

UPP 1-26: University Vehicles and Driver Training Policy **University Policies & Procedures**

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Replaces: New

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WHY DO WE HAVE THIS POLICY:

This purpose of this policy is to promote practices that will help to assure the safety and protection of students, faculty, staff, and others using university vehicles (rented, leased, or owned).

WHAT IS THE POLICY:

Purpose of Vehicle Use

As with any university resource, the use of university vehicles may not be for personal or individual purposes but must be in the interest of, or to advance the academic or business activities, of the university.

Eligibility to Operate University Vehicles

All drivers of university vehicles must have (1) a valid permanent Wisconsin (or other US state jurisdiction) driver's license appropriate for the type of vehicle being operated and the activity being conducted and (2) may not have driving privileges currently suspended or revoked in any state. This applies even if the vehicles are not to be operated exclusively on public thoroughfares (for example, on Marquette's pedestrian mall). It is the responsibility of the university department or office hiring the driver and authorizing the driver to use a university vehicle to assure that copies of driver's licenses are obtained and that operators are only permitted to operate vehicles for which they hold valid licenses.

It is the responsibility of the driver to advise the university if the driver's operating license in any state has been suspended or revoked.

In addition, drivers must be at least eighteen (18) years of age and have held a valid driver's license for at least one (1) year.

Drivers shall cooperate with the university in obtaining or providing information necessary to review the proposed driver's driving record. At any time, the Vice President of Administration or his or her designee may deny or suspend driving privileges for any driver that does not have an acceptable driving record.

Compliance with Law and Vehicle Manufacturer Guidelines

All federal, state, and local laws, regulations, and rules governing the operation of a university motor vehicle, as well all vehicle manufacturer requirements and recommendations, must be observed during the operation of a university vehicle. It is the responsibility of any person who operates university vehicles to make himself or herself aware of these requirements before operating the vehicle.

Copies of vehicle operation guidelines approved by the Department of Risk Management and customized for each type of vehicle will be maintained in each university vehicle. Drivers are required to read the vehicle operation guidelines before operating university vehicles. Such guidelines shall include, at a minimum, the vehicle's maximum passenger capacity and the requirements of this policy applicable to such vehicle.

Prohibited Uses

- Fifteen (15) passenger vans of the university may not be operated other than on City of Milwaukee streets within the operating area of the campus LIMO service and may not exceed a speed of thirty (30) miles per hour; except that, if the vehicle is being delivered for repairs and there are no occupants except the driver, it may be operated as otherwise recommended by the manufacturer and in accordance with applicable law.
- No twelve (12) passenger van of the university may carry more than ten (10) occupants.
- No university vehicle may be operated outside of Milwaukee County, or be operated between the hours of 12 midnight and 4 AM (except for regularly operated service such as LIMO), or be used to transport alcohol, unless the director or dean or designee of the applicable department, division or unit responsible for the program or activity for which the vehicle will be used has given written approval after the filing of a written travel itinerary and passenger list.
- No alcohol may be transported in the passenger compartment of a university vehicle under any circumstances.

Driver Responsibilities

Drivers shall not operate university vehicles in unsafe weather conditions. The nature of the vehicle and its equipment will determine whether specific weather conditions are unsafe for a specific vehicle; for example, snow plows are intended to operate in conditions that could be unsafe for other university vehicles. If the Vice President of Administration or his or her designee or the Department of Public Safety or the person responsible for oversight of the trip becomes aware that unsafe weather conditions exist and is able to notify drivers of university vehicles, drivers shall follow any instructions given. In addition, drivers of university vehicles should advise the Department of Public Safety when they determine that unsafe weather conditions exist, including what alternate arrangements are being made and the vehicle's estimated time of arrival at its destination.

Drivers must report to the Department of Public Safety any citations received or violations, as well as any accidents or collisions no matter the cause, that occur while operating university vehicles within forty-eight (48) hours. Drivers must cooperate with Public Safety, the Office of Risk Management, and other administrative functions of the university in investigating and resolving any and all matters that may have arisen as the result of the driver's operation of a university vehicle.

If a university vehicle is involved in an accident or collision where personal injury results, the Department of Public Safety must be notified by the driver prior to the driver leaving the scene of the accident, unless the driver is being transported to the hospital. DPS will be responsible for notifying Risk Management in accordance with the protocol established by Risk Management.

Fines and penalties resulting from violations of the law that occur while an individual is operating a university vehicle are always the obligation of the person operating the university vehicle.

Driving Privileges

No person shall be permitted to operate a university vehicle unless he or she has first executed a release authorizing the University to obtain copies of the proposed driver's motor vehicle records, either directly from applicable motor vehicle divisions or from credit reporting agencies. The form of the release shall be determined by Risk Management.

Driving privileges for university vehicles may be suspended or terminated by the Vice President for Administration or his or her designee if a driver:

- Fails at any time to operate a university vehicle as required or permitted by this policy;
- Has an open charge for DUI (driving while impaired) or is subsequently convicted of DUI, whether or not in a university vehicle;
- Is involved in a motor vehicle accident resulting in injuries, whether or not in a university vehicle; or
- In the determination of the Vice President of Administration or his or her designee has failed to demonstrate the judgment necessary to assure his or her safe operation of university vehicles. This includes the failure of a driver to maintain attentive operation of a university vehicle as a result of his or her use of a cell phone while driving, resulting in an accident or collision or violation of the law, and the operation of a university vehicle after taking medication that the driver knew or should have known would reduce attentiveness or cause drowsiness and thereby impair the driver's ability to operate the vehicle safely. These examples are not all-inclusive. The University may rely upon scoring schemes or standards prepared by third parties to determine whether additional training, limitations on driving privileges, suspension, or termination are appropriate, whether or not such schemes or standards conform to those used by one or more states.

If the Vice President of Administration or his or her designee shall determine that suspension or termination of driving privileges for university vehicles is not warranted, he or she may nevertheless require the individual to participate in additional training or prescribe appropriate limitations on the exercise of such driving privileges in his or her discretion.

Passenger Responsibilities

All drivers and passengers must wear seat belts at all times and be seated while traveling. Passengers who sleep or rest during the transportation must do so in a seated position and not lying across a seat or the floor.

Driver Training

All new drivers of university vehicles after the date that this policy becomes effective must go through basic orientation training prior to operating any university vehicle. This basic orientation training will include a review of this policy and its requirements.

Prior to such training, the Department of Risk Management will review the driving records of individuals who are scheduled to participate in it and advise the Vice President of Administration or his or her designee if any of them should be denied the opportunity to participate in the training. If an individual (1) has a DUI offense within the last five (5) years, or (2) was found liable for a motor vehicle collision or crash involving more than \$5,000 in damage within the last three (3) years, or (3) has had his or her driving privileges suspended or revoked in any state or country at any time during the last three (3) years, the Vice President of Administration or his or her designee must authorize that person's participation in basic orientation training before that person may participate.

In addition, all drivers under the age of 25 must complete a university-approved training program for young drivers prior to operating any university vehicle. The nature of the training will be defined by the Office of Risk Management. The Vice President of Administration or his or her designee may postpone this requirement for up to ninety (90) days with respect to specific individuals.