occupants anytime the vehicle is in motion. Drivers are expected to enforce this requirement and may not place a vehicle in motion unless all passengers are buckled up.

9. Driving Videos

- a. **Link for video**
- b. **Link for video**
- c. **Link for video**