POLICY STATEMENT

The University maintains a fleet of vehicles for business use by faculty, staff, students, and volunteers. Vehicles are used in order to recruit future students, engage in educational field trips, participate in athletic events, maintain campus property, safeguard technology, and preserve the safety of our community. The fleet is critical to carry out the University’s mission.

Only authorized drivers may operate a University-owned vehicle, a personally-owned vehicle, or a rental car on University business. University business is defined as travel that is conducted with the knowledge and approval of the University for the benefit of the University. Commuting to work is not considered University business.

All authorized drivers are required to comply with the requirements set forth in this Policy.

Departments may establish more restrictive procedures than those included in this Policy, if desired.

REASON FOR POLICY

This Policy establishes standards for the safe operation of University-owned vehicles, personally-owned vehicles, and rental cars by authorized drivers for business purposes.
The Policy complies with applicable state laws and regulations and the University’s insurance coverage governing the use of vehicles. **Due to potential changes in state laws, regulations and the insurance marketplace, this policy is subject to change.**

### WHO SHOULD READ THIS POLICY

Any employee, student, volunteer, or contracted driver authorized to drive a vehicle on University Business; the members of the Leadership Team, as well as Supervisors and Business Managers who supervise an individual with such responsibilities.

### AUTHORIZED DRIVERS  (University-owned, Personal & Rental Vehicles)

**University-owned vehicles** are maintained for University business use by authorized employees, students, and volunteer drivers. Individuals who are approved to operate a University-owned vehicle by a department supervisor or business manager are required to follow the vehicle safety regulations included in this Policy and maintain a satisfactory driving record.

**Personally-owned vehicles** for University business must be driven by an authorized driver (also see **Vehicle Insurance: Personal Vehicles Used for University Business** for more information). These individuals include:

- Anyone driving in the course of University business and requesting mileage reimbursement (up to the Internal Revenue Service standard mileage rate in effect at the time of travel to include gasoline purchased for the trip, insurance, maintenance, depreciation, and other costs associated with the use of the vehicle). See **Travel and Entertainment Policy** – Personal Vehicles.
- Anyone receiving a car allowance
- Anyone for whom driving is a component of their job description

**Rental vehicles** being used while on University business must be driven by an authorized driver (also see **Vehicle Insurance: Rental Vehicles** for more information).

To that end, all authorized drivers must be registered with the California Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) program prior to performing any driving services on behalf of the University.

The University uses the DMV EPN program both to select its authorized drivers and to monitor driver license records of employees, students, and volunteers authorized to drive a University-owned vehicle, a personally-owned vehicle, or a rental car while on University business. This monitoring accomplishes the following:

- Improves public safety and the safety of the University’s authorized drivers,
Vehicular Use Policy
May 4, 2020

- Determines if each driver has a valid driver's license,
- Reveals problem drivers or driving behavior, and
- Helps to minimize the University’s liability.

DRIVER AUTHORIZATION PROCEDURES

Exceptions
Driver Authorization Process
Driver Safety Training
Vehicle Safety Regulations
Driver ID Program & Suspended Driving Privileges
Registration, Inspection & FastTrakreport
Vehicle Insurance
Charter Transportation, Uber/Lyft & Passenger Vans
Accident Reporting
Traffic and Parking Citations
Zipcar Program
Vehicle Maintenance
Adding or Disposing of Vehicles
Violations
Related Information

EXCEPTIONS

Any exceptions to this Policy require advance written approval from the Director of Risk Management. A request for an exception must include a written statement explaining why the standards set forth in the Policy are not attainable or desirable and a description of the alternative procedures, if any, that would be implemented in their place.

DRIVER AUTHORIZATION PROCESS

University employees, students, and volunteers are eligible to operate a vehicle on University business if they meet the driver requirements contained in Appendix A. Individuals who meet those requirements; however, must be approved in advance by both their supervisor and the Office of Risk Management to operate a vehicle on behalf of the University.

Individuals being considered for an assignment as a regular or incidental driver must provide the following information to Risk Management, which must be submitted electronically to usftravel. All of this information can be found on the Risk Management website.
• **University Driver Information Form** - The applicant must complete the information form, which documents the applicant’s relationship with the University and the reason for driving the vehicle on University business.

• **DMV Authorization for Release of Driver Record (MVR) Information** – The applicant must complete this form in order to grant the University permission to obtain a copy of the individual’s Motor Vehicle Record (MVR). DMV requires up to 10 business days for processing MVR requests. An individual with an out-of-state driver’s license must submit a scanned copy of their license so that Risk Management may request an MVR from the state issuing the license. Requests for an out-of-state MVR require approximately four weeks processing time.

• **Driver Safety Training** – The applicant must complete the Driver Safety Training program (see below). Upon completion of the training, the applicant must send a screenshot or copy of the Driver Training Transcript to usftravel.

• **Key Fob Agreement** - An applicant who will be driving a *University-owned vehicle (only)* must also complete a Key Fob Agreement form. Upon completing this form, it must be submitted electronically to usftravel. This must be completed before a student, employee, or volunteer can be given a key fob to drive a University Vehicle.

An applicant who is a volunteer must also complete a background check prior to becoming an authorized driver. The volunteer’s department must contact the Department of Human Resources (HR) to perform a background check, which will be conducted by the University’s third-party service provider. The background check fee will not be reimbursed by Risk Management and will be the responsibility of the volunteer’s department. See [Background Check Policy](#).

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**DRIVER SAFETY TRAINING**

Authorized drivers must drive safely at all times. Driving a University vehicle, rental vehicle, a personal vehicle or any other vehicle on behalf of the University is a privilege, not a right. The safety of passengers, pedestrians, and others is every driver’s highest priority.

A University employee, student, or volunteer authorized to operate a vehicle for University business must satisfactorily complete the online Driver Safety Training program prior to their driving assignment. To access the training, new users will need to register with EduRisk as follows:

• The applicant must log into the [EduRisk Learning Portal](#).
Vehicular Use Policy
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● First-time users need to register on the Learning Portal.
  o Applicant must enter a valid email address as this will be their username and cannot be changed.
  o After completing registration, applicant should receive an email with a temporary password.
  o Follow the link in the email to sign on.
  o Applicant will be prompted to enter a new password when first signing in.
● Once the registration process is completed, the applicant can access the Driver Safety Training module.
● Upon completion, the applicant will receive an email with a link to download the certificate of completion. Applicant may also go to ‘My Completions’ to obtain evidence of completion. Send the certificate to usftravel.

VEHICLE SAFETY REGULATIONS

The following safety regulations shall apply to individuals authorized to operate a vehicle on behalf of University business:

● Drivers must use University vehicles for authorized business only
● Drivers must not permit any unauthorized person to drive the vehicle
● Unauthorized drivers may be personally liable for any accident or loss
● No driver may operate a vehicle at any time without wearing a seatbelt and requiring all passengers in the vehicle to wear their seat belts
● No driver may operate a vehicle in violation of local, State, or Federal regulations
● No driver may operate a vehicle while under the influence of alcohol or illicit drugs
● Each driver must remove the ignition key and lock all doors to the vehicle whenever it is left unattended
● No driver shall refuel a vehicle while the engine is running or smoke near any vehicle that is being refueled or serviced
● No driver shall cause any physical damage to a vehicle, or allow physical damage or loss to occur due to their failure to take appropriate action
● No driver may operate a vehicle that is unsafe to drive or has a known safety issue. All unsafe conditions must be immediately reported by the driver to their supervisor or Business Manager
● No driver may use a cell phone to talk, text, or access data services while driving a vehicle. Drivers shall not use cellular devices until they have safely parked the vehicle

DRIVER ID PROGRAM, WARNINGS & REVOCATION
Vehicular Use Policy
May 4, 2020

Verizon Connect GPS Fleet Tracking & Driver ID Program (University-owned vehicles)

The University is committed to providing a safe environment for its employees, students, volunteers, and visitors while driving on University business. Most University-owned vehicles have been installed with GPS tracking units which give Program Administrators, Supervisors/Business Managers, and Leadership the ability to view near real-time activity of current vehicle location and driver behavior, through web-based maps. With the ability to look-up simple route history, the tracking feature shows exactly what happened and where, making insurance claims and auto accident review much easier.

Each authorized driver is assigned a unique key fob to operate a University-owned vehicle, required for each journey, with an understanding that their driving behavior will be monitored and evaluated. Stickers stating “Driving is being monitored / unsafe driving may result in a loss of privileges” have been/will be placed in every vehicle installed with a GPS unit. All authorized drivers operating a University-owned vehicle and assigned a key fob are required to acknowledge and sign the “Authorized Driver/Key Fob Agreement Form.” The form outlines policies and regulations to operate a University-owned vehicle, as well as the terms and conditions of the assigned key fob. Authorized drivers are not to share their individually assigned key fob, which will result in driving privileges being revoked. Additionally, if a key fob is misplaced, lost, or stolen, there will be a $5 fee paid by authorized driver to have another fob reissued. Replacement of the key fob must be processed at the Office of Accounting and Business Services in-person.

The University is committed to promoting safe driving. Speeding driving alerts have been set-up to trigger University Administrators of the program. Leadership, Supervisors, and/or Business Managers also receive monthly speeding reports. This allows the University to effectively manage unsafe behavior and unauthorized use or deviations from the standard business utilization.

Speed data is gathered by GPS coordinates combined with the speed limit values of the location. Speed limits are provided by public and municipal survey information. Posted speed will be used while assessing driving behavior.

Verizon Connect - Unsafe Driving, Warnings & Revocation

Employees, students, and volunteers who the Verizon Connect software / Risk Management determines to be unsafe drivers may be subject to the following actions, depending on the situation:

- For speeding events 79 mph and below: Risk Management will contact the driver’s supervisor to discuss the event. Driver’s supervisor may issue a verbal warning. A written warning may be issued by the supervisor’s discretion. The driver’s record may be updated in the Risk Management database.
• **For speeding events 80 mph and above:** Risk Management will contact the driver’s supervisor to discuss the event. Driver’s supervisor will issue both a written warning and verbal warning. The driver’s record will be updated in the Risk Management database.

• **Any driver operating a vehicle 90 mph and over will have driving privileges automatically revoked:** Risk Management will contact the driver’s supervisor to discuss the event. Driver’s supervisor will issue both a written revocation and verbal revocation of driving privileges. The driver’s status will be updated in the Risk Management database.

• Non-freeway speeding events will lead to similar consequences. In the event that a driver is determined to be operating a vehicle at an unsafe speed, Risk Management will contact the driver’s supervisor to discuss the event. Driver’s supervisor may issue a verbal warning. A written warning may be issued by the supervisor’s discretion.

• Other violations might also result in revocation of driving privileges.

• Multiple warnings may lead to revocation of driving privileges.

In such cases, Risk Management will initially assess if the GPS technology interpreted the driver’s longitude and latitude incorrectly, or if there was a system error (posted speed data outdated, construction zones, etc.). If there are no issues with the GPS technology, Risk Management will contact the authorized driver’s supervisor to get more information about the incident in question. The supervisor shall contact the driver and allow for them to provide an explanation as to why the unsafe driving behavior took place. Once determined by the driver’s supervisor and Risk Management that a warning will be given or driving privileges will be revoked, written and/or verbal documentation of the incident will be issued and noted in the Risk Management database.

If driving is a condition of employment and privileges are revoked, this will result in reassignment or termination and will be handled by the authorized driver’s direct supervisor. Director supervisors must review the [Workplace Conduct Policy](#) if there are any questions.

A suspended driver may be reinstated three (3) years from the date of their violating offense. Before being reinstated, however, the driver must successfully complete the Driver Safety Training program. If driving privileges are reinstated and the driver is found to be in violation of the policy a second time, driving privileges will be revoked indefinitely.

**Suspended Drivers Due to Motor Vehicle Record (MVR) Adverse Changes**

Each authorized driver’s MVR will be reviewed automatically on an annual basis by Risk Management, which maintains a record of the driver’s status and safety record. A driver
may not operate a University-owned vehicle, personal vehicle, or rental on University business unless they have an active driver status in the Risk Management driver database.

At the discretion of Risk Management, a driver may be suspended from driving on University business if they no longer meet the requirements contained in Appendix A. In such cases, Risk Management will notify the driver and driver’s supervisor that the driver has been suspended from operating a vehicle for business purposes.

If driving is a condition of employment, this will result in reassignment or termination and will be handled by the authorized driver’s direct supervisor. Director supervisors should review Workplace Conduct Policy if there are any questions.

A suspended driver 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 Training program.

**Example** - John received a speeding ticket on June 14th, 2017. He subsequently got two more speeding tickets on August 13th, 2017 and October 3rd, 2017. 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, 2020, at which time he may enroll in the Driver Safety Training 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, 2020, he would again lose his University driver privileges.*

**Suspended Drivers Due to Multiple Accidents while on University Business**

*University-owned vehicle or rental vehicle*

- Maximum of 2 incidents, with one at-fault accident, will result in a warning
- Maximum of 2 incidents, with two at-fault accidents, will result in driving privileges being revoked indefinitely

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**REGISTRATION, INSPECTION & FASTRAK**

Departments are responsible for ensuring that University-owned vehicles are appropriately registered with the California DMV and for paying all fees and expenses associated with the registration. Departments must also ensure that vehicles are properly registered and inspected (see Vehicle Maintenance) to ensure that the vehicles are safe for use on public streets or highways. Golf carts, utility vehicles, or other equipment not specifically designed for street use may be driven only on University grounds and sidewalk areas.
Each department is responsible for setting up FastTrack accounts for University-owned vehicles.

VEHICLE INSURANCE

The University carries a commercial liability insurance policy on University-owned, leased, or rented vehicles used for University business. Liability coverage provides coverage for bodily injury or damage to property of others. University-owned, leased, or rented vehicles are self-insured for physical damage. The University funds the repair or replacement cost of University-owned, leased vehicles, or rented vehicles less a $1000 deductible, borne by the department responsible for the vehicle damage.

Automobile Liability Insurance

All University fleet vehicles must carry an automobile liability insurance certificate indicating proof of insurance. Each year in November, updated insurance information is distributed by Risk Management upon renewal of the University’s status as a Qualified Self-Insurer with the State of California. Drivers are responsible for ensuring that this proof of insurance information is kept in the vehicle's glove box compartment at all times.

Updated insurance information can be found on the Risk Management website.

The University reserves the right to seek reimbursement from the authorized driver if an investigation shows misuse of the vehicle or negligence that results in an accident.

Personal Vehicles Used for University Business

Personal vehicles used for University business must be insured as required by California state law and as recommended by this policy. The driver’s personal insurance policy serves as a “primary” policy for third party liability and collision/comprehensive damages to their vehicle. The University does not fund the repair or replacement cost or deductible of personal vehicles. Authorized drivers using personal vehicles in the performance of University related tasks may be covered for their liability “excess” of their own personal insurance. USF does not provide coverage for physical damage to personal vehicles.

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) coverage should be purchased, at the discretion of the owner, since this insurance is not provided by the University.
In addition to paying the deductible, drivers are responsible for any increased personal automobile insurance premiums resulting from an accident while driving on University business. Drivers using their personal vehicles for University business are also responsible for having appropriate proof of insurance in their vehicles.

For additional information on the use of a personal vehicle while traveling on University business, see the Travel and Entertainment Policy and Authorized Drivers (Personal Vehicles) section above.

Rental Vehicles

Faculty, staff, students, and volunteers must become an authorized driver before renting a vehicle on behalf of the University.

Rental vehicles shall be arranged pursuant to the Travel & Entertainment Policy and Authorized Drivers (Rental Vehicles) section above.

At the time of the rental, the option of purchasing a collision policy through the rental agency is offered. The University has a non-owned auto policy that covers this type of exposure. Therefore, authorized drivers of commercially rented cars shall not purchase a collision damage waiver from the agency, when renting in the United States. If the driver desires coverage for personal belongings, the driver may purchase this insurance through the rental agency at the driver’s expense.

It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damage to the vehicle is noted on the rental form. The same procedure should be followed when returning a rented vehicle. Otherwise, the driver’s department or the University may have to pay for damages the driver did not cause.

Any personal use of a rental vehicle is not covered by the University’s non-owned auto policy. An example would be renting a vehicle for University business and then extending a trip to visit family or take vacation on personal time. Drivers must determine if they wish to purchase the optional collision coverage for their personal use of the vehicle, and keep all charges separate.

Rentals in foreign countries are discouraged; however, if it is necessary to rent an auto in a foreign country, and prior approval has been obtained from the employee’s supervisor or department Business Manager, insurance coverage must be purchased.

____________________________________

CHARTER TRANSPORTATION, UBER/LYFT & PASSENGER VANS
Charter Transportation

Before renting a charter bus, contact the Risk Management department for a risk assessment to ensure proper licensing, adequate insurance, and safety standards have been met.

Uber & Lyft

The University of San Francisco neither encourages or discourages the use of “Collaborative Consumption Services” (CCS) - the technical term used to describe products and services offered to consumers by other consumers. Companies like Lyft and Uber provide the intermediary service to connect the service provider with the service user (traveler).

All travelers should use their best efforts to choose the most economical means of travel that meet the approved goals of the trip within the parameters of the Travel & Entertainment Policy.

Travelers can choose to utilize these types of services or products, but there are risks associated with the work related to their use. The traveler has less knowledge or control over the quality of the services being offered by the individual service provider than does a conventional provider, such as a taxi service. Please see CCS Travel Guidelines below:

CCS Travel Guidelines
Travelers may use services such as Uber and Lyft but be aware that there is no guarantee of safety when using such services. The University emphasizes safety over price or convenience.

- If the situation doesn’t look right, walk away and make other arrangements
- USF supports the traveler to make a decision in favor of personal safety
- Do not ride in a vehicle that picks up other passengers
- Make sure to confirm the license plate, car make and model, and driver’s photograph before taking the ride
- For additional safety, the traveler should ask the driver “What is my name?” before getting in the vehicle.
- **Passenger Vans/Faculty/Staff/Volunteers**: Authorized faculty, staff or volunteer drivers may transport up to 12 people, including the driver.
● Student Drivers: Authorized student drivers may only transport up 10 people, including the driver.

The purchase, rental, or use of fifteen (15) seat passenger vans is prohibited for safety reasons.

TRANSPORTATION OF MINORS

Parents and guardians should be informed in advance if their child will be transported in an automobile, van, or bus or by public transportation in connection with a University-sponsored activity. Parents and guardians should provide prior written permission for all such transportation. For more information relating to minors, please see the Protection of Minors Policy and the Guidelines for Supervising Minors.

The adult driving the minor must be an authorized driver for the University.

Whenever possible, a University automobile or van should be used for transporting minors rather than a privately-owned vehicle. The following guidelines should be followed in connection with any transportation involving minors:

● Automobiles – No adult should drive one minor except in an emergency. If a minor will be transported alone in a vehicle with the driver, the driver must inform their supervisor and the minor’s parent or guardian in advance of driving the minor.

● Buses and Similar Transportation - For minors who are age 12 or under, adults should be seated throughout the bus, van, or similar transportation for easier supervision, with at least one adult in the middle of the bus and one in the far rear. Adults should sit in an aisle seat so they can get up to supervise minors, as necessary. Minors should be seated by grade or age group. Disruptive minors should be seated next to an adult. Adults should take a head count or roll call before loading and after unloading a vehicle, and unless safety considerations dictate otherwise, should not proceed until all minors are accounted for.

● Public Transportation - Minors under age 12 should be restricted to one area of the bus or train for easier supervision. Adults should stand or sit on the periphery of the area to which minors on public transportation are restricted. They should take a head count or call roll before boarding public transportation and upon leaving public transportation, and unless safety considerations dictate otherwise, should not proceed until all minors are accounted for.

ACCIDENT REPORTING

Any accident or property damage involving a University-owned vehicle, personally-owned vehicle, or rental vehicle used for University business must be
reported by the driver to their supervisor and Risk Management within 24 hours. The driver must also notify their supervisor and Risk Management immediately in any case involving bodily injury, regardless of how minor.

In the event of an accident involving an authorized driver, the driver should take the following actions:

- **Stop at once in a safe place.** The driver should check for personal injuries and send for an ambulance, if needed. Drivers should not leave the accident scene, but ask for the assistance of a bystander, if needed to summon police or medical assistance or if conditions at the scene are unsafe.

- **Do not admit liability.** The driver should not make any statement regarding fault, liability, or payment of bills.

- **Do not argue or discuss the incident.** The driver should speak only with University officials, police, or their insurance representative.

- **Secure the assistance of police.** The assistance of a police officer should be sought whenever possible, except in the case of a minor accident that does not involve personal injury. If a police officer does arrive at the accident scene, the driver should record the officer’s name and badge number.

- **Take pictures.** If the driver has a camera or smartphone, they should take pictures of all involved vehicles and related damage to property at the accident scene.

- **Record names and addresses.** The driver should record the names and addresses of all witnesses and occupants of the involved vehicles.

- **Exchange insurance information.** The driver should exchange their insurance information with the driver of each involved vehicle.

- **Complete the Accident Claim Report.** The driver should complete this form while at the accident scene. Supervisors and/or Business Managers are responsible for ensuring that copies of the form are stored in the glove box of their fleet vehicles. A copy of the completed form should be sent by email immediately to Risk Management. See Additional Contacts.

Drivers involved in an accident must immediately notify their supervisor and Risk Management if they are contacted by the University’s insurance company, by any attorney, or by any other individual investigating the accident.

**On-Campus Accidents**
In the event of an on-campus accident involving a University-owned vehicle, the driver should call the Department of Public Safety immediately to report the accident. See Additional Contacts.

Drivers must provide their name, location of the accident and a brief description of the accident and any injuries. If safe, the driver should remain at the scene of the accident to await the responding officers. The driver should provide as much information as possible to the investigating officer and complete the Accident Claim Report for submission to Risk Management.

TRAFFIC AND PARKING CITATIONS

The University does not reimburse traffic and parking citations. Drivers are personally responsible for the payment of such citations incurred while operating a University-owned vehicle, rental vehicle or personally-owned vehicle, including any on-campus citations issued by Public Safety. The receipt of multiple traffic and parking citations may adversely affect an individual’s assignment as an authorized driver.

ZIPCAR PROGRAM

The University has contracted with Zipcar and offers a number of cars on campus in addition to membership incentives for faculty, staff, and students who enroll in the program. Additional information about the program may be found at www.zipcar.com/usfca.

University individuals who become Zipcar members are subject to the rules and regulations published by Zipcar. Annual membership fees incurred under the program are not reimbursable by the University; however, necessary travel expenses (e.g., fuel, parking, etc.) incurred while using a Zipcar for business are reimbursable in accordance with the procedures set forth in the Travel and Entertainment Policy.

VEHICLE MAINTENANCE

All University-owned vehicles installed with the Verizon Connect GPS Fleet Tracking Software allow for the University to track vehicle maintenance easily by generating alerts. This helps improve the accuracy of the University’s preventative maintenance program and reduce costs. Reminders can be set for preventative maintenance by vehicle and this will help reduce vehicle downtime, improve emissions, and track odometer readings or hours of use.

Centralized Vehicle Maintenance - MobileAuto Concepts (MAC)
The University maintains a centralized fleet maintenance program to make certain vehicles are regularly serviced by contracting with a 3rd party mobile maintenance company - MobileAuto Concepts (MAC). MobileAuto Concepts provides ongoing mobile fleet maintenance to all University-owned vehicles.

The sole focus is to ensure the University maintenance program is running its best and vehicles are properly cared for. This will keep vehicles compliant, on the road, extend the life of the vehicle, and most importantly, keep students, faculty, staff, and guests safe while in a University-owned vehicle.

When a warranty is in place for a vehicle, please utilize the warranty before calling MobileAuto Concepts.

**ADDING OR DISPOSING OF VEHICLES**

When a department purchases or disposes of a fleet vehicle, it must provide the following information to Risk Management within ten (10) business days:

- Year, make, model of vehicle,
- Vehicle identification number,
- License plate number,
- Color, seating capacity, and
- Original Pink Slip (newly acquired vehicles only & must be sent to Accounting and Business Services for storage purposes).

Vehicle Registration and associated fees are the responsibility of each department.

**VIOLATIONS**

A violation of any portion of this Policy may result in disciplinary action, up to and including the loss of driving assignment, termination of employment (for drivers who are employees), and/or legal action. In addition, an authorized driver may be held personally liable for any financial loss incurred by the University as a result of the driver’s failure to comply with the local, state, or federal laws or the requirements set forth in the Policy.

**RELATED INFORMATION**

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<th>Title</th>
<th>URL</th>
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<tbody>
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<td>USF</td>
<td>Background Check Policy</td>
<td><a href="https://myusf.usfca.edu/human-resources/onboarding/pre-employment-background-check">https://myusf.usfca.edu/human-resources/onboarding/pre-employment-background-check</a></td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
<td></td>
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<td>-----------------------------</td>
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</tr>
<tr>
<td>Authorized Driver</td>
<td>A University employee, student, contracted employee or volunteer approved by Risk Management to operate a University-owned vehicle, personally-owned vehicle, or rental vehicle for business purposes.</td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Fleet</td>
<td>Consists of all University-owned motor vehicles, including automobiles, station wagons, pick-up trucks, vans, trucks, and all other classes of vehicles that are operated routinely on public roads.</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Record (MVR)</td>
<td>A certified copy of an individual's driving record for at least the past three years of operation, obtained from the California DMV or other state that issued the driver's license.</td>
<td></td>
</tr>
<tr>
<td>University Business</td>
<td>Travel that is conducted with the knowledge and approval of the University for the benefit of the University. Commuting to work is not considered University Business.</td>
<td></td>
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</tbody>
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### ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone Number</th>
<th>E-mail or URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Management</td>
<td>Melissa Diaz</td>
<td>415-422-5899</td>
<td><a href="mailto:mddiaz2@usfca.edu">mddiaz2@usfca.edu</a></td>
</tr>
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## Background Check
Maggie Karaman  
415-422-2177  
mgonzalez5@usfca.edu

## Driver Authorization Request
University Travel Representative  
415-422-6521  
usftravel@usfca.edu

## Public Safety Dispatch
Dispatch  
415-422-4201  
non-emergency  
415-422-2911  
emergency  
dispatcher@usfca.edu

## Verizon Connect & MobileAuto Concepts
Risk Management Student Assistant  
415-422-6521  
usftravel@usfca.edu

## FORMS

<table>
<thead>
<tr>
<th>Form</th>
<th>Use</th>
<th>Location</th>
<th>URL</th>
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</thead>
<tbody>
<tr>
<td>DMV Authorization for Release of Driver Record Information</td>
<td>Used to review MVR and approve drivers authorized to operate a vehicle on behalf of the University.</td>
<td>DMV</td>
<td><a href="https://myusf.usfca.edu/sites/default/files/university-driver-request-form.pdf">https://myusf.usfca.edu/sites/default/files/university-driver-request-form.pdf</a></td>
</tr>
<tr>
<td>Driver Information Form</td>
<td>Used by applicants seeking assignment as an authorized driver.</td>
<td>Risk Management</td>
<td><a href="https://myusf.usfca.edu/risk/DMV">https://myusf.usfca.edu/risk/DMV</a></td>
</tr>
<tr>
<td>Key Fob Form (University-owned vehicles only)</td>
<td>Authorized driver signs to acknowledge safe driving policies and terms and conditions of using key fob.</td>
<td>Risk Management</td>
<td><a href="https://myusf.usfca.edu/sites/default/files/documents/ABS/Risk/FOB_Agreement_Form.pdf">https://myusf.usfca.edu/sites/default/files/documents/ABS/Risk/FOB_Agreement_Form.pdf</a></td>
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</tbody>
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RESPONSIBILITIES

Authorized Drivers

- Completes Driver Safety Training program and corrective driving program(s), if required.
- Operates vehicles in compliance with University, local, and state regulations governing motor vehicles.
- Reports all unsafe vehicle conditions immediately to their supervisor.
- Promptly notifies their supervisor of all accidents and traffic violations involving a University-owned vehicle, personally-owned vehicle, or a rental vehicle used for University business.

Department/Business Manager

- Ensures that department fleet vehicles are properly licensed, inspected, and maintained.
- Ensures that only properly licensed and qualified drivers are selected and approved to operate vehicles on University business.
- Identifies program violators and/or poor drivers and takes corrective action in consultation with Risk Management, including disciplinary action, if necessary.
- Promptly report accidents, safety concerns, and other incidents to Risk Management.
- Responsible for maintaining proof of insurance and Accident Claim Report forms in the glove box of University-owned vehicles.
- Responsible for keeping the department’s authorized drivers and prospective drivers aware of the Vehicular Use Policy.

Risk Management

- Coordinates delivery of the Driver Safety Training program to drivers.
- Coordinates reporting, investigation, and claims management of all accidents involving a University-owned vehicle, personally-owned vehicle, or rental vehicle used for University business, including vehicle-related damage and property loss incidents.
- Recommends corrective action to enhance driver safety and prevent future accidents.
- Obtains MVR for each prospective driver and annually thereafter for drivers authorized to operate vehicles on behalf of the University.
Vehicular Use Policy
May 4, 2020

- Identifies program violators and poor drivers; removes such drivers from fleet program, as necessary.

**Vice President, Business & Finance**

- In consultation with the Risk Management, reviews and approves, if appropriate, requests for an exception to this Policy and violations of the Policy.

**President, Vice Presidents, Vice Provosts, and Deans**

- Ensures that employees in their division are in compliance with this Policy.

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**REVISION HISTORY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/13/2020</td>
<td>Revised to include updated accident reporting procedures, driver selection and training requirements, guidance on the use of Zipcar vehicles, GPS tracking/Driver ID program, and centralized vehicle maintenance.</td>
</tr>
<tr>
<td>07/10/2014</td>
<td>Revised to provide guidance on drive reinstatement process.</td>
</tr>
<tr>
<td>02/01/2013</td>
<td>Updated to include driver selection procedures.</td>
</tr>
<tr>
<td>04/01/2012</td>
<td>First publication of Policy.</td>
</tr>
</tbody>
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**APPENDICES**

- **Appendix A**
  
A prospective driver's Motor Vehicle Record (MVR) must show that the individual is in compliance with the requirements set forth in this Appendix. If the driver needs to be cleared prior to the required DMV processing time (i.e., 10 business days for “in state” - CA only, and 4 weeks for “out of state” - outside of CA only, driver MVRs), the individual may obtain a copy of their MVR by visiting a local office of the Department of Motor Vehicles or the DMV website online through [Driver Record Request CA](#). For some states such as Hawaii, the DMV only allows for notarized mail requests or in person requests for the MVR which would prevent an expedited “out of state” approval. For driver record requests outside of California, visit the local state DMV website. In the event that a prospective driver needs to obtain a copy of their MVR in-person or online, Risk Management will not be responsible for the reimbursement of the fee paid to obtain the MVR.
The University reserves the right to decline or revoke the authorization of any driver based on the individual’s history of traffic violations or accidents. A driver’s MVR will be reviewed annually by Risk Management; however, if a driver receives a major violation while driving on University business, the driver must inform their supervisor immediately as the violation may impact the individual’s status as an authorized driver.

All applicants requesting approval to become an authorized driver must meet the requirements listed below:

- **Driver License** - The applicant must possess a valid driver's license issued by California or another state or US territory.
- **Age** - The applicant must be at least 18 years of age.
- **Experience** - The applicant must have at least one (1) year of driving experience, either in the US or internationally.
- **University Relationship** - The applicant must be a University employee, student, contracted employee, or authorized volunteer.
- **Training** - The applicant must complete the online Driver Safety Training and submit a certificate of completion to Risk Management.
- **Violations and Accidents** - The applicant’s traffic violations and accidents may not exceed the following:
  - 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
  - Drivers must complete online driver safety training and submit a certificate of completion