



UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

MOTOR VEHICLE SAFETY PROGRAM

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I. MOTOR VEHICLE SAFETY POLICY

1. Policy

Many employees operate University-owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent incidents that may result in injuries and property loss. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program while obeying all Federal, State, and Local laws applying to the operation of motor vehicles. Elements of this program include:

- Assigning responsibilities at all levels of employment
- Vehicle use and insurance requirements
- Employee driver's license checks and identification of high-risk drivers
- Incident reporting and investigation
- Vehicle maintenance
- Training

II. ORGANIZATION AND RESPONSIBILITIES

1) Oversight:

- a) The Director of Environmental Health and Safety has the ultimate responsibility for successfully managing the motor vehicle safety program and will be designated as the Vehicle Safety Coordinator.

2) Management will:

- a) Implement the motor vehicle safety program in their areas of responsibility.
- b) Provide assistance and the resources necessary to implement and maintain the program.

3) Supervisors will:

- a) Investigate and report all incidents involving a motor vehicle used in performing University business. Forward all incident reports to the Vehicle Safety Coordinator.
- b) Be responsible for taking appropriate action to manage high-risk drivers as defined by this program.

4) Vehicle Safety Coordinator:

- a) Manage all elements outlined in the Motor Vehicle Safety Program. Review motor vehicle incident reports.
- b) Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors, and drivers as necessary.
- c) Maintain appropriate records.
- d) Monitor federal, state, and local regulations to comply with all regulations and implement any policy/procedure change in a timely manner.
- e) Monitor the effectiveness of the Motor Vehicle Safety Program.

5) Drivers will:

- a) Always operate a motor vehicle in a safe manner.
- b) Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in company business (see Section III.2)
- c) Comply with all requirements of this program.
- d) Citations received while in the possession or operation of any university vehicle are the personal responsibility of the operator of that vehicle. Citations may not be paid with university funds.

III. VEHICLE USE

1) University Owned Vehicles

- a) Passenger cars, SUVs, vans, pickup trucks, and specialty vehicles. (A vehicle is any self-propelled unit whether plated or not)
 - i) University vehicles are to be used by university affiliates for official university business only and may not be used for personal errands, including transporting family members or pets.
 - ii) University vehicles may not be loaned to or driven by any unauthorized individual. Only those passengers who are directly contributing to the purpose of travel may ride in University vehicles.
 - iii) Family members, friends, pets., etc. may not ride in the vehicles, except for animals that serve a passenger in a bona fide capacity as defined by the Americans with Disabilities Act. Note: comfort/therapy animals are NOT bona fide service animals as defined by ADA regulations, and according to State Rules, may not ride in University vehicles.
 - iv) Employees and Authorized Volunteers will be permitted to operate a passenger car, SUV, van, pickup truck, or specialty vehicle.
- b) Commercial vehicles
 - i) Employees with appropriate commercial driver's license, authorization from their supervisor and qualified by state and Federal DOT when applicable will be permitted to operate the vehicle. (Refer to the UNC Commercial vehicle program)
- c) Use of University vehicles for personal use
 - i) Personal use of University vehicles is prohibited
- d) No occupant of any University vehicle shall use any tobacco product, including, but not limited to smoking, vaping, smokeless tobacco, etc.

2) Personal Vehicles on Company Business

- a) Employees who drive their personal vehicles on company business are subject to the requirements of this program including:
 - i) Maintain auto liability insurance with minimum limits of \$100,000/\$300,000/\$100,000 with a combined single limit of \$300,000.
 - ii) Maintain current state vehicle inspections when required.
 - iii) Maintain their vehicle in a safe operating condition when driven on University business.
 - iv) Proof of insurance (copy of declaration page) will be sent to the Vehicle Safety Coordinator.
 - v) Acceptable Motor Vehicle Report (MVR).
 - vi) Maintain a No 'business use' exclusion on personal insurance policy. The University will not provide coverage in the event of an incident.
 - vii) Compliance with the policies and rules outlined in this fleet safety program.

3) Rental Vehicles

- a) Vehicles may be rented for organizational business in certain circumstances. This includes out-of-town travel, a replacement while a company vehicle is being repaired, transportation of business guests, special events, and unexpected shortage of transportation resources. While renting a vehicle, all requirements of the vehicle safety program apply.
- b) The UNC Travel Office AND P-Card Administrator recommend procuring additional insurance for these vehicles.

4) Unauthorized Use of Vehicles

- a) Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a University vehicle.

5) Contractors and Temporary Hire Employees

- a) Temporary employees will be treated as University employees and will comply with the requirements of this program. Failure to meet all requirements will result in the immediate loss of driving privileges.

6) Misuse of University Vehicles

- a) The following are considered to be a misuse of University vehicles:
 - i) Driving a University vehicle without authorization.
 - ii) Driving without a valid driver's license for the class and type of vehicle being driven.
 - iii) Permitting a person who is not a University employee to drive a University vehicle.
 - iv) Engaging in unsafe practices, including failure to use and ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts, and/or shoulder harnesses.
 - v) Falsification of accident reports or other required documentation.
 - vi) Improper storage or parking of a University vehicle.
 - vii) Personal use or conveying passengers other than persons directly involved with University or State business,
 - viii) Failure to comply with any law, regulation, or policy regarding the use of University vehicles.
Employees misusing University vehicles may be personally liable for damages to persons or property caused to third parties and the legal expenses of defense. Employees who misuse University vehicles may also be subject to disciplinary action by the University.

IV. DRIVER SELECTION

1) Driver Evaluation:

- a) Job descriptions will be maintained for each position that requires driving and include the type of driver's license required for that position.
- b) A review of the driving history of all individuals will be conducted before hire, transfer or promotion into a position that requires frequent operation of a motor vehicle for University business. In addition to meeting the requirements of the job description, to evaluate employees as drivers, management will:
 - i) Review the employee's Motor Vehicle Record (MVR) in accordance with applicable privacy laws. Compare the MVR with the guidelines listed in the Driver Qualification section below. Ensure the employee has a valid driver's license.
 - ii) Ensure the employee is qualified to operate the type of vehicle he/she will drive.
 - iii) Driving history will also be reviewed every year that an employee is employed by the University.

2) Driver Qualification:

- a) On an annual basis, the University will review a current MVR for each driver. The University will require more frequent background checks if at-risk driver behaviors are identified. Suspension or revocation of an employee's operator's license may impact the employee's ability to perform their job duties which may result in disciplinary action up to and including termination.
- b) All drivers will be monitored for regular compliance with the procedures, policies and rules in this vehicle safety program. In addition to an MVR review, the University may conduct direct observation of driving skills, review of information on trip recorders on vehicles, and review feedback from the public.
 - i) The University has implemented four levels of driver qualification criteria. Use of any or all of these criteria is dependent upon the nature and scope of the driving requirements.
 - (1) State-regulated driver qualification parameters must be met. Regulatory information will be obtained from applicable state departments of transportation and motor vehicle services.
 - (2) Where applicable, drivers will comply with Applicable Federal Motor Carrier Safety regulations pertaining to the use of commercial vehicles.
 - (a) Drivers involved in interstate or foreign commerce in vehicles with Gross Motor Vehicle Weight Rating (GMVR) of 16,001 pounds or more, designed to transport 16 or more passengers, including the driver, or used in the transportation of hazardous materials in a quantity requiring placarding under the DOT Hazardous Materials Regulations, are subject to the requirements of the DOT Federal Highway Administration's Federal Motor Carrier Safety Regulations. It shall be the driver's responsibility to verify that s/he is in compliance with appropriate regulations and whether or not any vehicle is subject to regulations.
 - (b) Drivers involved in intra or interstate operations with GMVR of 26,001 pounds or more must have a CDL license and be enrolled in a DOT Drug and Alcohol Testing Program. Additional information for DOT and CMV refers to the UNC Alcohol and Drug Testing and Commercial Drivers program.

c) The following criteria has been established to identify acceptable drivers.

Acceptable Driver			
Minors*	Majors*	Serious Events**	Incidents*
3	0	0	0
1	0	0	1
0	0	0	2
0	1	0	0

*Indicates the review period for minor and major incidents and incidents is 3 years from the date of conviction.

** Indicates the review period of serious events is 5 years from the date of conviction.

d) A driver is unacceptable when:

Unacceptable Driver			
Minors*	Majors*	Serious Events**	Incidents*
4+	0	0	0
2+	0	0	1
1+	0	0	2
0+	0	0	3+
1+	1	0	0
0+	1	0	1+
0+	2+	0	0+
0+	0+	1+	0+

- (a) Minor incidents: minor moving violations such as minimal speeding or failure to stop at a stop sign.
- (b) Major incidents: major moving violations such as excessive speeding and reckless driving.
- (c) Serious events: severe moving violation or events such as driving under the influence of alcohol or drugs (DWAI/DUI), hit and run, failure to report an incident, negligent homicide arising out of the use of a motor vehicle, operating during a period of suspension or revocation, using a motor vehicle for the commission of a felony, operating a motor vehicle without the owner's authority, or permitting an unlicensed person to drive.
- (d) Incident: any incident which involves damage caused either TO or BY the vehicle, which includes, but is not limited to a collision (regardless of fault OR the number of vehicles involved), hit-and-run, vehicle theft, vehicle vandalism, or "act-of-God" damage.

- e) Drivers identified as "high risk" are those whose qualifications and driving history falls between the acceptable and unacceptable levels. Drivers who are identified as high risk are subject to several actions including, but not limited to:
 - (a) Driver may be required to attend a Defensive or Safety Driving course.
 - (b) Driver may have their driving privileges suspended or revoked.
- f) Drivers must notify the Vehicle Safety Coordinator if their license is suspended or revoked. Suspension or revocation of an employee's operator's license may impact the employee's ability to perform their job duties which may result in disciplinary action up to and including termination.
- g) Documentation of the qualification of each driver will be maintained. Examples of items to be kept in the driver's qualification and/or personnel files include:
 - (1) Copy of employee authorization for MVR
 - (2) Copy of MVRs
 - (3) Training records
 - (4) Copy of current driver's license
 - (5) Other items specific to drivers with a CDL

V. INCIDENT REPORTING AND REVIEW

The University considers the elimination of motor vehicle incidents as a major goal. This pertains to incidents due to the operation of company-owned or leased vehicles, and the operation of rental or driver-owned vehicles used for business purposes. All incidents are to be reported to Transportation Services and the Vehicle Safety Coordinator.

This includes any incident which involves damage caused either TO or BY the vehicle, which includes, but is not limited to a collision (regardless of fault OR the number of vehicles involved), hit-and-run, vehicle theft, vehicle vandalism, or "act-of-God" damage.

- 1) The driver shall be required to report all incidents to local law enforcement, Vehicle Safety Coordinator and Transportation Services, regardless of severity. All incidents should be reported within 24 hours or by the end of the business day. Since the driver is the first person at the incident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible.
 - a) Drivers are to utilize the accident report form located in each vehicle.
- 2) The Vehicle Safety Coordinator will investigate each incident that involves a University-owned vehicle and each incident where a vehicle operator has been cited for a violation of motor vehicle law, or the University Motor Vehicle Safety Program while operating a vehicle on University business to determine the underlying causes as well as what can be done to prevent similar occurrences. The incident report will be forwarded to the Risk Management Office along with any additional support data (e.g., witness statements, photographs, police reports, etc.).
- 3) Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:
 - a) If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.
 - b) Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Accident Report form located in the vehicle.
 - c) Immediately notify local law enforcement, Transportation Services, the Vehicle Safety Coordinator, and their supervisor.
 - d) All external communications (e.g. to the media, regulatory agencies) should be performed by authorized personnel within the University.
- 4) When there is theft of or damage to your vehicle only:
 - a) Notify the local police department immediately.
 - b) Immediately notify Transportation Services.
 - c) You will be contacted by Transportation Services to advise you how to arrange for repairs or replacement of the vehicle. Do not have the vehicle repaired until you receive authorization.
 - d) Send a copy of the police report along with a memo outlining any additional information to Transportation Services.

VI. VEHICLE INSPECTION AND MAINTENANCE

1) Introduction:

Proper maintenance of equipment is an important aspect of this program. Reduced operational costs and incidents from vehicle defects are the direct results of a well-implemented maintenance policy.

2) Vehicle Modifications:

Employees shall not modify company vehicles without written permission from Transportation Services. Modifications may create an unsafe condition and/or circumvent the function of any safety device. This pertains to trailer hitches, stereo equipment, window tinting, navigation systems, security systems, accessibility aids, cargo containment means or racks, material handling means, mobile telephone attachments, changing a tire or rim size, changing body configuration, and increasing the carrying/hauling capacity of the vehicle trailer.

3) Vehicle Inspection:

Vehicles subject to FMCSA regulations shall be inspected daily by each operator using the pre-trip and post-trip Driver Vehicle Inspection Report (DVIR) as specified by 49 CFR 396.11 and 396.13.

- a) Vehicles requiring a Commercial Driver's License and certain Commercial Motor Vehicles are required to have a daily vehicle inspection report completed using the FMCSA approved format. More frequent inspections and reports may be required based on heavy use. Vehicle inspections should consider, at a minimum, the vehicle manufacturer's recommendations, regulatory requirements (e.g. CDL-required vehicles) and recognized best management practices. In addition to the regular documented vehicle inspections, the drivers should make regular visual checks each time the vehicle is to be operated.

4) Vehicle Maintenance:

- a) Institute a formal vehicle maintenance program, including record keeping, that meets or exceeds the manufacturer's recommendations. At a minimum, vehicles should be inspected in accordance with the vehicle manufacturer's recommendations, after notice of a manufacturer recall, and in accordance with regulatory requirements and best management practices.
- b) All vehicles shall be maintained by qualified automotive technicians with the requisite skills obtained through experience and/or training. The maintenance should be done at regular intervals based upon miles driven, hour of operation, and/or calendar time. When defects are reported, the vehicle should be repaired before the vehicle is placed back in service with appropriate records maintained.

VII. DRIVER TRAINING

- 1) Drivers hired by the University to operate a motor vehicle will have the basic skills necessary to perform this function. This includes new hire orientation, and continuing education for existing drivers, and instances where remedial training shall be required.

- 2) New employees, temporary hires will receive a copy of this program as part of their initial orientation. Training may include both classroom and behind-the-wheel training. Areas that must be addressed, with the driver, include:
 - a) Review and assure that the driver understands the Motor Vehicle Safety Policy and the accompanying safety regulations
 - b) Review individual Motor Vehicle Report (MVR).
 - c) Incident reporting & emergency procedures
 - d) Vehicle inspection and maintenance
 - e) Distracted driving
 - f) Substance and alcohol abuse

- 3) License Suspension:
 - a) Drivers must immediately notify the Vehicle Safety Coordinator if their license is suspended or revoked.

- 4) Remedial Training:
 - a) Drivers may be required to attend a training program/course or safe driving school (National Safety Council Defensive Driving course or equivalent) or an alcohol/drug abuse program if a review of the driver's MVR indicates:
 - i) One or more violation convictions within any one-year period, or
 - ii) A conviction for driving while under the influence of alcohol or drugs.
 - iii) Also, depending on the severity of the conviction, the employee's driving privileges may be revoked and/or may result in employment termination.

- 5) 15 Passenger Vans
 - a) 15 Passenger Vans training is required for anyone operating a 15 passenger van for university business. Training is provided by the Transportation Services Department. Additional training may be required for drivers with certain types of violations.

VIII. SAFE DRIVER RULES

- 1) The University has developed driver safety rules that all employees who drive for University business need to comply with. These rules may be modified, or additional driver rules may be created, as the need is identified. Drivers found to be in violation of these rules will be counseled, retrained, and/or disciplined.
 - a) Safety belts:
 - i) The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts. Children must be secured in an appropriate child passenger restraint as mandated by State law.
 - b) Impaired driving:
 - i) The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.
 - c) Traffic laws:
 - i) Drivers are expected to obey all motor vehicle laws in the jurisdictions through which they travel. Parking or moving citations received while operating a University vehicle shall rest on the driver to resolve.
 - d) Vehicle condition:
 - i) Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee.
 - e) Cellular telephones, pagers, and other electronic communications devices:
 - i) Use of a cell phone or other electronic communications device by the driver, while the vehicle is moving, is prohibited and should only be used in emergencies. Texting while driving is prohibited by Colorado law.
 - ii) Use of ANY hand-held mobile device while operating a commercial motor vehicle is prohibited by 49 CFR 383.51, 391.15, 392.80, and 392.82.
 - f) Other Distracted Driving Items
 - i) In addition to limiting the use of cell phones and other electronic communications devices, the University recognizes that there are other distractions in vehicles that can lead to crashes. The following could be considered distractions, and should be minimized while your vehicle is in motion:
 - (1) Eating or drinking
 - (2) Grooming
 - (3) Reading
 - (4) Use of technology, such as GPS and computers (location details should be programmed in prior to the start of the trip so that the driver does not need to adjust while driving)
 - (5) Attending to passengers, children and pets
 - g) Aggressive Driving

- i) Aggressive driving by you, or another vehicle on the road, can lead to a crash. Aggressive driving includes speeding, tailgating, failure to signal a lane change, running red lights and stop signs, weaving in traffic, yelling, making obscene gestures and excessive use of the horn. The behaviors can escalate to road rage, which can increase the frequency and severity of auto crashes.
- h) General Safety Rules:
 - i) Employees are not permitted to:
 - (1) Pick up hitchhikers.
 - (2) Accept payment for carrying passengers or materials.
 - (3) Use any radar detector, laser detector or similar device.
 - (4) Push or pull another vehicle.
 - (5) Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities
 - (6) Use of smoking, vaping, and tobacco products of any sort are prohibited in university-owned vehicles.
 - i) Public Perception

University vehicles are highly visible and represent a valuable resource to the institution. Drivers should be cognizant of the potential for influencing public opinion regarding the institution by their operation of university vehicles. Complaints received regarding the improper operation of university vehicles may result in corrective or disciplinary action to the driver by his or her department.