

TITLE: University Driver Compliance

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DISTRIBUTION: Southeastern University Drivers & Supervisors

AUTHOR: Risk Management Office

PURPOSE

The University Driver Compliance is designed to:

- establish a university policy for driving on official university business.
- define the procedures in place to minimize the potential for accidents and losses.
- ensure safety for all drivers, passengers, and pedestrians.

SCOPE

The driver compliance applies to:

- students, staff, and faculty who are approved to drive University-owned, leased, rented, or borrowed vehicles.
- employees who are required to drive university vehicles as an integral part of their job responsibilities.

STATEMENT

University vehicles must be operated safely and in compliance with all state laws and applicable University rules and regulations. Only suitably qualified and authorized persons may drive on university business. University-owned, leased, rented, or borrowed vehicles may only be used for official, authorized purposes; personal use is prohibited. Drivers who fail to adhere to vehicle rules and regulations may have their driving privileges suspended and are subject to disciplinary action up to and including termination.

PROCEDURES

The Risk Management Office must approve prospective drivers.

Faculty, staff, and students must complete the following registration process:

- 1) Possess a current, valid U.S. state driver's license
- 2) Complete, sign, and submit the University Driver Application, a copy of their driver's license, and valid insurance coverage to the Risk Management Office by emailing jahudson@seu.edu.
- 3) Applicants must meet the following to drive a university-owned vehicle:
 - a) Be at least 18 years of age to operate University-owned and leased vehicles – age restriction in Florida.
 - i. Under 21 years of age may not rent vehicles; the following apply:
 - The age restriction may differ if renting from a private company.

- ii. Review the section “Restrictions for Student Drivers.”
- b) Submit a copy of a valid U.S. state driver’s license, auto insurance card, and a completed University Driver Application for university records to the Risk Management Office.
- c) Successfully complete compliance training courses assigned through the Risk Management Office.
- d) After a review of the employee’s Motor Vehicle Report (MVR), the Risk Management Office will determine if the employee is authorized to drive based on insurance guidelines. Authorization to drive a university vehicle is conditioned upon confirmation of a satisfactory driving record (MVR). Driver applicants with MVRs from the department of motor vehicles that reveal serious citations, such as driving under the influence, reckless driving, speeding in excess of 20 miles per hour, or other significant moving violations, will not be permitted to drive on behalf of Southeastern University.
- e) All drivers must have a satisfactory MVR - all MVRs are valid for one year. The Risk Management Office must review the driving history of authorized drivers annually, and all drivers must be authorized annually beginning January 1.

REPORTING

Drivers must notify their supervisor and the Risk Management Office immediately if their driver’s license is suspended or revoked or if they received a traffic citation. Failure to promptly provide the required notice may result in disciplinary action or appropriate cases, termination of employment.

ELIGIBLE DRIVERS

The following University members are eligible to become approved drivers of university vehicles:

- 1) Faculty and staff – job roles require driving university vehicles.
- 2) Faculty and staff – serves as an advisor to an organization/club on campus.
- 3) Student Employee – needs to be identified and approved by the supervisor.
- 4) Student – active in an organization on campus and approved by the department head.

RESTRICTIONS FOR STUDENT DRIVERS

The Risk Management Office's role is to provide adequate coverage for common and unique circumstances of carrying out the mission. Driving is essential to carrying out many mission-critical components and, therefore, must have appropriate guidelines to meet operational needs and limit risk exposure.

As the University weighs industry standards and consults with industry experts, our position discourages students driving 15+ passenger vehicles as specific layers of insurance exclude coverage for students operating 15+ passenger vehicles. These exclusions remove coverage from any injury, damage, expense, cost, loss liability, or legal obligation, whether direct or indirect, arising out of the operation, use, loading, or unloading of any 15+ passenger vehicle by a student. 15+ passenger

vehicles should be driven by experienced, licensed drivers who operate this type of vehicle regularly. A commercial driver's license is preferred.

Students operating a 15+ passenger vehicle are considered based on evidence of the student's driving experience and successful completion of university-sponsored training (online and in-person with supervisor).

PERSONAL VEHICLE FOR UNIVERSITY BUSINESS

Use of a Personal Vehicle for University Business and used for business purposes is not covered by the University's insurance. All drivers must be insured by their own insurance. The insurance must meet the liability insurance requirements of the motor vehicle financial responsibility laws of the state where the employee lives. Any individual who drives their personally owned vehicle to an activity assumes all responsibility for the safety of themselves and any passengers. The University bears no liability for student use of personal vehicles. Please see the Expense Advance/Reimbursement Voucher Policy for additional information regarding the use of personally-owned automobiles and travel reimbursement.

TRAINING

The University reserves the right to require training for all drivers. All drivers of university-owned vehicles and all students on university business for any university-related activity must complete and pass the assigned compliance driver training course. If the University determines that training is necessary and the driver fails to complete the training within **45 days** of notification by the University, the University has the right to revoke the driver's privilege to operate the University vehicle. Drivers involved in an accident or receiving a moving violation may be required to take the mandatory refresher driving course.

MONITOR TRAINING

Every driver is subject to specific training requirements, and the department must confirm the completion of the following:

- 1) All Drivers – Successfully completed the assigned compliance training courses based on the type of vehicle driving.
- 2) Van Drivers – Individuals renting university vans must have successfully completed the Van Safety course arranged by the Risk Management Office.
- 3) Golf/Utility Cart Drivers – Successfully completed the golf/utility cart training arranged by the Risk Management Office.
- 4) Vehicle-Specific Training – Some specialty vehicles (trolleys, vans, etc.) may require training for university drivers.

RENTING A VEHICLE FOR UNIVERSITY BUSINESS

Automobile rental is allowable for business travel only. The University recommends renting a vehicle from the preferred rental agencies, Enterprise and National, and the University's insurance policy automatically covers these rentals. If the driver rents a car from a different rental car agency, the employee must obtain the University's blanket auto Certificate of Insurance from SFnet.

Regarding international travel, for travelers renting a car in another country (other than the U.S.), it is required that the traveler purchase insurance at the time of rental.

ACCIDENT NOTIFICATION

A. University Vehicles Accident Notification

The driver of a university-owned, leased, rented, or borrowed vehicle involved in an accident on or off-campus, regardless of fault, must:

- 1) Notify local law enforcement immediately.
- 2) Notify their supervisor, Southeastern University's Safety & Security Office, and the Risk Management Office.
- 3) The driver should not move the vehicle until local police arrive at the accident location.
- 4) The vehicle's glove box contains an envelope with the vehicle registration card and an insurance card (all University owned vehicles).
- 5) Obtain the names and addresses of any witnesses to the accident and exchange driver's license information if another vehicle is involved. If additional information is requested, refer the party making the request to Southeastern University's Risk Management Office at (863) 667-5006.
- 6) Provide all documents (i.e., police report, rental car agreement (if applicable), and any other paperwork) to the Risk Management Office.
- 7) The driver must file a worker's compensation report with the Human Resources Department if an employee is injured in a vehicular accident.
- 8) Note: Notify Rental Agency if the vehicle is a rental.

B. Personal Vehicle Accident Notification

The insurance policy of an employee or student involved in an accident using their own vehicle on university business is the primary source of coverage. Southeastern University's insurance policy is secondary and only provides liability coverage after the limits of the employee's, or student's primary coverage are exhausted. The University does not provide collision/comprehensive damage insurance coverage for an employee or student vehicle engaged in university business.

RESPONSIBILITIES

- 1) Administrators, managers, and supervisors are responsible for ensuring that only properly qualified and authorized individuals can drive vehicles supporting university business and activities under their direction and control.
- 2) The Human Resources Department is responsible for ensuring that all staff required to drive University vehicles complete the University Driver Application process upon hire before authorizing them to operate.
- 3) Individual department administrators ensure that staff, faculty, and students required to drive University vehicles complete the annual registration process before authorizing them to operate.
- 4) All University staff, faculty, and student drivers are responsible for operating vehicles on university business safely and lawfully at all times and for complying with all provisions of this policy. Drivers have specific responsibilities to only drive on university business when properly authorized and to immediately notify supervisors of accidents, injuries, loss of license, etc., as outlined in this policy.
- 5) The Risk Management Office is responsible for coordinating the University's driving policy and the driver safety program, including:
 - a. Coordinating motor vehicle record (MVR) review of drivers and providing driver authorization.
 - b. Providing notification to drivers and supervisors concerning driver status, restrictions, and required actions.
 - c. Providing driver safety compliance training to meet the campus community's needs.
 - d. Coordinating insurance claims for losses involving university vehicles.
- 6) Facilities is responsible for the following:
 - a. Providing a fleet of university vehicles for official use.
 - b. Ensuring annual safety inspections and appropriate repairs are made for all university vehicles.

MISUSE OF UNIVERSITY VEHICLES

The following are considered to be a misuse of university vehicles:

- Driving a university vehicle without prior authorization from the Risk Management Office.
- Permitting someone not affiliated with the University to drive a university vehicle without prior authorization.
- Noncompliance with traffic/motor vehicle laws and regulations.

- Engaging in unsafe practices, including failure to use and ensuring that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seatbelts and/or shoulder harnesses.
- The use of handheld or hands-free cell phones or other devices that take attention away from driving is prohibited by those driving university vehicles. If a driver must make a call during a trip, the driver must pull into a safe location and stop before making the call. If the driver receives an incoming call while driving, they must allow the call to go to voicemail and return it when stopped in a safe location.
- Drivers will not operate a motor vehicle when their ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury. Alcoholic beverages and/or illegal substances and tobacco products are prohibited in university-insured vehicles, utility vehicles, and golf carts.
- Knowing how the medication affects driving ability is essential when taking prescribed medications. It is wise to speak with a physician about the type of work performed. Many prescribed medications warn not to operate heavy machinery or drive while taking the medication.
- Personal use of university vehicles or transporting passengers other than persons directly involved with official University business.
- Failure to comply with any law, regulation, or policy regarding the use of university vehicles, including the requirement to satisfactorily complete the assigned Driver Compliance Course(s) as scheduled by the Risk Management Office.

DEFINITIONS

Motor Vehicle Report ("MVR"): the record of a person's driving history obtained from the Florida Division of Motor Vehicles or another state.

University Business: those activities that further the mission of the University and, in the case of an employee of the University, are within the scope and authority of that person's employment.

University Driver: An employee (staff or faculty) of the University, at least eighteen years old, who is approved to drive a university vehicle under this policy; also, employees at the University, at least eighteen years old, but subject to the limitations specified above; and,

Student: an active university student who is at least eighteen years old and is approved to drive a university vehicle under this policy.

University Vehicle: All licensed vehicles owned, leased, rented, or borrowed by Southeastern University. Types of vehicles include golf carts, buses, vans, cars, SUVs, etc.