VEHICLE USE
&
DRIVER SAFETY
POLICY

Office of Risk Management
2016
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POLICY
The purpose of this policy is to ensure the safety of those individuals who drive University vehicles and to provide guidance on the proper use of University fleet vehicles. It is the driver’s responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. Vehicle accidents are costly to the University, but more importantly, they may result in injury to you or others. As such, the University endorses all applicable state motor vehicle regulations relating to driver responsibility. The University expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely. The Safety Committee is responsible for the general administration of this policy.

Safety Committee:

The Safety Committee is comprised of the Director of Risk Management, Director of Facilities, the fleet coordinator (s), Director of Security, and the Director of Human Resources. The committee is responsible for:

• Reviewing accidents and employer’s overall driver safety record to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of company vehicles, and/or personal vehicles on company business.

• Reviewing driving records of individual employees and making recommendations to the Executive Committee when driving privileges should be suspended or revoked.

• Reviewing all other issues that arise with respect to compliance with this policy.
Driver Guidelines and Reporting Requirements

1. University vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic.

2. Any employee who has a driver’s license revoked or suspended shall immediately notify the Risk Management and Fleet office by 9 a.m. pacific time the next business day, and **immediately discontinue operation of the University vehicle**. Failure to do so may result in disciplinary action, including termination of employment.

3. Drivers under the age of 21 (19-20) may be considered by prior authorization from the Vice President of Financial Administration. Exception for on campus golf cart use only.

4. All accidents in University vehicles, regardless of severity, must be reported to the local police and to the Risk Management and Fleet office. Accidents are to be reported immediately (from the scene, during the same day, or as soon as possible if immediate or same day reporting is not possible).

5. Accidents in personal vehicles while on University business* must follow these same accident procedures. Accidents involving the employee’s personal injury must be reported to Human Resources for Worker’s Compensation. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

6. Drivers must report all ticket violations received during the operation of a University vehicle, or while driving a personal vehicle on University business*, within 72 hours to the offices of Risk Management, Security and Fleet departments.

7. Motor Vehicle Records report will be obtained on all drivers prior to employment and no less than every six months. Complete the Driver Questionnaire form and submit to Risk Management. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy by the Safety Committee, will result in a loss of the privilege of driving a University vehicle.

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*University business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.*
Driver Criteria & Administration

Employees must have a valid and current Driver’s license to operate a University vehicle, or a personal vehicle with current auto insurance while on University business. Employees are expected to drive in a safe and responsible manner and to maintain a good driving record.

The department is responsible for allowing authorized drivers in use of University vehicles for their department. Require defensive driver safety training for department drivers.

The Risk Management office is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee’s driving record indicates a pattern of unsafe or irresponsible driving, and to make recommendations to the Executive Committee for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes, but is not limited to:

• Two or more moving violations* in a year

• Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.

• Any combination of accidents and/or moving violations**.

*Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant by the Campus Security department.

**Upon receipt of a negative DMV report (2 or more moving violations, or at fault accident) the following action may be taken:

- A warning letter will be sent to the driver/employee
- The employee’s driving privileges of university vehicles will be placed on probationary status for 6 months
- Driving privileges (of a university vehicle) may be suspended for up to one year. An exception to this action may be considered by the Executive Committee.
Driver Safety Rules

1. Driving on University business and/or driving a University vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. Cell phone use follows the guideline: No texting while driving. Drivers need to be aware when the use of a cell phone is creating a distraction from safe driving and adjust their usage accordingly, includes pulling off the road to continue/finish the conversation if needed. Complete calls while the vehicle is parked and/or use the phone in a “hands free” mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
3. No driver shall operate a University vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a University vehicle must wear seat belts, even if air bags are available.
5. No unauthorized personnel are allowed to ride in University vehicles such as hitchhikers, family members or friends for unauthorized use.
6. Drivers are responsible for the security of University vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
7. Head lights shall be used 2 hour before sunset and until 2 hour after sunrise; during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
8. All State and Local laws must be obeyed.
Defensive Driving Guidelines

• Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.

• Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety’s sake at any time. Pedestrians and bicycles in the roadway always have the right of way.

• Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.

• Radar Detectors are strictly prohibited in University vehicles. Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.

• Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.

• When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.

• Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding through the intersection.

• When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.

• When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.

• Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

*Check behind your vehicle before backing.

*Back up to the driver's side. Do not back around a corner or into an area of no visibility.
Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
   a. Call 9-1-1 for highway patrol, or medical aid if necessary.
2. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, write a note giving location to a reliable appearing motorist and ask him to notify the police.
3. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene. Take photos with your cell phone for accurate description of damages, the car and location.
4. Complete the Auto Accident Report form and include pertinent information such as: driver license number of other drivers; insurance company names and policy numbers of the other vehicle(s); year, make and model and license plate of other vehicles; date and time of accident; location and overall road and weather conditions.
5. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don’t argue with anyone.
6. Provide the other party with your name, address, driver’s license number, and the University insurance information.
7. Immediately report the accident to the Risk Management office, Security and your department fleet office. Provide a copy of the police accident report and/or your written description of the accident to the Risk Management office within 24 hours.
8. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.
**Vehicle Use Agreement**

1. **Auto insurance** - The University maintains auto liability coverage on all University owned, leased and hired (rental) vehicles with adequate limits of bodily injury and property-damage liability.

2. **Maintenance** - Each vehicle owned and/or operated by the University shall be inspected and shall adhere to a regular maintenance schedule including inspections and vehicle registration. 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, a substitute vehicle may be arranged. The **Safety Service and Inspection** form is available for their use. The reviews must be semiannual or at every 5,000 miles, whichever comes first.

3. **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. The University rents two vans for official business use only; for reservations contact the Facilities department in Physical Plant x2113. Prior to the vehicle use reservation, the driver must be approved, by completing and submitting the **Drivers’ Questionnaire** form (at least two week in advance) to the Risk Management office for DMV record clearance. All other third party rentals, please be sure to obtain driver clearance prior to requesting Hired Auto insurance card from the Risk Management office.

4. **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. The driving record (Motor Vehicle Record) of each driver shall be obtained from state/local DMV 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. Complete and return the **Driver Questionnaire** form (at least two weeks in advance) to the Risk Management Office.

5. **Bus Use** – 1) University owned/leased buses shall be used only for official business and/or activities of the University and shall not be loaned, leased or rented to individual or nondenominational organizations. 2) Buses shall be operated by a CDL driver authorized by the Risk Management office. 3) No minors will be transported. 4) Each bus will be systematically inspected and shall adhere to a regular maintenance schedule with all chassis, suspension, steering, and brake work to be done by certified mechanics. A copy of the maintenance schedule and all other written records of maintenance shall
be kept current and available for review by local agencies i.e., CHP. 5) Before operating
the bus, the driver shall determine that the bus is in safe mechanical condition, is
equipped as required by law and in good operating order; will adhere to all safety
training and review safety guidelines with the passengers prior to every departure. This
may be done verbally or video.

6. **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.

7. **Responsibility** – The Department assumes responsibility for the assigned University
Vehicles. Departments who own University vehicle(s) are responsible for having a
reliable system for tracking departmental vehicle use, maintenance and driver
authorizations. Physical Plant maintains a motor pool of vehicles for rent to University
employees only. The Controller’s office maintains all the legal documents (i.e., Title)
for each vehicle owned/leased by the University. The Department is responsible for
permitting authorized drivers in using University vehicles for University business and to
review the **Vehicle Use Policy** with the Driver and require defensive driver safety
training as part of the approval process. Each Department is required to complete the
**Driver Authorization** form for their Drivers prior to the event. The Department will
assure their driver is approved through Risk Management by requiring all the necessary
documents as listed in the Forms section. The Department will require the Driver to be
in possession of their driver's license before allowing vehicle use. The Department is
required to facilitate the dissemination of information regarding driving rules and
regulations, safe driving practices, and hazards of the road.

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

8. **Forms** – See Definitions:
    ➢ Driver Questionnaire
    ➢ Driver Authorization
    ➢ Auto Accident Report
    ➢ Vehicle Use Request
    ➢ Private Owned Vehicle Use (see policy)
    ➢ Golf Cart Policy and Agreement
    ➢ Safety Service and Inspection (Facilities use only)
    ➢ DMV Point System

9. **Risk Management** - Maintain a database containing all authorized drivers; allow only
drivers with valid drivers’ license to operate University vehicles

    ➢ NOTE: Policy exceptions for student vehicle use (under 21) will be made
through: the Office of Financial Administration.

10. **Use of 15 Passenger Vans** - In the interest of safety, denominational organization are
advised against the purchase, lease, rental or use of fifteen passenger vans for sponsored
a. It is recommended that ALL drivers who operate a twelve passenger van be licensed with a Commercial Driver’s License (CDL) or better in accordance with the Federal State or Local jurisdiction laws.

11. Accident Investigation - Assist the Risk Management office in any accident as needed.
Private Owned Vehicle Use

1. Prior approval is required to use personal 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 transport others.

2. The driver must certify that whenever a personal 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 the 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 Private Owned Vehicle Use 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. If an employee or the designated driver on University business is involved in a vehicle accident when using their personal vehicle, their liability insurance responds as the primary coverage. Only after the drivers’ auto insurance policy limits are exhausted the University auto policy may 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 policy.

5. Request to drive personal vehicles on University business is a privilege, which may be suspended or revoked at any time.
GOLF CART SAFETY POLICY and PROCEDURE

The Golf Cart Policy is for the safety of each golf cart driver, pedestrian on the property of La Sierra University. It is in order to reduce the possible risks associated with the use of golf carts. Specifically developed to prevent injury to the drivers, pedestrians, general public and property damage.

This policy applies to all employees; faculty, staff and student employees driving, or supervising the operation of golf carts. University employees who contract service and/or utilize volunteer drivers for University events (i.e., Commencement, conference programs, student services, alumni function, etc.) are expected to ensure compliance with this policy for events within their supervision/planning direction.

It is the responsibility of the individual departments who either need to acquire a golf cart or currently own a golf cart to ensure this policy is adhered to by the following:

1. Safe Operation
2. Driver Responsibility
3. Acquisition
4. Equipment Requirement
5. Storage and Charging Station
6. Golf Agreement Form
Golf Cart Procedure

1. SAFE OPERATION
   a. All drivers shall observe all vehicle traffic laws while driving golf carts (e.g. stopping at stop signs, yielding to pedestrians, no cell phone usage or texting while driving).
   b. In a golf cart the number of passengers and load capacity shall not exceed the manufacturer’s rated limit. Passengers must be seated with belts while operating the golf cart. No children (babies) allowed on the driver’s lap or steering.
   c. Pedestrians have the right of way over vehicles when crossing roadways within marked crosswalks, at unmarked crosswalks, at road intersections, and within parking lots.
   d. Drivers must not exceed the campus posted 15 M.P.H. speed limit on campus roads.
   e. Golf carts must NOT block any entrance to buildings, stairways, ramps, or thoroughfares.

2. DRIVER RESPONSIBILITY
   a. To drive a University golf cart intended for university business, drivers are required to have a valid driver’s license and obtain clearance through the office of Risk Management. The golf cart clearance is valid for one year—expiring on June 30. Steps for clearance are as follows:
      i. Complete & return the Driver Questionnaire form with a copy of a valid Driver’s License, to Risk Management.
      ii. To check the status of a driver, visit the Motor Vehicle Records Check Database through the University Portal
   b. The authorized University driver will review the University Golf Cart Safety Policy and sign the Department Golf Cart Driver Agreement form. The authorized University driver will receive specific training tailored to their golf cart from their department.
   c. In the event of a golf cart accident, call Campus Security at x2222 to file an accident report. Then follow up with Risk Management for further injury/accident investigation.
   d. Reckless or gross negligent driving automatically loses the privilege to drive any golf cart on campus. Loss of privileges will be reported to Risk Management.
ACQUISITION  
e. The following will be required of all future golf cart purchases and to be based on the following criteria:
   i. To ensure financial evidence to their VP/chair/dean/director with signed requisition.
   ii. To provide a written proposal of need to justify the purchase of a golf cart (i.e., disability, deliveries/pick up of heavy bulky objects, job duties require the use of golf carts to accommodate timeliness of work performed, transporting visitors campus wide, elderly, disabled, etc.) with signed requisition to the Safety Committee.
   iii. To show availability of parking space, overnight storage and charging station near or at the building of requesting department.
   iv. To ensure all future insurance and maintenance costs by the department.
   v. To register golf carts with Campus Security for identification.

3. EQUIPMENT REQUIREMENT  
a. NON-STREET LEGAL: The following equipment is required to be present and operational on all University golf carts—with the exception of carts purchased prior to 2007:
   i. Department name should be clearly identified on the front of the University golf cart in at least three inch minimum letters with University colors—gold and blue. Identification numbers will be assigned by Security according to departments.
   ii. Display the safety triangle on the rear of vehicle for slow moving vehicle
   iii. Headlight and tail lights for night use are required.
   iv. Emergency brake
   v. Backing Alarm
   vi. Horn or audible warning device
   vii. Portable Fire Extinguisher
   viii. Equipment tie downs and/or locking devices to secure the University golf cart at the storage location as assigned or approved.

b. STREET LEGAL: The following, and previously mentioned equipment, is required to be present and operational on all street legal University golf carts—with the exception of carts purchased prior to 2007:
   i. Department name should be clearly identified on the front of the University golf cart in at least three inch minimum letters with University colors—gold and blue. Identification numbers will be assigned according to departments.
   ii. Vehicle to be registered with DMV in order to drive city streets, except to cross the public street to get from one part of campus to another.
iii. Side and rear view Mirrors.
iv. Display the safety triangle on the rear of vehicle for slow moving vehicle.
v. Lights (head, tail, brake) for driving on city roads and night use.
vi. Horn
vii. Seat belts
viii. Backing alarm
ix. Portable Fire Extinguisher
x. Equipment tie downs and/or locking devices to secure the University golf cart at the storage location as assigned or approved.

4. STORAGE AND CHARGING STATION
   a. Campus Security to appoint specific storage location and charging station by department and building according to available space campus wide.
   b. Campus map route for golf cart pathway and parking legend.
Golf Cart Driver Agreement

Name of Department (owner of golf cart): __________________________ Phone__________
(Please Print)

Name of Department Head: __________________________ ID #___________
(Please Print Name)

Authorized by: _____________________________________________________
(Please Sign Name)

I have read the La Sierra University Golf Cart Safety Policy and will adhere to all of the stated requirements. Failure to comply with the established policy may result in disciplinary action as appropriate per the Employee Handbook. Depending on severity, frequency, and/or gross negligence; disciplinary actions may consist of verbal warning, written warning, loss of cart driving privileges, suspension.

University ID#: ______________________________________________________

Name of Driver: ______________________________________________________
(Please Print Name)

Signature of Driver: __________________________ Date__________
(Please Sign Name)

Complete and submit the agreement form to
Risk Management & ADA, Administration Building, Room 219
Questions—Call 951.785.2102 Office

For Office Use Only

MVR Approved: __________________________ Approved by Department__________

Date of Approval: __________________________ Summer / Fall / Winter / Spring __________ Year
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<td>1. Auto Accident Report</td>
<td>To document the details of an auto accident and file a claim with Risk Management</td>
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<td>2. Private Owned Vehicle Use</td>
<td>Driver prefers to drive personal owned vehicle for university business; must provide proof of insurance coverage.</td>
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<td>3. Driver Authorization</td>
<td>Department allows an appointed driver for use of university vehicles.</td>
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<td>4. Driver Questionnaire</td>
<td>Driver requests authorization from the university to run a DMV driving record to ensure driver qualifications by Risk Management.</td>
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<td>5. University Vehicle Use Request</td>
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<td>Driver responsibility for safe operation, acquisition, equipment requirement, storage and charging station</td>
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<td>7. Golf Cart Agreement</td>
<td>Drivers interested in driving a golf cart for the department, review safety video and sign agreement.</td>
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<td>8. Safety Service and Inspection</td>
<td>Facilities maintenance and routine service inspections sheet.</td>
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<tr>
<td>9. DMV Point System</td>
<td>Each time a driver is convicted of a moving traffic law violation, the court notifies the Department of Motor Vehicles (DMV). See page 14 for details.</td>
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DMV POINT SYSTEM

Each time a driver is convicted of a moving traffic law violation, the court notifies the Department of motor Vehicles (DMV). The DMV in turn notifies the University if the driver is included on the University’s Employer Pull Notice (EPN) Program list.

When a traffic conviction shows a person operated a motor vehicle unsafely on a highway, it counts as one point.

An accident is normally counted as one point.

Two points are charged for convictions of:
1. Reckless driving.
2. Driving under the influence of liquor or any drug.
3. Hitting an unattended vehicle without notifying the owner.
4. Causing property damage, injury, or death by hit and run driving.
5. Manslaughter (involving a vehicle).
6. Causing injury or death with a vehicle while evading a peace officer.
7. Driving on the wrong side of a divided highway.
8. Speed contest or exhibition of speed.

The DMV may consider an individual with the following point totals a negligent driver:

Class 1 (A) or Class 2 (B) with special certificate and Class 3 (C) or 4 (M) licenses:
4 points in 12 months
6 points in 24 months
8 points in 36 months

Class 1 (A) or Class 2 (B) license with no special certificate:
6 points in 12 months
8 points in 24 months
10 points in 36 months
GOLF CART AGREEMENT

USE OF PERSONAL VEHICLE