

UNIVERSITY OF DAYTON

VEHICLE USE AND DRIVER CERTIFICATION POLICY

Purpose:

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

Policy:

- Environmental Health & Safety/Risk Management provides online training to those who must operate a University-insured vehicle that is owned, leased, donated or rented, as part of University of Dayton business.
 - All University students who need to drive a University-insured vehicle for University business must take the driver's certification session annually.
 - All University personnel that operate or could be called upon to operate a University-insured vehicle on a regular basis as part of their job description (i.e. Public Safety, Facilities Management, Central Receiving, UDiT, and delivery drivers, etc.) are required to complete the online training session annually. Individuals who have personally-assigned vehicles must also complete the training annually. In addition, University personnel who drive occasionally are also required to complete the certification session annually.
- Privileges may be denied for the following reasons:
 - **High Risk** - MVR (Motor Vehicle Record) – when report ordered from the Bureau of Motor Vehicles shows a suspended or invalid license, or a pattern of high-risk driving.
 - **Bad Driving History** - repeated or serious accidents involving University-insured vehicles and/or not reporting an accident according to the University's reporting procedures.
 - **Unapproved Drivers** - persons found to be using University-insured vehicles that have not completed the driver's certification requirements as provided by EHS/RM will have their case reviewed by the University's Insurance Review Committee. If such driving privileges are denied, a written notification will be sent to the driver. Any costs associated with an accident involving an unapproved driver will be submitted for review. Cost, or a portion thereof, could be billed to the driver's department or organization as determined by the Insurance Review Committee.

- Completion of the required online certification session is a prerequisite to the use of University-insured vehicles and for receiving coverage under applicable University insurance policies. Exceptions to the policy may only be considered and granted through EHS/RM and the University's Insurance Review Committee.

Proof of Insurance:

- In the State of Ohio you must have "Proof of Insurance" with you at all times when operating a motor vehicle. You can be ticketed for not having an insurance card with you. The University of Dayton's current insurance card should be located in the glove box of all UD-insured vehicles. Cards are distributed to campus vehicle managers each August upon policy renewal for them to place in their UD-insured vehicles and to also provide cards to employees who will be renting vehicles for University business. Insurance cards can be obtained from EHS/RM by calling (937)229-4503.

Accidents:

- **Procedure for Reporting Accidents Involving University of Dayton Insured Vehicles:**
 - Immediately following an accident with a University-insured vehicle, notify the local law enforcement agency (police) for that location. If the accident occurs on campus, notify UD Public Safety at 229-2121. It is very important to obtain a police report at the time of the accident. Take photos if possible and if another party is involved, always obtain their name, phone number and contact information for their insurance company.
 - Notify Environmental Health & Safety/Risk Management within 24 hours with details of the accident:

(937) 229 - 4503, Monday-Friday

8:00 a.m. to 5:00 p.m.

After hours, please leave a message

AND

Report to UD Public Safety

(937) 229 - 2121

7 days a week, 24 hours a day

- Prior to leaving the scene of the accident, obtain the following information if possible:
 - Make, model, year, color and license plate number of all vehicles involved.
 - Name, address, and phone number of all parties involved, including other vehicle drivers and passengers and the name and phone of their insurance carrier.
 - Obtain witness contact information and statements.
 - Description of the accident.
 - If any parties were injured, name of hospitals they were taken to.
 - UD vehicle number from sticker in the right lower corner of the windshield.
 - If the vehicle was towed, provide location contact info.

- **At-Fault Accidents:**
 - Those persons involved in an at-fault accident will be required to refresh the online driver's certification course with their driving privileges on hold until the session is completed. The details of the accident will be reviewed by the University's Insurance Review Committee.
 - Review of the accident by the Insurance Review Committee may result in temporary or permanent suspension of driving. The Director of EHS/RM may deny privileges based upon the circumstances surrounding the accident and the recommendation of the Insurance Review Committee.

Tickets:

- If you receive a ticket, including parking tickets, while driving a University insured vehicle, it is YOUR responsibility to pay it

Additional Information:

- Certified drivers must contact EHS/RM if there is a change in the status of their license (i.e. suspension) or if your record has numerous violations.
- All persons riding in a University-insured vehicle **MUST** wear their seatbelt at all times when the vehicle is in motion.
- Texting while driving in Ohio is **ILLEGAL** and you can be ticketed.
- Cell phone usage while driving is not recommended, pull over or park.
- 15 passenger vans can **ONLY** transport 12 people, including the driver.
- Smoking is strictly **PROHIBITED** in University owned vehicles.
- Personal property **IS NOT** insured by the University. Personal belongings should be insured through your own insurance.

- If renting a vehicle for University of Dayton business, note that Purchasing has set up an agreement with Enterprise and National, indicate **Contract ID XZ38Y40** and you will receive benefits including the rental collision/loss damage coverage. Details can be found under the 'Travel' section at: <http://campus.udayton.edu/~purchase/purweb/programs.php>

Any questions regarding the clarification or application of the above policy can be discussed with Environmental Health & Safety/Risk Management at (937)229-4503.