

DUQUESNE UNIVERSITY

VEHICLE SAFETY & USE PROCEDURES

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EH&S Coordinator

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These procedures are intended to promote safe and responsible driving practices and to help prevent accidents, injuries and property damage. It is the responsibility of all members of the Duquesne Community – senior managers, faculty, staff and students - to comply with these procedures.

1.0 GENERAL INFORMATION

1.1 Purpose

- Set standards for appropriate university vehicle use and university driver behavior.
- Communicate the university's commitment to motor vehicle safety.

1.2 Goals

- Reduce the frequency of motor vehicle accidents and near misses.
- Improve individual's safe driving performance.
- Improve the university's overall safety performance.
- Reduce the cost of motor vehicle accidents and prevent loss of human or material resources.

1.3 Definitions:

- *A university Vehicle is any titled or licensed vehicle owned, leased, donated or rented by Duquesne for university business.*

- A *university Driver* is any person who is driving a university vehicle or driving a personal vehicle on university business.

1.4 Applicability

This Driver Policy applies to all university employees (full-time, part-time, Union, and student employees) and students who operate university vehicles or personal vehicles for university business.

This policy does not apply to the members of the Spiritan congregation in residence at Duquesne University.

1.5 Roles and Responsibilities

1.51 Environmental Health and Safety Department

The Environmental Health and Safety Department Director is responsible for the overall administration of this Driver Policy, associated programs and its enforcement.

The EH&S Coordinator will review the Driver Policy on an annual basis. The Coordinator will also develop and implement a driver safety training course and maintain appropriate training records.

1.52 Risk Management

Risk Management will maintain a current list of “Approved University Drivers” and documents pertaining thereto (i.e. Application for Driving Privileges and MVR).

1.53 Departments

Departments housing university drivers are responsible for ensuring that its drivers are acting in accordance with this Driver Policy. These departments are also responsible for seeing that lease/rental agreements are met and for covering any deductibles in the event of a motor vehicle accident involving a university vehicle.

1.54 University Drivers

All university drivers are responsible for complying with these procedures. Violation of these procedures may be grounds for corrective action and/or loss of driving privileges.

2.0 INSURANCE COVERAGE

The Office of Environmental Health & Safety and Risk Management coordinates Duquesne’s insurance program.

- The University has an automobile insurance deductible of \$1,000 per claim when a university vehicle is involved in an accident. The driver’s department will be responsible for payment of the deductible.
 - The deductible of \$1,000 applies only to vehicles with model years of 1997 and forward.

- For vehicles with model years 1996 and earlier, user departments will be held responsible for **all** collision damage.
- Deductible costs arising from accidents that happen in the course of a university driver using a personal vehicle for authorized university business will be the responsibility of the university driver according to the applicable deductible of their own personal automobile insurance.

3.0 UNIVERSITY DRIVER QUALIFICATIONS

An individual is deemed an “Approved University Driver” once all of the following conditions are met. The driver must:

- Have a valid United States driver’s license in effect for at least two years. Exceptions may be made on a case-by-case basis.
 - Notify their supervisor within 48 hours if their driver’s license has been suspended or revoked.
- Have an approved *Application for Driving Privileges* on file in the EH&S Office. (See Appendix B– *Application for Driving Privileges*) Applications are available in the EH&S Office and on the EH&S website.
- The Environmental Health & Safety Department will annually verify the status of drivers’ licenses and records through the university’s vehicle insurance carrier for all employees who routinely drive university vehicles for university business. (See Appendix D– *List of positions with driving requirement.*)
 - Environmental Health & Safety may audit departments to ensure that their employees are in compliance with these procedures.
- Complete Driver Safety Training and pass the associated exam with a score of at least 70%.

3.1 Athletics

3.11 Air Transportation

Airline transportation can be utilized when the following are considered:

- a. Budget
- b. affect on competitiveness vs. driving
- c. round-trip distance

Chartering of Aircraft will be considered for NCAA Championship travel and will always require the Director of Athletics approval.

3.12 Bus Transportation

Due to roster size it is more practical for some teams to travel by chartered bus to most away competitions. In the sports of Men’s and Women’s Basketball, Men’s and Women’s Soccer, Men’s and Women’s Swimming, Football, Baseball, Lacrosse, Rowing and many Track meets this will be necessary.

In the sports of Wrestling, Volleyball, and remaining Track meets charter bus service will be decided based upon the distance(miles) and length(days) of the trip.

3.13 15-Passenger Van Transportation

All high capacity van drivers, including undergraduate students 18 and over,

must have a valid drivers license and be approved through the Office of Risk Management as being an eligible driver. The driver must also meet the following requirements:

1. Have his/her license in possession when operating the vehicle.
2. Be at least 18 years of age.
3. Obey all motor vehicle laws, including posted speed limits.
4. Ensure every passenger and driver will wear a properly adjusted seat belt any time the van is moving and/or in traffic. This includes passengers who are sleeping.

The following general guidelines also apply to the operation of 15-passenger vans:

1. An awake, alert, person must be in the front passenger seat of any van when:
 - a. Any trip is over two hours.
 - b. When travel takes place in the dark
 - c. On any return trip after competition
2. When possible, there will be two eligible drivers on any trip over 4 hours.
3. When using 15 passenger vans for team travel with equipment, no more than 10 individuals can travel in the van. For occasions when no equipment/bags, etc., are brought on the trip, the van may then accommodate 12 individuals.
4. All equipment must be stored completely under the seats and/or behind the back seat, but not blocking the driver's view. There must be nothing under the passenger's feet, in front of the doors, or otherwise blocking access to or exit from the van. If something is belted into a seat, the number of passengers allowed in the van will be reduced by the number of belts or spaces taken up.
 - a. Passengers must be able to exit, and emergency personnel must be able to access, the van quickly in case of emergency.
5. The driver of the vehicle is not permitted to use a cell phone at anytime.
6. Long term leased vans will have a Proof of Insurance Card in the van. However, the driver should double-check before each use. On weekend only rentals for team travel, the head coach should make sure that he/she has a copy of the Proof of Insurance Card with them. These will be distributed to all staff members on a yearly basis.

3.2 Driving Policy Violations

Failure to comply with the policies and procedures contained herein may be grounds for corrective action, including the suspension or revocation of driving privileges as per the discretion of the individual's supervisor, the EH&S Director or the insurance carrier.

4.0 RENTAL/LEASE VEHICLES

4.1 Rental Vehicles

As university drivers, drivers of rented vehicles are subject to all the requirements and procedures of this policy. They must additionally comply with the terms of the rental agreement, including age requirements. Such rental agreements on behalf of the university must be signed: "Duquesne University/staff name."

To contain costs, insurance coverage offered by rental car agencies for an additional premium is not required and should be declined when renting vehicles within the United States. While on university business, Duquesne's insurance provides coverage. However, the additional insurance should be purchased through the car rental agency when renting a vehicle outside of the United States.

If possible, a university P-Card should be used when renting any vehicle.

The university has an automobile insurance deductible of \$1,000. In the case of an accident, the driver's department budget will be responsible for payment of the deductible.

4.2 Leased Vehicles

Drivers and departments operating university-leased vehicles are responsible not to exceed mileage requirements as established in the lease agreement. All excess mileage surcharges at the end of a lease agreement will be the responsibility of the department for which the vehicle was leased.

5.0 VEHICLE OPERATION AND MAINTENANCE

5.1 Driver Expectations

All drivers, whether driving a university vehicle or a personal vehicle on university business, agree to:

- Use university vehicles for authorized business purposes only.
- Never drive under the influence of drugs or alcohol.
 - Not possess open or closed containers of alcohol while operating any university vehicle or any personal vehicle while on university business.
- Never permit any unauthorized persons to drive the university vehicle.
 - Not transport unauthorized passengers such as hitchhikers.
- Not use a cell phone, eat, read or smoke while driving. These activities are **NOT** permitted.
- Use seat belts and require all other occupants to do likewise. The number of passengers should not exceed the number of seat belts.
 - Check that front seat passengers are seated appropriately to decrease likelihood of severe air bag injuries.
 - Not permit any persons to ride in the truck bed or other "cargo" area.
- Not drive the vehicle "off road" unless it is made for that use.
- Turn off vehicle, remove the keys and lock the vehicle when left unattended.

- Operate the vehicle in accordance with all applicable rules, regulations, laws and ordinances.
 - Assume responsibility for fines or traffic violations (including parking violations) associated with his/her use of a university vehicle or privately owned vehicle on university business.
- Drive at legal speeds appropriate for road conditions.
- Report accidents, thefts, damage, vandalism or other acts of criminal mischief to the appropriate local law enforcement agency and to their supervisor within 24 hours.
- File a travel plan with the department sponsoring the vehicle use prior to going out of town.

5.2 Vehicle Maintenance

Drivers are to inspect university vehicles for safety concerns before leaving the parking area or garage, checking tires, wipers, lights and other safety equipment for observable defects.

The driver is responsible for the condition of the vehicle while it is in use and must report any defects within 24 hours to the Motor Pool at ext 6571

6.0 ACCIDENT REPORTING

In the event of an accident, first contact emergency help; if on campus, X2677 (COPS) and of off campus, call 911.

Before leaving the scene, complete the Crum & Forster *Driver Accident Report Kit*, collecting all relevant information for future investigation and insurance purposes. Accident report kits are available in the EH&S Office.

7.0 DRIVER TRAINING

Driver Safety Training is ongoing and internet based, provided through the Environmental Health and Safety organization site on Blackboard. All university drivers must have a Duquesne email address and MultiPass to complete the training. For help in establishing a Blackboard account, see Computing and Technology Services (CTS).

The online training consists of three parts: “Introduction & Background,” “Defensive Driving” and “In the Event of an Accident.” There is a brief quiz at the end of each section and a combined score of at least 70% is considered passing.

8.0 QUESTIONS AND CONTACT INFORMATION

Accident Reporting

On campus: X2677 (COPS)

Off campus: 911

Approving Drivers: *Application for Driving Privileges/MVR*

Genny Hughes, Disability & Risk Claims Manager: X6677

Insurance Information

Genny Hughes, Disability & Risk Claims Manager: X6677

Policy and Procedure

Paul King, EH&S Director: X4895

Vanessa Fowler, EH&S Coordinator: X1506

Safe Driver Training

Vanessa Fowler, EH&S Coordinator: X1506

Vehicle Damage

Bill Balogh, Motor Pool: X6571

APPENDIX A

Record of Review and Changes

Date of Review	Changes	Signature
July 1, 2007	Added 1.1, 1.2, 1.4 (para.1), 1.51-1.53, 3.1, 3.2, 6.0, 7.0 & 8.0. Format changes.	Vanessa Fowler
October 19, 2007	Reviewed with no changes	Vanessa Fowler
November 10, 2008	Reviewed with no changes	Vanessa Fowler
May 26, 2009	Change to application	Genny Hughes

APPENDIX B

Application for Driving Privileges

(Please print)

Completion and approval of this application is required prior to driving on university business.

Name (as it appears on your driver's license): _____

Date of Birth: _____ Phone Number _____

Department/Title: _____

Vehicle you will be driving: _____

Type of travel (check one): Athletic Team _____ Student Activities _____

Academic/Classroom _____ Other (please describe): _____

Driver License #: _____ State: _____ Email: _____

All drivers who transport students or drive a University vehicle must be in compliance with Duquesne's Vehicle Safety and Procedures which includes Driver Safety Training. (If you are not familiar with this policy, please obtain one from the office of Environmental Health & Safety, Room 202 Fisher Hall.)

This certifies that I completed this application and that all entries on it and information in it are true and complete to the best of my knowledge.

I also grant Duquesne University and Duquesne's insurance company permission to investigate and verify my driving history through the PA Department of Transportation and/or any other appropriate state agency

Furthermore, I understand that the use of university vehicles for personal use is prohibited.

(Applicant's Signature)

(Date)

APPENDIX C

Positions Requiring a Current Driver's License

Public Safety

- Director and Assistant Director
- Police Officers
- Security Guards

Parking & Traffic Management

- Director
- Lot Attendants, Valet Parking

Physical Plant/Mailing Services

- HVAC Technician
- Carpenter
- Electrical Technician
- Plumber
- Grounds Worker
- Locksmith
- Maintenance Technician
- Painter
- Mail/Receiving Clerk
- All Supervisors
- Telecommunications

University Relations

- Major Gifts Officer
- Alumni Services Director
- Asst. Director, Alumni Rel.
- Asst. Director, Annual Fund
- Director, Planned Giving

Admissions/Financial Aid

- Executive & Assoc. Directors
- Admissions Counselor
- Director, Financial Aid
- Asst. Director, Financial Aid

Campus Ministry

- University Chaplain
- Director & Asst. Directors
- Graduate Assistants

Small Business Development Center

- Director

- Business Consultants
- International Trade Consultants

Student Life

- Director & Asst. Director
- Resident Directors & Assistants
- Director, Student Activities
- Asst. Director, Student Activities
- Director & Asst. Director, DUV
- Director, Tamburitzans

Athletics

- Athletic Director
- Athletic Facilities Assistant
- Coaches & Assistant Coaches
- Assistant Athletic Director

Academics

- Environmental Sciences Faculty
- Biology Faculty
- Any school with professors who oversee internships and practicums
- Spiritan Division
- Learning Skills Staff

Administration

- President
- Provost
- VP Management & Business
- Exec. VP Student Life
- VP University Relations
- Chancellor

NOTE: Any person in a position not listed here (or any student given permission) who has to drive a University vehicle for University business must have a valid Driver's License for at least two years and be approved to drive as indicated in this policy.