



UNIVERSITY OF  
SOUTH ALABAMA

DRIVER SAFETY & VEHICLE  
MANAGEMENT PROGRAM

UNIVERSITY OF SOUTH ALABAMA  
EFFECTIVE JANUARY 3, 2018

## **I. Dedication to Vehicle Safety**

The University of South Alabama is dedicated to managing the risks associated with vehicle use. This policy, known as the Driver Safety & Vehicle Management Program, is designed to promote safety and protect people, property, and other University resources. Safety is everyone's responsibility and applies to all persons operating a vehicle on USA business. Concerted efforts to promote vehicle safety are essential for USA to continue its mission of providing quality teaching, research, outreach, and student services.

All persons operating a vehicle on USA business, including USA employees, temporary employees (TES), and student employees must be in compliance with this policy. A student driver must be an employee of USA and have an active PA on file. No University vehicle is to be used for personal purposes.

## **II. Requirements for Operation of USA Vehicles**

The University of South Alabama owns and leases a variety of vehicles, and as a result is exposed to associated risks. In addition, the University is exposed to risk from hired and non-owned vehicles operated by faculty, staff, and students. All drivers of USA vehicles are expected to conduct themselves in a professional manner when operating a vehicle on University business, and must adhere to the following responsibilities, training, and vehicles operation procedures.

### **A. Driver's License**

1. Drivers must be in possession of, and maintain, a valid driver license issued in the United States, meeting the requirements of the vehicle he/she will be operating.
2. Drivers must be in possession of, and maintain, a valid commercial driver license when operating a vehicle with occupancy greater than 15 passengers and all other commercial motor vehicles as defined by the U.S. Department of Transportation (DOT) and Alabama Department of Public Safety (ALDPS),
3. Drivers must immediately report any changes in the status of his/her license (restrictions, revocations, suspensions, expirations) to his/her supervisor prior to driving a University vehicle.
4. Driver's motor vehicle report must meet the standards outlined in Section III.

### **B. Vehicle Operations**

1. Only authorized drivers are allowed to operate a USA vehicle.
2. No University vehicle is to be used for non-University business except police vehicles, only when approved by the University Chief of Police.
3. Drivers are to operate the vehicle in accordance with all traffic laws, ordinances, and regulations of the state in which they are driving.
4. Vehicles are to be driven at speeds that are appropriate for road conditions.
5. Vehicles must be driven in the environment for which they were designed.
6. Seat belts and other occupant restraint devices must be worn at all times by the driver and all occupants. Malfunctioning seat belts must be reported immediately to the supervisor.
7. Driver must not allow passengers to ride in the bed, or sit on the tailgate or sides of a vehicle when it is in motion.
8. Vehicle must not be used to transport unauthorized passengers.
9. Drivers must yield to emergency vehicles, bicyclists, pedestrians, and utility vehicles.
10. Drivers must not use a cellular phone, two-way radio, PDA, or any other hand-held device when the vehicle is in motion.
11. Drivers must not drive if drowsy or under the influence of any substance. This includes, but is not limited to, alcohol, illegal drugs, prescription, and over-the-counter drugs that cause drowsiness or impaired judgment. Use of prescription drugs is permitted only if it does not impair the employee's ability to operate a vehicle in a safe manner. Drivers must notify their supervisors of any medications taken that may affect their driving ability.
12. Drivers must not drive for long periods of time without breaks. Breaks are recommended at a minimum of every two hours or every 100 miles. Maximum driving time recommended in a 24-hour period is eight hours. Driver breaks for commercial vehicles should follow recommendations set forth by the U.S. Department of Transportation guidelines.
13. Drivers must turn off the vehicle, remove the keys, and lock the doors when the vehicle is left unattended.
14. Drivers will assume all responsibility for fines, parking tickets, and traffic violations while operating a vehicle for University business.

15. The vehicle owner's manual and current proof of insurance must be maintained in the glove box.
16. Smoking is prohibited in vehicles owned, leased, or rented by the University. Refer to USA Tobacco/Smoking Policy.

### III. Motor Vehicle Report- Driver Eligibility

Periodic random motor vehicle reports will determine driving eligibility.

#### A. Motor Vehicle Report Review

1. Risk Management and Insurance will obtain an authorization for the release of motor vehicle reports from employees for whom driving is required as a routine part of their job.
2. Risk Management and Insurance will order annual motor vehicle reports on USA employees for whom driving is required as a routine part of their job.
3. Risk Management and Insurance will review the motor vehicle report, and the employee will be given an opportunity to address areas of concern before action is taken.
4. Risk Management and Insurance will review areas of concern with the employee's supervisor, and the supervisor must take appropriate action as outlined in Section III, Part B.

#### B. Driving Privilege

Driving privilege is based on the employee's three-year driving history as represented on the motor vehicle report.

The employee driving status is:

##### 1. **Acceptable**

Motor vehicle report includes, but is not limited to:

- a. One at-fault accident, or
- b. One minor driving violation.

**Action:** Supervisor and employee will be notified of the results of the motor vehicle report. No further action required. Employee is subject to periodic random review.

##### 2. **Conditional**

Motor vehicle report includes, but is not limited to:

- a. Two at-fault accidents, or
- b. Two minor driving violations, or
- c. One at-fault accident and one minor driving violation

**Action:** Employee and supervisor will be notified of conditional status. The motor vehicle report will be reviewed every six months. If another driving violation occurs during that time prior to the oldest violation dropping off the motor vehicle report, driving privileges will be terminated.

### 3. **Restricted (Currently Ineligible)**

Motor vehicle report includes, but is not limited to:

- a. More than two at-fault accidents, or
- b. More than two minor driving violations, or
- c. Any combination of minor driving violations and at-fault accidents totaling more than two

**Action:**

Driving privileges will be temporarily suspended until the employee's motor vehicle report reflects an acceptable or conditional status.

### 4. **Unacceptable**

Five Years from Date of Offense

- a. Driving under the influence or while impaired (DUI) – alcohol or drugs.
- b. Driving while intoxicated (OWI)
- c. Negligent homicide, manslaughter, or a felony involving a motor vehicle
- d. Evading law enforcement
- e. Assault with a motor vehicle
- f. Hit-and-run or leaving the scene of an accident

Three Years from Date of Offense

- a. Three or more (combined) at-fault accidents or moving-traffic violations
- b. Reckless driving
- c. Speeding – greater than 85 mph or in excess of 25 mph above the posted limit

## IV. **Use of University of South Alabama Vehicles**

### A Personal Vehicles

The USA Program does not apply to faculty, staff, or students who operate a personal vehicle on behalf of the University where reimbursement for mileage will be paid in accordance with the University's travel expense reimbursement policy. However, anyone operating a personal vehicle on behalf of the

University is obligated to consider the elements of this Program covering safe driving practices, compliance with compulsory insurance laws, and compliance with traffic laws. Faculty, staff, and students choosing to operate their personal vehicle on University business are **NOT** covered by the University's self-insurance or insurance program.

B. Transportation of Hazardous Materials

USA vehicles must not be used to transport hazardous materials by anyone without approval from the Office of Safety & Environmental Compliance.

C. Commercial Motor Vehicles

Commercial motor vehicles must only be operated only by individuals who:

1. Possess a valid commercial driver's license of appropriate class for the type of vehicle operated, with appropriate endorsements if applicable.
2. Have experience driving this type of vehicle.

D. Utility Vehicles

Four-wheelers, golf carts, gators, tractors, forklifts, heavy equipment, and other utility vehicles used to service the USA campus must be operated according to all traffic laws and the manufacturer recommendations. Operators must contact Safety & Environmental Compliance for golf/utility cart and low-speed vehicle safety guidelines and training prior to the operation of said vehicle.

5. Trailers

University employees must follow all applicable state laws when towing a trailer.

6. Twelve- and Fifteen-Passenger Vans

Refer to USA's 12- and 15-Passenger Van Policy and Procedure attached.

**V. Vehicle Inspection, Maintenance, and Repair**

A. Annual Vehicle Safety Inspections

1. Annual vehicle safety inspections are required for all University-owned or leased vehicles. Inspections may be performed by USA's Transportation Department or an Automotive Service Excellence (ASE) certified mechanic of the department's choice.

2. All departments are responsible for having their University-owned vehicles inspected annually during their scheduled time period and submitting a USA Vehicle Safety Inspection Form to Safety & Environmental Compliance.
3. Needed repairs must be promptly scheduled and completed. Vehicles must be placed out of service if a defect is discovered that compromises safety. The vehicle must remain out of service until the defect is repaired or replaced.

B. Maintenance and Repair

1. Preventive maintenance must be performed according to the manufacturer's recommendations and include such items as:
  - a. Replacement of belts and hoses
  - b. Tire rotation and balance
  - c. Brake adjustment
  - d. Engine tune-up
  - e. Oil and filter changes
  - f. Transmission service
  - g. Windshield wipers
  - h. Head and taillights
  - i. Turn signals
2. Repair maintenance is typically performed on an as-needed basis. Any problem discovered that compromises safety must be reported to a supervisor immediately by completing the Vehicle Repair Notification and the vehicle withdrawn from service until it is repaired or replaced.
3. Vehicle glass must be free from color tinting except that applied by the manufacturer or according to the Alabama Vehicle Code.

C. Records

1. Standardized record keeping is vital to the success of this Program. Departments must keep standardized inspection and maintenance reports on all University-owned or leased vehicles, including tractors, backhoes, bulldozers, and all other utility vehicles.
2. Supervisors must develop and maintain a policy for checking vehicles in and out, and keys must be kept in a secure location.

**VI. Accident Reporting**

A. Procedure to Follow at the Accident Scene

1. Stop immediately and contact the appropriate law enforcement agency.
2. Call 911 if anyone is injured or requires immediate medical attention.
3. Do not leave the accident scene until an accident report has been completed by the law enforcement agency.
4. Take necessary precautions to protect the accident scene. Vehicles must not be moved until after the police arrive unless they present a safety hazard.
5. Obtain name, address, and phone number of the other driver and witnesses. Also obtain other driver's insurance information.
6. Cooperate fully with the investigating law enforcement officer.
7. Obtain the name of the investigating officer, law enforcement agency, and case number.
8. Do not discuss the details of the accident with others at the scene.
9. Do not admit liability or fault, make offers, or agree to settlement on behalf of the University of South Alabama. It is important that such admissions and decisions be reserved for the insurance carriers.
10. Do not sign any document other than those required by the law enforcement official.
11. Remove keys and University property and lock the vehicle if the vehicle must be towed from the scene. If it is safe to do so and a camera is available, take a photograph of the damage.
12. Employee is required to fill out an incident report at the time of any incident.

**B. Other Responsibilities Following an Automobile Accident**

1. Immediately report the accident to your supervisor and the University's Office of Risk Management. Reporting must occur on the same day as the accident or the next work day.

**VII. Automobile Insurance**

**A. Liability Insurance Coverage**

1. USA's automobile liability insurance applies to all vehicles owned, leased, or rented by the University.



2. USA's automobile liability insurance covers claims of bodily injury or property damage , suffered by a third party, arising out of the ownership , maintenance, or use of a vehicle owned, leased, or rented by the University . Refer to Travel and Entertainment Regulations on the USA website.

B. Addition. Deletion. and Transfer of Vehicles

The University department making changes to its vehicle fleet is responsible for notifying Risk Management and Insurance and Property Office within five days of all vehicle additions, deletions, or transfers.