



University of New Haven

Policies and Procedures

Policy Title:
Employee-Vehicle Use Policy /
Driver Authorization

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Responsible Office: Department of Public Safety

Responsible Official: Associate Vice President of Public Safety & Administrative Services

Introduction 1

Policy Sections..... 2

- Vehicle Safety Program 2
- Authorized Driver Standards 3
- Vehicle Operation 5
- Special Use Vehicles/Personal Use 6
- Use of Privately Owned Vehicles 6
- M/V Crashes, Damage, Claims, and Insurance 7
- Parking and Moving Violations 7
- Purchasing, Leasing or Renting a Vehicle; Registrations; Selling Vehicles 8
- Vehicle Maintenance 9
- Driver Training Program for Employees 9

• **Introduction:**

Scope

Members of the University of New Haven community engage in many activities requiring either University-provided transportation or use of a personally owned vehicle. The University is committed to protecting both the vehicles and especially the people involved in these activities.

This Administrative Policy sets forth the basic requirements and procedures for driving a University vehicle that is owned, rented or leased in connection with University related business or sponsored activities; or using personally owned vehicles in connection with University-related

business or sponsored activities; for safely operating a University vehicle; for appropriate use of a University vehicle for personal reasons; and for reporting crashes and damage. The term “University vehicle” includes automobiles such as passenger cars, pick-up trucks, passenger vans (12 passenger maximum), utility vehicles and golf carts, but not commercial vehicles.

Failure to comply with this University Policy, as with any University policy, may result in appropriate disciplinary action up to and including termination of employment or expulsion from the University.

Policy Statement

The University expects that any employee driving a University vehicle or a personally owned vehicle in connection with University-related activities will operate the vehicle in a safe and responsible manner with respect for other drivers and due consideration for acting as a representative of the University of New Haven. The University also expects that vehicles provided by the University will not be used for personal business.

• Policy Sections:

Vehicle Safety Program

The purpose of this Vehicle Safety Program is to promote vehicle safety throughout our University community and reduce the risk of vehicle crashes.

Important elements of our fleet safety program include:

- The University of New Haven’s commitment to fleet safety.
- Assignment of responsibilities, and procedures to ensure that responsibilities are performed.
- Controls for all driving operations, including the driving of personal and daily rental vehicles on University business.
- Formal driver selection procedures that are consistently followed.
- Initial and periodic driver safety training.
- Safety rules, such as the mandatory use of seat belts, prohibitions on drinking and driving, using radar detectors, and use of cell phones when driving.
- Crash reporting and investigation procedures.

- Inspection and maintenance procedures that will limit the likelihood of any vehicle being driven that is not in safe mechanical condition.
- Vehicle selection standards that include minimum safety requirements.
- Crash charge backs to departments and/or awareness by departments of the costs of vehicle crashes.

This program will:

- Help ensure the safe operation of University-owned or leased motor vehicles.
- Help ensure the safety of drivers and passengers.
- Help minimize losses, damages, and claims against the University.

Authorized Driver Standards

A driver must meet the following minimum standards in order to become an “Authorized Driver” and operate a University vehicle that is owned, rented or leased. Approval as a driver is a privilege rather than a right, and authorization to drive University vehicles may be revoked by the University, as explained below:

Authorized Drivers

Any University employee renting, leasing and/or operating a vehicle (including a personal vehicle) on University business in the United States or abroad:

- Must successfully complete University of New Haven’s Driver Safety Program
- Before operating any University-owned, rented, leased or personally owned vehicle by self-enrolling at: [Driver Safety Program](#)
- Must have a valid U.S. driver’s license for at least one year issued by the Department of Motor Vehicles (or equivalent) from the state of residence or the State of CT.
- Must have the correct license for the vehicle type that they will be driving, including any endorsements.
- Must be a minimum of 19 years of age.
- Must agree to have a Motor Vehicle Record check prior to using University vehicles
 - This report must show a driving record that meets standards of the University set forth below.

Motor Vehicle Record Evaluation Criteria

The below are examples of criteria utilized for determining when a driver has an acceptable, marginal or poor driving record. These criteria can help determine when corrective action is needed or when a driver's driving record might pose an unacceptable risk to the University.

- The Department of Public Safety will carefully examine motor vehicle records (MVR) prior to employing/approving a driver and periodically thereafter.
- Drivers who have marginal driving records will be counseled and have their MVRs monitored more frequently. Drivers who have poor driving records will not be permitted to operate a University vehicle, operate a personal vehicle on University business, or drive a leased vehicle on behalf of the University.
- Drivers with poor driving records include those with one or more of the following violations:
 - Conviction for an alcohol and/or drug-related driving offense
 - Refusal to submit to a Blood Alcohol Content (BAC) test
 - Conviction for reckless driving
 - Any combination of three or more moving violations, "At Fault Crashes" or "Preventable Crashes" within the most recent three years
 - Suspension, revocation or administrative restriction within the last three years
 - Leaving the scene of an crash as defined by state laws
 - At fault in a fatal crash
 - Felony committed involving a vehicle
 - Two or more physical damage claims in any twelve-month period
- Any driver who has a poor driving record will not be permitted to operate a University vehicle until such time as the driver has an acceptable driving record.

Loss of Driving Privileges

In addition to the situations listed in above section that may result in revocation of driving privileges. The following actions may result in suspension or termination of driving privileges for those operating University vehicles or other vehicles while on University business:

- Operating a motor vehicle without a valid driver's license.
- Failure to report the suspension or revocation of his/her driver's license.

- Failure to obey University and local traffic regulations.
- Operating a University-owned or leased vehicle outside of the scope of the destination and school related activity.
- Operating a University-owned or leased vehicle in a reckless or unsafe manner.
- Driving which results in the intentional destruction of property.
- Failure to report an crash involving a University-owned, rented or leased vehicle to his/her supervisor, and the Department of Public Safety.
- Two at fault crashes within a 12 month period while operating a University-owned or leased vehicle.
- Three at fault crashes within a two year period while operating a University-owned or leased vehicle.

Vehicle Operation

All drivers are expected to safeguard and maintain University vehicles. In addition to restrictions and requirements placed upon University vehicle drivers by individual departments, drivers must also:

- Always use University vehicles for authorized University-related activities only, unless your individual employment contract specifies otherwise.
- Always prevent any unauthorized person from driving the vehicle.
- Always be aware and prepared for special weather and emergency situations. Do not drive in hazardous conditions unless necessary.
- Always use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws.
- Always ensure that under ALL circumstances the number of passengers does not exceed the number of seat belts, if provided.
- Always operate vehicles in accordance with applicable local, state, and federal laws and University regulations.
- Always immediately report all crashes to the appropriate law enforcement agency, the employee's supervisor (where applicable) and the Department of Public Safety.

Special Use Vehicles/Personal Use

All drivers are expected to safeguard and maintain University vehicles. In addition to restrictions and requirements placed upon University vehicle drivers by individual departments, drivers must also:

- **Utility vehicles and golf carts** must be treated with the same respect and care as any larger motor vehicle. Drivers of utility vehicles and golf carts must undergo the authorization process described above. Drivers must take care in the operation of these vehicles and follow all applicable rules for operation of these specialty vehicles.
 - [Golf Cart/Utility Vehicle Training](#)
- **Fifteen Passenger Vans Prohibited**
Due to safety issues identified by the National Transportation Safety Board, 15 passenger vans will not be rented, leased or purchased by the University and may not be used for University-related activities.
- **Personal Use of any University rented, leased or owned Vehicles**
Personal use is acceptable when it is in conjunction with an overnight trip. Personal use is not authorized when there is not an overnight component to the trip, unless otherwise authorized in an individual employment contract.
- **Taxable Use**
Special IRS regulations apply to the personal use of University leased, owned or rented vehicles that are garaged at home. Personal use of a University vehicle is a taxable fringe benefit, and personal usage must be tracked. This vehicle cannot be used in place of your own personal vehicle.

Use of Privately Owned Vehicles

- Employees using their private vehicles on University business or sponsored activities are required to carry auto liability insurance with minimum limits as required by the state where the vehicle is registered. In a crash involving a privately-owned vehicle, the owner must use his/her individual automobile insurance coverage as the primary insurance.
- Drivers under this policy must report ALL crashes they are involved in to the law enforcement jurisdiction in which the crash occurred.
- In some cases, it is possible that the University's auto liability coverage would apply when an employee is an authorized driver on University business at the time of loss. Please be advised that collision coverage does not apply.

- If any personal property is damaged or stolen as a result of being transported or stored in a privately-owned vehicle, the property is not covered by the University's insurance. Employees should consult with their personal insurance provider to determine if coverage for property in vehicles is included in their homeowner's insurance policy.
 - Authorized drivers conducting University business in a privately-owned vehicle shall be reimbursed for mileage at the authorized I.R.S mileage reimbursement rate.
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M/V Crashes, Damage, Claims, and Insurance

For any crash involving a University owned, leased or rented vehicle, drivers must follow the procedures outlined below:

- Check for personal injury and seek medical attention if necessary by calling 911.
 - Activate hazard lights to prevent further damage or injury.
 - Contact the appropriate law enforcement agency for assistance and request that a crash report be completed.
 - Check for the University's insurance ID card in the glove compartment of University-owned vehicles. The insurance ID card is required by law and provides evidence of the University's fleet insurance coverage.
 - Secure the following information from any other parties involved in the crash:
 - Complete name (first, last, middle), and
 - Insurance information (policy number, policy underwriter, address, and telephone).
 - Pictures of the crash scene with a camera or cell phone to document the damage and conditions, if possible.
 - Report the crash to driver's supervisor and to the Department of Public Safety as soon as possible.
 - Public safety will investigate all crash reports to determine if any administrative action is necessary.
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Parking and Moving Violations

Parking tickets or similar fines and related penalties and interest are the personal responsibility of the authorized driver and should be paid promptly to the appropriate jurisdiction to avoid further penalties.

Purchasing, Leasing or Renting a Vehicle; Registrations; Selling Vehicles

All vehicle purchases and leases must be processed through the University Purchasing Department or pursuant to a contract entered into in accordance with the University's contracting policy (e.g., for Department of Athletics event buses). Only Purchasing Department staff members are allowed to sign lease or purchase agreements, except in the case of renting an automobile while on University business outside of the State of Connecticut.

The Purchasing Department will provide the following information to the Department of Finance and Administrative Services so that insurance protection can be arranged under the University's automobile insurance program.

- Vehicle Make, Model, and Year
- Vehicle Identification Number (VIN)
- License Tag Number (not available for leased vehicles prior to lease)
- Name(s) of driver(s) within the department who will be operating the vehicle

The Purchasing Department is responsible to provide a copy of the lease agreement to the Department of Finance and Administrative Services within 24 hours.

The State of Connecticut demands proof of insurance prior to allowing a vehicle to be registered.

NOTE: All original certificates of title must be retained in the Department of Finance and Administrative Services, along with a copy of the vehicle registration.

- Registrations and Registration Renewals will be coordinated by Director of Operations for the Department of Public Safety.
- All sales of University-owned vehicles must be conducted and/or coordinated through the Purchasing Department.
- **Renting a vehicle:** Departments and/or an individual authorized to rent a vehicle for/by the University is required to abide by these same policies and procedures set forth in this document for University-owned and leased vehicles. The University's automobile insurance policy provides coverage for vehicles rented for University purposes.
- **IT IS NOT NECESSARY TO PURCHASE THE RENTAL COMPANY'S INSURANCE COVERAGE** (decline the damage waiver).
- **Rental Contract:** When signing a vehicle rental agreement please include the verbiage "University of New Haven" above the signature line. This indicates that the contract is between the University of New Haven and the rental company.

REMINDER: If an authorized driver is involved in a crash with a rental vehicle, the driver must immediately notify the local law enforcement agency for that jurisdiction and the driver's supervisor. The Department of Public Safety must be notified as soon as possible.

Vehicle Maintenance

Inspections, maintenance, and service of all University vehicles is outsourced to properly licensed and certified service providers.

Responsibility

It shall be the responsibility of the Department of Public Safety to provide oversight of this program as well as periodic reviews and revisions as needed.

Driver Training Program for Employees

Scope

University of New Haven is committed to the safety of its employees as they operate University-owned or leased vehicles. It is the intent of the University to offer defensive driver training in order that drivers may carry out their responsibilities with respect to safe driving principles and practices.

Introduction

University of New Haven is taking proactive steps to ensure the safety of our employee and student drivers as they operate University-owned or leased vehicles. The result is a driving course that incorporates defensive driving, unique vehicle characteristics and University policies and procedures. Satisfactory completion of the course is mandatory for all employee and student drivers of University- owned or leased vehicles. Drivers with a valid commercial driver's license CDL/Class I will be considered to have completed this requirement.

Course Requirements

The course will consist of:

- Driver Safety On-line Training Course & reviewing the Vehicle Use Policy
 - [Driver Safety Program](#)

Staff Training

Staff employees who drive regularly for their jobs will be given the driver training course at the onset of employment and required to complete a refresher every five years thereafter. Individuals involved in two at fault crashes within twelve months or three at fault crashes in two years, will have their right to drive suspended for one year and must re-take the driver safety course. Depending on the circumstances, drivers may be subject to other disciplinary measures as appropriate.

Responsibility for Scheduling Training

- It is the individual department's responsibility to schedule driver training for its staff with the Department of Public Safety. Those employees who drive University-owned or leased vehicles agree to adhere to the Vehicle Use Policy.
- It is the individual driver's responsibility to report to Administrative Services any change in the driver's license status.

Student Driver Training

Training for students is conducted through CSELO, more information can be found at: [Student Driver Training](#)