

Revision # 3.1	Title: Operation of University Vehicles Procedures	Date Prepared: 12/19/2014
Effective Date: 12/19/2014	Prepared By: Vicki Myers	Date Reviewed: 8/26/2016
Reviewed & Approved By: Doug Welch		Date Approved: 8/26/2016

Purpose

The purpose of this procedure is to establish eligibility requirements for operating University vehicles or mobile equipment on official UNT business.

Scope

Anyone operating a university vehicle or mobile equipment.

Responsibilities

Risk Management Services (RMS)

- Provide coordination and oversight for the Operation of University Vehicles Program.
- Maintain a database of University drivers.
- Coordinate motor vehicle record (MVR) evaluation of drivers.

Unit Administrators

- Inform RMS when changes to approved driver status occurs, i.e., new hire, termination, transfer to another department, etc.
- Review and update annual departmental list of approved drivers sent by RMS.
- Inform employees that their personal auto insurance is responsible for any incident when using personal vehicle for University business.
- Inform employees who use personal vehicles for recruiting or other regular, weekly job requirements that it is advisable to notify their auto insurance carrier.
- Inform employees that any incident involving use of personal vehicles on university business is to be reported to RMS.
- Inform non-employees that the use of personal vehicles for university business and incidents from that use which result in damage or injury are not covered by UNT insurance.
- Inform drivers who operate any vehicle for university business to do so in a safe and courteous manner, and to comply with all applicable laws, UNT policies and driver procedures.
- Inform drivers to disclose to RMS immediately any major traffic violation(s) that could impact driving eligibility.

Approved Drivers

- Operate any vehicle for university business in a safe and courteous manner.
- Comply with all applicable laws, UNT policies and procedures.

- Disclose to Unit Administrators and RMS any major traffic violation(s) that could impact driving eligibility.

Definitions

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

Applicant. “Applicant” means an individual requesting authorization to drive a university vehicle or mobile equipment.

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

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

Employee. “Employee” means a person currently employed by the University on a full-time, part-time or hourly basis.

Major traffic violations. “Major traffic violations” means hit and run, driving under the influence (DUI)/driving while intoxicated (DWI), motor vehicle felony, license revocation violation, driver delinquency, unsafe speed, negligent driving, and license suspension, revocation, not eligible.

Mobile Equipment. “Mobile Equipment” means motorized utility vehicle used as a land vehicle and is not required to be licensed. (e.g., golf carts, Gators, Carryalls, ATVs, etc.)

Motor Vehicle Report (MVR). “Motor vehicle report” means a report that contains information about a person’s driving history, including information about traffic violations, accidents, etc.

Non-Employee. “Non-Employee” means any other person not defined as an employee.

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

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

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

Procedure

University Driver Eligibility

Prior to operating any university vehicle, an applicant is required to read the OPERATION OF UNIVERSITY VEHICLES Policy (15.008) and this procedure.

1. Applicants and approved drivers are required to have a current and valid US state-provided driver’s license. In addition to international, foreign or otherwise obtained driver’s licenses, licenses issued by US territories, insular areas, protectorates and other non-state entities will not be approved.
2. The Driver Request Form application, completed and signed by both the applicant and applicant’s Unit Administrator (whichever is applicable), can either be delivered to 700 North Texas Boulevard (RMS office), faxed to 940-565-4919, or scanned and emailed to RMS@unt.edu. RMS requests that departments do not use inner-campus mail delivery due to the sensitivity and confidentiality of the Driver Request Form. A copy of the form should be kept in the designated employee’s department file.

3. Applicants with out-of-state driver's licenses are required to obtain a current three year or equivalent MVR from the licensing state's Department of Public Safety. The MVR is to be provided to RMS when submitting a Driver Request Form and each subsequent year.
4. RMS will notify out-of-state approved drivers 30 days prior to their annual evaluation date to request out of state MVR. Failure to submit MVR could result in revocation of driving privileges.

Approved Driver Responsibilities

Any change to an Approved Driver's original application must be communicated to RMS immediately by completing and submitting a new Driver Request Form.

Evaluation Procedures

All drivers are evaluated based on a point system for determining acceptability for operating a university vehicle. Drivers are evaluated at the time a Driver Request Form is submitted and at least once annually until the department requests the driver be removed from the program.

Once an MVR is received by RMS, an evaluation is performed using a Driver Evaluation Form. The evaluation form determines a final score by calculating total points for given citations and conditions over the most recent three-year period. If an acceptable score results, the driver is eligible to operate a university vehicle.

A new driver evaluation may take RMS up to three (3) business days to complete and the Unit Administrator will be notified of eligibility status once evaluation is complete.

Ineligible Driver Restrictions

If an evaluation indicates a University driver does not meet the eligibility requirements, the driver will not be allowed to operate University vehicles or mobile equipment and their Unit Administrator will be notified.

The ineligible period is for three years from the date of the posted offense or offenses that rendered the person ineligible, or when a reevaluation with an updated MVR no longer results in a disqualifying score.

Exceptions will be coordinated by the UNT Risk Manager and the Vice President for Finance and Administration, with input from the Unit Administrator and/or supervisor.

Vehicle Use Restrictions

UNT does allow for incidental use of vehicles. Permissible incidental use includes the use of the vehicle for non-university business as long as the use is in conjunction with university business. Examples of permissible incidental use include:

- stopping at a convenience store, dry cleaner, grocery store, etc., on the normal route taken to and from work (if the operator has express permission to use the vehicle as a daily commute vehicle); and, diversions for meals while on university business.

Examples of permissible incidental use that are not appropriate include:

- diversions for recreational purposes while on university business; and,
- personal errands or other discretionary personal use that require the use of a route other than what is necessary for university business.

Cell phones, tablets, or similar devices are not to be used while operating university owned or leased vehicles unless used in conjunction with hands-free devices. It is best to pull off the road in a break area or business area, stop the vehicle, and conduct business while vehicle is stationary.

Driver must wear a seat belt and not drive while impaired, and driver is to ensure each passenger wears a seat belt while the vehicle is in operation.

Vehicle Passengers

All passengers must be UNT employees or personnel involved with official UNT business.

Van Driver Training – Cargo and Cargo-Passenger

A Facilities Van Driver Training Course is required for all drivers of state-owned large cargo or cargo multi passenger vans.

Drivers must complete and pass the course before operating large cargo or cargo multi passenger vans, and should contact Facilities Safety and Training to schedule Van Driver Training.

Accident Reporting

In the event of an accident, complete the Vehicle Accident Report Form immediately according to instructions included on the Form, and call the police or other authority for an official report of the accident; get the other driver's name, vehicle and insurance information. The Approved Driver's Unit Administrator will provide the completed Vehicle Accident Report Form, police report, and any photographs of accidents to RMS Insurance and Claims Section within 24 hours of the accident, or as soon as possible if the accident occurs out of state and there is a delay experienced returning to campus.

Any inquiry about university insurance or responsibility relating to the accident should be directed to RMS Insurance and Claims section at (940) 369-8310 and (940) 369-8150.

Vehicle Security

The security of university vehicles and contents is the responsibility of the driver. When vehicles are left unattended for any reason, the keys should be removed from the ignition, brake set and the vehicle locked.

Vehicles that become disabled on the road should be secured with all possible precautions taken to prevent theft or vandalism. The driver should contact Facilities Automotive at (940) 369-7220 to tow the vehicle to a facility where it can be secured.

Report vehicle break-ins to local law enforcement and inform RMS as soon as possible.

Commercial Rental

Employees, volunteers, or students who rent during course and scope of employment or in support of university approved activities need to:

- use a state-contracted vendor if possible;
- sign for loss/damage waiver if renting from a non-contracted vendor;
- adhere strictly to terms and conditions of the rental contract;
- list all potential drivers on the rental contract; and,

- unless an approved driver is travelling alone, list at least one alternate driver. (Students must read and comply with policy 07.001: Student Travel Policy).

Effectiveness Criteria

- Initial and annual MVR evaluation
- Annual departmental driver list update

References

A. Standard, Law or Regulation

- University Driver Policy

B. Other Procedures, Documents, etc.

- University Driver Requirements and Request Form

Forms/Records

Form #	Record/Form/Activity Name	Satisfies Clause
Required by Standard		
RMS-236	University Driver Requirements and Request Form	
	Driver Evaluation Form	
Other Forms/Records		
RMS-300	Vehicle Accident Report Form	

Revision History

Revision	Date	Description of changes	Requested By
1.0	12/19/2014	Initial Release	
1.1	4/7/2015	Grammar and formatting changes	Doug Welch
2.0	7/8/2015	Major changes to align procedure with proposed policy.	Doug Welch
3.0	5/10/2016	Aligned the procedure with additional changes made to the University Driver Policy (15.008)	Doug Welch
3.1	8/26/2016	Small changes to clarify policy	Britney McCartney

