

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **VEHICLE USE POLICY**

Policy #: **7.19**

Purpose

The University of Arkansas at Pine Bluff vehicle driver safety program is intended to ensure maximum safety for all drivers and passengers of University of Arkansas at Pine Bluff vehicles by minimizing accidents and injuries resulting from vehicle incidents; eliminating the operation of unsafe vehicles; providing adequate training to all University of Arkansas at Pine Bluff drivers; and defining clear lines of responsibility for vehicle safety.

The purpose of this policy is to inform campuses within the University of Arkansas at Pine Bluff System of the uniform procedures and guidelines to be followed for operation of University of Arkansas at Pine Bluff owned vehicles, vehicles rented or leased for use on official University of Arkansas at Pine Bluff business, or private motor vehicles used to conduct University of Arkansas at Pine Bluff business.

Campuses should define those positions that contain employees who drive as a condition of employment or on a frequent basis. Before an applicant is hired for one of these positions, an MVR check should be conducted.

Policy

All campuses within the University of Arkansas System Risk Management Program must participate in the on-line Arkansas State Vehicle Safety Program. The Arkansas Department of Finance and Administration sponsors this Program and participation is at no cost to the campuses.

The University of Arkansas at Pine Bluff is currently checking the Motor Vehicle Record (MVR) on employees who have to drive as a condition of employment. An employee is eligible to drive a University of Arkansas at Pine Bluff vehicle if he/she has a valid driver's license for the vehicle being driven. Those drivers who accumulate 10 points or more as assigned by the State Office of Driver Services will be subject to appropriate disciplinary action if the accumulation of points has a detrimental effect on their abilities to perform their University duties. Drivers who accumulate 14 points or more will not be allowed to operate a University of Arkansas at Pine Bluff vehicle until after a period of suspension, reference appendix c.

Pool vehicles have to be signed out and operated within the territory approved. Maintenance policies are established by the motor pool, Department of Facilities Management at each campus following manufacturers suggested vehicle preventative maintenance programs. Employees are encouraged to use "pool" vehicles rather than personal vehicles. Use of personal vehicles must be approved by a supervisor. Drivers who accumulate excess points may lose the privilege of having access to State Vehicle. Assigned vehicles should be used primarily for "official business". Personal use is strongly discouraged.

The University of Arkansas at Pine Bluff strongly discourages use of cell phones while driving. If an employee receives a call while driving, the employee should pull over to complete the call if this can be done in a safe manner or wait and return the call once the vehicle has stopped. Same applies to hand held or hands free phones.

Drivers must report accidents and traffic violations to their supervisor as follows:

- a. When operating a state vehicle – within 24 hours of occurrence or by the following business day; and
- b. When operating a private vehicle on state business – within seven (7) days of the occurrence.

Defensive Driving Classes may be required for employees who have an accumulation of 14 points over a three-year period. Enrollment in, attendance at, and payment for Defensive Driving Classes are the responsibility of the employee. Drivers who have an at-fault accident must attend a Defensive Driving Class. Written confirmation that the course was completed must be provided by the employee to the Motor Pool in Facilities Management, and a copy to the employees personnel file.

Drivers are personally responsible for resolving any parking citations received while using a state vehicle and for the payment of any parking fines arising from the use of a University Vehicle.

Authorization to Operate University of Arkansas at Pine Bluff and Private Vehicles on University of Arkansas at Pine Bluff Business

All drivers must maintain a valid driver's license appropriate for the vehicle to be driven, in accordance with the requirements of all applicable Arkansas State Laws. University of Arkansas at Pine Bluff Divisions and or Department Heads should contact the State CDL-Coordinator, Donna Morgan at DFA-Revenue Division-Office of Driver Services, phone number (501)-682-1434, to determine the specific driver's license that is required for the operation of each type motor vehicle and the license requirements for non-resident drivers.

All drivers will be provided with copies of the University of Arkansas at Pine Bluff Vehicle Safety Program Driving Safety Tips.

Access to driving records for resident drivers will be provided through the SVS System (State of Arkansas Website) through Information Network of Arkansas. Driving records for non-resident drivers will be obtained by sending the Authorization to Obtain Traffic Violation Record to the Department of Finance and Administration, Office of Drivers Services. Please note that there is a 3 to 5 year look back period for driving record violations. The total points assigned to each violation will be used to initiate administrative action, not the overall point displayed on the SVS system. Any disciplinary employment action beyond what is described in the "Procedures" section below should be approved through legal counsel.

Student Drivers

Student drivers should only be used to drive a University of Arkansas at Pine Bluff vehicle if a

University of Arkansas at Pine Bluff employee is not available. Students driving a University of Arkansas at Pine Bluff owned, rented or leased vehicle for an authorized curriculum-related activity are covered under the University of Arkansas at Pine Bluff insurance policy provided they follow the guidelines listed below:

- a. at least 21 years of age,
- b. they are renting, leasing or driving a University of Arkansas at Pine Bluff vehicle for a school sponsored event and,
- c. the vehicle use has been authorized by a school or department,
- d. they have met the age requirements of the rental car company if applicable,
- e. they have met all requirements of this policy and have a completed and signed 'Authorization to Drive' form for the University of Arkansas at Pine Bluff Business on file with the Office of Human Resources,
- f. motor Pool will not issue a vehicle until clearance is received from the Office of Human Resources and,
- g. they meet the point requirements as outlined within this policy.

The University of Arkansas at Pine Bluff will not authorize or complete any Additional Insured Endorsement forms on behalf of student drivers.

International Car Rentals

When traveling for business internationally, a University of Arkansas at Pine Bluff traveler should accept the loss damage waiver (LDW) and liability coverage. The University of Arkansas at Pine Bluff will reimburse the traveler for these charges when traveling on University of Arkansas at Pine Bluff business.

Personal Automobiles

University of Arkansas at Pine Bluff employees or students using their own automobiles to travel on University of Arkansas at Pine Bluff business must maintain adequate insurance for their protection and for the protection of any passengers.

University of Arkansas at Pine Bluff will not reimburse employees or students for any vehicle repair costs or the deductible portion of their collision coverage. If driving your own vehicle, your policy must cover vehicle damage and is primary for liability.

Reporting Accidents and Traffic Violations

Drivers must report accident and traffic violations to Motor Pool within the Office of Facilities Management. When operating a University of Arkansas at Pine Bluff vehicle—within 24-hours of the occurrence or by the following business day. When operating a private vehicle on University of Arkansas at Pine Bluff business—within 7-days of the occurrence.

Backing of Vehicles

Whenever possible, the driver will position his vehicle so as to avoid the necessity of backing later. Before entering the vehicle, the driver will check the rear clearance of the vehicle. The driver will not back the vehicle unless such movement can be made with reasonable safety and without interfering with other traffic.

The driver of a large vehicle with an obstructed view to the rear will not back such vehicle unless a spotter signals that it is safe to do so.

Before and during backing movements, the driver will: (1) check blind zones for objects not visible in rear view mirrors; (2) watch both sides for proper clearance; and (3) back very slowly.

Misuse of University of Arkansas at Pine Bluff Vehicles

The following conditions are considered to be a misuse of University of Arkansas at Pine Bluff vehicles:

- a. Driving a University of Arkansas at Pine Bluff vehicle without authorization by proper campus officials.
- b. Driving without a valid Arkansas operator's license of the appropriate class for the type of vehicle being driven.
- c. Permitting a person not defined as a University of Arkansas at Pine Bluff authorized driver to drive a University of Arkansas at Pine Bluff vehicle.
- d. Noncompliance with traffic/motor vehicle laws and regulations.
- e. Unsafe practices, including failure to use and ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses.
- f. Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports, or other forms relative to the use of the vehicle.
- g. Improper storage or parking of University of Arkansas at Pine Bluff vehicles.
- h. Personal use or allowing passengers other than persons directly involved with University of Arkansas at Pine Bluff business, except with the approval of employee's immediate supervisor for each trip.

Failure to comply with any law, regulation, or policy associated with the use of University of Arkansas at Pine Bluff vehicles, including the requirement that one must have satisfactorily completed a University of Arkansas at Pine Bluff approved defensive driver course.

Procedures

Administrative action is required as follows (See the "Assessment of Points" for the point values assigned for each moving violation by the Office of Driver Services):

- a. *Drivers who have accumulated 10 through 13 Points on their current Traffic Violation Report*

Authorization to drive on University of Arkansas at Pine Bluff business will be reviewed by the employee's supervisor and administrator. Recommendations will be made to the appropriate campus official, who will make the final decision. If denied authorization to drive on University of Arkansas at Pine Bluff business, the driver will be required to complete a defensive driving course. Once the course has been completed, the employee

may begin driving again.

b. Drivers who have accumulated 14 through 17 Points on their current Traffic Violation Report

Authorization to drive on University of Arkansas at Pine Bluff business will be suspended for no less than five (5) working days. Authorization will be reinstated only after evaluation and approval by the appropriate campus official. A Defensive Driving Course must be completed within sixty (60) days after the suspension began.

c. Drivers who have accumulated 18 through 23 Points on their current Traffic Violation Report

Authorization to drive on University of Arkansas at Pine Bluff business will be suspended for no less than ten (10) working days. Authorization will be reinstated only after evaluation and approval by the appropriate campus official. A Defensive Driving Course must be completed within sixty (60) days after the suspension began.

d. Drivers who have accumulated 24 Points or more on their current Traffic Violation Report

Authorization to drive on University of Arkansas at Pine Bluff business will be suspended for no less than twenty (20) days. Authorization will be reinstated only after evaluation and approval by the appropriate campus official. A Defensive Driving Course must be completed within sixty (60) days after the suspension began.

e. Drivers whose driving privileges have been suspended or revoked by the Office of Driver Services

Will not be permitted to drive on the University of Arkansas at Pine Bluff business for the duration of the suspension or revocation. Drivers with restricted permits may be authorized to drive on University of Arkansas at Pine Bluff business as allowed by the restricted permit. Employees whose jobs require them to drive may face termination or other serious disciplinary action as a result of suspended, revoked, or restricted licenses.

Administrative action is required as follows (See the "Assessment of Points" for the point values assigned for each moving violation by the Office of Driver Services):

Drivers who have accumulated 10 through 13 Points on their current Traffic Violation Report

Authorization to drive on University of Arkansas at Pine Bluff business will be reviewed by the employee's supervisor and administrator. Recommendations will be made to the appropriate campus official, who will make the final decision. If denied authorization to drive on University of Arkansas at Pine Bluff business, the driver will be required to complete a defensive driving course. Once the course has been completed, the employee may begin driving again.

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Resource(s):
Approved by:
Approval date:
Custodian: Human Resources