

POLICY FOR VEHICLE SAFETY AND MANAGEMENT

The University of Scranton is implementing this vehicle safety program to promote the personal safety of members of the University community and to reduce the risk of University liability from the operation of University owned or leased motor vehicles. This policy addresses the safety of the vehicles, the competency of the drivers and the procedures to ensure safe operation of the vehicles. The secretary to the Treasurer will function as the central coordinator for all drivers and vehicles. In order to drive a University vehicle or transport others on behalf of the University of Scranton a person must be listed as a qualified driver.

Driver Qualifications:

Drivers must provide the University vehicle coordinator with driver information including date of birth, driver's license number, and name as it appears on the license.

In order for a driver to be approved as a qualified driver he or she must:

Be at least 19 years old.

If a student, be at least a sophomore.

Maintain a reasonable safe-driving record in the judgment of the University . Generally, this means no more than one moving violation within the past three years, no reckless driving or driving under the influence of alcohol citations within the past four years, and no serious at-fault accidents.

Will attend the next available University-sponsored defensive driving course. If under the age of 21, will attend the more lengthy Public Safety defensive driving course.

Agree in writing to the attached "Driver Obligations".

Note: Persons interested in renting vehicles for Intercollegiate Athletics, Student Activities or Collegiate Volunteers purposes should refer to those policies for van rental procedures.

I have read the forgoing Policy for Vehicle Safety and Management and the attached Driver Obligations, and I agree to abide by the terms of these documents.

Signature

Name Printed

Date

Driver Obligations

As an authorized driver of University of Scranton vehicles or of my own vehicle on University business. I agree that I will:

1. When a participant in an athletic event, avoid driving a vehicle on the return trip.
2. Not permit an unauthorized driver to operate a University vehicle. In the case of an emergency, I agree to contact Public Safety for an authorized exception.
3. Use University vehicles for authorized business only.
4. Use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. (The number of passengers should not exceed the number of seat belts.)
5. Operate the University vehicle in accordance with University regulations, know and observe all applicable traffic laws, ordinances, and regulations, and use safe driving practices at all times.
6. Assume all responsibility for any and all fines or traffic violations associated with my use of a University vehicle or privately owned vehicle on University business.
7. Not drive under the influence of drugs or alcohol.
8. Not allow alcohol or controlled substances to be present in the vehicle.
9. Not transport unauthorized passengers such as hitchhikers.
10. File a travel plan with the purchase order if taking an out-of-town trip.
11. Turn off the vehicle, remove the keys, and lock the vehicle when it is left unattended.
12. Drive the vehicle at speeds appropriate for road conditions.
13. Not drive a University-owned vehicle "off road" unless it is made for that use.
14. Before leaving the parking area or garage, inspect the vehicle for safety concerns, checking tires, wipers, lights, and other safety equipment for observable defects. Report any defects immediately to the Treasurer's office to determine if the vehicle is safe to operate.
15. Immediately report all accidents or violations to the Treasurer's office.
16. Be subject to applicable University disciplinary procedures for violations of University policy or rules.

Note: University administrators and professional staff who drive University-leased vehicles as their primary vehicles will not be expected to accede to items 2, 3, 8, 9 and 10.