



Policy Chapter: Chapter 15 Risk Management Services

Policy Number and Title: 15.008 Operation of University Vehicles

I. Policy Statement

University motor vehicles and mobile equipment may be operated only by an individual who meets the eligibility requirements established by Risk Management Services (RMS) as outlined within this policy.

II. Application of Policy

Anyone operating a University motor vehicle or mobile equipment

III. Policy Definitions

A. Accident

“Accident,” in this policy, means an unforeseen, unintended event resulting in bodily injury or property damage to the driver or to a third party.

B. Applicant

“Applicant,” in this policy, means an individual requesting authorization to drive a University motor vehicle or mobile equipment.

C. Approved Driver

“Approved driver,” in this policy, means an individual who meets eligibility requirements and is authorized by RMS to operate a University motor vehicle or mobile equipment for official university business.

D. Controlled Substance

“Controlled substance,” in this policy, means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 C.F.R., sections 1300.11 through 1300.15.

E. Eligibility Requirements

“Eligibility requirements,” in this policy, means the standards an individual must meet to be authorized to drive a University motor vehicle or mobile equipment as outlined in this policy.

F. Employee

“Employee,” in this policy, means an individual who is employed full-time, part-time, or in a temporary capacity as faculty or staff, or who is required to be a student as a condition of employment.

G. Major Traffic Violation

“Major traffic violation,” in this policy, means hit and run, driving under the influence (DUI)/driving while intoxicated (DWI), motor vehicle felony, driver delinquency, driving at

unsafe speed, negligent driving, and any other acts what would result in license suspension or revocation.

H. Mobile Equipment

“Mobile equipment,” in this policy, means a type of motorized vehicle, including:

1. off-highway vehicles, including all-terrain vehicles (ATVs), recreational off-highway vehicles, and utility vehicles;
2. golf carts, whether used on public or private roads; and
3. neighborhood electric vehicles.

I. Motor Vehicle Report (MVR)

“Motor vehicle report,” in this policy, means a document that contains information about a person’s driving history, including information about traffic violations, accidents, etc.

J. Non-Employee

“Non-Employee,” in this policy, means any other person not defined as an employee.

K. Third Party

“Third party,” in this policy, means a person or organization not affiliated with the University of North Texas (UNT).

L. Unit Administrator

“Unit Administrator,” in this policy, means an individual with supervisory responsibilities in a UNT department or college responsible for sponsoring an approved driver to operate a University motor vehicle or mobile equipment on behalf of the University.

M. University Motor Vehicle

“University motor vehicle” means any university-owned motor vehicle, courtesy motor vehicle, leased motor vehicle, or rental motor vehicle required to be licensed.

IV. Policy Responsibilities

A. Authorization

The University may authorize employees and nonemployees to operate motor vehicles and mobile equipment and revoke this authorization at its sole discretion and at any time. RMS shall be responsible for managing the University’s driver program as outlined in this policy.

B. Eligibility

1. Request to Operate University Motor Vehicle

Each applicant must complete and submit a driver request form to RMS for consideration to become an approved driver. By submitting an application, an individual authorizes UNT to obtain the applicant’s Motor Vehicle Report (MVR).

2. Motor Vehicle Report

- a. RMS is responsible for obtaining a Motor Vehicle Report for an applicant with a Texas driver's license.
- b. An applicant with an out-of-state driver's license is required to obtain their personal Motor Vehicle Report from the state in which the applicant is licensed to drive a motor vehicle at the time the application is submitted to RMS.

3. Evaluation

RMS will evaluate the applicant's MVR to determine if the applicant will be approved to operate a University motor vehicle or mobile equipment.

4. Exception

- a. The UNT President has delegated authority for granting exceptions to the UNT Risk Manager.
- b. The UNT Risk Manager may grant an exception to the driving eligibility requirements set out in this policy. However, any consideration for exception must be based upon the necessity for driving off campus as an essential function for official University business.

C. Approved Driver Responsibilities

Approved drivers are responsible for operating University motor vehicles or mobile equipment in compliance with applicable laws and UNT policies at all times.

1. The use of cell phones, tablets, or similar devices is prohibited except when an employee is operating an authorized emergency vehicle as defined under Texas Transportation Code section 541.201 in the course and scope of the operator's employment.
2. Approved drivers must immediately report any major traffic violation(s) to their supervisor and RMS.
3. Approved drivers who operate University motor vehicles classified as large cargo or multi passenger vans (10+ passengers) must satisfactorily complete van driver training before operating the vehicle.
4. UNT is not responsible for medical expenses incurred by non-employee drivers when operating mobile equipment or rental vehicles.
5. Employees who are approved drivers are encouraged to use a University motor vehicle for university business.

D. Annual Evaluation and Driver Status Update

1. The driving record of each approved driver will be evaluated annually. A MVR will be obtained annually for all drivers with a Texas license. Drivers with an out-of-state license are required to obtain their personal MVR from the state from which the driver's license is issued.

2. The unit administrator will be contacted if an evaluation results in a change of driver status.

E. Accident Reporting

Accidents involving a University motor vehicle or mobile equipment must be reported to RMS by the approved driver within 24 hours of the accident occurring.

F. Compliance

Persons violating this policy will face disciplinary action in accordance with UNT policies including termination.

V. Resources/Forms/Tools

Driver Rating Evaluation Form
University Driver Request Form
Vehicle Accident Report Form
Van Driver Training email: van.training@unt.edu

VI. References and Cross-References

[Texas Transportation Code § 541](#)
University Driver Procedures

VII. Revision History

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