



# Policies and Procedures

**Policy Title: Vehicle Use Policy**

**Policy No.: 5810**

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**Responsible Office:** Department of Public Safety  
**Responsible Official:** Associate Vice President of Public Safety & Administrative Services

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## Scope

Members of the University of New Haven community engage in many activities requiring either University-provided transportation or use of a personally owned vehicle. The University is committed to protecting both the vehicles and especially the people involved in these activities.

This Administrative Policy sets forth the basic requirements and procedures for driving a University vehicle that is owned, rented or leased in connection with University related business or sponsored activities; or using personally owned vehicles in connection with University-related business or sponsored activities; for safely operating a University vehicle; for appropriate use of a University vehicle for personal reasons; and for reporting accidents and damage. The term “University vehicle” includes automobiles such as passenger cars, pick-up trucks, passenger vans (12 passenger maximum), utility vehicles and golf carts, but not commercial vehicles.

Failure to comply with this University Policy, as with any University policy, may result in appropriate disciplinary action up to and including termination of employment consistent with the University’s applicable policies and procedures.

## **Policy Statement**

The University expects that any employee driving a University vehicle or a personally owned vehicle in connection with University-related activities will operate the vehicle in a safe and responsible manner with respect for other drivers and due consideration for acting as a representative of the University of New Haven. The University also expects that vehicles provided by the University will not be used for personal business.

## **Vehicle Safety Program**

The purpose of this Vehicle Safety Program is to promote vehicle safety throughout our university community and reduce the risk of vehicle accidents.

Important elements of our fleet safety program include:

- The University of New Haven's commitment to fleet safety.
- Assignment of responsibilities, and procedures to ensure that responsibilities are performed.
- Controls for all driving operations, including the driving of personal and daily rental vehicles on company business.
- Formal driver selection procedures that are consistently followed.
- Initial and periodic driver safety training.
- Safety rules, such as the mandatory use of seat belts, prohibitions on drinking and driving, using radar detectors, and use of cell phones when driving.
- Accident reporting and investigation procedures.
- Inspection and maintenance procedures that will limit the likelihood of any vehicle being driven that is not in safe mechanical condition.
- Vehicle selection standards that include minimum safety requirements.
- Accident charge backs to departments and/or awareness by departments of the costs of vehicle accidents.

This program will:

- Help ensure the safe operation of university-owned or leased motor vehicles.
- Help ensure the safety of drivers and passengers.
- Help minimize losses, damages, and claims against the university.

## A. Authorized Driver Standards

A driver must meet the following minimum standards in order to become an “Authorized Driver”, and operate a University vehicle that is owned, rented or leased. Approval as a driver is a privilege rather than a right, and authorization to drive University vehicles may be revoked for reasons or actions deemed inappropriate by the University, as explained below:

1. **Authorized Drivers** – Any university member (Faculty, Staff, Student) that complies with this policy when renting, leasing and/or operating a vehicle on university business.
  - 1.1 Must successfully complete the University of New Haven’s Driver Safety Program (see driver safety program addendum).
    - a. The Driver's Safety Program is provided by the Department of Public Safety & Administrative Services. All drivers must contact the Department at 203-932-7013 to schedule training. All drivers of university vehicles must successfully complete the program before operating any university-owned, rented or leased vehicle.
    - b. Completion of this program is mandatory for all students and staff that wish to drive university vehicles both in the continental United States and abroad.
  - 1.2 Must have a valid U.S. driver’s license for at least one (1) year issued by the Department of Motor Vehicles (or equivalent) from the state of residence or the State of Connecticut.
    - a) A copy of a valid driver’s license must be provided to Campus Police for any current and/or new employees driving University owned, rented or leased vehicles. This also applies to drivers using their own vehicles for University business.
  - 1.3 Must have the correct license for the vehicle type that they will be driving, including any endorsements.
  - 1.4 Must be a minimum of 19 years of age.
    - 1.4.1 Students
      - 1.4.1.1 It is recommended that students do not operate a vehicle more than 150 miles (one-way) or for a trip that takes over two (2) hours to reach your destination.
      - 1.4.1.2 Students that are traveling longer or further than the above guidelines shall contact the Department of Public Safety for guidance.

1.5 Must agree to have a Motor Vehicle Record check prior to using University vehicles and annually thereafter. This report must show a driving record that meets the standards of the University set forth below:

## 2. **Motor Vehicle Evaluation Criteria**

2.1 The below are examples of criteria utilized for determining when a driver has an acceptable, marginal or poor driving record. These criteria can help determine when corrective action is needed or when a driver's driving record might pose an unacceptable risk to the university.

2.2 The Department of Public Safety will carefully examine motor vehicle records (MVR) prior to employing/approving a driver and at least annually thereafter.

2.3 Drivers who have marginal driving records will be counseled and have their MVRs monitored more frequently. Drivers who have poor driving records will not be permitted to operate a university vehicle, operate a personal vehicle on company business, or drive a leased vehicle on behalf of the university.

2.4 Drivers with poor driving records include those with one or more of the following violations:

1. Conviction for an alcohol and/or drug-related driving offense
2. Refusal to submit to a Blood Alcohol Content (BAC) test
3. Conviction for reckless driving
4. Any combination of three or more moving violations, "At Fault Accidents" or "Preventable Accidents" within the most recent three years
5. Suspension, revocation or administrative restriction within the last three years
6. Leaving the scene of an accident as defined by state laws
7. At fault in a fatal accident
8. Felony committed involving a vehicle
9. Two or more physical damage claims in any twelve-month period

2.5 Any driver whose driving record does not meet these standards will not be permitted to operate a University vehicle until such time as the driving record conforms to these standards.

### 3. **Loss of Driving Privileges**

3.1 In addition to the situations listed in Section 2.4 as resulting in revocation of driving privileges, the following actions may result in suspension or termination of driving privileges for those operating University vehicles or other vehicles while on University business:

- a. Operating a motor vehicle without a valid driver's license.
- b. Failure to report the suspension or revocation of his/her driver's license.
- c. Failure to obey university and local traffic regulations.
- d. Operating a university-owned or leased vehicle outside of the scope of the destination and school related activity.
- e. Operating a university-owned or leased vehicle in a reckless or unsafe manner.
- f. Driving which results in the intentional destruction of property.
- g. Failure to report an accident involving a university-owned, rented or leased vehicle to your supervisor, and the Department of Public Safety and Administrative Services.
- h. Two at fault accidents within a 12 month period while operating a university-owned or leased vehicle.
- i. Three at fault accidents within a two year period while operating a university-owned or leased vehicle will result in suspension of driving privileges.

### B. **Vehicle Operation**

All drivers are expected to safeguard and maintain University vehicles. In addition to restrictions and requirements placed upon University vehicle drivers by individual departments, drivers must also:

- Always use University vehicles for authorized University-related activities only, unless your individual employment contract specifies otherwise.
- Always prevent any unauthorized person from driving the vehicle.

- Always be aware and prepared for special weather and emergency situations. Do not drive in hazardous conditions unless necessary.
- Always use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws.
- Always ensure that under ALL circumstances the number of passengers does not exceed the number of seat belts, if provided.
- Always operate vehicles in accordance with applicable local, state, and federal laws and University regulations.
- Always immediately report all accidents to the appropriate law enforcement agency, the employee's supervisor (where applicable) and the Office of Public Safety and Administrative Services.

## C. Special Use Vehicles/Personal Use

- Utility vehicles and golf carts must be treated with the same respect and care as any larger motor vehicle. Drivers of utility vehicles and golf carts must undergo the authorization process described above. Drivers must take care in the operation of these vehicles and follow all applicable rules for operation of these specialty vehicles.
- Fifteen Passenger Vans Prohibited  
Due to safety issues identified by the National Transportation Safety Board, fifteen (15) passenger vans will not be rented, leased or purchased by the University and may not be used for University-related activities.
- Personal Use of any University rented, leased or owned Vehicles  
Personal use is acceptable when it is in conjunction with an overnight trip. Personal use is not authorized when there is not an overnight component to the trip.
- Special IRS regulations apply to the personal use of University leased, owned or rented vehicles that are garaged at home. Personal use of a University vehicle is a taxable fringe benefit and personal usage must be tracked. This vehicle cannot be used in place of your own personal vehicle.

## D. Use of Privately Owned Vehicles

All employees who drive their private vehicles on University business or sponsored activities are responsible to:

- Faculty, staff and students using their private vehicles on University business or sponsored activities are required to carry auto liability insurance with minimum limits as required by the state where the vehicle is registered. In an accident involving a privately-owned vehicle, the owner must use his/her individual automobile insurance coverage as the primary insurance.
- In some cases, it is possible that the University's auto liability coverage would apply when an employee is an authorized driver on University business at the time of loss. Please be advised that collision coverage does not apply.
- If any personal property is damaged or stolen as a result of being transported or stored in a privately-owned vehicle, the property is not covered by the University's insurance. Employees should consult with their personal insurance provider to determine if coverage for property in vehicles is included in their homeowner's insurance policy.
- Authorized drivers conducting University business in a privately-owned vehicle shall be reimbursed for mileage at the authorized I.R.S mileage reimbursement rate.

## E. Accidents, Damage, Claims, and Insurance

For any accident involving a University owned, leased or rented vehicle, drivers must follow the procedures outlined below:

- Check for personal injury and seek medical attention if necessary by calling (911).
- Activate hazard lights to prevent further damage or injury.
- Contact the appropriate law enforcement agency for assistance and request that an accident report be completed.
- Check for the University's insurance ID card in the glove compartment of University-owned vehicles. The ID card is required by law and provides evidence of the University's fleet insurance coverage.

- Secure the following information from any other parties involved in the accident:
  - a. Complete name (first, last, middle), and
  - b. Insurance information (policy number, policy underwriter, address, and telephone).
  - c. if possible, take pictures of the accident scene with a camera or cell phone to document the damage and conditions.
  
- Report the accident to your supervisor and to the Department of Finance & Administrative Services as soon as possible.

## **F. Parking and Moving Violations**

Parking tickets or similar fines and related penalties and interest are the personal responsibility of the authorized driver and should be paid promptly to the appropriate jurisdiction to avoid further penalties.

## **G. Purchasing, Leasing or Renting a Vehicle; Registrations; Selling Vehicles:**

1. All vehicle purchases and leases must be processed through the university Purchasing Department. Only Purchasing Department staff members are allowed to sign lease or purchase agreements.
  
2. The Purchasing Department will provide the following information to Administrative Services so that insurance protection can be arranged under the University's automobile insurance program.
  - a) Vehicle Make, Model, and Year
  - b) Vehicle Identification Number (VIN)
  - c) License Tag Number (not available for leased vehicles prior to lease)
  - d) Name(s) of driver(s) within the department who will be operating the vehicle (if applicable)
  - e) The Purchasing Department is responsible to provide a copy of the lease agreement to Administrative Services within 24 hours.
  - f) The State of Connecticut demands proof of insurance prior to allowing vehicle registration.



NOTE: All original certificates of title must be retained in the Department of Finance and Administrative Services, along with a copy of the vehicle registration.

3. Registrations and Registration Renewals will be coordinated by the Assistant to the Associate Vice President of Facilities.
4. All sales of university-owned vehicles must be conducted and/or coordinated through the Purchasing Department.
5. Renting a vehicle: Departments and/or an individual authorized to rent a vehicle for/by the university is required to abide by these same policies and procedures set forth in this document for university-owned and leased vehicles. The University's automobile insurance policy provides coverage for vehicles rented for university purposes.
6. IT IS NOT NECESSARY TO PURCHASE THE RENTAL COMPANY'S INSURANCE COVERAGE (decline the damage waiver).
7. Rental Contract: When signing a vehicle rental agreement please include the verbiage "University of New Haven" above the signature line. This indicates that the contract is between the University of New Haven and the rental company.

REMINDER: If you are involved in an accident with a rental vehicle, you must notify your supervisor immediately and the Department of Public and Administrative Services within 24 hours.

## H. Vehicle Maintenance

1. Inspections, maintenance and service of all university vehicles is outsourced to properly licensed and certified service providers.

## I. Responsibility

It shall be the responsibility of the Department of Public Safety & Administrative Services to provide oversight of this program as well as periodic reviews and revisions as needed.

## **DRIVER TRAINING PROGRAM FOR STAFF AND STUDENTS**

### A. Scope

University of New Haven is committed to the safety of its employee and student drivers as they operate university-owned or leased vehicles. It is the intent of the university to offer defensive driver's training in order that drivers may carry out their responsibilities with respect to safe driving principles and practices.

### B. Introduction

University of New Haven is taking proactive steps to ensure the safety of our employee and student drivers as they operate university-owned or leased vehicles. The result is a driving course that incorporates defensive driving, unique vehicle characteristics and university policies and procedures. Satisfactory completion of the course is mandatory for all employee and student drivers of university-owned or leased vehicles. Drivers with a valid commercial driver's license CDL/Class I will be considered to have completed this requirement.

### C. Course Requirements

The Driver Training will be conducted by designated personnel from the Department of Public Safety & Administrative Services. The course will consist of:

1. Driver Safety On-line Training Course/Evaluation
2. Reviewing the University "Vehicle Policy and Procedures"
3. Driving Safety Tips

### D. Staff Training

Staff employees who drive regularly for their jobs will be given the driver's training course at the onset of employment and every four years thereafter. Individuals involved in two at fault accidents within twelve months or three at fault accidents in two years, will have their right to drive suspended for one year and must re-complete the driver safety course. Depending on the circumstances, drivers may be subject to other disciplinary measures as appropriate.

## Responsibility For Scheduling Training (Employee)

1. It is the individual department's responsibility to schedule drivers training for their staff with Public Safety. Administrative Services will provide reminder notices to the department when individuals need to be scheduled. Those employees who drive university-owned or leased vehicles agree to adhere to the Vehicle Policies and Procedures.
2. It is the individual driver's responsibility to report to Administrative Services any change in their license status.

## E. Student Driver Training

All students who drive university-owned or leased vehicles are required to take the Student Driver's Training Course initially and repeated bi-annually. Any student driving a university-owned or leased vehicle is required by law to carry a valid driver's license, a copy of which will be retained by Public Safety. Any student driving a university-owned or leased vehicle agrees to adhere to the policies found in the University Vehicle Policies and Procedures. Students that are 19 years of age or older are authorized to drive university vehicles on university business.

## Responsibility For Scheduling Training (Students)

1. The Department of Public Safety will schedule student driver training courses at the beginning of each semester. Students will be notified of upcoming classes and must enroll in the class by contacting the Department of Public Safety at 203-932-7013.
2. The rules and regulations of the University Vehicle Policies and Procedures and the local state driving laws are the responsibility of each driver. By driving a university-owned or leased vehicle, the driver agrees to adhere to those laws, rules and regulations.

Any student driver who has two accidents within a one-year period will lose their driving privileges for one year. If they are involved in three accidents, they will lose their university vehicle driving privileges permanently. Depending on the circumstances, drivers may be subject to other disciplinary measures as appropriate.

## F. CLASSROOM TRAINING CONCEPTS

Classroom training consists of:

- a. Driver Safety On-line Course/Evaluation
- b. Reviewing the University "Vehicle Policy and Procedures"



