

The University of Alabama in Huntsville

VEHICLE

SAFETY

MANAGEMENT

PROGRAM

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Summary of Primary Responsibilities
Driver and Department/Unit

WHAT IS EXPECTED OF YOU?

The following is a summary of important responsibilities of the individuals and units indicated. For a more complete and detailed description of these requirements, please refer to the appropriate section of this document.

Drivers must:

1. Maintain a valid driver's license, issued in the United States, and report any changes in the status of the license (restrictions, suspensions, revocations, etc.) and any moving vehicle convictions to his/her supervisor.
2. Be 18 years of age to drive on-campus and at least 21 years of age with three years of driving experience to drive off campus (unless the driver is an employee hired before October 1, 2004).
3. If a **regular** driver (as defined below in this document), be subject to a Motor Vehicle Record (“MVR”) check each year by the University’s automobile insurance company and, based on that check, be considered an approved driver by the company.
4. If a **regular** driver, successfully complete a Defensive Driving Course provided by the University.
5. Operate vehicles safely and as outlined in this Vehicle Safety Management Program and report any conditions (medical or otherwise) that affect his/her ability to do so.
6. Perform a pre-operation safety check each time a vehicle is operated.
7. Report all accidents involving a University vehicle or involving a non-University vehicle but occurring while the employee was carrying out University business to the appropriate law enforcement agency, the authorizing UAH department, and Fleet Services (256-824-6482).

Departments/Units must, with respect to any vehicle operated on behalf of that department and/or assigned to that department:

1. Ensure proper use, storage, and maintenance of University vehicles, as prescribed by the Vehicle Safety Management Program and Fleet Services operating procedures.
2. Ensure all **regular** drivers are qualified, which means that each driver must:
 - Possess a valid driver's license, issued in the United States.

- Have an acceptable MVR, according to the assessment of the University's insurance company.
- Successfully complete a Defensive Driving Course.
- Successfully complete vehicle-specific training, if required.
- Be familiar with and meet the requirements of this Vehicle Safety Management Program.

3. Comply with notices from Fleet Services regarding periodic maintenance and ensure that appropriate maintenance is performed.

4. When filling a job in which the employee will be a **regular** driver of a University vehicle, indicate in the minimum requirements section of the job description or position announcement that the employee must possess the driver's license appropriate to the vehicle to be driven and an acceptable MVR .

SECTION I - GENERAL

A. Purpose. This manual of policies and procedures (the “Manual”) combines various vehicle safety practices and procedures of The University of Alabama in Huntsville (the “University” or “UAH”) into a comprehensive set of policies and procedures that constitutes the University’s Vehicle Safety Management Program (the “VSM Program” or the “Program”). It is intended to foster a proactive approach to safe driving practices, thereby promoting the safety of University employees and the general public and reducing the number of vehicle accidents.

B. Mission Statement. The University will maintain and carry out this VSM Program to enhance and promote employee and public safety. The Program includes measures relating to the qualification, training, and supervision of employees and others who drive University vehicles; the establishment of safe practices and rules; planned inspections and maintenance of vehicles; and the reporting, investigation, and review of accidents. To be effective, cooperation on the part of all employees and other individuals permitted to operate University vehicles will be necessary.

C. Applicability. These policies and procedures apply to any person using a University vehicle on University business. Departments using University vehicles and current employees, students, and volunteers operating any University vehicle on University business must be in compliance with these policies and procedures.

D. Definitions. The following terms shall, when used in this Manual, have the meanings indicated below:

1. *Accident:* An occurrence involving a University vehicle which results in bodily injury and/or property damage of any kind, regardless of the extent.
2. *Commercial Driver's License (CDL):* A license required of any operator of a commercial vehicle.
3. *Commercial Vehicle:* A University vehicle which meets one or more of the following criteria:
 - a. Any single vehicle, or combination of vehicles, that either is designated to transport 16 or more passengers including the driver, or is placarded for hazardous materials.
 - b. Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.
 - c. Any combination of vehicles with a gross combined weight rating (GCWR) of 26,001 or more pounds, provided the gross vehicle weight rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 pounds.

4. *Defensive Driving Course*: A training course to be offered for UAH **regular** drivers by the Office of Environmental Health and Safety.
5. *Regular Driver*: Any person who operates a University vehicle on University business on a routine basis.
6. *Routinely or On a Routine Basis*: Daily, weekly, or regularly scheduled.
7. *Student*: Any individual currently enrolled at the University.
8. *University Business*: Activities that are performed on behalf of the University and/or, with respect to an employee, in the course and scope of employment at the University. "University business" also includes University-sponsored or -approved student activities.
9. *University Employee*: Any individual currently classified as an employee by Human Resources and/or currently on the University payroll.
10. *University Vehicle*: A motor vehicle owned, leased, rented, or borrowed by the University by which persons or property can be transported. Vehicles not licensed for use on public roads are excluded. Unless otherwise specified herein, the term "vehicle" refers to a University vehicle.

E. Functional Responsibilities.

1. **Regular Drivers**. All **regular** drivers must satisfy the following criteria and requirements:
 - a. Be 18 years of age to drive on-campus and at least 21 with three years driving experience to drive off campus. The definition of on-campus driving includes direct routes through, and on public thoroughfares that separate, portions of the campus proper.
 - b. Maintain a valid driver's license, issued in the United States, appropriate for the vehicle being driven. Any restriction, suspension, or revocation of his/her driver's license must be reported immediately to the supervisor.
 - c. Successfully complete a Defensive Driving Course.
 - d. Be subject to a MVR check each year by the University's insurance company and, based on the MVR, be considered an approved driver by the company.

e. Operate vehicles safely and in a manner consistent with proper defensive driving practices, traffic laws, and the guidelines set forth in this Manual. Before operating the vehicle, confirm that primary safety features (brakes, mirrors, lights, signals, wipers, horn, etc.) are functioning properly.

f. Report immediately to his/her supervisor any medical condition that may affect the employee's ability to safely operate a vehicle.

g. Report all accidents to the appropriate law enforcement agency, the authorizing UAH department, and Fleet Services (256-824-6482).

2. *Fleet Services.* UAH Fleet Services shall carry out the following tasks and responsibilities under this VSM Program:

a. Inspect, maintain, and repair University vehicles in accordance with University vehicle safety standards.

b. Remove from service, until repaired, any University vehicle the condition of which is not in compliance with University safety standards.

c. Make repairs, or assure that repairs are made by vendors, in accordance with University vehicle safety standards.

d. Ensure that an accurate vehicle maintenance record is made and retained for all University vehicles.

e. Process newly acquired vehicles, ensuring that proper documentation is made for those vehicles, that they are licensed, and that their condition is in compliance with the University vehicle safety standards.

f. Annually contact UAH departments/units to obtain (i.) lists of employees or other individuals who are or will be **regular** drivers of University vehicles and (ii.) a MVR Request/Release Form signed by each such employee/individual. Maintain a list of all such identified **regular** drivers and maintain a copy of all drivers' licenses of such **regular** drivers.

g. With respect to prospective employees whose duties will involve functioning as a **regular** driver and whose hiring is administered through Human Resources, receive for processing MVR Request/Release Forms from Human Resources, signed by the prospective driver. With respect to prospective employees whose duties will involve functioning as a **regular** driver and whose hiring is administered through a department/unit other than Human Resources (such as Career Services for student employees), receive for processing MVR Request/Release Forms from such department/unit, signed by the prospective driver.

h. Process Motor Vehicle Record (MVR) Request/Release Forms received from Human Resources or departments/units, with the driver's signature, by sending such forms to the insurance company. Maintain a record of the request and the insurance company's response.

i. Notify Human Resources or departments/units of the results of the insurance company's MVR review, including specifically whether the driver has an acceptable or unacceptable driving record for purposes of functioning as a **regular** driver and is therefore approved or not for such purpose.

j. Respond to any inquiries regarding driver eligibility.

k. Maintain records of accidents (including date, vehicle involved, department to which vehicle is assigned, etc.), vehicle claims, and related costs.

l. Monitor accident activity and advise department/unit when an employee has been involved in an excessive number of accidents.

m. With respect to all accidents involving University vehicles, promptly notify, first, the Office of Counsel and, then, the UAH insurance carrier.

n. Assist the driver in preparing the SR13 form and insurance claim forms for vehicle accidents.

o. Coordinate repairs to, and/or disposition of, University vehicles involved in accidents

3. *University Departments and Units.* All UAH departments/units shall, with regard to any vehicle operated on behalf of or assigned to the department/unit, carry out the following tasks and responsibilities under this VSM Program:

a. Ensure that University vehicles are operated as prescribed by this VSM Program.

b. Send University vehicles to Fleet Services for periodic maintenance inspections and services as required.

c. Ensure that no University vehicle is operated off campus except by a driver 21 years of older who has been driving at least three years, and that no University vehicle is operated on campus except by a driver at least 18 years of age. An exception to the 21 years of age requirement may be made for employees hired prior to October 1, 2004; such employee must still, however, have a minimum of three years driving experience.

d. Identify, with the assistance of Fleet Services, the **regular** drivers who will be operating vehicles assigned to the department/unit and provide information on such drivers, including name, age, date of hire, etc. to Fleet Services, along with a copy of the driver's license.

e. With respect to a job that may require an employee to be a **regular** driver of a University vehicle, ensure that the statement of activities developed for the position includes that function, along with associated qualifications, and that appropriate screening questions are used in the recruitment process.

f. Ensure that any new **regular** driver attends, within 90 days of hire, a Defensive Driving Course and any other required courses specific to the vehicle to be driven.

g. On an annual basis, verify that all **regular** drivers:

i. Have an acceptable MVR, as determined by the University's insurance company.

ii. Have a valid driver's license, issued in the United States, appropriate for the vehicle being driven, including a commercial driver's license, if required.

iii. Have successfully completed a Defensive Driving Course.

iv. Have successfully completed any vehicle-specific training.

Ensure that no employee who is unable to meet **all** the foregoing requirements is allowed to operate a vehicle assigned to the department/unit on a routine basis.

h. Send copies of the driver's license of all **regular** drivers to Fleet Services at the time of renewal of the license.

i. Require a supervisor to discuss this VSM Program with each new employee, student, or volunteer to insure such person is familiar with the Program before authorizing that person to operate any vehicle on University business.

j. Take disciplinary action, including possible termination of employment, with regard to drivers who fail to comply with the rules or requirements of this VSM Program.

k. Ensure that drivers expeditiously report, from the accident scene if possible, accidents involving University vehicles to the appropriate law enforcement agency, the UAH department/unit, and Fleet Services (256-824-6482).

1. Ensure that drivers are instructed to perform, at a minimum, the following vehicle safety checks prior to use of a vehicle, and ensure that any defect or other condition that would prevent the safe operation of the vehicle is corrected immediately or that the vehicle is put "out of service" until the defect is corrected:

i. Lights, turn signals, brakes, parking brake, horn, mirrors and windshield wipers are checked and are functioning properly.

ii. Tires are checked for wear or other problems, and the area under and around the vehicle is checked for evidence of leaks.

iii. The vehicle body is inspected for damage not previously reported.

iv. If windows and/or mirrors are covered with ice, they must be scraped and/or defrosted before vehicle may be moved.

m. Ensure the safe operation of vehicles during adverse weather conditions by providing any appropriate ancillary or safety equipment designed for a particular vehicle.

4. *Human Resources.* Human Resources shall carry out the following tasks and responsibilities under this VSM Program:

a. For an individual whose hiring is administered by Human Resources and who is to be, according to the position description developed for the position or other information provided by the department/unit to Human Resources, a **regular** driver in his/her employment, forward a MVR Request/Release Form, signed by the individual, to Fleet Services for submission to the University's insurance company. Withhold an offer of employment until Human Resources is notified that the individual's MVR is acceptable to the insurance company and that all other requisites set forth in this Manual (such as age, years of driving experience, etc.) have been satisfied.

b. Include a review of this VSM Program in the orientation provided to each new employee whose hiring is administered by Human Resources and to student employees referred to Human Resources for this purpose.

5. *Career Services.* Career Services shall carry out the following tasks and responsibilities under this VSM Program:

a. For a student employee whose hiring is administered by Career Services and who is to be, according to the position description developed for the position or other information provided by the department/unit to Career Services,

a **regular** driver in his/her employment, coordinate with the department/unit to forward a MVR Request/Release Form, signed by the individual, to Fleet Services for submission to the University's insurance company. Coordinate with the department/unit in which the student employee will work to insure that he/she is not hired or, if hired, he/she does not operate a University vehicle as a regular driver until notification of an acceptable MVR is received.

b. Refer to Human Resources for a review of this VSM Program any newly hired student employee who may operate a University vehicle at any time in the course of his/her employment.

6. *Office of Counsel/Risk Management.* The Office of Counsel/Risk Management shall carry out the following tasks and responsibilities under this VSM Program:

a. Interface with University insurance carrier with regard to any accident.

b. Take action, where appropriate, to pursue a damages claim against the other party involved in an accident with a University vehicle.

7. *Office of Public Safety.* The Office of Public Safety shall carry out the following tasks and responsibilities under this VSM Program:

a. Investigate all reported on-campus accidents involving University vehicles and prepare appropriate accident reports. Send to Fleet Services, in a timely manner, a copy of all such police accident reports.

b. Obtain police accident reports pertaining to University vehicles involved in accidents investigated by other police agencies and provide copies of such reports to other Fleet Services, the Office of Counsel/Risk Management, and other UAH offices, as needed .

c. Enforce University moving vehicle and parking regulations.

8. *Business Services.* Business Services shall carry out the following tasks and responsibilities under this VSM Program

a. Electronically route requisitions for the purchase or lease of vehicles to Fleet Services for approval and enforce University policy that fifteen passenger vans shall not be purchased or leased from external vendors.

b. Administer acquisition/disposition policy in accordance with section IV.B.

c. Enforce University policy that repair of any University vehicle must be approved and managed by Fleet Services.

d. Provide a certificate of insurance on behalf of UAH employees, as needed, who are renting a vehicle from an external vendor.

e. Coordinate the return of vehicles leased by the University to the leasing agency.

9. *Environmental Health and Safety.* The Office of Environmental Health and Safety shall, under this VSM Program, prepare Defensive Driving Course and make it available for presentation in appropriate formats.

SECTION II - QUALIFICATION STANDARDS

A. **Driver Qualification Standards.** Employees and other individuals who operate University vehicles must meet certain qualifications, set forth below.

1. ***Regular Driver Requirements.*** All **regular** drivers, whether an employee or a student, volunteer, or spouse or family member of an employee, student, or volunteer, must:

a. Possess a valid driver's license, issued in the United States, and any special certifications applicable to the vehicle(s) being driven.

b. Be at least 21 years of age and have at least three years driving experience in order to operate a University vehicle off campus, or be at least 18 years of age in order to operate a University vehicle on-campus only. University employees below the age of 21 who were hired before October 1, 2004 may continue to operate a UAH vehicle on University business at any location, subject to all other conditions of this program.

c. Maintain an acceptable MVR, in the judgment of the University's insurance company, and, based on the MVR, be considered an approved driver by the company.

d. Beginning October 1, 2004, successfully complete a Defensive Driving Course within 90 days of employment. All current **regular** drivers will be required to successfully complete a Defensive Driving Course. For existing **regular** drivers, that course must be completed no later than January 1, 2005.

e. Be sufficiently familiar with the vehicle being driven in order to perform vehicle safety checks.

f. If employed in a position that requires a Commercial Driver's License, pass a physical examination and meet all other qualifications required for licensure.

2. ***Non-Regular Driver Requirements.*** Any person who is not a **regular** driver, whether an employee or a student, volunteer, or spouse or family member of an employee, student, or volunteer, must:

a. Possess a valid driver's license, issued in the United States, and any special certifications applicable to the vehicle(s) being driven.

b. Be at least 21 years of age and have at least three years of driving experience in order to operate a University vehicle off campus, or be at least 18 years of age in order to operate a University vehicle on-campus only. University employees below the age of 21 who were hired before October 1, 2004 may continue to operate a UAH vehicle on University business at any location, subject to all other conditions of this program.

c. If his/her duties change such that he/she may drive a University vehicle on a routine basis, successfully complete a Defensive Driving Course, submit to a MVR review, and comply with all other requirements applicable to **regular** drivers.

B. Motor Vehicle Record Review.

1. Review Requests.

a. **Authorization.** As a condition for a **regular** driver to operate a University vehicle on University business, an individual must authorize the University's insurance company to review his/her MVR whenever necessary. This authorization requirement applies to employees, prospective employees, students, volunteers, and spouses or family members who will drive a University vehicle on a routine basis.

b. **MVR Requests.** MVR requests should be sent to Fleet Services on a Motor Vehicle Record Release/Request form. Such a form will be available on-line. The form must be signed by the employee or other individual whose driving record is to be reviewed.

c. **Prospective Employees.** Human Resources will complete a Motor Vehicle Record Release/Request form and send it to Fleet Services. Fleet Services will request that a MVR review be conducted by the insurance carrier and will notify Human Resources of the results. For prospective student employees, Career Services is to coordinate with the department/unit in which the student employee will work to send the Motor Vehicle Record Request/Release Form to Fleet Services. Fleet Services will provide the results of the MVR review to Career Services, which will in turn notify the department/unit.

d. **Current Employees.** Every **regular** driver will have his/her MVR reviewed annually. The employee's supervisor should request the MVR review by submitting a Motor Vehicle Record Release/Request form to Fleet Services.

e. **Students/Volunteers/Spouse and Family Members.** For any student, volunteer, or spouse and family member who operates a University Vehicle on a routine basis and is therefore considered a **regular** driver, an

acceptable MVR must be obtained prior to allowing the individual to operate the vehicle. If an acceptable MVR, less than twelve months old, is already on file with Fleet Services, it will not be necessary to request a new MVR.

2. *Analysis of MVR Report.* The University's insurance company will analyze the MVR, and Fleet Services will notify the requesting department of the results of the review.

3. *MVR Appeal Process.* A **regular** driver whose MVR is determined to be "unacceptable" by the insurance company may file an appeal to have the MVR reviewed again by the insurance company. The driver should obtain all necessary information and submit an appeal in writing to Fleet Services. Fleet Services will request the second review and will inform the department/unit about the results.

4. *Procedures for **Regular** Drivers - New and Existing Employees.*

a. **Prospective Employees.** A prospective employee who will be a **regular** driver must have an acceptable driving record, as determined by the University's insurance company, before an offer of employment for a position involving such driving activities may be extended. An applicant whose MVR is found to be unacceptable may appeal, using the procedures stated above. If the appeal is unsuccessful, the applicant must not be hired, or, if hired, must not be allowed to operate any University vehicle as a **regular** driver.

b. **Existing Employees - **Regular** Driver.** The annual MVR review for an existing employee whose duties call for him/her to be a **regular** driver may result in an "acceptable" or an "unacceptable" determination by the University's automobile insurance company. The following steps may be taken in either such event.

i. For an "acceptable" MVR determination, Fleet Services will notify the department/unit that the employee continues to be qualified in this respect to operate a vehicle on a routine basis on University business.

ii. For an "unacceptable" MVR determination, the department/unit will be notified by Fleet Services. The employee may appeal the MVR determination using the procedures set forth above but shall not be permitted to drive a University vehicle on a routine basis pending the outcome of the appeal. If the appeal is unsuccessful, the employee shall be barred from operating a University vehicle as a regular driver. If the suspension will prevent the employee from carrying out duties that are essential for his/her job, the employee may be reassigned, transferred, demoted, or terminated. After six months, an employee who

has not been terminated may request another MVR review.

5. *Procedures for **Regular** Drivers - Students/Volunteers/Spouses or Family Members.* A student/volunteer/spouse or family member with an unacceptable MVR must not be allowed to drive any University vehicle. Such an individual may appeal the MVR determination using the procedures set forth above.

6. *Confidentiality of MVR Information.* The University shall keep MVR information confidential. Access shall be restricted to University officials who have a legitimate, employment-related interest in and need for the information.

SECTION III - VEHICLE OPERATION AND USE

A. Use of University Vehicles.

1. *Driver Supervision.* Departments/units are responsible for ensuring that University vehicles are operated only by qualified drivers.

2. *Restrictions.* The following uses of University vehicles are strictly forbidden:

- a. Personal use.
- b. Transporting students for purposes other than University business.
- c. Transporting items/materials other than on University business.
- d. Transporting animals except as needed for personal assistance (for example, seeing eye dogs).
- e. Transporting any hazardous material, including, but not limited to, any chemical, radiological, or regulated biological material, by anyone other than an employee of Environmental Health and Safety who has been approved to carry out transport of such material, except that UAH employees who have received appropriate training in a program approved by the U.S. Department of Transportation may transport small quantities of such material on campus.

3. *Fifteen Passenger Vans.* Operation of fifteen passenger vans is subject to certain restrictions:

- a. Fifteen-passenger vans shall not be rented from outside vendors.
- b. Several fifteen-passenger vans are available for use from Fleet Services, subject to the following restriction:
 - i. When transporting ten or fewer passengers in such a van, no passengers may occupy the rear seat of the vehicle.
 - ii. All cargo must be stored securely under the seats, on the rear seat, or in the rear luggage area. Cargo weight must be distributed evenly throughout the vehicle, if possible.
 - iii. The driver's use of cellular telephones or other communication equipment, including hands-free devices, while operating a fifteen-passenger van is prohibited.

4. *Towing Trailers.* Whenever possible, the towing of trailers behind fully loaded vehicles should be avoided. A separate vehicle should be used for towing if possible.

B. Operation of University Vehicles

1. *General Responsibility.* It is the general responsibility of all drivers to operate vehicles in a safe manner and to obey all applicable laws and regulations.

2. *Specific Responsibilities.* All drivers of UAH vehicles shall comply with the following specific requirements and rules:

a. Obey all traffic laws, signs, speed limits, parking regulations, other warning notices, etc.

b. While vehicle is in motion, not engage in any activity involving the use of hands other than those actions that may be necessary to operate the vehicle or that may be necessary for required communications. Prohibited activity includes, but is not limited to, eating, drinking, smoking, reading, or adjusting audio equipment.

c. Not use any cellular telephone (either hand-held or "hands free") while the vehicle is in motion unless (for any vehicle other than a fifteen passenger van) it is absolutely necessary.

d. Not wear audio equipment headsets while operating a vehicle.

e. Not listen to audio equipment at such volume as would prevent the driver from hearing normal traffic warning devices or as would distract the driver from giving proper attention to driving duties.

f. Use mechanical and/or hand signals at appropriate times to inform others of the driver's intentions.

g. Adhere to the University Parking Regulations when parking a vehicle anywhere on campus. Vehicles may park in any legal parking space appropriate for the vehicle.

h. Use traffic cones and/or signs, if available, and/or emergency flashing lights if the vehicle must be parked in a travel lane to perform a special duty. Any cones and signs must be placed at a sufficient distance from the vehicle to warn oncoming traffic and to provide a smooth traffic flow around, and beyond, the vehicle.

i. Ensure that the vehicle is secured when parked by doing all of the following:

i. Putting the transmission in "Park" or in lowest gear.

ii. Engaging the hand brake or the parking brake.

iii. Turning the ignition switch off.

iv. Removing the key.

v. "Curbing" the wheels of the vehicle when parked on an incline.

j. Adhere to all of the following rules when engaged in backing a vehicle:

i. Before backing, determine that backing will not endanger pedestrians, other vehicles, other objects, or the vehicle being moved.

ii. Back slowly.

iii. Use both interior and exterior mirrors, checking both sides of the vehicle as backing occurs.

k. Ensure the safe transport of materials and goods by doing all of the following:

i. Securely fasten all loads, regardless of weight or height, to prevent rolling, pitching, shifting, or falling. No one must be allowed to physically "steady" the load while the vehicle is in motion.

ii. Securely close all doors before the vehicle is placed in motion.

iii. Secure tailgates in an upright position before the vehicle or trailer is moving, except when the load exceeds the length of the bed of the vehicle.

iv. Affix a red flag to the end of any load that extends beyond the end of the vehicle or to any load that extends beyond the width of the vehicle.

- v. Place a tarpaulin or other cover over a load of loose materials such as sand, gravel, or trash.
- vi. Use the proper loading docks or areas at each UAH building.
- vii. Ensure that any load barriers are secured and will protect the driver and passengers from injury.

1. Ensure the safe transport of passengers by requiring all occupants to be secured with seat belts installed by the manufacturer. The following practices are strictly prohibited:

- i. Allowing passengers to ride in the bed of the vehicle or to sit on the tailgate or sides of the vehicle, or allowing passengers to extend their arms or legs beyond the vehicle while it is moving.
 - ii. Allowing any passenger to ride in a trailer while it is being towed.
 - iii. Allowing the number of passengers to exceed the number of working seat belts.
- m. Ensure the safety of bicyclists and pedestrians by yielding to them.
- n. With respect to a motor pool vehicle, not smoke in the vehicle, whether it is in motion or not, and request that passengers, including both University employees and other individuals, not smoke in the vehicle at any time.

C. Vehicle Accident Reporting Procedures. These procedures are to be followed in the event of any accident involving a University vehicle.

1. *Procedures - Driver.* The driver should take the following actions:
- a. Call "911" if anyone is injured and requires immediate medical attention.
 - b. Do not admit fault or indicate that the University will pay for damages to the other vehicle or for any personal injury.
 - c. Contact the appropriate law enforcement agency. If the accident is on or near campus, UAH police should be called. Otherwise, city, county, or state police, depending on the location of the accident, should be contacted. When the accident has occurred out of town or out of state, find out from the investigating officer where and how to obtain a copy of the police report.

d. Obtain pertinent personal data (name, address, telephone number, and license number of the driver; make, year, and license number of the vehicle etc.) and insurance information from the other driver.

e. If there is personal injury, obtain relevant information, such as name, address, and telephone number of the injured person; the hospital to which the person was taken, if any; the name and address of any ambulance used; and the extent of injuries, if known.

f. Provide to the other driver the name address, and telephone number of the University's insurance carrier. That information is in the glove compartment of all University vehicles. For a rented vehicle, this information is on the certificate of insurance and/or the insurance card that the driver should obtain beforehand from Business Services or Fleet Services (see section IV.A.3 and B.1.e.).

g. Contact Fleet Services (256-824-6482) and report the accident. Also, report the accident to the supervisor.

h. Within 48 hours after the accident or after returning to Huntsville, go to Fleet Services to assist with completion of the SR-13 Form and other matters. If the end of the foregoing "48 hour" time period falls on a weekend or a holiday, Fleet Services should be visited for the purposes set forth by the end of the first working day after the weekend or holiday. If the employee's work or travel schedule does not involve a return to Huntsville within seven (7) days after the accident, the employee must notify Fleet Services within that seven (7) day period and make arrangements for the timely completion of the SR-13 Form.

i. Provide information, as requested, to the adjuster used by the University's insurance carrier and to the Office of Counsel/Risk Management.

j. Do not discuss the accident with a representative of the other party without first notifying the Office of Counsel/Risk Management and then only pursuant to advice from an attorney in that office.

2. *Procedures - Fleet Services.*

a. UAH Fleet Services will promptly report the accident to the Office of Counsel and, after that, to the University's insurance carrier. The driver will be contacted by an insurance company claims adjuster for a full report of the facts of the accident. Fleet Services should provide the Office of Counsel/Risk Management with copies of all correspondence and other communications with the insurance carrier. If not provided by the employee-driver, Fleet Services should obtain a copy of the accident report from the UAH Office of Public Safety.

b. Fleet Services will arrange for the obtaining of repair estimates and will coordinate, with the Office of Counsel/Risk Management, the repair of damages to University vehicles.

3. *Procedures - Office of Counsel/Risk Management.*

a. The Office of Counsel/Risk Management will decide what claims, if any, will be presented to the University's insurance carrier for management.

i. **Third party liability claims for personal injury or property damage** asserted against the University or its insureds will be managed by the insurance carrier, using designated adjusters and/or attorneys, in consultation with the Office of Counsel/Risk Management.

ii. Where a **University employee** sustains **personal injury** while carrying out University Business, the employee is eligible for benefits for medical expenses, time lost from work, etc. under the UAH occupational injury policy. The employee may submit a claim for such benefits to the Office of Counsel/Risk Management. In addition, in those instances in which the other driver may be at fault and the University may therefore have subrogation rights against that driver, a claim against such party will be prosecuted (if the University decides to do so) by the Office of Counsel/Risk Management.

iii. Where the **University vehicle** has sustained **damage**, Fleet Services and the Office of Counsel/Risk Management will, in consultation with each other, be responsible for decisions regarding the repair of the vehicle and the submission of a damage claim to the insurance carrier.

b. When a reimbursement for repairs is received from an external party, it should be forwarded to Fleet Services, with notice to the Office of Counsel/Risk Management. Fleet Services will be responsible for depositing the reimbursement check into the appropriate account for repair or replacement of the damaged vehicle.

c. The Office of Counsel/Risk Management shall have primary responsibility for communications, other than the initial report of an accident, with the University's insurance carrier and, when necessary or appropriate, for communications with the other driver's insurance carrier regarding claims.

D. Vehicle Maintenance Standards.

1. *Coordination and Cost.* All repair and maintenance activities regarding University vehicles are to be coordinated by Fleet Services. The cost of maintenance and repairs to vehicles will be charged to the department/unit to which the vehicle has been assigned.

2. *Maintenance Frequency and Standards.*

a. All University vehicles must receive appropriate preventive maintenance inspections, checks, and services annually, in addition to an oil change every 3,000 miles or every six months, whichever occurs first.

i. For vehicles assigned to a department/unit other than Facilities and Operations, Fleet Services will notify the department/unit of the date and time of the scheduled service.

ii. The department/unit is responsible for delivering the vehicle to Fleet Services for the scheduled service. If the vehicle is not delivered for service, it will be taken "out of service" by Fleet Services until the vehicle service has been completed.

b. If, during the annual safety inspection, a costly safety defect is discovered, the department/unit will be contacted by phone. If the department/unit authorizes repairs in writing, the defect will be corrected. If the defect is not considered costly, it will be corrected automatically. Vehicles with uncorrected safety defects will be declared "out of service" until such time as corrections are made. "Out of service" notices will be sent in writing via e-mail to the department/unit head.

c. A copy of the vehicle maintenance and safety standards may be obtained by contacting Fleet Services. The standards are not all-encompassing, particularly with regard to special equipment on specific vehicles that may have other standards to be considered. Manufacturer's suggestions will be considered an appropriate measure for safety standards.

SECTION IV - ADMINISTRATION

A. University Vehicle Insurance.

1. *Protection.*

a. Liability coverage. The University has automobile insurance that provides **liability** protection for UAH, its employees, and any permitted user with respect to claims by other drivers or property owners for injury or death and for damage to their vehicles. This protection applies to claims arising out of the operation of vehicles owned by the University or “hired” (leased, rented or borrowed) by the University. A hired vehicle includes one rented by an employee in his/her own name but used while the employee is on University business. Coverage also extends to the use by an employee of his/her own vehicle for University purposes, but coverage is secondary to the employee’s personal insurance coverage.

b. Physical damage coverage. **Physical damage** (comprehensive and collision) protection is also provided for all rental vehicles and for newer vehicles owned or leased by the University. There are deductibles for both the collision and the comprehensive coverage. Secondary physical damage coverage is available for personal vehicles while used for University business.

2. *Geographic Area.* The territory covered includes the United States, United States Insular Areas (Territories and Possessions), and Canada. There is no coverage for operation of a vehicle in Mexico.

3. *Insurance Certificate.* Requests for a certificate of insurance or insurance ID cards should be forwarded to Business Services (Phone 256-824-6484) or Fleet Services (Phone 256-824-6482).

B. Acquisition and Disposition of Vehicles.

1. *Vehicle Acquisition.* University departments/units interested in acquiring a vehicle must contact Fleet Services at 256-824-6482 prior to submitting a requisition for purchase or lease or acceptance of a donation or loan. Fleet Services must approve all requisitions for the purchase or lease of a vehicle.

a. Purchase of Used Vehicles. Used vehicles when requested and bid must be brought to Fleet Services for a safety inspection and title examination prior to purchase. This requirement is to be stated in the request for bids and purchase order. Any deficiencies noted in the safety inspection must be corrected prior to purchase. The seller or the acquiring department/unit will pay the cost of the inspection.

b. Donated Vehicles. Vehicles proposed for donation must be brought to Fleet Services for a safety inspection and title examination prior to acceptance. The deficiencies noted in the safety inspection must be corrected prior to acceptance. The acquiring department/unit will pay the cost of the inspection.

c. Internal Transfer of Vehicles. Departments must notify Fleet Services when an assigned vehicle is transferred to another department

d. Receipt of Newly Acquired Vehicles. All newly acquired vehicles (new or used purchased vehicles, leased vehicles, or donated vehicles) are to be delivered to Fleet Services, which will place information and insurance packets in the glove compartment and safety equipment in the trunk.

e. Rental Vehicles - Proof of Insurance. For rental vehicles as to which a Purchase Order is used, Business Services will provide proof of insurance, as needed, by attaching a certificate of insurance to the Purchase Order. For vehicles rented by an employee using a credit card, the employee may obtain a certificate of insurance, if needed, prior to travel from Business Services.

2. *Disposition of Vehicles.*

a. Contact Fleet Services. Departments/units desiring to turn in a vehicle as surplus must contact Fleet Services at 256-824-6482.

b. Auction. Surplus vehicles are sold at auction through Fleet Services after the proper Surplus Property form has been filed by the department/unit. Fleet Services receives a processing fee for each vehicle with the remaining sale proceeds going to the department/unit to which the vehicle was most recently assigned. Fleet Services employees and employees in the department/unit to which the vehicle was assigned are prohibited from bidding.

c. Leased Vehicles Return. The return of leased vehicles to the leasing agency will be coordinated by Fleet Services and Business Services.

Appendix A

Motor Vehicle Record Release/Request Form

UNIVERSITY OF ALABAMA IN HUNTSVILLE

MOTOR VEHICLE RECORD RELEASE/REQUEST FORM

I understand that as a condition of my operating any University vehicle on University business, my Motor Vehicle Record may be requested. This information is used to ensure the safety of employees, other students/volunteers, and the general public.

I hereby authorize The University of Alabama in Huntsville, its insurance broker, or company representing the University of Alabama in Huntsville, to access and evaluate my Motor Vehicle Record for the purpose of assessing my insurability only. I agree to provide whatever information is required in order to facilitate access.

Driver's full name: _____

Employee _____ Student _____ Volunteer _____ Family Member _____

Driver's date of birth: _____

Driver's license number and state: _____

Please provide all license numbers and states that apply.

Driver's signature: _____

If the driver is a UAH employee:

Hire date: _____

Department in which driver works: _____

Department Phone number: _____ Fax number: _____

Department campus address: _____

Supervisor's Signature: _____

Forward signed original of this form to Fleet Services at Physical Plant Building, Room 124.