



**Title:** Transportation Policy

**Unit:** Campus Enhancement Services

**Date of Issue:** September 17, 2019

**Review/Revise Date:** September 3, 2024

**Revision:** 1.4

**Approved by:** Kyle Walden, *VP for CES*

- University vehicle drivers shall have a valid and current United States driver's license, a minimum of three years of licensed driving experience, and pass a motor vehicle record (MVR) background check (see **MVR** criteria below).
  - Any exceptions must be approved by the **VP** for **CES** and the **EVP**.
- All drivers must be approved to operate a university vehicle prior to use.
- All drivers shall complete the required training prior to operating a university vehicle.
- Bus trips *exceeding 5 hours one way* **require two authorized drivers** who will share the driving responsibilities.
- Bus trips *exceeding 10 hours one way* **shall be chartered**.
  - Please contact the **CES Assistant Director of Transportation** in advance to schedule chartered services, a **3 months lead time** is recommended.
  - *Cost of chartered service is the responsibility of the department* requiring service.
- Departments using university buses are responsible for budgeting for fuel, drivers, and associated costs.
- If at any time a driver receives a violation, the driver shall notify the university **Assistant Director of Transportation/Maintenance**.

### **Driver Requirements**

- The driver shall not permit an unauthorized driver to operate a university vehicle. In case of an emergency, the qualified driver shall contact the **VP** for **CES** or the **EVP** for an authorized exception.
- All drivers shall be registered with **CES** and have passed the motor vehicle driving record (**MVR**).
- All drivers shall complete the required training before operating a university vehicle.
- The driver shall use university vehicles only for university related business purposes.
- The driver shall always use a seat belt and shall ensure all occupants use seat belts or other occupant restraints when operating a university vehicle or otherwise transporting others on behalf of the university. The qualified driver shall be responsible for ensuring that the number of passengers does not exceed the number of seat belts available in the vehicle.
- The driver shall operate the university vehicle (or other vehicle when used on behalf of the university) in accordance with university regulations, and shall know and observe all



applicable traffic laws, ordinances, and regulations, and shall always use safe driving practices.

- The driver shall assume all responsibility for **all** fines or traffic violations associated with the use of a university vehicle used on behalf of the university.
- The driver shall not operate a university vehicle under the influence of drugs or alcohol.
- The driver shall not transport unauthorized passengers on buses. Only persons involved with the activity may ride in the vehicle.
- The driver shall provide a travel plan with their department head prior to travel.
- The driver shall turn off the vehicle's engine, remove the keys, and lock the vehicle whenever the driver leaves the vehicle unattended.
- The driver shall observe all posted speed limits and shall travel at speeds slower than posted limits when justified by weather or road conditions.
- The driver shall adhere to all state laws related to distracted driving.
- The use of handheld cell phones is prohibited. The use of hand-free devices is allowed.
- The driver shall drive a university vehicle only on roads approved for use by passenger vehicles.
- The driver shall ensure there is no smoking in any university vehicle.
- The driver shall be responsible for completing the vehicle checklist by using the **Fleetio** go app.
- The driver shall report all accidents or moving violations involving the use of a university vehicle or any other vehicle used on behalf of the university to the **CES Assistant Director of Transportation/Maintenance**, David Smith.
- Instructions on how to proceed in the event of an accident are provided in the glove compartments of all university vehicles.
- The driver shall be subject to applicable university disciplinary procedures for failure to comply with this transportation policy.