

## **Salem State University Vehicle Use Policy**

### **Introduction to Policy:**

Salem State University operates a large fleet of vehicles and equipment. This includes automobiles, pick-up trucks, vans, and trucks and any maintenance equipment that is ridden. In order to assure proper and safe operation of all vehicles and to maintain them in proper working order, each accident, no matter how insignificant, must be reported to the local police department as well as the Salem State University police department, your supervisor, and your department or unit vehicle representative. This will assure prompt repair to the fleet of vehicles and equipment to ensure prompt return to service.

### **Policy Statement:**

Salem State University vehicles are available under certain circumstances for use in Salem State's mission to provide a high-quality, student-centered education that prepares a diverse community of learners to contribute responsibly and creatively to a global society and serve as a resource to advance the region's cultural, social and economic development.

### **Reason for Policy:**

The proper utilization of University vehicles minimizes University transportation costs and liability, and helps ensure the safeguarding of University personnel and resources. This policy seeks to provide for the safe operation of motor vehicles as well as their appropriate stewardship.

### **Who Should Read This Policy:**

Deans, Directors, and Department Heads-Department of unit vehicle representatives. Prospective or authorized drivers of University owned, University leased or University rented vehicles. University Administrators.

### **Introduction to Procedures:**

This policy applies to the use of all University vehicles that are controlled by departments and units within the University community, including those units that have already established procedures for the proper accounting of vehicles. The following procedures are considered to be minimum standards for University vehicle use; departments and units may develop more restrictive procedures.

## **Proper Vehicle Use:**

### **The Driver's Obligations:**

The following conditions apply to all drivers who use University vehicles. Drivers should read these obligations carefully before operating a University vehicle. Caution: the driver of the vehicle has **ultimate responsibility** for seeking and possessing information about driving safety and road regulations. The driver must:

1. Have a valid driver's license.
2. Register as a University driver by filling out a Driving History Questionnaire for insurance purposes.
3. Inform supervisor of any change in license status.
4. Use University vehicles for Official University business only.
5. Complete the department log for off-campus trips, recording number of miles driven and business purpose.
6. Wear seat belts when driving or occupying a University vehicle.
7. Operate a University vehicle in accordance with University regulations and applicable state laws.
8. Assume responsibility for any and all fines or traffic violations associated with your use of a University vehicle.
9. Never drive while under the influence of drugs or alcohol.
10. Never transport passengers such as hitchhikers, family members or friends for unauthorized use.
11. Turn the vehicle ignition off, remove the keys, and lock the vehicle when left unattended.
12. Never drive the vehicle at speeds that are inappropriate for road conditions.
13. Never drive the vehicle "off road" unless an exception has been granted.
14. Report all accidents to the local police department as well as the Salem State University police department, your supervisor, and your department or unit vehicle representative.
15. Never carry a lighted cigar, pipe, cigarette, or other device used for smoking tobacco in the vehicle.

Caution: Unauthorized usage exposes the University to great risk, especially in the event of an accident.

### **Driver's License Verification:**

All employees who may be required to operate a State or University vehicle must have a valid driver's license of the proper class. Any employee, whose driver's license is suspended or revoked, is not allowed to operate a motor vehicle on University business during the period such suspension or revocation is in effect. Any employee who operates a State vehicle during a period when said employee's driver's license is suspended or revoked may be subject to disciplinary action up to and including dismissal from University service for willful misconduct.

## **Reporting Accidents and Damage:**

Each accident, no matter how insignificant, must be reported to the appropriate police immediately. The driver must then fill out the accident report kit located in the glove box of the vehicle. Additionally, immediately report any accidents or damage you incur while operating a University vehicle to the local police department as well as the Salem State University police department, your supervisor, and your department or unit vehicle representative. When you have been in an accident you must:

1. Get immediate medical attention if you are injured.
2. Remain calm and do not argue. Arguing can result in a lawsuit.
3. Make no statements concerning guilt or fault.
4. Never agree to make payments for the accident.
5. Notify the local police department as well as the Salem State University police department, your supervisor, and your department or unit vehicle representative. A police report may be necessary for some insurance claims.
6. Discuss the accident only with police officers, the University's insurance company and University officials.
7. Record as much information as you can on all other parties to the accident. This information may include their insurance company, their name, license number, plate number, make, model, and year of car, how the accident happened, and witnesses (with addresses and phone numbers).
8. Fill out a Vehicle Accident Report and forward it to the Purchasing Department for Risk Management and Insurance and Campus Police Department as soon as possible.
9. Refer all questions from lawyers, the other party to the accident and others to the Purchasing Department for Risk Management and Insurance.

## **Proper Vehicle Use:**

### **The Department's Obligations:**

Each department or unit that controls a University vehicle(s) must establish a reliable system for tracking departmental vehicle use, and utilize a Vehicle Use Authorization Request Form, or a form with a similar function. The individual must: Be certain that the proper forms are filled out when a vehicle is in use. Provide a vehicle log and require users to complete information on mileage driven and business purpose for off-campus trips. Maintain and update annually a database containing all potential drivers. Allow only drivers with valid licenses to operate vehicles. Allow only authorized individuals to operate University vehicles. Institute a regular review of all maintenance and service records to assure their appropriateness and to schedule regular routine maintenance, including inspections and registrations. These reviews must be semiannual or every 5,000 miles, whichever comes first. Facilitate the dissemination of information regarding driving rules and regulations, safe driving practices and hazards of the road. When requested, assist in any accident investigation or information gathering activity.

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