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LA SIERRA UNIVERSITY

VEHICLE USE POLICY

Office of Risk & Safety
November 2004

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POLICY STATEMENT

La Sierra University vehicles are available under certain circumstances for use in support of the university's mission of education, research, and community service. We shall abide with the policy set forth.

POLICY

Vehicle Insurance - 1. *Commercial Auto* – La Sierra University maintains liability protection on all owned, hired and non-owned vehicles used with adequate limits of bodily injury and property-damage liability.

1. *Maintenance* - Each vehicle owned or operated by the University shall be inspected and shall adhere to a regular maintenance schedule. Before the vehicle is used it is the driver's responsibility to check the mechanical condition (i.e., appearance of tires, any odd noises, etc) of the vehicle. If the vehicle is unsafe to operate, substitute transportation shall be arranged.
2. *Vehicle Use* - All vehicle usage should comply with all Federal, State and/or local laws. Vehicles owned or registered in the name of La Sierra University shall not be lent, leased, or rented to other organizations or to individuals.
3. *Driver Record/Qualifications* - All drivers shall be properly licensed and comply with all Federal, state and/or local laws for the class of vehicle being operated. The recommended minimum age for drivers shall be twenty-one (21) years. A minimum allowable age of nineteen (19) years old may be considered with the approval of the Vice President of Financial Administration at La Sierra University. The driving record (Motor Vehicle Record) of each driver shall be obtained from state/local records and reviewed on a regular basis. Drivers shall have an acceptable driving record during the previous three years with not more than two traffic citations and no at-fault accidents while driving any vehicle. When a driver does not meet the above driving standard, he/she shall not be allowed to use university owned, leased or rented vehicle, except as outlined in page 8, item 9c.
4. *Load Capacity* - Vehicles should not be operated carrying more than the official rated load capacity. All vehicle occupants are required to wear seat belts and/or shoulder belts as required by law and OSHA (Occupational Safety and Health Act of 1970) standards/or the appropriate government agency.

REASON FOR POLICY

The proper utilization of university vehicles minimizes university transportation costs and liability, and helps ensure the safeguarding of university personnel and resources. This policy seeks to provide for the safe operation of motor vehicles as well as their appropriate stewardship.

ENTITIES AFFECTED BY THIS POLICY

All departments of La Sierra University

WHO SHOULD READ THIS POLICY

-Deans, Directors, and Department Heads-Department vehicle representatives
-Prospective or authorized drivers of university owned, university leased, or university rented vehicles
-University Administrators

RELATED DOCUMENTS

University Policies	Location of Documents
Authorization to Use Privately Owned Vehicles	Appendix A
Local Rental Vehicle	Appendix B
Misc. Accident Coverage Program	Appendix C

CONTACTS

Direct any general questions about the Use of La Sierra University Vehicles Policy to your department's administrative office. If you have questions on the following specific subjects, call the offices shown:

Subject	**Contact**	**Telephone**
Accidents	Risk & Safety Management	951-785-2102
California State Traffic Laws	Riverside Police Department	951-826-5700
Policy Clarifications and Exceptions,	Risk & Safety Management	951-785-2102

DEFINITIONS

These definitions apply to these terms as used in this policy.

Adventist Risk Management	La Sierra University's third party claims adjuster.
Authorized Driver	A member of the La Sierra community who has been authorized to drive one of its vehicles for university related business.
Department Vehicle Representative	An individual with responsibility for tracking vehicle use and maintaining vehicle records.
Local Rental Vehicles	Authorized vehicle rental i.e., Enterprise Rent-A-Car agency
La Sierra Vehicle (University Vehicle)	A motor vehicle owned or leased by La Sierra University. For rental vehicle regulations, see the university rental policy.
Off Road Driving	Operating a university vehicle on dirt or gravel surfaces, field paths, or other byways that are not typically paved with macadam or properly maintained.
Risk & Safety Management	Point of contact on behalf of the university for all safety and insurance issues.

PROCEDURES

Introduction

This policy applies to the use of all university vehicles that are controlled by departments within the university community, including the departments that have already established procedures for the proper accounting of vehicles (e. g., the Physical Plant department). The following procedures are considered to be minimum standards for university vehicle use; departments may develop more restrictive procedures.

Proper Vehicle Use: The Driver's Obligations

The following conditions apply to all drivers who use university vehicles. Drivers should read these obligations carefully before operating a university vehicle.

Caution: The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations.

The authorized driver must:

1. Have a valid U.S. driver's license.
2. Register as a university driver by completing the annual ***Drivers' Questionnaire*** (see Form 4, in the *Forms* section of this document) and submit a copy of driver's license and social security card (to confirm and verify the identity of the driver) to the Office of Risk & Safety.
3. Notify the Office of Risk & Safety of any change in license status.
4. Use university vehicles for official university business only.
5. When personal vehicles are to be used for University business, the driver must show proof of policy coverage to the department requesting (see Form 2).
6. Complete **Vehicle Use Authorization Request** form (See Form 7). Drivers under 21 years (19-20) may be considered with the prior authorization signature from the Vice President of Financial Administration.
7. Reserve the University vehicle at the Motor Pool Office in Physical Plant.
8. If designated drivers are other than authorized drivers, must complete the Driver Authorization form and submit required documents (See Form 3).
9. Wear seat belts when driving or occupying a university vehicle.
10. Operate a university vehicle in accordance with university regulations and applicable state laws.
11. Assume responsibility for any and all fines or traffic violations associated with the use of a university vehicle.
12. Never drive while under the influence of drugs, alcohol or medication that could adversely affect driving performance.
13. Never transport passengers such as hitchhikers, family members, or friends for unauthorized use.
    Caution: Unauthorized usage exposes the university to great risk, especially in the event of an accident.

14. Turn the vehicle ignition off, remove the keys, lock the vehicle when unattended and do not leave valuables in sight.
15. Never drive the vehicle at speeds that are inappropriate for road conditions or posted maximum speed limit.
16. Report all accidents.
17. No smoking in the vehicle.
18. Never use a cellular telephone while driving, unless hands-free technology is utilized.
19. Off-road driving is not permitted with a University vehicle.

Reporting of Accidents and Damage

Immediately report any accidents or damage you incur while operating a university vehicle to the local police department. During normal business hours please notify the Office of Risk & Safety, your supervisor, and the Physical Plant Motor Pool representative

When you have been in an accident, you must:

1. Call 911 if there are any injuries.
2. Keep calm and do not argue. Arguing can result in a lawsuit.
3. Make no statements concerning guilt or fault.
4. Never agree to make payments for the accident.
5. Notify the police; a police report may be necessary for some insurance claims.
6. Discuss the accident only with police officers, representatives of the Adventist Risk Management (the university's third party claims adjuster), or a university official.
7. Record as much information as you can on all other parties to the accident. This information may include their insurance company, their name, license number, plate number, make, model, and year of car, how accident happened, witnesses (with addresses and phone numbers).
8. Complete an **ARM-Automobile Loss Notice** form (see Form 1, in the *"Forms"* section of this document) and submit it to the Office of Risk & Safety with 48 hours.
9. Refer all questions from lawyers, the other party to the accident and others to the Office of Adventist Risk Management Inc.

Proper Vehicle Use: The Department's Obligations

Each department that controls a university vehicle(s) must establish a reliable system for tracking departmental vehicle use, and utilize the **Vehicle Use Authorization Request** form (see Form 7, in the *"Forms"* section of this document) or a form with a similar function. The **Driver Authorization** form (see Form 3, in the *"Forms"* section of this document) must designate one individual to have complete responsibility for the vehicles.

That individual must:

1. Be certain that the proper forms are filled out when a vehicle is used. Provide a vehicle log and require users to complete information on mileage driven and business purpose of off-campus trips.
2. Maintain and update annually a database containing all potential drivers.
3. Allow only drivers with valid licenses to operate vehicles.
   Caution: A department or vehicle representative must ask a driver to present his or her valid driver's license before allowing vehicle use.
4. Allow only authorized individuals to drive university vehicles.
   Caution: Policy exceptions for student use will be made through: the Office of Financial Administration (see the ***"Contacts"*** section of this document).
5. Institute a regular review of all maintenance and service records to assure their appropriateness and to schedule regular routine maintenance, including inspections and registrations by completing the **Safety Service and Inspection** form (see Form 6 in the *"Forms"* section of this document to be completed by the technician performing the maintenance). These reviews must be semiannual or at every 5,000 miles, whichever comes first.
6. Facilitate the dissemination of information regarding driving rules and regulations, safe driving practices, and hazards of the road.
   Caution: The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations.
7. When requested, assist the Office of Risk & Safety in any accident investigation or information gathering activity.
8. Send the completed **Drivers' Questionnaire** form (see Form 4, in the *"Forms"* section of this document) to the Office of Risk & Safety.
9. Upon receipt of a negative DMV report (2 or more moving violations, or at fault accident) the following action may be taken:
   a. A warning letter to the employee
   b. The employee's driving privileges will be placed on probationary status for 6 months
   c. Driving privileges (of an LSU vehicle) may be suspended for up to one year. An exception to this action may be considered by the Executive Committee.

RESPONSIBILITIES

The major responsibilities each party has in connection with the University's Use of La Sierra University Vehicles Policy are as follows:

You (The Driver)	Read and understand the Use of La Sierra University Vehicle Policy. Comply with its provisions. Operate your department's vehicle lawfully and safely. Report any accident as soon as possible, (within a maximum of 24 hours) to all of the following, in this order: 1) The local police agency; 2) Office of Risk & Safety; 3) Adventist Risk Management (only if after normal university business hours, and if the Office of Risk & Safety is unavailable; 4) Your supervisor; 5) Physical Plant Services.
Department	• Appoint one employee to be responsible for departmental vehicles. • Forward the Drivers' Questionnaire form to the Office of Risk & Safety.
University	• Establish and sustain a system for maintenance of university vehicles, according to the minimum standards set by this document. • Make vehicles available for use by university employees in support of the university's mission of education, research, and community service.

FORMS

Form	Use
1. ARM—Automobile Loss Notice	To document the details of an accident
2. Authorization to use Privately Owned Vehicles on University Business	Must be completed by all persons requesting to drive their own personal vehicle for university business & show proof of insurance coverage.
3. Driver Authorization Form	To designate and authorize a Department or Unit Vehicle Representative
4. Drivers' Questionnaire	To ensure and document driver qualifications
5. Misc. Accident Program Application + Summary of Coverage	Must be completed by all parties traveling with groups, classes. Policy explanation.
6. Safety Service and Inspection Form	Motor Pool to periodically document condition and usability of the vehicle.
7. Vehicle Use Authorization Request	To request the use of a university vehicle; to document the time, date and vehicle mileage upon pick up and return of university vehicle

Responsible Executive: Vice President for Financial Administration

Responsible Office: Risk & Safety
Issued: November 2004
Questions Contact Office of Risk & Safety

APPENDIX A
Authorization to Use Privately Owned Vehicles on University Business Policy

1. Prior approval is required to use privately owned vehicles to conduct official University business. University employees who choose, and are authorized, to drive their personal vehicle on official University business must provide proof that they carry limits of liability insurance coverage as outlined below for their personal vehicle and must certify that their personal vehicle is suitable to drive.

2. The driver must certify that whenever a privately owned vehicle is used on University business, they will have a valid U.S. driver's license and proof of liability insurance in their possession and will make sure that all persons in the vehicle will wear safety belts.

3. The vehicle shall always be:

a. Covered by liability insurance (as required by La Sierra University for no less than $100,000 per person; $300,000 per accident; $50,000 property damage) from an insurer admitted to do business in California. Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle. Show proof of policy coverage and attach it to the **Authorization To Use Privately Owned Vehicles on University Business** form.

b. Adequate for the work to be performed.

c. Equipped with safety belts in operating condition.

d. Safe mechanical condition as required by law.

4. The mileage rate claimed (in an Expense Report) is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and physical damage insurance.

5. While using a privately owned vehicle on University business, all accidents will need to be reported within 48 hours.

6. If an employee or the designated driver on University business is involved in a vehicle accident when using a private vehicle, their personal vehicle liability insurance will be primary. Only after their private carrier's policy limits are exhausted will the university's insurance company respond. The University does not provide physical damage coverage (Comprehensive and Collision) for their personal vehicle and is to be covered by their primary auto carrier.

7. Permission to drive a privately owned vehicle on University business is a privilege, which may be suspended or revoked at any time.

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APPENDIX B
Local Rental Vehicle Policy
Administered by the Office of the Controller

Prior to local vehicle rentals authorization must be obtained for University business. Rentals obtained from the local (i.e., Enterprise-Rent-A-Car in Riverside) agency require a **LSU Vehicle Check-Out Form**. This particular policy addresses cars rented locally with *Enterprise Rent-A-Car*. Other vehicle rentals are authorized via a Travel Application form (see Travel Authorization policy for further details).

To obtain authorization for driving locally rented vehicles, please fill out and submit the **La Sierra University Vehicle Check-Out Form** on-line at: http://www.lasierra.edu/enterprise/ or any other rental company in order to expedite the billing process and better customer service.

Procedure

- The **LSU Vehicle Check-Out** form must be filled out by the individual department head/supervisor in order to rent a vehicle for University business. Vehicles rented for University business are not to be used for personal business.
- One form per vehicle is required for each driver (21 years or older).
- All rental arrangements must be approved by the Accounting Department. The University will not honor rental arrangements without an approved **Vehicle Check Out** form.
- Use of Fifteen-passenger vans is not permitted and will not be covered by the University's auto insurance policy; therefore it will not be authorized for University business.
- The University has an insurance liability binder on file with Enterprise Rent-A-Car. Be advised to decline any additional insurance coverage offer from the rental agency.
- It is the responsibility of the department head/supervisor to verify and make all necessary arrangements for each driver with the Office of Risk & Safety. (For instance, to ensure that all University drivers have an approved DMV record on file to submit a **Driver's Questionnaire** form once a year to the office of Risk & Safety.
- All vehicle drivers must be 21 years or older, no exceptions.
- It is the responsibility of the department head/supervisor to check necessary account balances to ensure budgeted funds are available to cover the rental agreement. The rental request will be denied if the account balance is not available or inadequate.
- If the budget account balance needs to be adjusted, for immediate action, access the online budget transfer at http://www.lasierra.edu/departments/fadmin/forms/budgetTransfer.pdf or email budget@lasierra.edu for budget transfer request.
- LSU employees may rent vehicles from Enterprise Rent-A-Car, for personal use at discounted rates Online at http://www.enterprise.com/car_rental/deeplinkmap.do?cust=C63823

RENTAL PROCEDURE SUMMARY

1. Supervisor/Department Head must fill out and submit the **Online Vehicle Request** form.
2. Once submitted online, it will be automatically sent to the Accounting Office for authorization.
3. Pick up the approved **Vehicle Check-Out** form from the Cashiers Office. The form must have the original signature from either the Controller or the Assistant Controller.
4. Submit the authorized **Online Vehicle Request** form to the Enterprise-Rent-A-Car office at the time of vehicle pick up.

APPENDIX C
Miscellaneous Accident Coverage Program Policy

PURPOSE OF INSURANCE COVERAGE

- To provide insurance coverage for accidental bodily injuries (or sickness) sustained by members of the insured group while participating in University sponsored and supervised group activities including authorized direct travel to and from the place of activity.
- Additional insurance: Miscellaneous Accident Program Application (MAPA) is required for all participants prior to departure of an activity.

PROCEDURE

- Submit the completed MAPA form with a Check Request form to the Office of Risk & Safety at least 2 weeks prior to the event or activity off campus.
- Upon submission of MAPA application and payment the group will be covered upon receipt at Adventist Risk Management.
- For any late submission of MAPA forms or payments, your group will not be covered.

ACTIVITY ON AND OFF PREMISES

- ACTIVITY coverage (#9) for church members and guests applies while attending or participating in any scheduled, sponsored, and supervised activities, including Vacation Bible School (#5) and Miscellaneous Trips and Short Term Activities (#6). Short Term Activities are defined as land, air or water trips, snowmobiling, tobogganing, skin diving, ice or roller skating, bicycling, boating, horseback, riding, back packing, field trips and manual training. New Conference-wide option must consist of 100% of church membership and include Group #'s 1, 2, 3, 4, 5, 6 and 9 (except sickness coverage for group #3 unless the optional sickness benefit is chosen).
- Coverage with respect to any Insured Person shall immediately terminate on date of the policy or on the expiration date shown on the Insured Group's application.

Insurance Premium Payment

- The University will pay up to $25 premium for university-sponsored activities (clubs must pay for their own insurance premiums).
- MAPA forms must be accompanied with a completed [Check Request] form for every activity.

For additional benefit information please refer to the *Summary of Coverage of Miscellaneous Accident,* page two of the MAPA form.

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