

# Driver Certification

Environmental Health & Safety/Risk Management

Department of Campus Operations

300 College Park

Dayton, Ohio 45469-2904

937-229-4503

# Agenda:

- Part I: Review of UD Driver Certification Policy
- Part II: Defensive Driving Techniques
- Part III: Van Safety
- Part IV: Utility Vehicle Safety

# Part I: Review of UD Driver Certification Policy



# UD Driver's Certification & Vehicle Usage Policy:

- The Vehicle Use and Driver Certification Policy is established as part of the continuing efforts to improve the safety of University faculty, staff and students who operate University-insured vehicles, to reduce the risk of injury and/or loss to the University, and to enhance University insurability.

# Policy States:

- All University faculty, staff and students who plan to drive a University-owned vehicle (including rentals, golf and utility, donated and/or leased vehicles) for University business and those who have a personally assigned UD-vehicle exclusively for their use are required to complete the Driver Certification session **ANNUALLY**.

# Driver Certification:

- By completing this certification and maintaining a current state-issued driver's license with a non high-risk record, you are eligible for certification.
- It is your responsibility to maintain your driver's certification by maintaining your current license and by renewing the certification annually before it expires.
- If the status of your driver's license changes, you must notify your supervisor and Environmental Health & Safety/Risk Management (EHS/RM) at **(937) 229-4503**.
- International licenses are not eligible for the certification process. A license from the United States must be obtained.

## Other Circumstances:

- Drivers involved in an at-fault accident will be instructed to re-take the online drivers certification, and might be suspended from driving until the investigation of the accident is completed.
- For at-fault accidents, there will be a \$500 deductible charged to the associated department, club or organization.

# Privileges may be denied:

- High Risk - MVR (Motor Vehicle Record) check through the Bureau of Motor Vehicles reports violations and/or a suspended or invalid license. All who have high risk violations and/or accidents on their records will not have coverage.
- Reporting - Failure to report an accident according to the EHS/RM reporting procedures may result in loss of driving privileges.



# Accidents:

- Following an accident with a University-insured vehicle:
  1. Immediately notify the local law enforcement agency (police) for that location. If the accident occurs on campus, notify University of Dayton Public Safety at **(937) 229-2121**.
  2. Notify EHS/RM regarding accidents or any vehicle damage within 24 hours, preferably before you leave the scene, at: **(937) 229-4503, Monday-Friday 8:00 a.m. to 5:00 p.m.** If after business hours, please leave a voice mail message.

# Rentals:

- When renting a vehicle for University business, note that UD Purchasing has made an agreement with Enterprise & National Rental. Use **Contract ID XZ38Y40** when making your reservation to receive extra benefits including the collision/ loss damage coverage. See the EHS/RM Vehicle/Rental link [https://www.udayton.edu/facilities/ehsrm/vehicle\\_rental.php](https://www.udayton.edu/facilities/ehsrm/vehicle_rental.php).
- The UD rental contract can only be used for UD business and UD-sponsored events, **not personal use**.

## Rentals (cont'd):

- If an accident while operating a rental, call the 800 number on the back of your contract and also contact FM EHS/RM to report the accident.
- For your rental, obtain a UD insurance card from your supervisor or contact EHS/RM at **(937) 229-4503**.

# Additional Information:

- UD vehicles (including rentals, golf and utility, donated and/or leased vehicles) are not for personal use or non-UD-related business, unless the vehicle is personally-assigned exclusively to the individual.
- Insurance follows the vehicle, if you choose to use your personal vehicle for UD business, your insurance coverage is primary in the event of an accident.
- When using a University vehicle, obtain a contact name & phone number from the department who manages the vehicle. They will advise you in the event of mechanical trouble.

## Additional Information (cont'd):

- All persons riding in a UD-insured vehicle **MUST** wear their seatbelt at all times when the vehicle is in motion.
- Personal property **IS NOT** insured by the University. Personal belongings should be insured through your own insurance.
- In an effort to enhance safety, 15 passenger vans can only be loaded to a capacity of 12 people including the driver.

## Additional Information (cont'd):

- Smoking is prohibited in University-owned vehicles.
- Texting (writing, sending, or reading text messages) while driving a UD-insured vehicle is prohibited. Ohio has an official ban on texting while driving; you can be ticketed.
- Talking on the cell phone while driving is illegal in some states. Although not illegal in Ohio, hands-free cell phone operation is preferred over hand-held usage. Due to increasing liability, the University asks that you refrain from all cell phone usage while driving a UD insured vehicle. Please pull over and park to make a call.

## Additional Information (cont'd):

- Usage of earphones is prohibited in UD vehicles, including carts & utility vehicles.
- The University **DOES NOT** pay for your traffic tickets. If you receive a ticket, including parking tickets, while using a University-insured vehicle, it is **YOUR** responsibility to pay the ticket in a timely manner.

## Additional Information (cont'd):

- In the State of Ohio you must have "Proof of Insurance" with you at all times when operating a motor vehicle. This information is located in the glove box of all UD-insured vehicles. You may be issued a citation for not having proof of insurance. Please be certain that the insurance card is in the glove box of the vehicle before you begin your journey.
- Insurance cards can be obtained from EHS/RM by calling **(937) 229-4503**.



# Part II: Defensive Driving Techniques



# Defensive Driving Overview:

- Leading contributors to car crashes include:
  - Distracted Driving (largest contributor)
  - Speeding
  - Driving while impaired
- Other common contributors to car crashes include:
  - Driving too fast for conditions
  - Following too closely
  - Going over center line
- Techniques to help you drive defensively:
  - Anticipate actions of other drivers.
  - Avoid dangers posed by poor road and weather conditions.

# Get Ready!

- Vehicle malfunction is one of the most common causes of crashes.
- A pre-trip inspection may help avoid a crash or breakdown.

# Pre-Trip Inspection Suggestions:



- Walk around the vehicle: check for damage, leaks and loose parts.
- Open hood: check fluid levels.
- Check wiper blades: wipe with cloth, replace if worn.
- Inspect tires for reasonable wear, proper inflation and loose or missing lug nuts.
- If hauling, secure the load.

# Pre-Trip Inspection Suggestions (cont'd):

- Start engine; listen to how it sounds.
- Make sure lights, turn signals and windshield wipers work properly.
- Safety store loose items that may be on the floor and/or dashboard.
- Adjust all mirrors.
- Fasten seatbelt.



# Stay Focused:

- Driving is the most dangerous thing most people do on any given day.
- Most crashes involve someone who is distracted or inattentive.

# Common Distractions:

- Eating and drinking
- Using hand-held cellular phone
- Selecting music
- Watching GPS system
- Daydreaming
- Talking with passengers



# Be Aware:

- Keep scanning entire field of vision.
- Don't look at any object too long.
- Check mirrors every 5 to 8 seconds.
- Adjust mirrors to minimize blind spots.



# Look Ahead:

- The road ahead can hold potential hazards.
- You will need time to see and then react to them.



# How Far Ahead?

- On open highway:
  - Try to see approximately  $\frac{1}{2}$  mile ahead.
- In congested areas:
  - Try to see approximately  $1\frac{1}{2}$  blocks ahead.



# Prepare To Stop:

- Watch traffic lights; gauge when they are going to change.
- Pay attention to brake lights on vehicles in front of you and in front of them.
- If car ahead brakes hard, slow down immediately and be ready to stop.

# Back Off:

- Following too closely results in thousands of crashes each year.
- If the driver in front of you brakes, you will need to be able to stop quickly.



# Determining Following Distance:

- Find a fixed object in the distance to begin your test (such as a sign or telephone pole).
  - When the vehicle ahead of you passes the object, count until your vehicle passes the same object.
  - Allow 3 seconds if traveling at 40 mph and add 1 second for inclement weather, unsafe conditions or increased speed.



# Common Mistakes:

- Driving continually in left lane
- Failing to use turn signals
- Turning improperly on red light
- Merging incorrectly
- Failing to yield

# Common Mistakes (cont'd):

- Carelessly backing up
- Running red lights
- Cutting in and out of traffic
- Driving while distracted

# Stopping Along The Road:

- Pull off road as far as possible.
- Turn on emergency flashers right away.
- If possible, call to get help.
- Exit vehicle only when safe to do so.



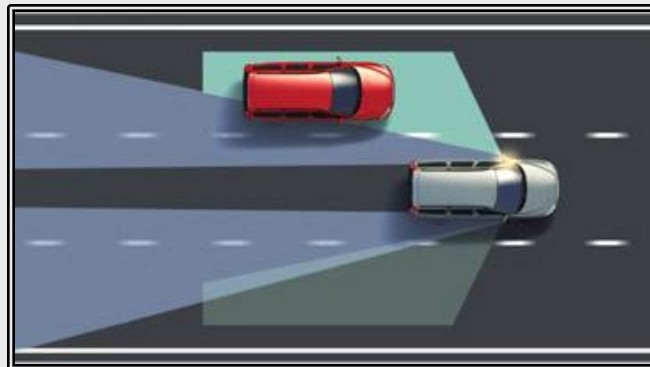
# Part III: Van Safety





# Differences between a Van and a Passenger Vehicle:

- Vans have larger blind spots
- Vans are heavier than a car which causes them to accelerate more slowly and require a longer stopping distance
- Vans are wider, longer and higher
- Vans have a higher center of gravity, which causes them to tip more easily.



# More Differences:

- Opposed to a car, the van driver's position over the front wheels changes his/her perspective of the driving environment.
- The overhang of the van is important to consider when backing.



# Backing Up:

- When backing up, scan the area for obstacles below and above the van
- Use a spotter
- Back slowly and use your mirrors



# UD Guidelines for Vans:

- All UD passenger vans are only permitted to carry a capacity of 12 total occupants, including the driver.
- Recommendation of at least two certified drivers on any trip over 2 hours.
- Travel should be suspended if the National Weather Service has issued a traveler's advisory or predicts severe weather.
- Every passenger and driver must wear a properly adjusted safety belt any time the van is moving.
- All equipment must be stored completely under the seats or in the back of the van.

# Part IV: Utility Vehicle Safety



# Types of Utility Vehicles:

- Golf Carts
- Gator Vehicles
- Toro Vehicles
- Kubotas
- Riding Mowers



# Carts and Cars, What's the Difference?



- Carts roll easier
- Carts operate more closely to pedestrians
- Carts run silently
- Other motor vehicles have the right-of-way
- Pedestrians have the right-of-way.

# Carts vs. Cars (cont'd):



- Center of gravity is lower than most vehicles
- Speed limit is MUCH lower – 5 mph on campus



# UD Guidelines for Use of Carts:

- Applies to all operators of low speed vehicles, electric or gas powered, on UD Campus.
- All users must have a current/valid driver's license in their possession and must complete the online Drivers Certification session through EHS/RM.
- All drivers must be trained in cart operation by their supervisor or department designee.
- All drivers operating carts must comply with applicable traffic laws.
- Drivers are responsible for understanding and complying with the manufacturer's operating recommendations.

# Cart Safety Guidelines:

- Obey ALL traffic signs
- Do not exceed cart weight capacity
- Sudden stops or changes in direction may result in loss of control
- Keep hands and feet inside at all times when cart is moving
- Avoid tipping over – drive straight up or down a slope
- Always remain seated
- Slow down before and during turns
- Reduce speed, use extra care in inclement weather

# Cart Safety Guidelines (cont'd):

- Stop for pedestrians - pedestrians always have the right of way
- Drive slowly

# Thank You For Viewing the Presentation:

- Note that before you can operate a UD-insured vehicle, golf cart or rental:
  1. You must submit both the Certification Form and the Quiz (in the next section of the driver certification session) to start the certification process.
  2. After you submit the signed form and the quiz, EHS/RM will order your motor vehicle report (MVR). This process takes approximately seven days after receiving your submittals. If approved, you will receive a certificate by email noting your certification and expiration dates. If not approved, you will be informed.

# Thank You For Viewing the Presentation (cont'd):

- To Return to the Driver Certification Session

You must select the back arrow on the top of this screen to return to the quiz section of the Driver Certification Session.