

# ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.1.14.</b>		
<b>CHAPTER:</b> <b>General</b>	<b>ISSUED:</b> 4/3/96	<b>REV. A</b>	<b>REV. B</b>
<b>POLICY:</b> <b>Vehicle Safety</b>	<b>PAGE 1 OF 6</b>		

## **PURPOSE**

This policy has been developed to define standards of conduct and establish mandatory training for faculty, staff, students and volunteers who operate motor vehicles while conducting Creighton University business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

## **POLICY**

**Driving History Review.** A review of the driving history of all individuals will be conducted prior to hire, transfer or promotion into a position that requires the frequent operation of a motor vehicle for University business. Persons applying for new employment will not be eligible for hire, and current Creighton University employees will not be eligible for transfer or promotion into positions requiring them to frequently operate a motor vehicle if their driving history record reveals any of the following within the previous 24 months.

A revocation or suspension of driver's license in any state.

A major violation such as reckless driving, negligent driving, or driving under the influence of alcohol or other controlled substance.

Convictions for traffic offenses totaling six or more Nebraska Motor Vehicle points within the last two years.

Current Creighton University motor vehicle operators whose annual driving history review reveals any of the aforementioned will be placed on probation for two years with any subsequent violation resulting in disciplinary action up to and including termination of employment.

**Driver's License.** All University motor vehicle operators must be in possession of a valid driver's license from their state of residence. They must also sign the Vehicle Use Acknowledgment Form that allows the Risk Management Office to obtain state driving records. In the event that an employee's job description requires him or her to drive a "commercial vehicle," the employee will be required to obtain and maintain a valid Nebraska commercial driver's license.

**Vehicle Operator Responsibility.** Motor vehicle operators must report all traffic citations received while on University business to their department head. They must also report the onset of any physical or mental condition that may impair their ability to drive.

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Motor vehicle operators are required to conduct a vehicle safety inspection prior to the operation of the vehicle. Windows and mirrors must be scraped and defrosted during inclement weather. Deficiencies or any mechanical defect that would jeopardize the safe operation of the vehicle (such as a leaking gas line or overheating engine) must be corrected immediately. Vehicles found to be in unsafe condition are not to be operated until repairs are made. It is the responsibility of all motor vehicle operators to drive in a safe manner and conform to all applicable laws and regulations.

Motor vehicle operators must:

Wear seat belts/shoulder harnesses as provided in the vehicle.

Avoid wearing radio headsets or listening to loud music that would prevent them from hearing traffic warning devices.

Utilize mechanical and/or hand signals at all times to inform others of their intentions.

Adhere to all Creighton University Traffic and Parking Regulations when operating or parking a University-owned vehicle on campus.

Ensure that the vehicle is secured when parked by:

Turning the ignition switch off and removing the key.

Making sure that vans and all other vehicles equipped with automatic transmissions are placed in "park" and that vehicles equipped with manual transmissions are placed "in gear."

Setting the hand brake.

Chocking the rear wheels of the vehicle, or turning the front wheels toward the curb when the vehicle is parked on an incline.

Ensure the safe transport of all materials and goods by:

Securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling. No one will be allowed to physically "steady" a load while riding in the back of the vehicle.

Securely fastening all doors while the vehicle is in operation.

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Securing tailgates in an upright position while the vehicle is moving, except when the load exceeds the length of the vehicle bed.

Affixing a red flag to the end of any load that extends two feet or more beyond the end of the vehicle.

Ensuring that loads do not extend beyond the width of the vehicle.

Ensure the safety of all passengers by:

Requiring them to use seat belts.

Not allowing any passengers to routinely ride in the bed of a truck. However, when any passengers must ride in the bed of a vehicle, they must be seated at all times. **Passengers will not be allowed to sit on the tailgate or sides of the vehicle nor extend their arms or legs beyond the vehicle while it is moving.**

Prohibiting any passenger from riding on a trailer while it is being towed.

Prohibiting more than two passengers in the front seat of any vehicle unless additional seat restraints have been installed.

Prohibiting any passenger from riding between bucket-type seats, on the engine cowling or placing a chair between the seats while the vehicle is moving.

Drive defensively at all times.

**Department Head Responsibility.** Department heads are responsible for ensuring that University-owned vehicles are operated by authorized Creighton University motor vehicle operators only. They are also required to conduct an **annual** driver's license review to verify that each motor vehicle operator holds a valid license and is complying with all restrictions.

Department heads must also:

Immediately notify the Risk Management Office and Human Resources if a vehicle operator's license has been suspended or revoked.

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Ensure that all employees and students who frequently operate a motor vehicle on University business attend a vehicle safety class within 90 days of their employment date, and before they operate a University-owned vehicle.

Require that each supervisor review the Vehicle Safety Policy with each new employee before authorizing the employee to operate a University-owned vehicle.

Schedule additional training as required to ensure the safe operation of special purpose vehicles, such as sweepers, snow plows, riding lawn mowers, etc.

Document all training and provide copies to Human Resources for inclusion in the employee's personnel record.

**University Responsibility.** Creighton University is responsible for equipping each University-owned vehicle with safety equipment necessary for safe operation during inclement weather. Snow tires, chains, additional lights, ice scrapers and other safety equipment will be provided in those vehicles as needed. The University will also equip each of its vehicles with a fire extinguisher.

**Accident Reporting.** It is the responsibility of all Creighton motor vehicle operators to report all accidents, regardless of damage. Accidents that occur on University property must be reported immediately to Public Safety (280-2104). Accidents that occur off Creighton University property must be reported immediately to the appropriate law enforcement agency and to the Risk Management Office as soon as practical. If an accident occurs on University property:

Call or have someone call Creighton Public Safety at 280-2104 and provide information about the accident. **Do not** leave the scene or move the vehicle until advised to do so by a Public Safety Officer.

Assist injured persons, but **do not** attempt to move them unless a threat to life exists.

Report the accident to your supervisor as soon as practical.

Obtain the names of witnesses, insurance information and other pertinent facts. Forward the information to the Risk Management Office as soon as possible. An accident report form will be placed in the glove box of all University-owned vehicles.

Notify Creighton Public Safety if you strike an unattended vehicle or object while on campus, but **do not** leave the scene until given permission by a Public Safety Officer.

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If an accident occurs off campus property:

Contact the appropriate law enforcement agency.

Obtain the name, address and insurance company of any and all drivers and witnesses involved in the accident. Also record the name and badge number of the officer who takes the report.

Request a copy of the incident report or obtain the case number associated with the accident if a copy is not immediately available.

Report the incident to your supervisor as soon as practical.

**Accident Review and Insurance.** The Risk Management Office and the Environmental Health and Safety Office will review each accident 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 Creighton University Vehicle Safety Policy, while operating a vehicle on University business.

Risk Management will maintain a driving record on each employee driver. Risk Management will notify the appropriate department head in writing to schedule a Vehicle Safety Class for any employee who:

Has been involved in an accident and was cited by the investigating police officer or was determined to be at fault in the accident by Risk Management or Environmental Health and Safety personnel.

Has received two tickets for moving violations within one calendar year.

University insurance:

Covers liability for personal injury and damage to the property of others. It does not cover deductibles associated with comprehensive or collision damage. Departments with vehicles assigned to them are responsible for any uninsured loss.

Covers faculty, staff, students and volunteers while they are driving University-owned or rented vehicles. When employees operate their own vehicles while on University business, their insurance company will be considered as the primary insurer with the University's coverage being secondary.

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A contracted chartered bus service must maintain liability limits of at least \$5 million and must name the University and its affiliates as additional insureds. They must also provide an acceptable certificate of insurance to Risk Management prior to service.

**Discipline.** Drivers who violate the Creighton University Vehicle Safety Policy are subject to disciplinary action as outlined in the "Supervisors Policy and Procedures Guide."

Department heads will send documentation for any disciplinary action associated with the enforcement of this policy to Human Resources and Risk Management for inclusion in the employee's file.

### **SCOPE**

This policy applies to individuals who, in the course of their employment, are frequently required to operate a motor vehicle, University-owned or personally-owned, to conduct University business.

### **DEFINITIONS**

For the purpose of this policy, "motor vehicle operator" refers to any faculty, staff, student or volunteer, 18 years of age or older, who frequently operates a motor vehicle while conducting University business. "Frequently" shall be defined as once a week or more. Individuals who are under 18 years of age may not operate a motor vehicle to conduct University business.

### **ADMINISTRATION**

This policy is administered jointly by the Department of Environmental Health and Safety and the Risk Management Office. Questions regarding this policy should be referred to the respective directors.