

Applies to: (examples; Faculty, Staff, Students, etc)

Faculty , Staff , Contractors_Vendors

Policy Overview:

Issued: 07-01-2016

Next Review Date: 06-15-2023

Frequency of Review: Annually

The purpose of the *University Vehicle Usage Policy* is to ensure all employees and contractors who drive University fleet vehicles for University of Health Sciences and Pharmacy in St. Louis business or activities have appropriate and valid documentation of a license to drive and operate the vehicle and ensure they do so in a safe and reasonable manner. The policy also shall establish procedures for driver screening and responsibilities. This policy will exclude University employees who may be traveling on behalf of the University for the purpose of renting a vehicle or using their own vehicle (eg, student recruiting travel, advancement office related travel etc.)

This policy applies to all faculty, staff and contractors who wish to use vehicles in the University's fleet (this includes all vehicles that are insured and owned, rented, or leased by the University). The cost will be the amount of the initial backgrounds checks of the individuals who wish to drive a University vehicle. The individuals' department will incur that cost.

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Definitions:

Term	Definition
University Vehicle	A vehicle insured and purchased, rented or leased through UHSP funds. For the purposes of this policy, a University Vehicle also includes institution-owned gators, tractor and/or golf carts.
Driver's License	A state-issued U.S. license authorizing the bearer to drive a motor vehicles.
Driver	The operator of a motor vehicle.

Rental Vehicle	A vehicle in which the use of the vehicle involves an agreement where a payment is made for the temporary use of the vehicle; which is owned by another person or company. The owner of the vehicle may be referred to as the lessor and the party paying to use the property as the lessee or renter.
University Business or Activity	University business or activity is one in which an employee or contractor is eligible for reimbursement for travel expenses or a rental vehicle is paid for with University funds.

Details:

I. Purpose

The purpose of the University Vehicle Usage Policy is to ensure all employees and contractors who wish to use vehicles in the University's fleet (this includes all vehicles that are insured and owned, rented, or leased by the University) for University of Health Sciences and Pharmacy in St. Louis business or activities, have appropriate and valid documentation of a license to drive and operate the vehicle and ensure they do so in a safe and reasonable manner. The policy also shall establish procedures for driver screening and responsibilities.

If an employee or contractor drives his/her own vehicle for University business or a University activity, then the individual assumes the risk for the vehicle and the University's automobile insurance is not responsible.

UHSP employees and contractors may have work assignments or activities that involve driving a University vehicle to accomplish University business. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on-the-job, UHSP has established this University Vehicle Usage Policy which sets driving qualification standards for UHSP drivers and requires training and other appropriate action for employees and contractors who fall outside those standards. The contract company may implement their own company policies and training. These policies and training procedures may be substituted as long as they have been reviewed and approved by the University.

Specifically, this policy applies to all UHSP employees and contractors who drive a University vehicle, on University business or activities regardless of frequency of driving. All employees and contractors of UHSP should be aware of this policy.

Procedures:

II. Procedures

University vehicles shall be used only in the conduct of University business or activities. (i.e. in the performance of, or necessary to, or in the course of the duties of the University).

Only University employees or approved contractors of the University may drive University vehicles. The University may not loan or lease a University vehicle to an outside organization. No students are allowed to drive University Vehicles unless they are employed by the University.

A. Vehicle Scheduling, Checkout, and Return University insured vehicles must be scheduled by completing the EMS request, review and acknowledgement of policy, and completion of the University Vehicle Usage Form. The University vehicles are reserved on a first come-first served basis with priority given to health and safety. An approval process will be conducted once all completed forms are done. All University vehicles must be returned into Public Safety in the UHSP garage. The respective department or office will be responsible for providing the fuel for your approved off campus trip. The University vehicle shall not be used for overnight off campus trips.

B. Accident Reporting It will be the driver's responsibility of the University vehicle to immediately report upon return back to campus, or via telephone, that they have been involved in a motor vehicle accident, either with another vehicle or a fixed object. A report must be filed with Public Safety in the Public Safety Base Station.

C. Background Checks Background checks will be conducted prior to any UHSP employee using University vehicle through the Office of Human Resources. This is done on an annual basis. The following citations and traffic law violations (suspension or revocation of license, driving while intoxicated, driving while suspended/revoked, leaving the scene of an accident, refusal to take a chemical test for intoxication, aggressive driving/careless and imprudent, exceeding the speed limit by more than 19 MPH) will restrict and or prohibit vehicle usage under this policy. The Office of Human Resources will review the background check and any citations and violations on a case by case basis, taking into account time elapsed, severity of citation, and other information to determine if the employee will retain driving privileges.

D. Safety Training The Driver Safety Awareness Course must be completed prior to the scheduled date in the UHSP Moodle Training Platform. If the training has not been completed prior, the person will not be permitted to take the University vehicle.

III. Safety and Preventative Maintenance and Repairs

Safety and preventative maintenance and repairs of the University vehicles will be shared duties of the Director of Public Safety and the Facilities Supervisor. These include monthly vehicle inspections, licensing, general cleaning, maintenance and repairs.

Either the Director of Public Safety or the Facilities Supervisor will remove University owned vehicles from service if they are found to be unsafe or liable to experience failure. At this time, the University vehicle will be blocked from any University employee or contractor signing it out for use.

IV. Driving and Safety Regulations

- A. **Aggressive Driving** Aggressive driving such as but not limited to; excessive speed, tailgating, failure to signal a lane change, running a red light and passing on the right is not tolerated or permitted.
- B. **Fatigue Driving** Before driving, the driver must be well rested, alert, and sober.
- C. **Alcohol and Drug Use** No alcoholic beverages, illegal drugs, or controlled substances are to be used or consumed by the driver or any passenger at any time prior to operating or riding in a University vehicle. Drivers may not operate a University insured vehicle under the influence of prescription medications that warn against driving or operating machinery.
- D. **Seat Belt Use** Use of seat belts is required for all persons occupying the vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion.
- E. **Cell Phone Use** Drivers shall refrain from any use of cell phones or other personal devices when driving.
- F. **Traffic Laws** Drivers shall operate University vehicles in accordance with all traffic laws, ordinances and regulations. Any fines resulting from violations are the responsibility of the driver and not the University.
- G. **Safe Operation** All drivers shall operate University vehicles safely and with great care. Especially when transporting passengers, the driver must make a concerted effort to provide for the safety and wellbeing of those aboard. When weather conditions and road hazards require special attention, drivers should ask passengers to help by being quiet and observant. If a driver is found to have committed any unsafe acts while driving a University insured vehicle, disciplinary action may be initiated. Intentional reckless or unsafe driving will not be tolerated.
- H. **Smoking** Smoking is not permitted in University vehicles.
- I. **Hazardous Materials** Hazardous materials shall not be transported in University vehicles.
- J. **Pets** The transportation of animals or pets in University vehicles is prohibited.

Responsibilities:

Position/Office/Department	Responsibility
Public Safety	Policy Review and Approvals
Facilities	General Licensing, Maintenance and Repairs
Human Resources	Background checks

Resources:

Driver Acknowledgement Form

Policy Contacts:

Name	Contact Information
Scott Patterson	314.446.8382