

Shenandoah University Driver/Vehicle Safety Policy

Introduction

A basic component of an institution's risk management program is a driver/vehicle safety policy that establishes the safety guidelines for its authorized drivers when driving for institution business. The administration of the institution's driver/vehicle safety policy requires the consistent implementation of strong policies and procedures to ensure that drivers and Departments understand their responsibilities and comply with university directives. The following policy has been established to assist Shenandoah University (the "University") manage the operation of: (i) our institution's owned, leased or rented vehicles, including golf carts ("institution vehicles"); and (ii) personal vehicles driven on institution business. Violations of this policy will be reported to the relevant University supervisor, may result in the revocation of your driving privileges, and will be considered during a faculty/staff member's performance evaluation

I. Driver Qualification

To assist in selecting only well-qualified drivers, the University will adhere to the following procedures:

A. Minimum Requirements and Duty to Report Changes

1. All University faculty, staff, students or volunteers ("Prospective Drivers") whose duties may require them to operate an institution vehicle, or a personal vehicle while conducting institution business, must have a valid U.S. driver's license appropriate for the type of vehicle they are operating and the valid minimum level of automobile insurance required under Virginia law, and be at least 21 years old to drive any vehicle other than a Light Utility Vehicle (see Section 1(G) below) .
2. Each Prospective Driver must provide a copy of their driver's license, proof of insurance, and complete an Authorized Driver Application. Only drivers whose application has been approved are authorized to operate institution vehicles, or personal vehicles for institution business.
3. The University will approve an Authorized Driver Application only for Prospective Drivers with good driving records. The University will determine, under its sole

and absolute discretion, whether a Prospective Driver's driving record is sufficient to warrant approval of an "Authorized Driver" application.

4. Once initially approved, a driver's authorization to drive for University business will be renewed annually. A Prospective Driver and/or an Authorized Driver must report any changes in the status of their driving record to the University as soon as reasonably practicable. Failure to report a change may result in disciplinary action, including dismissal from the University. The University will maintain a copy of the license and driving record of each Authorized Driver electronically.

B. Authorized Drivers List

1. The Department for Administration and Finance will maintain a consolidated and current Authorized Driver List to manage oversight of the ongoing driver authorization process.
2. The University reserves the right to revoke a driver's Authorized Driver status at any time in its sole and absolute discretion.

C. Assigned Vehicles

Some vehicles may be assigned to individuals as part of their job duties, such as the President, a Department of Campus Safety ("DCS") officer, Physical Plant employee or other specifically-designated individuals. These individuals should operate and maintain these vehicles as though they were their own.

Institution vehicles may be operated by approved faculty, staff, students or volunteers, depending on the need. Control of these vehicles will be maintained through the responsible institutional department. Usage of those vehicles is at the discretion of the controlling department.

D. Institutional Van Rentals

1. When a department wishes to use an institution van for a specific purpose, the requestor will complete a Vehicle Use Request form in etrieve and submit it to the Physical Plant Office as soon as possible. If the requesting department is providing the driver(s), the name(s) of the driver(s) must be provided with the Vehicle Use Request form and the drivers will be verified against the University's Authorized Driver List. Please see [VAN USE POLICIES AND PROCEDURES](#)

2. Prior to operating an institutional van, the driver must successfully complete the online Van training and Van Familiarization Class, which takes about 30 minutes to complete. To complete the online training please reach out to HR (hr@su.edu) so they can enroll you for the van training course. To register for the Van Familiarization Class, please go to [Van Familiarization Registration Form](#)
3. Institution vehicles will not be loaned, leased or rented to others.
4. The Physical Plant Office will notify the requester of the approval and provide a time for the driver to pick up the keys.
5. When the driver arrives to pick up the keys, the appropriate staff in the Physical Plant Office will make a brief evaluation of the driver's condition. If the driver appears fatigued, ill or under the influence of alcohol or drugs, they will be denied use of the vehicle. This decision will be based upon observable conditions and behaviors. The Physical Plant staff person will also verify that the driver has their valid driver's license in their possession.
6. No smoking, vaping or use of tobacco products is permitted in institutional vehicles. In addition, no persons other than University faculty, staff or students are permitted to ride in institution vehicles except in a limited, emergency circumstance with prior approval from a University VP or their designee.
7. All vehicles and keys must be returned to the Physical Plant Office, or key drop box within 30 minutes of returning to the campus.
8. The University's automobile insurance will be primary in the event of an accident involving an assigned institution vehicle.

E. ADA vehicles/vans

ADA van drivers must be trained in how to use the equipment, lifts, etc. All drivers of these vans need to be familiar with securements and making other necessary accommodations as needed due to wider doors and locks in the floor to secure wheelchairs. Vans are commonly used to transport the disabled and may have ramps or hydraulic lifts that need to be lowered or additional handrails that need to be accessed for safety. Drivers must be able to successfully operate the adaptive equipment and report any inconsistencies or repairs that need to be made to keep the vehicle safe and operable for its special uses. An ADA van driver must understand their needs, apply effective communication techniques, etc. in order to appropriately transport and assist

the passenger. ADA van drivers must adapt their schedules to allow enough time to pick up and drop off passengers, securing the mobility equipment, etc.

F. Personal Vehicles

1. Drivers authorized to use personal vehicles while on University business are subject to the same rules as drivers of institution owned, leased, and rented vehicles.
2. A driver's automobile insurance will be primary in the event of an accident involving a personal vehicle.
3. All personal vehicles used for institution business must be maintained per manufacturer's recommendations, in compliance with all state laws.
4. Only Authorized Drivers are eligible for mileage reimbursement while using a personal vehicle for University business.

G. Light Utility Vehicles (LUT)

Includes: All-terrain vehicles (ATVs), utility task vehicles (UTVs) or side-by-sides and golf carts. .

1. First, to become an authorized driver eligible to operate a golf cart on institution property, students, faculty or staff must complete the Cart Safety Training. To enroll for the training please reach out to HR at hr@su.edu.
2. Concurrently, submit an Authorized Driver Request in SU Departmental Forms/Etrieve Forms under, [Business Forms Authorized Driver](#). This can take up to 5 business days to process.
3. Once the online course is completed successfully, the driver must successfully complete the Familiarization Class. To register for the class please go to [Cart Familiarization Registration Form](#)

H. Student Drivers

1. Any student whose duties may require them to operate an institution vehicle will meet the same criteria as an employee driver. Students should not drive personal

vehicles on institution business without first obtaining prior written permission from a University Vice President.

2. The supervisor will initiate the driver application e-form for the student.

I. Volunteer Drivers

A volunteer authorized to operate an institution vehicle or a personal vehicle on University business must meet the same criteria as an employee driver. The volunteer driver must meet the following conditions:

- a. The volunteer must be 25 years of age or older.
- b. A volunteer agreement must be in place.

J. Driver/Vehicle Safety Policy

This Driver/Vehicle Safety Policy will be posted online and be easily accessible to all Authorized Drivers.

II. Training

A. Driver Training

In order to understand the responsibilities and techniques for safe driving, all drivers must be able to demonstrate their skills in the operation of any assigned vehicle. If they are not able to demonstrate their driving skills, they will be trained in the appropriate techniques. For example, if a driver needs to be able to drive a van, they must be trained on that vehicle's operation. This training will be coordinated by DCS. Prior to operating an institutional van, the driver must successfully complete the Van Familiarization Class. Please see [Van Driver Training Registration Form](#)

1. Training may include classroom, individual instruction and audio-visual methods, or courses, as appropriate.
2. New University drivers are trained at the time of hire or initial authorization, if applicable, and regularly as established by their respective supervisor.

3. Authorized Drivers will be responsible for taking new courses as they become available.

B. Pre-Trip Safety and Forms – Institution Vehicles

1. The driver and Physical Plant Office employee will complete and sign the Pre-/Post- Trip Vehicle Inspection form indicating that they have inspected the institution vehicle prior to use. Each will maintain a copy of the inspection form for the post trip inspection upon return.
2. Headlights, taillights and windows must be clean before operating the institution Vehicle.
3. The driver and Physical Plant Office employee should also verify that a copy of the accident report form and current insurance card are available in the institution vehicle.
4. Upon return from the trip, the driver will return the completed copy of the Pre-/Post-Trip Vehicle Inspection form to the Physical Plant Office when turning in the institution vehicle keys. The Physical Plant Office employee and the driver will again complete a brief institution vehicle inspection using the Pre-/Post-Trip Vehicle Inspection form and document any mechanical problems with the institution vehicle, service required, new damage, the amount of gas added, the number of miles driven and any service that may have been provided to the institution vehicle. The Physical Plant Office employee will return the signed copy of the Pre-/Post-Trip Vehicle Inspection form to the driver and retain the original copy along with the Vehicle Use Request form in the vehicle file.

C. Maintenance – Institution Vehicles

In order for Shenandoah University institution vehicles to have a long and useful life, they must be maintained regularly. Accordingly, a Preventive Maintenance Program, to include all institution vehicles and equipment, has been established.

1. The Office of Administration and General Counsel will maintain a list of all institution vehicles. Physical Plant will also maintain a list of all institutional rented vehicles as well as certain departmental vehicles.
2. Each department who owns and operates an institutional vehicle is responsible for the maintenance and upkeep of their respective vehicles. This includes

preventative maintenance, service, and repairs. If the vehicle falls under the responsibility of Physical Plant, then a work order must be completed for the scope of work needed to include service, repairs, and preventative maintenance.

3. If an institution vehicle has operational problems while off-campus, the driver will notify Minnicks Towing and Recovery for assistance. If the driver needs transportation back to the main campus or Health Professions Building (HPB) from Minnick's, they should contact DCS who will make the necessary arrangements to bring the driver back to the main campus or HPB.

D. Rental Vehicles

1. When renting a vehicle to drive in the United States, its territories and possessions, and/or Canada on institution business, the University's automobile insurance will be primarily in the event of an accident involving the rental vehicle. Authorized drivers are not required to purchase rental vehicle insurance (and the University will not reimburse for the expense).
2. When renting a vehicle to drive in countries other than the United States, its territories and possessions, and/or Canada on institution business, you must purchase rental vehicle insurance (and the University will reimburse you for the expense).
3. 15 passenger vans should not be rented unless the below mentioned loading limits are followed. (Max) 10 human bodies-1 driving and 9 riding- with backpacks.

E. Trip Safety

1. Seat belts are one of the most important pieces of safety equipment installed on a motor vehicle. The law states that all drivers/passengers must be restrained with a seat belt or other safety devices and therefore, the University requires such restraint as well. All Authorized Drivers should follow the procedures listed below when driving an institution vehicle or a personal vehicle on institution business.
2. When going on a trip (even a short trip across town), ensure that there is a seat belt for every passenger. If not, limit the number of passengers to the number of seat belts available.

3. Before shifting from “Park,” the driver must secure their seat and shoulder belt and verify that all passengers are appropriately secured by their seat and shoulder belt.

Traffic Laws. Drivers must abide by all Federal, state and local motor vehicle regulations, laws and ordinances

General Safety Rules. Employees are not permitted to:

- A. Pick up hitchhikers.
- B. Accept payment for carrying passengers or materials.
- C. Use any radar detector, laser detector or similar devices.
- D. Push or pull another vehicle
- E. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities – focus for maintenance needs.
- F. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.

F. Alcohol and Drugs

It is important for all drivers to recognize their responsibilities for operating a vehicle in a safe manner, **absent the influence of alcohol or drugs**. By completing the approved driver application, the driver pledges to comply with all applicable federal, state and local regulations regarding drug and alcohol use, including University policies, when operating any institution vehicles, or any personal vehicles for institution business. No driver authorized by the institution should be under the influence of alcohol or drugs while operating a vehicle at any time.

G. Cell Phones and Electronics

Handheld cell phone and other electronic device use while a vehicle is in motion is strictly prohibited. Cell phones may only be used to make calls through the assistance of Bluetooth or other hands-free devices. Headphones that reduce hearing should not be used. For navigation devices, program the destination before moving the vehicle, pull off the road to make changes and rely on the voice directions to guide you.

H. Stowed Items

1. Items that can become loose during travel should be properly secured and placed in proper storage areas or separated by a cage from the passenger area to prevent injury to passengers or damage to other vehicles.
2. Stowed items should not obstruct the driver's view.

I. Vehicle Theft

1. To reduce the potential for theft and vandalism, the vehicle should be locked when left unattended. Never leave the keys in the ignition or key fob in the vehicle. It is illegal to leave the vehicle running and unoccupied if only for a short period of time. Valuables to an institutional laptop should not be left in sight and the vehicle should be parked in a well-lit area at night.
2. The University is not responsible for personal items left in a vehicle.
3. If it is determined that an institutional vehicle is the subject of a vehicle theft, the driver should call DCS immediately who will help determine the local law enforcement jurisdiction and potential next steps.

J. Extended Trips

To reduce the possibility of fatigue-related accidents on extended trips, when the one-way distance to the destination will take six hours or more, at least two Authorized Drivers should be available to drive the vehicle. The drivers will rotate as a driving team every two hours. The "shot-gun passenger" will stay alert and act as co-pilot.

K. Restricted Drive Time

Drivers may not operate an institution vehicle, or vehicles for institution business, between the hours of 2:00 a.m. and sunrise, excluding employees whose job duties may require it such as Maintenance and DCS, and excluding any trip between such hours authorized in advance by the driver's supervisor.

L. Vehicle Accident Reporting Procedures

Vehicle accidents can seriously impact the lives of those involved, both as drivers and as passengers. To minimize the long-term effects of those accidents and to ensure that they do not recur, the following policies and procedures are in effect:

1. If a vehicle involved in a collision with another vehicle, or property, or person(s) is on institutional property, the driver should call DCS. If there are suspected injuries, the driver should call 911 first and then call DCS as soon as they are able to do so. If a vehicle, while off institution property, is involved in a collision with another vehicle, object or person or a one-car accident, such as rolling over and going into a ditch, the driver should call the police and, if there are any suspected injuries to the driver or passengers, request emergency medical assistance.
2. If the vehicle is being driven on institution business, or is an institution vehicle, DCS should be contacted at 540.665.4444 **after contacting the police**. If it is an institution vehicle, please follow the procedures outlined in the information packet found in the vehicle glove box. The following information should be provided:
 - a. Driver's name and the vehicle involved
 - b. Location of the accident
 - c. Description of any injuries to driver, passenger(s) or occupant(s) of other vehicles
 - d. Indicate whether the police and/or ambulance been notified, and
 - e. Indicate the medical facility where injured people have been taken
3. After calling DCS, retrieve the current insurance card from the vehicle. This card shows evidence of insurance to police authorities and also provides the driver with basic information on the insurance company, their claim reporting phone number and the policy number.
4. The driver should begin to fill out the accident report form located in the vehicle. Be particularly careful to discuss the accident only with the police or the appropriate University official(s). Despite the fact that the driver may feel that they were the cause of the accident, the driver should not make any admissions of liability or assume any blame. There may be factors that the driver is unaware of at the time that could mitigate any responsibility.
5. The driver should take pictures of the accident scene, including all vehicles involved and at various angles as possible.

6. Exchange basic information with the driver of each vehicle involved. Only the following information should be provided:
 - a. Name, address and telephone number of the driver and any passengers
 - b. Type of vehicle and license plate number
 - c. Insurance company name and policy number
7. The University may, in its discretion, require the University driver to undergo a drug/urine test following an accident.

M. Accident Investigation

DCS will coordinate the accident investigation. DCS will gather all information/reports and turn them into the Office of the Vice President for Administration and Finance to turn into the insurance carrier. This will generally be within 24 hours of the accident.

Summary

A vehicle fleet presents many exposures for injuries and property damage. It is important for the University to critically examine these types of exposures and take effective steps to minimize them. Choosing qualified drivers, training and supervising them is the primary area where the Driver/Vehicle Safety Policy can be successful. Failure to act effectively can lead to death, injury and potentially very expensive lawsuits.

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