



Vehicle Use and Driver Certification Policy

Effective Date: September 1992

Approval: January 25, 2016

Maintenance of Policy: Office of Audit, Risk and Compliance

PURPOSE: The University of Dayton (University) 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. The intention of this policy is to reduce the risk of personal injury, reduce liability and property loss to the University and to enhance the University's insurability.

SCOPE: This policy applies to all University employees, students and volunteers who operate University-insured vehicles.

This policy also applies to University employees, students or volunteers who operate their personal vehicle for University business on a regular basis and are reimbursed for mileage. The individual's personal insurance would act as the primary coverage in the event of an accident. These drivers are expected to meet the requirements of this policy.

The Office of Audit, Risk and Compliance (ARC) manages the safety and insurance program that covers the University-insured vehicles

DEFINITIONS:

"Certified Driver"- Meets the eligibility to drive on behalf of the University: Completes the driver certification program, has a signed driver certification form on file in ARC that allows the University to run a MVR and maintains certification renewal.

"Motor Vehicle Report" (MVR) - A state issued report that verifies driver license validity and past history of violations and accidents.

"University-Insured Vehicles"- Consists of University-owned, donated or leased vehicles, utility vehicles and rentals operated on behalf of the University.

POLICY: All drivers driving on behalf of the University including those who use their personal vehicle must have a valid driver's license and maintain a low-risk driving record.

REFERENCE DOCUMENTS:

1. University of Dayton Vehicle Use and Driver Certification Program
2. University of Dayton Golf Cart and Utility Vehicles Policy

POLICY HISTORY:

Approved in Original Form:
President's Council
September 1992

Approved as Amended
2000

Approved as Amended
2008

Approved as Amended
2012

Approved as Amended
January 25, 2016

Approved as Amended
March 23, 2016

POLICY (continued):

- I. To be eligible to drive on behalf of the University, you must complete the driver certification program which includes submission of a signed driver certification form allowing the University to run a MVR. The University reserves the right to deny privileges for driving a University-insured vehicle including but not limited to the following reasons:
 - A. **High Risk Driving History** – MVR shows a suspended or invalid license or shows that the driver was involved in high-risk vehicle operation. (See MVR Scoring Grid.) Or, driver has shown disregard of the University Vehicle Use and Driver Certification policy.
 - B. **Operating a University-insured vehicle as an Unapproved Driver** – If a person has been found to have operated a University-insured vehicle in willful disregard of this policy, they will have their case reviewed by the Insurance Review Committee and driving privileges may be denied. If any costs are associated with an accident involving an unapproved driver, the department or organization may be responsible for all or part of the costs as determined by the Insurance Review Committee.

MVR Scoring Grid

Violations	Green (Acceptable)	Yellow (Acceptable but Monitored)	Red (Unacceptable)
Moving Violations	No violations listed on the MVR for the past three (3) years	The driver has minor violations but the violations do not meet the unacceptable criteria	One or more Major violation* within the last five (5) years Three (3) or more moving violations within the last three (3) years One at-fault accident, and two or more separate moving violations within the last three (3) years Two (2) or more at-fault accidents within the last three (3) years

* Major Violation

- Any alcohol or drug-related driving offense
- Reckless operation
- Refusal to submit to a blood alcohol test
- Operating a vehicle more than 30 mph over the posted speed limit
- Leaving the scene of an accident
- Any felony committed with a vehicle

Examples of Moving Violations: Include but not limited to the following: speeding violations, aggressive driving violations, right-of-way violations, seat belt and other equipment violations, and certain administrative violations.

[OTHER]:

II. Driver certification program:

- The required driver certification program is an online program found on the ARC website. Completion of these steps is prerequisite to the use of any University-insured vehicle.
- All University employees, students and volunteers who operate University-insured vehicles must complete the online driver certification program and refresh their certification annually.
- It is the responsibility of the University driver to keep track of their certification renewal date. Approved drivers will receive a certificate.

III. Certified driver requirements:

- Certified drivers must disclose to ARC if they receive a violation or if a change occurs in the status of their license (i.e. suspension). Drivers must also contact ARC if involved in an accident; see section 4. of this policy “Procedures for Reporting Accidents.”
- Use of University-insured vehicles for personal use is prohibited unless it is a personally-assigned vehicle that has been granted as a University benefit.
- Employees with personally-assigned vehicles shall not allow immediate family members under the age of twenty-one (21) to operate the University-insured vehicle.
- All persons riding in a University-insured vehicle must wear their seatbelt at all times when the vehicle is in motion.
- Texting while driving is prohibited in University-insured vehicles.
- Hands-free cell phone operation while driving is preferred over hand-held usage. Due to increasing liability for companies involved in “distracted-driving” lawsuits, University staff, students or volunteers operating their own personal vehicle for University business are also asked to refrain from hand-held cell phone usage as much as possible. When traveling outside of Ohio, be mindful of States where usage is prohibited.
- Usage of earphones for electronic devices is prohibited in University-insured vehicles including utility vehicles and golf carts.
- Smoking is prohibited in University-insured vehicles, utility vehicles and golf carts.
- Personal property in vehicles, ie. item stolen or damaged, is not insured by the University.
- 15 passenger vans can only transport 12 people including the driver.
- You must have proof of insurance with you at all times when operating a motor vehicle. A University insurance card should be located in the glove box of all University-insured vehicles. Please check prior to your trip, replacement cards can be obtained from ARC.
- For information regarding procedures and information about the need to obtain additional insurance when renting a vehicle, please call ARC at (937)229-4502.
- If you receive a moving violation or parking ticket while driving a University-insured vehicle, it is your responsibility to pay the fine in a timely manner.

IV. Drivers involved in an at-fault accident:

- Driver is required to refresh their online driver certification and submit a signed driver certification form to ARC. Review of the accident by the University’s Insurance Review Committee may result in suspension of driving privileges. Under certain circumstances, disciplinary action may apply through the driver’s department if duties require the individual to drive as a function of their job. The driver’s associated department will be charged a deductible for repairs needed due to an at-fault accident.

[OTHER]:

IV. Procedure for reporting accidents:

- If involving another vehicle, 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, immediately notify University of Dayton Public Safety at (937) 229-2121. It is important that a police report is taken at the time of the accident, if possible.

Prior to leaving the scene of the accident, obtain the following if applicable:

- Police report.
- Name, address, and phone number of all parties involved including other vehicle drivers and passengers
- Name and phone number of their insurance carrier.
- Make, model, year, color and license plate number of all vehicles involved.
- Photos and witness contact information if available.
- If any parties were injured, name of hospital if transported.
- If your vehicle was towed, name and number of tow company.

Notify ARC as soon as possible at (937) 229-4502 Monday through Friday from 8:00 am to 5:00 pm. After hours, leave a detailed voice message including your contact information.

Exceptions to the policy may only be considered and granted through ARC and the University of Dayton's Insurance Review Committee. If a driver does not have access to a computer, contact ARC for certification arrangements.