

## Wesleyan University Motor Vehicle Operations Policy

### APPLICATION:

- 1) All University students, faculty, employees or volunteers in connection with University-related activity; and
- 2) Anyone operating a University owned or leased motor vehicle

EFFECTIVE DATE: APRIL 1, 2009 Revision 1 August 25, 2009, Revision 2: Sept 23, 2014

- 1) Authorized Drivers. All Drivers must meet the minimum standards in order to operate University owned or leased/rented vehicles. University vehicles include automobiles, vans, trucks, electric vehicles and/or golf carts. A list of qualified Drivers will be maintained by the University Transportation Manager and updated annually. The University reserves the right to withhold or withdraw the privilege of driving University vehicles in its sole discretion.
- 2) University Driver's will be characterized into one of three Groups:
  - Group A: Routine Drivers whose primary job function requires vehicular use.
  - Group B: Intermittent on-campus drivers who drive <25 miles from campus.
  - Group C: Pool vehicle, infrequent drivers for non-routine trips on/off campus.
  - a) Licensure: Drivers must have a valid U.S. driver's license for at least 3 years and the license must be correct and appropriate to the vehicle to be used (endorsements, etc.).
  - b) Age: Drivers must be a minimum of 20 years of age.
  - c) University Application, Training and Testing: Drivers must:
    - i) Complete a Wesleyan University Driver Application Form;
    - ii) Attend a Wesleyan University Driver Training Session:
      - Group A Drivers:
        1. Orientation 1 hour
        2. Defensive Driving Class 2 hour
        3. Refresher Every 3 years 1 hour
      - Group B & C Drivers:
        1. Orientation 1 hour
        2. Defensive Driving Class 2 hour
        3. Annual Refresher Training 1 hour
    - iii) Pass a Wesleyan University Driver Training Test with a score of 80% or better.
  - a) Record Check: To be eligible, Drivers must subject themselves to a motor vehicle record check prior to driving and on a recurring basis as outline below.
    - Group A Drivers: Annual MVR
    - Group B Drivers: MVR Every 3 years
    - Group C Drivers: MVR Every 5 years

The university may take appropriate employment action, including the loss of driving privileges, as a result of any of the following adverse motor vehicle reports:

- i) A record showing more than 3 moving violations and/or accidents in the most recent 3 years.
- ii) A record showing more than 2 moving violations and/or accidents in the most recent year.
- iii) A record showing any material charges or convictions which shall include driving while under the influence, reckless driving, vehicular homicide or assault, eluding a police officer, fleeing the scene of an accident, racing or permitting a minor to operate a motor vehicle.
- iv) Operating a vehicle outside the scope of a University related activity.
- v) Failure to report an accident.

NOTE: Drivers must report to the Transportation Manager any incident that occurs which would, if revealed in a record check, render the Driver ineligible to drive for the University. Misconduct, repeat offenders or loss of driving privileges may result in disciplinary actions up to and including the termination of employment.

- 3) Vehicle Operations. All Drivers are expected to exercise all applicable safety measures and precautions. Specifically, Drivers must:
  - a) Always:
    - i) Operate vehicles in accordance with all applicable law, rule and regulation;
    - ii) Immediately report any incident or accident in accordance with law and the Wesleyan University Incident Reporting Policy (see <http://www.wesleyan.edu/generalcounsel/policies.html>)
    - iii) Use seat belts;
    - iv) Ensure that the number of passengers at no time exceeds the legal capacity of the vehicle and/or the number of seat belts available;
    - v) Use vehicles only for authorized University-related activities and prevent the use of any and all vehicles by anyone not specifically authorized;
    - vi) Follow all of the University Driver guidelines including those outlined in the Wesleyan University Driver Training session;
    - vii) Operate or park vehicles only on or in authorized areas designed for such operation;
    - viii) Minimize unnecessary idling of vehicles to minimize pollution and maximize fuel efficiency;
    - ix) Refrain from smoking in vehicles and refrain from smoking outside of vehicles when fueling;
    - x) Refrain from consuming alcohol within 12 hours of operating a vehicle or consuming anything that could impair driving ability;
    - xi) Either stay overnight before or after the event in question or ensure that a second authorized Driver participates in the trip to share driving responsibilities when travelling more than 500 miles or 8 hours from the University or the trip origination.
    - xii) Observe all Distracted Driving Laws as outlined by Connecticut Statute
  - b) Before Driving
    - i. Conduct a full inspection of the vehicle and familiarize yourself with its operational controls as well as its load and handling characteristics; and
    - ii. Fully inspect the vehicle for any and all safety issues and, if a fully compliant and safe vehicle is not immediately made available, report any and all defects immediately to the Department Fleet Coordinator or University Transportation Manager for further instruction. Minimal, non operational and non safety related defects may be appropriately noted in vehicle check out documentation so as to document the damage or defect.
  - c) After Return or Upon Leaving the Vehicle
    - i. Remove all keys and fully secure the vehicle;
    - ii. Fully inspect the vehicle as provided in (b)(ii) above, noting any changes in condition; and
    - iii. Ensure that the vehicle is in good and clean condition with all garbage, personal or other items removed.
- 4) Special Restrictions.
  - a) Golf Carts or Other Limited Access Vehicles. Golf cart operation must be in compliance with all larger vehicle requirements.
  - b) Fifteen Passenger Vans. Fifteen Passenger or larger vans will not be rented, leased, purchased or operated by the University or used on University business.
  - c) Vehicles cannot be rented if Driver does not hold required Endorsements
- 5) Privately Owned Vehicles and Personal Use.
  - a) Use of Privately Owned Vehicles for University Business.
    - i. The use of privately owned vehicles is discouraged for conducting University business or sponsored activity. For all of the reasons stated herein, drivers are strongly encouraged to use University owned or rented vehicles pursuant to this policy.
    - ii. Individuals transporting others in their private vehicles (students, faculty or staff, community partners, etc.) on University business must become authorized Drivers and are subject to the requirements of this policy.

- iii. Any student who proposes to drive their privately owned vehicle on University business or for a University activity must obtain prior approval from the University Transportation Manager and become an authorized Driver.
  - iv. Any Driver using a privately owned vehicle for University business or sponsored activity is fully responsible to maintain automobile liability as well as their vehicle in accordance with applicable law.
  - v. Any use of privately owned vehicles for University business or sponsored activity is at the user's own risk and neither the University nor its insurer has any responsibility for loss, damage or liability of any kind resulting from such use.
  - vi. Individuals are responsible for the replacement of University owned items that are left in or contained in personal vehicles.
- b) Personal Use of Vehicles. University owned or rented vehicles shall not be used for personal use except where directly incidental to the permitted University use (e.g. travel to dinner location when travelling on business). The University is not responsible for any personal items left in or contained in vehicles.

6) Accidents, Damage, Claims, Insurance, Tickets and Moving Violations.

(a) Accidents and Damage:

In case of any accident involving a University owned or leased/rented vehicle, Drivers must:

- (i) check for injury and seek help if necessary (911);
- (ii) ensure scene safety as much as possible – stay off road, in car, activate hazard lights, etc. as necessary;
- (iii) contact law enforcement for assistance and request a report;
- (iv) check for insurance ID card for vehicle;
- (v) report incident pursuant to Wesleyan University Incident Reporting Policy [a copy should be in each University Owned vehicle]
- (vi) not discuss the events with anyone except law enforcement, Wesleyan supervisors and other authorized Wesleyan personnel; and
- (vii) Do not admit responsibility for the accident or sign any statement. Any and all costs to repair and replace damage to vehicles operated under this policy or other property may be assessed to the individual Driver and/or the department responsible for the vehicle's operation.

(b) Tickets and Moving Violations

When moving or parking violations are incurred by a Driver, the Driver is solely responsible for the charges. Any traffic offense, fines, payments, or penalties are the personal obligation of the Driver. When a violation is issued, the Driver must report the incident to the Department Fleet Coordinator immediately.

7) VII. Responsible Individuals.

(a) University Transportation Manager ([wnelligan@wesleyan.edu](mailto:wnelligan@wesleyan.edu) 860-685-2771)

- (i) maintains list of authorized Drivers;
- (ii) names and maintains list of Department Fleet Coordinators;
- (iii) conducts all Driver training and assists Human Resources with background checks;
- (iv) updates this policy; and
- (v) coordinates incident and accident reporting with University Risk Management.

(b) b. Departmental Fleet Coordinator

- (i) coordinate Driver and vehicle activity for department;
- (ii) implement this policy for the department and develop department-specific procedures where necessary (i.e. key check out and related policies)
- (iii) work with Transportation Manager on policy and day to day issues;
- (iv) ensure all department users understand and comply with this policy;
- (v) ensure that vehicles are maintained in a safe operating condition; and
- (vi) respond to questions and concerns from Drivers in department.

8) VII. Exceptions

- a) Exceptions to any part of this policy can be made by the Transportation Manager upon review of the request and approval by University Risk Manager or University Counsel.
- b) e.g. new employees who get a driver's license specifically for the job may be excepted with more stringent requirements such as no moving violations within the first year; OR minimum age requirements may be excepted if the driver has had a driver's license for 3 years and shows a clean driving history; exception requests require the signature of the University Risk Manager or higher Authority upon review of the application.

Revision History:

Revision 2 Sept. 2014: Section II (c & d) Driver groups established and training requirements identified. Clarification of liability for use of personal vehicles