

# Vehicular Use Policy

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**Effective Date:** April 1, 2012

**Reason for Policy**

**Last Updated:** July 10, 2014

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## POLICY STATEMENT

The University's vehicle use policy has been established to provide information and guidelines to all USF employees and students regarding their responsibilities for the safe operation of vehicles on University business. This document includes instructions and procedures for driving, refueling, maintaining and renting University vehicles. We are committed to providing a safe environment for USF's students, staff, faculty and visitors.

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## REASON FOR POLICY

This Policy sets forth the standards for the authorization of drivers and proper safety procedures for vehicles the University is responsible for, both owned and non-owned.

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## WHO SHOULD READ THIS POLICY

Any employee who is responsible for vehicles, drivers, or driving; the members of the Leadership Team, as well as supervisors and Business Managers who supervise an employee with such responsibilities.

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## POLICY TEXT

Safe drivers know how to operate a vehicle properly. They do not make the common driving errors that cause most accidents. They also have learned to compensate for the lack of skill and attention of other drivers on the road who may otherwise involve them in an accident. Safe drivers can recognize accident causing situations and take corrective actions to prevent them.

Our Fleet Management Program has three main objectives:

- To select and utilize operators of University-owned or controlled vehicles who have satisfactory or better driving records.
- To create mechanisms to assist in the safe and proper maintenance, registration and insurance of University-owned or controlled vehicles.
- To create mechanisms to assist the University to select qualified drivers to operate fleet vehicles in a safe and courteous fashion that reflects positively on the University of San Francisco.

University-owned or controlled vehicles are provided and maintained primarily for University business use. Employees assigned to operate or allowed control over a University vehicle are expected and required to follow the Fleet Management Program regulations and maintain a satisfactory or better driving record. Employees who lose the privilege of operating University vehicles subject themselves to possible reassignment, disciplinary action or termination. With the exception of specific senior exempt-employees, who by virtue of their position are provided access to University vehicles, no personal use of University-owned or controlled vehicles is permitted. In cases of senior exempt-employees provided a University vehicle, the employee must be at least 25 years of age, and use of the vehicle by other than the employee (including family members) is strongly discouraged. Employees are not permitted to use assigned University vehicles for personal business.

Personal vehicles may be used on University business ONLY with the permission of the employee/student's department head or advisor and proper authorization from Risk Management.

When using a personal vehicle for University business, the owner of the vehicle must carry automobile liability insurance. The owner's automobile liability insurance coverage is the primary coverage.

There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of an accident.

The owner's automobile liability insurance card received from their insurance agent must be in the driver's possession when using personal vehicles for University business.

We ask for cooperation and compliance from each employee and manager who operates or supervises a department in which University vehicles are operated.

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## PROCEDURES

**Driver Selection Process**  
**Fleet Safety Regulations**  
**Fuel & Maintenance Card Program**  
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**Accident Reporting**  
**Violations**

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## RELATED INFORMATION

<b>Type</b>	<b>Name</b>
USF	<b>Travel &amp; Entertainment Policy</b>
USF	<b>Purchasing Card Policy</b>
External	<b>California Department of Motor Vehicles</b>
<u>External</u>	<b>California Department of Transportation</b>

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## DEFINITIONS

<b>Term</b>	<b>Definition</b>
Business Manager	A University employee, designated by the President, Vice President, Vice Provost, or Dean who is the financial manager for the University account(s) being used for the expense. This may include the President, Vice Presidents, Vice Provosts, or the Deans.
Department of Transportation (DOT) Driver	Specialized individual operator, who by virtue of function or vehicle operated is subject to additional federal regulatory restrictions. The operator must possess a Commercial Driver's License (CLD) to operate fleet vehicle(s).

The Fleet	Consists of all University-owned or leased motor vehicles, including automobiles, station wagons, pick-up trucks, vans, trucks, and all other classes of vehicles that are operated routinely on public roads.
Fleet Driver	Any employee, student or other authorized operator assigned or allowed to operate a Fleet vehicle.
Motor Vehicle Record (MVR)	A certified copy of an individual's driving record for at least the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued.

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Email/URL
Driver Authorization Request	University Travel Representative	415.422.5967	<a href="mailto:USFTravel@usfca.edu">USFTravel@usfca.edu</a>
Risk Management	Melissa Diaz	415.422.5899	<a href="mailto:mddiaz2@usfca.edu">mddiaz2@usfca.edu</a>
Accounting & Business Services	Neva Nguyen	415.422.2772	<a href="mailto:nnguyen25@usfca.edu">nnguyen25@usfca.edu</a>

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## FORMS

Form	Use	Location
<b>Department of Motor Vehicles (DMV) Authorization of Driver Record Release Form</b>	Used by University employees seeking assignment as fleet driver	ABS
<b>University Driver Authorization Request</b>	Used to approve drivers authorized to operate a University vehicle.	ABS

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## RESPONSIBILITIES

### Fleet Drivers

- Participation in fleet safety training program and successful completion of corrective driving program(s), if required.

- Operation of University vehicles in compliance with University, local, State and Federal regulations.
- Reporting of all unsafe vehicle conditions immediately to his/her supervisor.
- Prompt and accurate preparation and submission of all required vehicle reports to his/her supervisor.
- Immediate written notification to his/her supervisor of all accidents and traffic violations, whether involving University or privately-owned vehicles.

### **Department/Business Manager**

- Consistent application of the Fleet Safety regulations throughout his/her operation.
- Ensuring that his/her Fleet vehicles are properly licensed, inspected and maintained.
- Ensuring that only properly licensed and qualified drivers are selected and assigned University vehicles to operate.
- The identification of program violators and/or poor drivers and issuance of corrective, or if necessary, disciplinary action.
- The issuance and replenishment of "glove-box" accident reporting kits.
- Report accidents or incidents to Risk Management

### **Risk Management**

- Training of operating unit managers in regards to their role in the Fleet Safety program.
- Coordination of the delivery of the University Safe Driver Program to new fleet operators
- Preparation and maintenance of program monitoring records.
- Coordination of the reporting, investigating and claims management of all fleet driver accidents and vehicle related damage or property loss incidents.
- Investigation and review of each accident involving University fleet vehicles. Submission of recommendation(s) to prevent reoccurrence.
- Identification of program violators and poor drivers and the coordination of associated disciplinary action. Includes acquisition of certified driving records for each new employee assigned as driver, and the ongoing acquisition/review of certified driving records.
- Classification as "preventable" or "non-preventable" of (a) accidents involving a fleet vehicle where damage only to the fleet vehicle or to other University property is involved or; (b) accidents involving a fleet vehicle causing minor damage to property of a third party. For any accident involving significant property damage to a third party or any physical injury, however minor, to anyone, Risk Management will cooperate with the University's insurance carriers, their investigators and counsel to the University in any investigation. Judgments with respect to preventability in these instances will be reached with full consultation with the University's insurance carrier and counsel.

- The preparation of program status reports and the reporting of program violations and problems to senior University administrators.

**President, Vice Presidents, Vice Provosts, and Dean**

- Ensures that employees in his or her division are in compliance with this Policy.

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## FREQUENTLY ASKED QUESTIONS

(None)

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## REVISION HISTORY

07/10/2014 - Revised to provide guidance on driver reinstatement process.

02/01/2013 - Updated to include Driver Selection Process.

04/01/2012 - First publication of Policy.

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## APPENDICES

**Appendix A** - Driver Requirements

**Appendix B** - List of approved Fuel and Maintenance vendors

## PROCEDURES

### **Driver Selection Process**

### **Fleet Safety Regulations**

### **Fuel & Maintenance Card Program**

### **Program Enforcement**

### **Registration & Inspection**

### **Vehicle Insurance**

### **Accident Reporting**

### **Violations**

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## DRIVER SELECTION PROCESS

Each new employee or individual who is being assigned to operate a fleet vehicle must follow the following procedures:

### **New Employee**

Each applicant must complete an Employment Application and have it on file with the Human Resources Department prior to the start of the driver selection process.

Each applicant for a position in which he/she might be required to operate a fleet vehicle must produce a valid operating license issued by the state in which he/she resides. A photocopy of the license should be attached to the employment application.

Each candidate who is being considered for assignment as an incidental or regular driver must complete the **Department of Motor Vehicles (DMV) Authorization of Driver Record Release Form**, which should be attached to the application.

A copy of the employment application should be sent to Risk Management for processing. The application should be included along with submission of the driver form and completion of driver safety. If a driver does not hold a valid CA license they must also submit a copy of their license.

Department of Transportation (DOT) drivers must not be assigned to operate fleet vehicles until the Motor Vehicle Record (MVR) check is completed and found acceptable.

### **Current Employees Seeking Assignment as Fleet Driver**

- A current employee who is seeking assignment as an incidental or regular driver must complete the **Department of Motor Vehicles (DMV) Authorization of Driver Record Release Form**.
- The completed release form should be sent Risk Management for processing. This should be included along with submission of the driver form and

completion of driver safety. If a driver does not hold a valid CA license they must also submit a copy of their license.

- DOT drivers must not be assigned to operate Fleet vehicles until the MVR check is completed and found acceptable.

### **Eligibility Requirements for New Drivers**

A complete list of eligibility requirements for all drivers is contained in **Appendix A**.

### **Student Drivers**

Student drivers are not allowed to drive on University business in fleet or personal vehicles unless expressly authorized by the Risk Management department. Student drivers under the age of 21 are prohibited.

### **Safe Driver Program**

Satisfactory completion of the University of San Francisco Safe Driver Program within 90 days of employment or assignment is required. This program consists of an online module, provided by United Educators, all found on the Risk Management page of the USF website.

### **Fleet Driver Operating Status**

The following functions will be performed by Risk Management with respect to fleet drivers:

- A record of each Fleet Driver's status will be maintained by Risk Management.
- Risk Management will assure that the Operating Unit Manager is notified in writing at any time a Fleet Driver's operating status within their unit is withdrawn or negatively impacted.

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## **FLEET SAFETY REGULATIONS**

The following safety regulations shall apply to individuals authorized to operate a University Fleet vehicle:

- No employee may operate a University-owned or controlled vehicle without a valid state operator's license for the particular class of vehicle. Each Fleet Driver must produce at least annually or upon demand a valid state operator's license.
- No employee may operate a Fleet vehicle without being in the ACTIVE Fleet Driver operating status, as maintained by Risk Management.
- Each driver must attend initial driver orientation and other Fleet safety presentations as scheduled or required.
- No driver shall operate a Fleet vehicle at any time without wearing a seat belt and requiring all passengers to wear a seat belt.
- No employee shall operate a Fleet vehicle in violation of University, local, State or Federal regulations. Employees are responsible for paying all parking and traffic violation fines and associated costs incurred while operating or in charge of a University vehicle.



- No employee may operate a Fleet vehicle while under the influence of alcohol or illicit drugs.
- No driver shall allow any other Fleet driver to operate an assigned Fleet vehicle without his/her supervisor's approval. No other persons (non-fleet drivers) may be permitted to operate the vehicle without the prior written permission of Risk Management. No employee shall use or permit use of an assigned vehicle in any unauthorized manner.
- No driver may operate a Fleet vehicle with identified unsafe conditions. All unsafe conditions must be immediately reported to his/her supervisor.
- Each driver must report every accident and property damage incident involving the Fleet vehicle to his/her supervisor within one work day. Immediate notice is required in all cases involving bodily injury, regardless of how slight.
- No employee shall falsify, withhold, or suppress any Fleet related reports or information.
- Each driver must remove the ignition key and lock all doors on his/her assigned Fleet vehicle whenever it is left unattended and unsupervised.
- No employee shall refuel a Fleet vehicle with the engine running, or smoke near any vehicle that is being refueled or serviced.
- No driver shall prematurely leave the scene of an accident involving the driver or vehicle being operated, except temporarily to summon police or medical assistance.
- No employee shall cause physical damage to a Fleet vehicle, or allow physical damage or loss to occur by his/her failure to act.
- Fleet vehicles must be properly registered and inspected for operation upon streets or highways. Golf carts, utility vehicles or other equipment not specifically designed for street use must be operated on University grounds and sidewalk areas only.
- No employee shall use a cell phone to talk, text or use data services while operating a vehicle, unless using an approved hands-free device or having already safely parked the vehicle.
- Personal use of University vehicles is strictly prohibited, except for Senior Executives granted a vehicle for their own use.

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## FUEL AND MAINTENANCE CARD PROGRAM

The Fuel Card is a purchasing tool issued by vehicle and kept in the glove box for the purpose of allowing individuals to purchase fuel, car washes, and minor maintenance items for vehicles such as quarts of oil.

The USF Fuel Card Program is designed to allow individuals to make gasoline or car wash purchases at many national fuel stations or car wash facilities; see the list of these approved locations in **Appendix B**. Each employee who has been authorized as a driver will be issued a specific PIN #, while Fuel Cards themselves will be located in the vehicles for use. Fuel Cards should never be swapped between vehicles.

The Maintenance Card is a non-purchasing tool issued by vehicle that allows the driver of a vehicle to direct repair or maintenance payments from the repair shop to a third-party administrator – Corporate Claims Management (CCM). Drivers should never pay for auto repairs or maintenance, and instead provide the issued 1-800 and account numbers issued on the front and back of the Maintenance Card to the repair shop for the settlement of repair or maintenance costs. All costs in excess of \$150 require approval by the department business manager in order to be authorized for payment.

USF Fuel and Maintenance Cards are the property of the University of San Francisco, and are to be used for USF business purchases only. USF is responsible for the purchases made with Fuel and Maintenance Cards. Neglect or abuse of the cards can and will result in disciplinary action up to and including termination.

### **Procedure for Applying for a Fuel Card PIN**

The following procedures apply to the issuance of Fuel Card PIN numbers:

- A driver must first be authorized as a University driver.
- The driver must have read and reviewed the Vehicular Use policy.
- The driver's supervisor must inform Risk Management in writing which vehicles the driver is cleared to use and the driver's PIN will be issued for those specific Fuel Cards.
- A PIN number will be issued privately to the driver for use with vehicle Fuel Cards – THIS PIN NUMBER SHOULD NOT BE SHARED BETWEEN DRIVERS.

### **Fuel Card Uses**

The Fuel Card may be used for fuel, car washes, and incidental items for operation of the vehicle not exceeding the established authorization controls set by the department for an individual Fuel Card. An attempt to use the Fuel Card for purchases in excess of the established limits will result in the purchases being rejected by the bank and vendor. The Fuel Card cannot be used at vendors that are not in the approved list found in **Appendix B**. The Fuel Card should always be used in lieu of a purchasing card when refueling vehicles.

### **Maintenance Card Uses**

The Maintenance Card may be used for emergency repairs, general repair or standard maintenance for vehicles at in and out of network shops. See **Appendix B** for a sample listing of in and out of network vendors. Any estimate value in excess of \$150 will need approval from the department business manager.

### **Receipts**

The Fuel Card user will secure and retain receipts that provide complete detail to support each purchase charged to Fuel Cards under their PIN number. The Fuel Card user will submit receipts to the vehicle's supervisor/responsible party.

Business Managers are responsible for:

- Ensuring the existence and retention of all original receipts providing complete detail of the purchase (including the number of gallons and cost per gallon).
- Ensuring that the charges reflected on the Fuel Card bank statement match the receipts.
- Ensuring that the purchases are appropriate and within the University's policies, including randomized review of odometer readings as necessary.
- Ensuring that the appropriate individuals sign and approve the reconciled bank statements

### **Personal and/or Unauthorized Purchases**

The **Fuel Card and Maintenance Card** cannot be used for personal and/or unauthorized fuel, items or services. They may only be used for fuel, car washes, repairs, maintenance, or incidental items purchased for USF business purposes.

The Fuel Card and Maintenance Card are not authorized for use in personal vehicles even if used for USF business. Personal vehicle expenses will continue to be paid on a trip-by-trip basis.

Personal and/or unauthorized purchases will result in immediate cancellation of the Fuel Card PIN access and potential personnel disciplinary action including, but not limited to, repayment of improperly spent funds and/or termination.

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## **PROGRAM ENFORCEMENT**

Policies and procedures outlined in the University Employee Handbook(s) will be used to implement disciplinary action.

- Human Resources and the Business Manager must be informed in writing when any disciplinary action is undertaken relating to the Fleet Safety Program.
- All written warnings or suspensions of operating status will be approved by Risk Management, prior to their issuance to the driver.

An unauthorized driver or an authorized driver who violates the Driver Requirements contained in **Appendix A** may be reinstated three (3) years from the date of their earliest violating offense or accident. Before being reinstated, however, the driver must successfully complete the Driver Safety Program.

Example - John got a speeding ticket on June 14th, 2012. He subsequently got two more speeding tickets on August 13th, 2013 and October 3rd, 2013. This was his 3rd ticketed driving offense in 3 years, which results in loss of his driving privileges. He is eligible for

reinstatement on June 14th, 2015, at which time he may enroll in the Driver Safety Program.

*Please note that in this Example, John still has 2 offenses on his record during the 3-year period, even after being reinstated. If he were to get a subsequent moving violation before August 13th, 2016 he would again lose his privileges.*

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## REGISTRATION AND INSPECTION

Each department head is responsible for ensuring that assigned vehicles are appropriately registered with the State of California.

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## VEHICLE INSURANCE

The University maintains extensive business automobile insurance coverage for its vehicles and vehicles rented for its use. This coverage includes liability, physical damage and uninsured motorist components. All authorized drivers are covered. USF's insurers reserve the right to remove any driver from coverage based on their MVR. Specific information regarding this insurance is available in the Risk Management Office.

Personal vehicles used for authorized University business must be insured by the owner. The University recommends that the owner carry \$100,000 bodily injury liability, subject to \$300,000 limit per occurrence, and \$100,000 physical damage liability coverage. Physical damage (collision and comprehensive) limits and deductible are at the discretion of the owner.

Automobile liability insurance identification

### **Automobile Liability Insurance Identification**

All University-owned vehicles must carry an automobile liability insurance identification sheet indicating proof of insurance. Each year the insurance information is distributed by the Risk Management Office upon renewal of our status as a Qualified Self-Insurer with the State of California in November. Please place this proof of insurance in the vehicle's glove compartment. Authorized drivers of personal vehicles are responsible for possessing appropriate proof of insurance.

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## ACCIDENT REPORTING

Each Fleet Driver is required to report every accident and property damage incident involving a Fleet vehicle as noted above in Fleet Safety Regulations #10. Each Fleet vehicle has been provided a "glove-box" accident reporting kit which should be completed at the accident scene.

In the event of an accident involving a Fleet vehicle:

### **On-Campus:**

- Dial x4222 (415-422-4222) to report the accident to the Department of Public Safety. Be prepared to give your name, the location of the accident, a brief description of the accident, a brief description of any injuries and your location at the time of call. If safe, return to the scene of the accident to await the responding officers. Provide as much information as possible to the investigating officer. He/she will complete all needed accident reports. If unsafe at scene, warn bystanders and withdraw to a safe distance to await responding officers.

### **Off-Campus:**

- Dial local law-enforcement authority to report the accident. Dial 911 first, then "0" if 911 is not available. Be prepared to give your name, a description of the accident location, cross-streets or local landmarks to help locate the scene, a brief description of the accident, a brief description of any injuries and the location from which you are calling. Remain calm and stay on the line - let the dispatcher terminate the call.
- As soon as possible, telephone the Department of Public Safety (415) 422-4222 (calls may be made at any time--24 hours/7 days) to report the accident or gain assistance in completing any accident reports or paperwork. Drivers should not discuss accidents with anyone except University managers and representatives of our insurance company or their attorneys, or investigating Police or Public Safety Department Officers.

Each Fleet driver must immediately notify his/her supervisor of all accident related contacts by representatives of other insurance companies or their attorneys or by any "outside" investigators.

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## VIOLATIONS

A violation of any portion of this Policy may result in disciplinary action, up to and including termination of employment and/or legal action. In addition, an employee may be held personally liable for any financial loss incurred by the University as a result of the employee's failure to comply with the requirements set forth in the Policy.

# **Vehicular Use Policy**

## **Appendix A**

### **Driver Requirements:**

- Must be over the age of 21.
- No major violations in the last 3 years (major violations include, but are not limited to DUI, vehicular homicide, reckless driving, drugs, leaving the scene).
- Maximum of 2 moving violations in the last 3 years with one at-fault accident.
- Maximum of 3 moving violations in the last 3 years with no at-fault accidents.
- Maximum of 2 at-fault accidents in the last 3 years with no moving violations.

# **Vehicular Use Policy**

## **Appendix B**

### **List of Approved Fuel and Maintenance Vendors**

#### **Fuel**

- Shell
- Chevron
- Arco
- 76
- British Petroleum (BP)
- Most other major gas/refueling stations

#### **Maintenance and In-Network**

- Pep Boys
- Wheel Works
- Firestone
- AAMCO Transmission
- Cottman Transmission
- Goodyear
- Jiffy Lube
- Les Schwab Tire Centers
- Meineke Care Care Centers
- Midas
- Monro Muffler/Brake & Service
- Sears Auto Centers
- Valvoline Instant Oil Change
- Major auto dealerships (Honda, Toyota, Ford, Chevrolet, etc.)

#### **Maintenance Out-of-Network**

- Precision Auto Repair (San Francisco)
- Don's Auto Body (San Francisco)
- Other auto repair vendors as required by department