



# Employee Vehicle Use Policy

Effective Date: January, 2018

Office: Business Office

**PURPOSE:** This section should include reason or rationale for the policy.

University of Indianapolis recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success.

The University is committed to providing a safe working environment for all employees. Motor vehicle accidents are a leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of University's Vehicle Use Policy is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances.

**Definitions:**

**Authorized University Driver:** To be an Authorized University Driver, employees should drive regularly on behalf of the University and be approved prior to operating a Motor Vehicle utilizing the criteria outlined within this policy. The criteria for meeting the definition of "regularly required" is the faculty or staff member routinely averages driving for University business purposes four (4) or more times per month. If a faculty or staff member drives six (6) times one month, but only once the next month, then the average for the two months is 3.5 times, which is less than the criteria of on average 4 times per month. **However, a supervisor can use his or her discretion and designate a position or person as an Authorized Driver even if they drive less than the guidance provided of 4 times per month.**

**University business:** Any activity approved by an Authorized University Official that is required for performance of job functions. University business does not include normal commuting between home and work.

**Authorized University Official:** Supervisor of an Authorized University Driver

**Motor Vehicle:** A personal motor vehicle during the conduct of University business or a University owned, leased, or rented motor vehicle.

**SCOPE:** Who is affected by this policy or needs to read it?

This Vehicle Use Policy is intended to provide the requirements by which all University of Indianapolis employees (including student employees) are permitted to operate University owned, leased and rented motor vehicles and personal vehicles during the conduct of University business.

**REFERENCE DOCUMENTS/  
RELATED INFORMATION:**

List any other policies or information that should be cross referenced.

- [Vehicle Incident Investigation Form](#)
- [Online Motor Vehicle Record Authorization Form](#)
- [Employee Vehicle Use Policy FAQs](#)

**POLICY HISTORY:** Include any information about previous versions or whether this replaces an existing policy.

- Previous policy approved August 1, 2015

**POLICY STATEMENT:** *State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know that the policy is and how it extends to the university. How-to procedures can be elaborated on in the Procedures section.*

**To be an Authorized University Driver, individuals must meet the following criteria:**

**Employees (Including Student Employees):**

- Must be a University employee with a valid driver's license for the type of vehicle to be operated, and keep the license(s) with him/her at all times while driving.
- Must annually, or as a condition of employment based upon job description, submit the Motor Vehicle Record Authorization Form, which can be found [here](#).  
The Office of Risk Management will reach out to faculty, staff and student employees and request that those who wish to become Authorized University Drivers complete the online Motor Vehicle Record Authorization Form, which requires the approval of an Authorized University Official and that the University driver carry at least \$100,000 per occurrence liability coverage. This online University Driver Authorization Form can be found [here](#).
- Must meet Motor Vehicle Report (MVR) Review Criteria established for Authorized University Drivers as described in this policy.
- Must participate in vehicle-specific training (e.g., vans, utility vehicles) as required by the University.
- Must comply with insurance requirements before using Personal Vehicles for University Business as outlined further in this section.
- Must follow appropriate procedures when renting or leasing vehicles for University Business, which can be found [here](#).
- Must comply with all requirements set forth in the Vehicle Use Policy. Notwithstanding the above-listed criteria, the University reserves the right to grant or deny driving authorization to any driver.
- Must be insurable through the University's insurance coverage.

**Motor Vehicle Record (MVR) Evaluation Criteria:**

Studies show a link between accidents and past driving performance. In its efforts to consistently review motor vehicle records for all Authorized University Drivers, there is a standard threshold for evaluating eligibility for driving responsibilities at the University. MVRs typically go back to a three-year driving history, but this varies by state.

Upon each MVR review, driver records will be classified as Clean, Acceptable or Unacceptable. Drivers with Unacceptable MVR ratings will be ineligible to participate as an Authorized University Driver and cannot drive on University Business. A Clean MVR means no violations are listed. An Acceptable MVR means that the driver has violations, but does not meet the major or unacceptable criteria. Unacceptable means that there is one or more criminal type violation within the last five years, three or more moving violations within the last three years, one at-fault accident and one violation within the last three years (when not the same incident), or two or more at-fault accidents within the past three years.

**Definition of Major Violations:**

- Negligent Homicide
- Hit and run
- Manslaughter
- Suspended or revoked license
- Drag racing
- Driving Under Influence within the last 5 years
- Reckless driving within the last 5 years
- Careless driving within the last 3 years
- Assault involving a motor vehicle
- Passing a stopped school bus
- Moving Violations:
  - Speeding
  - Improper or excessive lane changes
  - Following vehicle ahead too closely
  - At fault accidents
  - Running a red light or stop sign
  - Failure to yield

**Driver Authorization Timeframe & Notification:**

- We request at least five (5) business days to complete the MVR process. Please do not rely on immediate authorization. The Business Office will notify the Authorizing University Official as soon as possible about whether driver authorization is granted. For those instances when driver authorization is not granted, the proposed Authorized University Driver will be asked to sign a document acknowledging that he/she is prohibited to drive a car for University business.

**Change in Authorized University Driver Driving Status:**

- Any change in driving status that places an Authorized University Driver outside of the requirements of this Vehicle Use Policy, including, but not limited to, surrender, restriction, suspension or revocation of a driver's license, must be reported immediately by the Authorized University Driver or his/her Authorized University Official possessing knowledge of such change in status. Failure to report such change subjects the previously Authorized University Driver to disciplinary action, as well as permanent revocation of driving authorization for the University.

**Use of Personal Vehicles:**

- Personal vehicles should be used for travel on University business within a 100-mile radius of campus unless an Authorized University Official (Authorized University Driver's supervisor) approves an exception.
- Rental vehicles should be used for travel beyond the 100-mile radius of campus. When using rental vehicles, do not elect additional car rental insurance within the continental United States. The University self-insures against risk for all employees who rent a car from any agency while on University Business within the continental U.S.
- Personal vehicles may be used at the Authorized University Driver's option and at their own risk and must be insured by the owner. The owner's automobile liability insurance is

the primary coverage. The University requires that employees carry at least \$100,000 per occurrence liability coverage. Authorized University Drivers must provide proof of valid licensure and insurance coverage to the University upon the University's request. Physical damage (collision and comprehensive) limits and deductible are at the discretion of the owner.

#### **Vehicles:**

- This policy applies to drivers driving personal vehicles on University Business or driving University of Indianapolis owned, leased, or rented vehicles.

#### **Additional Information**

#### **Renting a Vehicle for University Use (Please refer to the Domestic Travel Expense Policy for additional Guidelines)**

- If trip exceeds 100-mile radius of campus, the University recommends that you rent a vehicle from our preferred vendors, which can be found using the Purchasing Channel on MyUIndy.
- Rental car is covered while in the scope of business for the University of Indianapolis. Personal use must be covered by the authorized driver's personal insurance.
- List both University of Indianapolis and your name on the rental agreement.
- List the University of Indianapolis address: 1400 E. Hanna Indianapolis IN
- Do not purchase the loss damage waiver or other physical damage insurance from the rental Agency.
- Use a University credit card if possible to pay for the rental car.
- Do not purchase gas from the rental agency. Rather, fill the vehicle prior to returning it.
- The rental car may not be driven by any person other than the Authorized University Driver who rents the vehicle.
- Do not elect additional car insurance of any kind.

#### **Accident Investigation Procedures**

- In the event of an accident, please refer to and complete the University Incident Report for procedures, which can be found [here](#). All accidents must be reported via the University Incident Report.

#### **Traffic Violations:**

- University of Indianapolis is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state, or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the authorized driver's responsibility, even if the ticket is issued while conducting business for University of Indianapolis.

#### **Guidelines:**

- Operate Motor Vehicles in a safe and courteous manner and in accordance with all applicable federal, state, and local laws and University policies.
- Do not exceed the maximum speed posted as speed limits.

- Maintain possession of valid United States driver's license while operating Motor Vehicles.
- Only transport University employees, students, or other authorized individuals in Motor Vehicles.
- Do not use cell phones (unless GPS), headsets or earphones while operating Motor Vehicles.
- Do not type or read text messages or emails while operating a Motor Vehicle. Additionally, drivers may not use iPods, MP3 players, or similar devices while operating Motor Vehicles.
- Use seat belts at all times, regardless of whether the Motor Vehicle is being operated on or off campus. The number of passengers permitted in any Motor Vehicle may not exceed the number of seat belts.
- Do not allow passengers to ride in the rear cargo areas of pickup trucks, vans, or sport utility vehicles unless prior authorization.
- Close all doors (cargo, tail, and lift gates) at all times when a Motor Vehicle is in motion unless prior authorization.
- Clean the Motor Vehicle's hood, windows, and roof of snow and ice before operating it.
- Ask for a passenger's assistance when backing a Motor Vehicle such as a truck, delivery van, or vehicle carrying heavy equipment into a parking space, loading dock, or similar area. The passenger should exit the Motor Vehicle and provide assistance for the operator as a spotter. If the driver of the Motor Vehicle does not have a passenger who can perform this service, the Authorized University Driver must perform one of the following:
  - Exit the vehicle and check the space before backing up; or
  - Drive by the space, checking for any hazards, before backing up.
- Do not drink, use or possess alcohol, other intoxicating substances, legal prescription drugs, or illegal drugs that could impair driving of Motor Vehicles.
- Do not tow anything behind a Motor Vehicle without prior authorization.
- Do not transport regulated hazardous materials in a Motor Vehicle without prior authorization.
- Do not drive on grass, landscaping, sidewalks, or other unapproved vehicle access lanes, streets, driveways or roads, and rights of way, unless it is specifically required to perform job duties and there are no other means available to access the building, facility, or work site.
- Return University Motor Vehicles with interiors in a clean condition and free of trash.
- Shut down engine and remove keys from any Motor Vehicle, which will be out of the immediate sight and control of an Authorized University Driver. A Motor Vehicle must never be left running merely for convenience (i.e., running the heater to keep it warm or the air conditioner to keep it cool). It is strongly recommended that any unattended Motor Vehicle be secured with the windows closed and the doors, if so equipped, locked.

### **Refueling:**

For your safety when operating a vehicle, Authorized University Drivers must:

- Turn off the vehicle's engine while refueling.
- Never smoke, light matches, or use lighters while refueling.
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.

- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.