



UNIVERSITY *of* ST. THOMAS

Motor Vehicle Operation Policies, Procedures and Certifications Program

**ALL DRIVERS OF VEHICLES MUST BE BOTH
AUTHORIZED AND CERTIFIED**

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UST MOTOR VEHICLE OPERATION POLICIES, PROCEDURES AND CERTIFICATIONS PROGRAM INTRODUCTION:

The University of St. Thomas maintains a fleet of vehicles. The University also authorizes the use of personal, rental and lease vehicles as long as they are used for UST business. These vehicles are needed for a variety of purposes including maintenance, deliveries, security, attending meetings and other UST business. Policies are needed to insure the proper use and operation at all times. Cooperation from those who drive or operate university vehicles will help to keep drivers safe and reduce risks. The success of the program depends on the support of each person who drives UST vehicles.

The purpose of this program is to protect drivers, reduce accidents and lessen risk associated with the use of motor vehicles. This is achieved by establishing policies and procedures; and evaluating and certifying drivers.

The policies are designed to give authority, direction and accountability. The procedures and regulations will provide information on the proper use of university vehicles. As an authorized driver, each person will be responsible for the way in which the vehicle is driven.

All UST owned vehicles and all persons who drive UST vehicles will be subject to these policies and procedures. The use of UST vehicles is a privilege and not a right; therefore restrictions will be placed on who can drive vehicles as well as how these vehicles are used.

SECTION 1

Management of the program

The Department of Public Safety and Parking Services will be responsible for administering this program. This responsibility includes development and distribution of this document, certifying authorized drivers (see section 7) and insuring accountability by providing information on proper driving techniques.

University owned fleet vehicles are the responsibility of the Physical Plant department. All university owned vehicles are purchased and maintained through this department. Department's renting or leasing vehicles see section 4.

SECTION 2

Vehicles covered under this program

All University owned motorized vehicles. These vehicles include cars, trucks, Cushman Scooters, Diahatsu pickups, and Utility Equipment.

SECTION 3

Driving personal vehicles

Using your personal vehicle to conduct official University business is authorized providing its use has been approved by a department head. The University will reimburse (mileage only) faculty, staff and students for the official approved use of their personal vehicles at the approved UST mileage rate.

Reimbursement for mileage will be based on the miles traveled for work related business. Mileage from home to work cannot be reimbursed. Mileage from your official place of employment to another job-related site, as long as it has been approved, will be reimbursed at a rate established by Purchasing/Accounts payable.

NOTE: Mileage reimbursement is also intended to cover the operations costs of using your own personal vehicle for University business, i.e. insurance maintenance, etc. This means that the owner or driver of the personal vehicle will be responsible for the way in which the vehicle is driven and any damage as the result. Insurance coverage, tickets, and any other problems associated with driving your personal vehicle while on official University business is the responsibility of the driver or owner of the vehicle and not the University of St. Thomas.

SECTION 4

Renting or leasing vehicles

It may become necessary to rent or lease a vehicle to use for official University business, This includes field trips, academic research and studies, teaching and other specific purposes. Renting or leasing vehicles must be approved by and signed by a department head and for a specific reason.

Leasing vehicles is an option that can be considered under the following circumstances:

1. when a vehicles will be needed for more than one semester
2. when a vehicle will be driven by a number of persons
- 3, vehicles will be leased from Midway Chevrolet or Midway Ford

When leasing a vehicle you will need to contact purchasing

Renting vehicles is another option that can be considered for short-term UST use.

1. only persons 21 and older will be allowed to drive a UST rented vehicle
2. vehicles will be rented through purchasing

When renting a vehicle you will need to have authorization approved by a department head that has a budget account for this purpose.

SECTION 5

Responsibility

It is the responsibility of every driver to comply with the policies and procedures as outlined in this document. These responsibilities include:

- a) knowing the policies and procedures
- b) knowing proper vehicle operation
- c) driving in a safe manner
- d) following all driving laws
- e) displaying appropriate behavior when using UST vehicles

SECTION 6

Authorization to drive

The following people will be authorized for certification to drive UST vehicles. While these individuals will be authorized to drive, they will only be allowed to drive after they have been certified. (see section 7)

- faculty and staff of UST on official University business
- students who are employed by UST and use a fleet vehicle as part of their job duties
- students as part of class assignments or tasks assigned by department heads or faculty/staff advisors - requests (see vehicle scheduling) must come from faculty staff advisors
- visiting faculty members who temporarily need to use a UST vehicle

All authorized drivers must be at least 18 years old and possess a valid U.S. or Canadian drivers license; must be certified to drive UST fleet vehicles (see certification section); and must comply with all requirements of this Motor Vehicle Operations program.

SECTION 7

Certification to drive

What is "Certification"? Certification means that UST has established policies and procedures for the driving of motor vehicles while on University business. Once certified, drivers of UST vehicles will be given a sticker for their UST ID card indicating their certification status. The certification sticker is good until disqualification occurs. Disqualification could occur due to the fact that a random 5% check of qualified drivers will occur annually. If disqualified, it will be up to the disqualified applicant to provide the necessary information to become qualified. (I.E. Drivers License Record Check)

All persons who have been authorized to drive UST vehicles must also become certified. This process includes the following: a) Written Application b) Investigation of Application c) Evaluation of Application

a. Written Application

The written application includes the name of the person who will be authorized to drive, the purpose for driving, drivers license information and by whom authorized. Applications can be obtained from the Public Safety and Parking Services Office.

b. Investigation Of Application

This includes a driver’s license records check, accident records, and verification of authorization.

c. Evaluation Of Application

The evaluation will consist of points issued from previous driving infractions, accidents and related risk factors. The number of points will determine each driver's qualifications to be certified. The following point system will be used to help evaluate persons who apply for certification:

Driving Under the Influence (DUI)	10 Points
Any Felony involving the use of a motor vehicle	10 Points
Hit & Run or leaving the scene of an accident violation	8 Points
Driving while a license has been suspended or revoked	8 Points
Reckless or Careless Driving	8 Points
Speeding (20+mph over the limit)	6 Points
License Suspension or Revocation	6 Points
Accident (With or without charged violation)	4 Points
Other Moving Violations	3 Points
Under 25 or Over 55 years of Age	1 Points

Scoring:

Good	0 - 8 Points
Questionable	9 - 16 Points
Disqualified	17+

Additionally, the following will disqualify a person from driving or operating a UST owned motor vehicles and certifications:

1. Conviction for DUI in the past 2 years.
2. Conviction for reckless or careless driving in the past 1 year.
3. Three accidents in the past 2 years.
4. Three moving violation convictions in the past 1 year.

d. DISQUALIFIED DRIVERS CANNOT DRIVE OR OPERATE UNIVERSITY MOTOR VEHICLES. Those who have been disqualified can make an appeal to the Director of the Public Safety Department.

SECTION 8

Driving regulations

It is the responsibility of those who authorize persons to drive UST vehicles as well as those who drive UST vehicles to comply with the following regulations:

1. Vehicles must be used for official university business which includes, but is not limited to: routine department business, maintenance, food catering, deliveries, etc.
2. Must be at least 18 years old
3. Must have a valid driver's license in possession at all times
4. Drivers are to comply with all local, state and federal driving regulations and laws
5. Drivers and passengers are to wear seat belts
6. Using any UST vehicle for transportation to or from any location at which the University's reputation may be compromised is strictly prohibited.
7. All traffic and parking fines are the responsibility of the drivers and must be paid or appealed as the law allows. Drivers who have not paid or appealed their citation will lose their certification to drive UST vehicles.

SECTION 9

Driving Information

To be certified to drive UST vehicles, all authorized applicants must review a number of driving concerns. This review includes reading and understanding these policies and procedures as well as the material regarding safe driving, and then signing a form indicating that the applicant understands and agree to comply.

The following material is provided to help educate and remind drivers/operators of motor vehicles that accidents can be prevented. The material is divided into three parts. All applicants for certification are required to review the material and discuss any questions or concerns with the coordinator of this program. (Public Safety and Parking Services)

Part I Factors Affecting Accidents

The four major factors that most often result in accidents and traffic citations are 1) Driver Errors, 2) Environmental Factors, 3) Vehicle Defects and 4) Driver's Condition. Each of these factors should be reviewed with drivers of University vehicles.

Driver Errors

Not looking or watching	23 %
Improper driving technique	18 %
Excessive speed	17 %
Inattention	15 %
Improper evasive action	13 %
False assumption	12 %
Internal distraction	9 %
Improper maneuver	7 %
Overcompensation	6 %

Environmental Factors

Road conditions are an important factor when preparing to drive. Some considerations include time of day, type of traffic, and weather conditions.

Slick roads	14 %
Obstructed view	12 %
Road hazards	5 %
Road design flaws	5 %
Control hindrance	4 %
Inadequate signs	3 %
Obstructions and vision limitations	2 %

Vehicle Defects

Defects are another major contributor to accidents and injuries. All vehicles should be inspected before driving. The inspection should include the following

1. walking around the vehicle to check for any damage, flat or bald tires, lights, etc;
2. checking wipers, lights, brakes, steering, etc.
3. checking equipment and tools in compartments and truck beds to be sure they are properly fastened or secured;
4. ensure that all top rack loads are secured

The following are the most common problems associated with accidents caused by vehicles defects:

Brakes	5 %
Tires and wheels	4 %
Communications (signal lights, etc.)	2 %
Steering	1 %
Body, doors, power train	1%

Driver's Condition

This is a critical element that many drivers overlook. The following factors can contribute towards driving errors:

- Illness and medication
- Emotional factors (upset, angry, etc.)
- Behind schedule/running late

Part II Accidents

In the event of any type of accident involving a UST vehicle, (traffic accident, accident with a parked car or some other object, accident with a pedestrian, or as the result of personal injury accidents with stationary vehicles i.e. someone falls off the back of a parked pickup, etc.), a report MUST be made to the Public Safety and Parking Services Office.

If a UST vehicle is involved in a traffic accident, the following procedures need to be followed:

ACCIDENTS WITH NO INJURIES

1. If the accident occurs on UST property, contact the Public Safety and Parking Services Office at 9625100 for a security officer to take a report. All parties involved should remain at the scene.
2. If the accident occurs off UST property, but is in proximity (one mile) to St. Thomas, contact the Public Safety and Parking Services Office. A security officer will determine whether the police need to be called. If the police do not need to be contacted, Public Safety Officers will assist and make a report. If it is determined that the police need to be contacted (serious damage, blocking a roadway, etc.), Public Safety will make the call and assist the UST authorized drivers.
3. If the accident occurs away from the campus and there is minor damage, contact the Public Safety and Parking Services Office as soon as possible.
4. If the accident occurs away from the campus and there is major damage, contact the Public Safety and Parking Services Office to determine what should be done.

ACCIDENTS WITH INJURIES

1. If the accident occurs on UST property, contact Public Safety and Parking Services Office for immediate assistance at either 962-5555 (emergency line) or if near an emergency call box, push the button. Public Safety Officers will respond, provide first aid, notify the paramedics (if necessary) and complete reports.
2. If the accident occurs off UST property, regardless of the location, contact the police by dialing 911 from the nearest phone or ask someone to do it for you. In addition, contact UST Public Safety and Parking Services Office as soon as possible for assistance from St. Thomas security personnel.

Part III Driving Tips

- Determine your daily physical ability to drive. If you are feeling ill, make sure it will not affect your driving skills.
- If you are on any medication, be sure to read and understand the side effects before attempting to operate any mechanical device including motorized vehicles.
- If you have significant worries or troubles that could affect your emotional state and impair your ability to drive, be sure to advise your supervisor and consider not driving.
- Most people are under some type of pressure to be on time. If you are running late, take the necessary few extra minutes to ensure a safe trip. Plan your trip ahead by checking, time of day, traffic and weather conditions and leave adequate time to be on time.
- Before taking off, check over the vehicle to be sure that all of the equipment is operating properly and any loads are securely fastened.
- When driving, be attentive and look ahead.
- If it is necessary to use a cellular telephone, pull over in a safe place and use the telephone while parked.
- Drive within the posted speed limits or slower if weather or road conditions warrant it.

SECTION 10

Requesting vehicles

Except for the two sedans, departments that have been provided UST vehicles will be responsible for assigning and scheduling their use.

The two sedans can be reserved under the following conditions:

a) Vehicle #28 is a Chevrolet Lumina without UST logos. This vehicle can be reserved by faculty, staff and students for use on official University business provided the driver have been authorized and certified in accordance with this program. Vehicle #8 can be reserved by doing the following:

1. Filling out a vehicle reservation form and submitting it to the Public Safety and Parking Services Office (forms can be obtained by calling the Public Safety Office 2-5100)
2. Submitting a request through electronic mail on Discover or the Public Safety Webpage.

b.) Vehicle #10 is a Ford Taurus without UST logos. This vehicle is reserved for UST administrators who need a vehicle temporarily for official business.

You will be notified of the status of your request either by phone or by e-mail. If you have any questions about this process, call Public Safety (2-5100).

Once your request has been approved, the driver listed on the request form may obtain keys for the vehicle from the Public Safety and Parking Services Office. The driver will be required to present a **Valid Driver's License and a Current UST Certification Sticker** to drive.

The following regulations specifically apply to the two sedans #10 and #28:

- Vehicle # 28 and # 10 are not authorized for overnight use.
- Use of the UST vehicles is limited to 100 miles one-way or 200 miles round trip All vehicles must be kept neat and clean. The sedans will be inspected by Public Safety Personnel, upon return. If the vehicle is not found in suitable condition, a cleaning fee of up to \$40.00 will be assessed to the person or department who was responsible for its use. Any damage to the vehicle will also be noted at this time and will be the responsibility of the department that used the vehicle.
- In regards to the sedans (# 28 and #10), reservations will be forfeited and the vehicle will be released to the next requester if it is not checked out within 30 minutes of the originally reserved departure time.
- Departments/individuals may not place a `hold' on a vehicle by reserving it only in anticipation of a need for periods of which the vehicle will not be used.

SECTION 11

Vehicles maintenance and charge-backs

The Grounds Department of the Physical Plant Department is responsible for maintaining all University owned vehicles. Routine maintenance (oil filter, fluids, wash, etc.) is performed in-house by the Grounds Department. All other work, (tires, brakes, bodywork, etc.) is contracted to outside vendors.

Except for University owned vehicle # 28 and # 10 (which are maintained by the Grounds Department), all other vehicle maintenance and repairs will be charged back to the department who has primary use of the vehicle. In the event that an estimate of cost is necessary, the Grounds Department will obtain the estimate and schedule the work. Each department is responsible for notifying the Grounds Department when *any* vehicle maintenance is needed.

**Authorization to Obtain Driver Record
And Verify Driver's License Status**

*(For use with driving record checks conducted by St. Thomas employees;
a different form must be used if a third-party will conduct the check)*

This status check is good for **one year** from the date below, or if/when status changes. Requester is responsible for notifying requesting department contact and Parking Services of changes to driving record or driver's license status prior to renewal date. Form shall be submitted for approval a **minimum of ten (10) business days** in advance of requirement to operate vehicle. Signature below indicates requestor has read and will abide by student and employee transportation policies.

As a member of the University of St Thomas community (student, staff, or faculty), I may drive a university owned or rented motor vehicle for university business.

I understand that both the University of St. Thomas and its insurance company require a legible photocopy (front and back) of my current driver's license to assess my driving record, driver's license status, and insurability. I further understand that the University will obtain and review records and data related to my driving record and driver's license.

I hereby authorize the University of St. Thomas to obtain driver and motor vehicle record data about me. I understand that the results of such check may impact my ability to drive as outlined above. Below is a list of any motor vehicle tickets, citations, or other violations (other than parking tickets) that I have received in the last three (3) years: _____

_____.

(Continue on back if necessary)

Date:	Faculty	Staff	Student (Grad. Yr. _____)
Full Name:			Date of Birth:
Signature			
Driver's License Number:			State:
Requesting Department:		Department Contact and Email:	
Vehicle Operation Date(s):		Is the vehicle operation: continuous or for one event? (circle one)	

Photocopy the front and back of your driver's license on the back of this form. Submit to Parking Services, Mail #19G. This completed form and a photocopy of the driver's license must be submitted together in order to be processed.

FOR OFFICE USE ONLY			
Date received:	Initials:	Recorded:	Dept. Contacted:

APPENDIX A:

ATHLETICS REQUIREMENTS:

CHAPTER XIV: TRANSPORTATION AND TRAVEL POLICIES

A. Transportation Policies

1. Teams are expected to travel in buses or vans rented for the purpose of team travel.
2. Coaches are responsible for selecting drivers for vans. Adult, non-student drivers are preferred. All drivers must be at least 21 years old and have a valid driver's license. Coaches should question potential drivers about their driving record and their ability and experience in driving a van before selecting drivers.
3. Alcohol/Drug use by drivers and passengers is strictly prohibited on all trips, even for those who are 21. The use of any controlled substance on the trip is prohibited.
4. Drivers should never exceed a maximum speed limit of 65 MPH, regardless of the posted speed-limit.
5. Drivers and passengers must wear a seat belt at all times.
6. If weather and/or driving conditions are inclement (ice or snow packed roads, poor visibility, severe rain, dense fog) you are not to continue driving. You must stop until road, weather or visibility conditions improve. You are expected to use your best judgment when deciding whether or not to continue. Concerns regarding cost or getting behind in your travel itinerary should never be a reason to continue driving when conditions are poor. You must notify the Director of Athletics or the Associate Director of Athletics as soon as practical of the change in itinerary.
7. Anyone driving their own vehicle to participate in a University-authorized activity assumes all responsibility for themselves, their vehicle, and others riding with you. The University provides NO insurance coverage for any use of a personal vehicle, even if that use is work related. Personal vehicle use is expressly excluded from the University's insurance policy. Coaches their personal automobile for recruiting or other travel will be reimbursed at the standard IRS mileage rate (2007 - .485/mile). Parking and tolls are reimbursable with documentation.
8. If you are issued a speeding, parking ticket, or any other type of violation while driving a rented vehicle, you are responsible for the cost of the ticket.
9. It is the responsibility of the Coaches to return the van(s) and keys, gas tanks filled, to the rental agency when you return.

APPENDIX B:

Student Club/Organization Travel Policy

PROPOSAL

UST Student Club/Organization Travel/Event Policy

All University of St. Thomas student club/organization sponsored trips or events that occur off-campus must adhere to the following guidelines.

Student Club/Organization Leader must complete and return a **Trip Itinerary Form** to the Department of Campus Life for approval no later than four weeks before the scheduled trip. All trip forms will be handled on a case-by-case basis and approved by the Assistant Director of Campus Life.

If the trip is taken without approval, or if students violate guidelines outlined in the UST Participant Agreement, individual discipline will result as outlined in the Student Handbook. There may be situations where the entire club or organization is placed on probation or club status is revoked at the University of St. Thomas.

Included with the Trip Itinerary Form must be:

- Trip roster which lists all UST students going on the trip or attending the event
- A signed **UST Participant Agreement** for every student attendee

Advisors will be required to sign the Sponsor Agreement section of the Trip Itinerary Form. By doing so, they are agreeing to the following:

They have reviewed with the student leader(s):

- the risks associated with the trip
- the UST Student Code of Conduct as outlined in the Student Handbook
- and have provided students emergency contact numbers

University of St. Thomas Student Club/Organization

TRIP/EVENT ITINERARY FORM

Trip Itinerary Forms must be returned to the Department of Campus Life, Murray Herrick 110, no later than four weeks prior to the scheduled date of the trip.

Name: _____ Campus Address/Phone: _____

Group/Organization: _____

Trip/Event Student Leader: _____ Phone: _____

Trip/Event _____

Destination: _____

Purpose of Trip/Event _____

Departure time and date: _____

Return time and date: _____

Driver(s), Driver's License Number, State Issued _____

Destination: (Include Local Phone Numbers and Addresses at Site Location):

Cell Phone Number for Emergency Contact: _____

Advisor/Sponsor Agreement

I agree to serve as the faculty/staff sponsor for this UST student club/organization trip. I have reviewed the trip plans, student code of conduct and other information contained in the advisor check list provided on the back of this form. I have discussed with the trip leaders potential hazards and safety issues that may arise during travel or at the destination. I hereby attest that the student trip leaders understand their responsibilities as leaders.

- I am a trip participant
- The trip participants know how to reach me at all times in case of emergency or for assistance with decision making.

Advisor/Sponsor's signature: _____ Date: _____

Phone: _____ (day) _____ (evening)

Cell Phone Number: _____ Pager Number _____

TRIP/EVENT ITINERARY FORM
ADVISOR CHECK LIST

- ❑ Complete Procurement/AP paperwork
- ❑ Make van/plane reservations
- ❑ Make/confirm hotel reservations
- ❑ Make/confirm registration
- ❑ Review Student Code of Conduct with all student participants
- ❑ Review travel itinerary and expectations for student/staff/faculty participants.
- ❑ Review UST Participant Agreement with all student participants, highlighting potential risks that could be associated with the travel, accommodations, and activities associated with the trip. (examples could include personal theft, assault, auto accident etc.)
- ❑ Collect UST Participant Agreement forms from all students planning to travel including signatures from parents for participants under 18 years of age.
- ❑ Hand out emergency contact information to all student participants
- ❑ Develop your own list of student participants w/their name and emergency contact information
- ❑ Submit Trip/Event itinerary to the Department of Campus Life within 4 weeks of scheduled trip.
- ❑ Be sure you have a good process for tracking receipts/mileage etc.
- ❑ Discuss how information obtained from the trip will be presented to the campus community to share the experience.
- ❑ If you need further assistance or have general questions, please contact the Department of Campus Life at 651.962.6130.