



## THE UNIVERSITY OF SCRANTON VEHICLE OPERATOR POLICY

### I. Purpose

This policy sets forth the requirements and procedures for the use of The University of Scranton, vehicles, and personally owned vehicles used for University business. It is the intention of this policy to address the safety and well-being of students, faculty, staff, volunteers and passengers alike. For the purpose of this policy, University vehicles shall mean any vehicle owned, rented on behalf of, or leased by the University including utility vehicles and carts.

Driving a University vehicle is a privilege and not a right. Failure to follow these policies may result in the revocation of any driving privileges or further disciplinary action.

### II. Procedure

- A. Authorization to drive a University vehicle is obtained by completing the procedure listed below:
1. Complete and submit the Driver Application Form and Agreement, along with a copy of your driver's license, to the Authorized Driving Coordinator within the University Police Department.
  2. Potential drivers for the University must also complete three online interactive driving videos (Defensive Driving, Distracted Driving, and Van & Truck Driving). You will receive a link, via email, to access the training site.
  3. A motor vehicle records check will be run on your driver's license.
    - New applicants will have a 10 year records check run on his/her driver's license.
    - A records check will be run annually on a random selection of individuals who have undergone the Authorized Driver Process.

Once all the requirements have been satisfied, you will be notified (via e-mail) by the Driving Coordinator that you have been approved to drive University vehicles. This process generally takes 10 business days.

4. In order to maintain your Authorized Driver status at The University of Scranton, drivers are responsible for providing the Authorized Driving Coordinator with a valid copy of their most up-to-date driver's license, including address changes and renewals.

### III. Driving Record Requirements

- A. The following are sufficient for disqualifying applicants from receiving driving privileges based on the individual driving history:
1. Three or more at fault accidents in the last three years;
  2. Any Type A violation in the past 3 years;

3. Any combination of accidents and Type B violations totaling four or more in the past three years.

#### Type "A" Violations

- Driving while intoxicated or under the influence of drugs
- Negligent homicide arising out of the use of a motor vehicle
- Operating a vehicle during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent (grand theft)
- Reckless Driving
- Leaving the scene of an accident (Hit and Run) as defined by State law

#### Type "B" Violations

- All moving violations not listed as Type A violations

**Disqualification of an applicant is decided upon on a case-by-case basis and in consultation with the Chief of University Police, General Counsel, and Human Resources when an employee is assigned a vehicle or who operates a vehicle as part of his/her job description.**

- B. The Authorized Driving Coordinator will do the driver's record check when a potential driver initially submits the appropriate paperwork to gain authorization, and thereafter. Once approved, the driver will be added to the current list of University approved drivers.
- C. Authorized drivers shall notify the Authorized Driving Coordinator and their Department head of any involvement in the disqualifying categories listed in A, 1 – 9 under III. Driving Record Requirements.

### **IV. Operation of University Vehicles and Personal Vehicles on University Business**

#### A. University Vehicles

The following requirements apply to the operation of all University vehicles.

1. Only drivers who have submitted the Authorized Driver Application Form and Agreement, have a valid operator's license, submitted to a driver's record check and completed all training requirements, will be authorized to operate a University vehicle, or a personal vehicle that is used for University business.
2. For any vehicle owned, or leased, by the University, the driver must be at least 19 years of age and 21 years of age to drive a 12-passenger van.
3. Drivers must have a valid government issued operator's license as required to operate the designated vehicle in his/her possession while operating the vehicle.
4. The driver is responsible for the use of seat belts. All passengers are required to use seatbelts in accordance with state laws (The number of passengers should not exceed the number of seat belts.)
5. The driver must observe all applicable traffic laws, ordinances, regulations, and use safe driving practices at all times.
6. The driver assumes responsibility for any and all fines and parking or traffic violations.

7. The use or possession of drugs and/or alcohol while operating a vehicle or as a passenger is prohibited.
8. Use of mobile cell phones without a hands free device while operating a vehicle is prohibited.
9. Two-way radios may only be used if it can be done so safely.
10. The driver is prohibited from the use of headsets and/or earphones.
11. Use of radar/laser detectors is prohibited.
12. Drivers are encouraged to file a travel plan in advance of taking an out-of-town trip with his/her individual department.
13. Before each trip in a University vehicle, the driver shall perform a safety inspection of the vehicle and inspect the vehicle for damage.
14. The driver shall report any damage or mechanical problems immediately to their individual department. It will be up to the individual department to decide if the damage needs to be reported to University Police.
15. Vehicles shall not be taken "off road" unless the vehicle is designed for that use and the activity is required for University business.
16. Drivers involved in accidents shall follow procedures in Section IV of this policy.
17. The driver will be responsible for checking and maintaining all liquid levels (gasoline, oil, anti-freeze, etc.) for the vehicle.
18. The driver must turn off the vehicle, remove the keys, lock and secure the vehicle when it is left unattended.
19. The vehicle must be operated at speeds appropriate for road conditions.
20. Smoking in vehicles is not permitted.

B. 12 Passenger Vans and Rentals

In addition to Section IV. A above, authorization to operate a van requires the following:

1. Be 25 years of age for rental vehicles and 21 years of age for University owned or leased vehicles.
2. Must have completed the Authorized Driver Application Form and Agreement, training requirements and completed a MVR check against your driver's license to be authorized to operate a University vehicle or a personal vehicle owned, rented or used for University business.
3. Never transport more than a total of 12 passengers including the driver.
4. **15 passenger vans or more are not authorized.**

5. Only transport University students, faculty, staff or affiliated volunteers as passengers.

#### C. Personal Vehicles Used for University Business

All requirements in Section IV A.1 - 19 above apply to University students, faculty, staff or volunteers who use personal vehicles for University business. When a personal vehicle is used for University business, the driver's own insurance will be primary in the event of any accident.

#### D. Utility Vehicles/Carts

All requirements in Section IV A.1 - 19 above apply to when University students, faculty, and staff use Utility vehicles and/or carts and may only be operated as follows:

1. Utility vehicles should only be used on pathways and sidewalks within University of Scranton property.
2. While on walkways or sidewalks, utility vehicles/carts should be operated in such a manner that they do not impede or interfere with normal pedestrian traffic.
3. To transport University affiliates, equipment, or supplies.
4. When the manufactures recommended load limits (including number of passengers and weight limits) are followed.

#### E. Departmental Vehicles

Vehicles may be assigned to departments that have a continuous need. Department heads will be responsible for ensuring their vehicles are issued and operated in accordance with this policy.

1. Operators must complete the Authorized Driver Application Form and Agreement and be approved by the Authorized Driving Coordinator. It will be the responsibility of the individual department to maintain a current list of drivers who have been approved to drive.
2. Departments with vehicles assigned to it will be responsible for maintenance and vehicle repairs.
3. When not in use, vehicles must be parked on campus or a location approved by the individual department head.

### **V. Accidents**

Failure to stop at the scene of an accident in which you are involved is a criminal offense. In the event of an accident involving a University vehicle, the driver shall adhere to the following procedures:

1. Call police.
2. In the event of medical injuries, call for medical help.
3. Remain with the vehicle unless it is considered unsafe to do so.

4. Assist injured people but do not move them unless absolutely necessary to remove them from imminent danger.
5. Report the accident to your individual department. If a representative from your individual department is unavailable, notify University Police (570-941-7888) as soon as possible.
6. If at all possible, have photographs taken and avoid moving the vehicle (if practical) until police arrive at the scene.
7. Obtain as much information as possible at the scene of the accident.
8. Do not give statements regarding an accident to anyone other than police or University officials.
9. Regardless of circumstances, promise nothing and do not argue with others involved in the accident. Only discuss events with police officials investigating the accident.
10. When giving information for the insurance report, be specific as to location, time, extent of injuries and/or damage to vehicles and a location and phone number where you can be reached.
11. Provide names of all witnesses. If witnesses refuse to give names, list the license plate numbers of their automobiles. In the event that there are no witnesses, obtain the names and addresses of the first people to arrive at the scene.
12. Note skid marks and other pertinent information.

## **VI. Personal Use of University Vehicles**

Personal use of University vehicles is restricted to the person who the vehicle is assigned to, or any person approved as a University driver.

**To obtain authorization to drive a University owned or rented vehicle, you must complete the following steps:**

- Submit a completed Authorized Driver application to Amy Driscoll McNulty (University Police) with a copy of your driver's license.
- Once the application and license have been received, you will be set up with an online account where you will be required to watch the 3 assigned training videos below. Your log-in information will be emailed to you.
  - **You are only required to complete the following training courses:**
    - 1) *Defensive Driving: I Could See It Coming*
    - 2) *Driving Distractions of the Professional Driver*
    - 3) *Trucks, Vans and Other Delivery Vehicles*
- Watch the videos and complete the quizzes that correspond with each video topic.
- After confirmation is received that all three courses (including the quizzes) have been completed and passed, a Motor Vehicle Record check is done on your license.
- Once the results of the MVR check have come back positively, you will be notified via email that you are authorized to drive.

If you have any further questions, please contact the Authorized Driving Coordinator:

**Amy Driscoll McNulty**

Operations Coordinator for University Police

Phone: 570-941-7880

Fax: 570-941-6374

Email: [amy.driscollmcnulty@scranton.edu](mailto:amy.driscollmcnulty@scranton.edu)

**THE UNIVERSITY OF SCRANTON  
AUTHORIZED DRIVER APPLICATION FORM AND AGREEMENT**

**THIS FORM AND AGREEMENT MUST BE COMPLETED AND SUBMITTED TO UNIVERSITY POLICE  
AT LEAST 10 BUSINESS DAYS PRIOR TO ANY PROPOSED USE OF A UNIVERSITY VEHICLE**

The following information will be used by the University's insurance carrier to obtain and review your driving records.  
Individuals with unacceptable driving records will not be authorized to operate University vehicles.

**APPLICATION FORM**

<b>Department:</b> _____		<b>Date:</b> _____	
<b>Driver Name (as appears on state issued operator's license):</b> _____			
<b>Address (as appears on state issued operator's license):</b>			
<b>Street:</b> _____			
_____			
<b>City:</b> _____		<b>State:</b> _____	<b>Zip:</b> _____
<b>Date of Birth:</b> _____		<b>Age:</b> _____	
<b>Operator License #:</b> _____		<b>Issue State:</b> _____	<b>Expiration Date:</b> _____
<b>Contact Information</b>			
<b>Email Address:</b> _____		<b>Faculty</b> _____	<b>Staff</b> _____
<b>Phone:</b> _____		<b>Student</b> _____	
<b>AGREEMENT</b>			
My signature below indicates I have read and understand the University's Vehicle Operator Policy and agree to comply with the requirements contained therein. I understand my driving privileges may be revoked at any time and for any reason, consistent with applicable law. I will be personally liable for any damage or injuries caused as a result of any unauthorized use of a University vehicle and for damage due to misconduct of passengers. I understand that I must notify the University Police Department and my Department Head or Sponsor immediately if my operator's license is suspended, revoked or has any limitations or restrictions. I understand that violations of this agreement may be grounds for discipline up to and including termination of an employment, or expulsion if a student.			
<b>Driver Signature:</b> _____		<b>Date:</b> _____	
<b>Authorized Driving Coordinator:</b> _____		<b>Date:</b> _____	
<b>FM REVIEW</b>	<b>MVR CHECK</b>	<b>DD/VD TRAINING</b>	<b>COPY OF DL</b>
<b>DATE</b>			
<b>Approved/Denied by:</b> _____		<b>Date:</b> _____	
<b>OFFICE USE ONLY:</b> EMAIL CONFIRMATION <input checked="" type="radio"/>		MASTER LIST <input type="radio"/>	

**THIS SECTION IS TO BE COMPLETED BY DRIVER**