Purpose: To establish policy, procedure and safety guidelines for Faulkner University faculty, staff and student use of University owned, leased, and rented vehicles.

GENERAL PROVISIONS

Use of a University vehicle is restricted to authorized University-related activities unless the employee has been specifically authorized to drive a University vehicle for personal use.

Employees driving a University owned or rented car are eligible for the reimbursement of necessary fuel, parking, toll and repair charges incurred while on University business. Refer to Policy #440, “Purchasing and Expense Reimbursement” for further details regarding business use of vehicles.

Authorization to Drive a University Owned, Leased or Rented Vehicle

Only authorized drivers affiliated with Faulkner University in the capacity of faculty or staff shall be permitted to drive a university vehicle. Students may also be authorized to drive university vehicles on a limited basis. Training specific to 15-passenger vans and other high capacity vehicles will be required for drivers prior to their being allowed to operate these vehicles. A Commercial Driver’s License (CDL) is required for drivers transporting 16 or more passengers.

All individuals driving university owned, leased or rented vehicles must provide a copy of their current driver’s license to the Maintenance Department at least one (1) week prior to departure date in order to be certified under the University’s insurance policy. Certification may include a Motor Vehicles Record Check and/or Driving History Report.

Age Requirements for Driving a University Owned, Leased or Rented Vehicle

All drivers of Faulkner University owned or leased vehicles must be at least 18 years old and hold a valid U.S. or Canadian driver’s license.

15-Passenger Vans: Individuals driving Faulkner owned, leased or rented 15-passenger vans must be at least 21 years of age unless prior written approval has been given by the departmental Vice President. Students are not allowed to drive 15-passenger vans without prior written approval from the departmental Vice President. This written approval must be submitted to and kept on file in the Maintenance Department.

Rented Vehicles: All individuals driving vehicles rented in Faulkner University’s name must be at least 21 years of age and meet the minimum age as set forth by the car rental company.

Automobile Rental Insurance Coverage

Automobiles should be rented in the name of Faulkner University in order for the University’s insurance to be primary coverage. Anyone renting a vehicle on University business within the United States, Canada or Puerto Rico SHOULD NOT purchase insurance through vehicle rental agencies. Insurance coverage SHOULD be obtained when renting a vehicle outside the United States, Canada or Puerto Rico. All employees renting a vehicle for University Business must check with the Maintenance Department to ensure that they are properly registered to do so for University insurance purposes.
**Personal Use of University-owned Vehicles**
Personal use of University-owned vehicles is reportable as taxable income to the employee on the employee’s annual W-2 statement. Personal use includes commuting from home to work and any other travel which is not official business travel. Refer to Policy #440, “Purchasing and Expense Reimbursement” for further details regarding business use of vehicles.

**Maintenance of University-owned Vehicles**
For University vehicles assigned to specific departments, the department is responsible for the proper maintenance of their vehicles through accounts established with local service centers by the Maintenance Department. Any damage or mechanical problems should be reported to the Maintenance Department. When a vehicle is taken in for repairs, a departmental P-Card may be used, or the invoice must be submitted to the maintenance department for payment.

**Motor Vehicle Records Check**
Employee drivers may be required to present their driver’s license annually to certify that they possess a valid driver’s license. All individuals driving a University owned, leased or rented vehicle must be certified by the University’s insurance carrier prior to vehicle usage. Certification may include a Motor Vehicles Record Check and/or Driving History Report.

Anyone with the following violations within the last three years may not drive a University vehicle:
- DWI or Driving under the influence
- Negligent homicide
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s consent
- Permitting an unlicensed driver to drive
- Reckless driving
- Hit and Run

**ACCIDENT REPORTING PROCEDURES**
1. If there are injuries, always call 911.
3. **IMPORTANT!** All accidents must be reported to the Vice President for Finance so that the University’s insurance company can be notified.
4. Do not assume or admit fault. Others will determine liability and negligence after a thorough investigation.
5. Notify your supervisor. If Faulkner employees/students are injured, Workers’ Compensation will need to be notified.

**FAULKNER UNIVERSITY DRIVER AND PASSENGER SAFETY GUIDELINES**
1. Drivers must be at least 18 years old and in possession of a valid United States or Canadian driver’s license at all times when operating a vehicle as a Faulkner University employee or student. No one under age 21 will be permitted to drive a 15-passenger van unless prior written approval has been given by the departmental Vice President. This approval must be submitted to and kept on file by the Maintenance Department.
2. Drivers shall observe all rules and regulations for safe driving as defined by the State of Alabama Motor Vehicles Department, or by the Department in whose state the vehicle is being operated. This includes abiding by the posted speed limit.
3. Do not use a cell phone or PDA (personal digital assistant) while driving unless it is an approved hands-free device. Stop the vehicle in a safe area to use a cell phone or have a passenger make the call. Refer to Policy # 365, “Cell Phone Usage for University Business” for further details.

4. Safety belts shall be used by all occupants traveling either in a vehicle owned, leased, or rented by Faulkner University or in private vehicles while on University business.

5. For long distance trips, if there is more than one qualified driver, such drivers should consider rotating every two hours. No driver should drive more than 10 hours during a 24 hour period. If there are not enough drivers to rotate, an overnight stay should be planned. Avoid driving past midnight.

6. Front passenger should remain awake to help keep the driver alert and assist in navigation.

7. Avoid conditions that lead to loss of control - driving while sleepy or inattentive, or driving too fast for road conditions.

8. On long trips, the driver must check and maintain fluid levels, tire pressure, and operation of lights. This should be done every 250 miles or before a new driver begins to operate the vehicle.

9. All off-campus accidents should be reported immediately to the local police department. All accidents should be reported to Faulkner University’s Office of the Vice President for Finance.

15-PASSENGER VAN SAFETY GUIDELINES (in addition to the guidelines above):

In April 2001 the National Highway Traffic Safety Administration (NHTSA) issued a cautionary warning to users of 15-passenger vans because of an increased rollover risk under certain conditions.

When carrying fewer than five passengers, 15-passenger vans have a rollover risk similar to the rollover risks of light trucks and smaller vans. However, the risk rises dramatically as the number of occupants increases from fewer than five occupants to more than ten occupants. In fact, 15-passenger vans with ten or more occupants have a rollover rate in single vehicle crashes that is nearly three times the rate of those that were lightly loaded.

The increased loading of these vans causes the center of gravity to shift higher and toward the rear, thereby increasing the likelihood of rollover. The center of gravity shift also results in less driver control of the vehicle in panic situations.

Departments or individuals that use or rent 15-passenger vans should heed the following guidelines to reduce the risk of rollover:

1. All individuals driving 15-passenger vans must be at least 21 years of age unless they have prior written approval by the departmental Vice President. Students are not allowed to drive 15-passenger vans without prior written approval from the departmental Vice President. This written approval must be submitted to and kept on file in the Maintenance Department.

2. All passenger vans, whether Faulkner owner or rented, should always be operated by drivers who have had a motor vehicle check within the past three years.

3. Drivers need to understand the handling characteristics of vans, especially when fully loaded. Training specific to 15-passenger vans may be required prior to their operation.

4. Vehicle operators should assure that all passengers are wearing their seat belts. (The NHTSA indicates that you can reduce your chance of being killed in a rollover by about 75% just by wearing a seatbelt.)

5. Limit occupant numbers to **10 or less**. Passengers should be loaded from front to back, leaving empty seats at the back of the van. Empty or remove the rear seats.

6. Luggage should be placed in the rear behind the back seat - never on the roof. Roof loads raise the center of gravity, and hence, raise the risk of rollover. Roof racks should be removed.

7. Use charter buses or other contracted transport or mini-vans for long trips. Use 15-passenger vans only for shorter trips - 200 miles or less one way.

8. Drivers transporting 16 or more persons must have a Commercial Driver’s License (CDL).