



# Mount St. Mary's University Policy

## SAFETY POLICY

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Public Safety

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**Approved by:** Timothy E. Trainor,  
President

**Approval Signature:**



## Vehicle Policy

### I. Purpose and Scope

The purpose of this policy is to set forth the requirements applicable to all drivers of Mount St. Mary's University owned, leased, or rented vehicles or of personal vehicles while on university business.

This policy is intended to ensure the safety of drivers, passengers, and the public, as well as to minimize losses, damages, and claims against the University.

Driving a Mount St. Mary's University owned, leased or rented vehicle is a privilege and the University reserves the right to deny or revoke the driving privileges of any driver in the event that the driver does not meet the requirements of this policy.

This policy applies to all parties to whom the University grants the privilege of operating a university owned, leased or rented vehicle.

### II. Policy

#### Driver Eligibility

Drivers must be at least eighteen (18) years of age, have a valid state or Commonwealth-issued driver's license or have an International Driver's Permit (issued in the driver's country of origin and translated in English) which allows international visitors to legally drive in the U.S. Drivers are required to report any change in license status (e.g., convictions, license suspended or revocation) to their supervisor immediately.

#### Authorization Procedures

All parties must complete a driver authorization process determined by the Department of Public Safety prior to operating a university vehicle. Contact the Department of Public Safety to initiate the driver authorization process.

## Sponsoring Department Responsibility & Oversight

Sponsoring departments shall appoint a representative who will be responsible for maintaining a list of their authorized drivers and work with the Department of Public Safety to ensure compliance with the Motor Vehicle Policy and its training requirements. In addition, it is recommended that department supervisors meet annually with each of their approved drivers to review the Motor Vehicle Policy, their responsibilities as a driver, and discuss safe driving practices.

Departments will be held responsible should an accident occur involving an unauthorized driver. The department will be expected to pay the deductible amount for any insurance claim that may arise.

## Motor Vehicle Record (MVR) Standards

The University reserves the right to deny, suspend or revoke privileges to drive a university owned, leased, or rented vehicle, based on the initial or subsequent review of the motor vehicle record for any faculty, staff or student requesting driving privileges, per the eligibility criteria below for assessing motor vehicle record acceptability.

Driving privileges will be denied or revoked if convictions for any of the following violations appear in the applicant's MVR within the past three (3) years from the date of the first violation:

- Leaving the scene of an accident
- Reckless driving
- Driving under the influence of DWI (Driving While Intoxicated) or DWAI (Driving While Ability Impaired) alcohol or drugs
- Vehicular homicide or assault
- Participating in an unlawful speed contest
- Eluding or attempting to elude a police officer
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent
- Permitting an unlicensed driver to drive
- Reckless or careless and negligent driving
- Hit and run or leaving the scene of an accident with injury or death resulting, or property damage in excess of \$1,000.

No one will be allowed to drive for Mount St. Mary's University with a "probationary," "court-restricted" or "junior" license.

In addition, anyone with two or more at-fault accidents or moving violations, in any combination, within the last 12 months is subject to the denial or the revocation of their driving privileges.

University drivers are required to immediately self-report any violation/conviction of the above referenced driving violations to their supervisor. If a driver neglects to self-report, their driving privileges will be revoked and they may incur additional disciplinary actions, including and up to termination by the University.

### Driver Safety Training

Employees who operate a vehicle as a requirement of their job or are assigned a university-owned, leased, or rented vehicle must successfully complete the Driver Safety Training course provided by the Department of Public Safety.

Additionally, any students who apply to become an authorized driver must successfully complete Driver Safety Training.

Contact the Department of Public Safety to enroll a prospective driver in the Driver Safety Training course.

### Vehicle Use

Drivers must comply with the following when using University-owned, leased, or rented vehicles:

1. Operate vehicles in accordance with applicable local, state, and federal laws and University regulations at all times.
2. Report any vehicle accident to Public Safety immediately. Failure to report may result in the loss of driving privileges.
3. Agree to comply with no smoking or the use of tobacco/vaping while in the vehicle.
4. Agree to comply with no use of handheld electronic devices (cell phones/texting) while driving.
5. Assume the responsibility for payment of all driver-related traffic violations and citations issued while vehicle is in their care and custody.
6. Agree that any unauthorized use of Mount St. Mary's University-owned, rented, or leased vehicles for non-University related purposes will result in revocation of driving privileges.

### Fleet Vehicle Use

In addition to the provisions outlined above, the following is information and expectations of drivers using University-owned and leased Fleet Vehicles:

1. The University reserves the right to cancel any reservation based on inclement weather conditions.
2. Failure to use a reserved fleet vehicle or cancel a reservation in a timely manner on more than one occasion can result in revocation of driving privileges.
3. Towing a trailer (or other item) is restricted to faculty and staff, unless specifically approved.
4. Vehicles may be equipped with specialized equipment to monitor safe driving.
5. Vehicles have road-side assistance coverage that should be utilized when needed.
6. Vehicles are equipped with EZ Pass transponder and should be used on toll roads to pay for tolls.
7. After fueling vehicle, submit the fuel receipt to the Department of Public Safety when returning the vehicle. On the receipt, include the account number where the expense should be charged. Drivers may want a copy of the gas receipt for the department who sponsored the usage.
8. Gas cards provided with a university vehicle are strictly for gas purchases for approved travel only. Any misuse of a gas card could prompt a university or law enforcement investigation.
9. Return fleet vehicle with a full tank of fuel, cleared of any trash, dirt, grass, or debris, and with all windows rolled up and seats in the upright position.
10. Ice scrapers and snow brooms are available in each vehicle and are to be used to ensure an unobstructed view of the road.

### Passengers

All passengers must be participating in university business or a sponsored activity or event at the time they are traveling in a university-owned, leased or rented vehicle. Passengers should be limited to employees and students, unless approved by the sponsoring Department.

All occupants of the vehicle are not permitted to smoke and must wear seat belts whenever seatbelts are available. Vehicle occupancy capacities must be adhered to according to the manufactures intended design. Passengers are not permitted to occupy areas of the vehicle not intended for use. No passengers should be transported in the aisles of a vehicle or any other positions which would exceed design specifications.

### Personal Vehicle Usage

Individuals who drive their personal vehicle on university business or to/from a university activity are responsible for their own safety as well as the safety of any passengers. The University bears no responsibility for the operation or operating condition of personal vehicles and expects drivers of personal vehicles to comply with applicable local, state, and federal laws.

The owner of the vehicle must carry at least the minimum automobile liability limits required by state law. The owner's automobile liability coverage shall be the primary insurance coverage. The

owner of the vehicle is responsible for any applicable deductible (e.g., liability or collision coverage) and is responsible for any increased personal automobile insurance premiums as a result of any accidents. There is no physical damage coverage through the University for personal vehicles. The University reimburses the use of a personal vehicle for official University business at the standard mileage rate published annually. The rate is intended to cover all costs associated with owning a vehicle, including physical damage insurance.

Claims arising from use of a personal vehicle are to be reported to the owner's insurance agent. In the event of a serious or potentially serious claim, the Department of Public Safety should also be notified.

### Towing Equipment

Towing a trailer adds a significant risk to vehicle operations and, therefore, only authorized faculty, staff or students who have been properly trained to tow trailers are allowed to tow trailers and equipment with Mount St. Mary's University-owned, leased or rented vehicles. Training is the responsibility of the department engaged in towing activities and shall only be offered to individuals required to tow.

### Accident Procedures for Drivers

In the event of an accident the following procedures must be followed:

1. Obtain any medical attention that is necessary. Any accident that involves personal injury or property damage must be reported to the police and to the University. If it is not possible to determine the cost of damages, please report the accident to the police.
2. Exchange information with the other operator, including driver's license and registration information, insurance company information and contact numbers. You should also obtain the names, addresses, and telephone numbers of all witnesses.
3. Don't admit fault or liability for the accident.
4. Complete an Accident Report Form located in all University owned vehicles' glove boxes or available at the Department of Public Safety.
5. Notify the driver's Supervisor and Public Safety of the accident as soon as possible.
6. The University's insurance company may contact you to obtain accident information. Please respond as promptly as possible.
7. Initial accident report records will be maintained by the Department of Public Safety for 7 years. Insurance and repair related paperwork will be kept in related departments.

Other considerations when involved in a vehicle accident:

- Secure the scene

- Safeguard others from additional harm by securing the scene and safeguarding persons from other traveling vehicles.
- Be courteous
- Don't discuss any conditions or defects of the automobile
- Don't express any opinion or make any statement to anyone about the accident except to law enforcement officers and University representatives
- Don't discuss the accident with anyone over the phone or in person unless they represent the University.

### Vehicle Insurance Card

The vehicle insurance card provides for both liability and physical damage to university-owned, leased, or rented vehicles and can be found in the glovebox. Please present this to law enforcement in the event of a vehicle accident.

### Utility Vehicle and Golf Cart Authorization, Training, and Operation

Due to the potential dangers associated with operating a Utility Vehicle or Golf Cart, all parties who drive a Golf/Utility Cart must apply to become authorized to drive a Mount St. Mary's University-owned, leased or rented utility vehicle and meet the following requirements:

1. be over the age of 18
2. have a valid Driver's License
3. meet the MVR criteria outlined in the Motor Vehicle Policy
4. complete Driver Safety Training **and** Golf cart/utility vehicle training provided by the Department of Public Safety.

Utility vehicles are restricted to the confines of Mount St. Mary's University's main campus. Utility vehicles cannot be operated on any public roadway.

Utility vehicles are not permitted to drive on:

- any covered walkways or pathways that lead to or end at a covered walkway.
- any landscaped or grassy areas (unless it is briefly done to allow pedestrians to pass).

Utility vehicles are to be operated at speeds no greater than 20 MPH (or walk speed for those vehicles not equipped with speedometers) or slower as safety concerns demand. Operators should always consider the terrain (such as hills), weather conditions and existing vehicular and pedestrian traffic, which may affect the ability to operate the utility vehicle safely.

All passengers must be in seats as designed and stated from the vehicle manufacturer for passenger rating. Operators of utility vehicles are not allowed to carry any more persons in the vehicle than the vehicle was designed to hold. Legs must remain inside the vehicle while it is moving. Secure any cargo or tools loaded in utility vehicle.

Utility vehicles must come to a complete stop before any occupant disembarks.

Utility vehicles must be operated safely and with the utmost courtesy, care, and consideration for the welfare of pedestrians. Pedestrians will be always given the right-of-way, and operators shall not impede nor interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways.

Utility vehicle operators are responsible for the security of keys during the time that the utility vehicle is assigned to them. Any time the utility vehicle is unattended, the ignition will be turned off, the key removed from the ignition and kept in the possession of the operator.

Cell phone usage while driving a utility vehicle is prohibited.

Utility vehicle operators are not permitted to drive while wearing devices that could impede hearing, such as stereo headsets, earplugs, etc.

Operators of utility vehicles are required to slow down before making turns. All turns shall be executed at reduced speed to avoid accidents.

Before backing up in a utility vehicle, the operator is required to check the area behind the vehicle for pedestrians, vehicles and other hazards.

In the event of an accident or incident involving a utility vehicle contact the Department of Public Safety and your supervisor immediately.

Utility vehicles are prohibited from being parked:

- In fire lanes
- In Handicapped Parking spots
- In reserved parking spots
- Within 10' of a fire hydrant

Do not push the utility vehicle if it breaks down unless it is in the roadway or pedestrian right of way.

If the utility vehicle breaks down or becomes damaged, report it to your supervisor.

### **III. Policy Review**

Policy shall be reviewed and updated, if necessary, by September 2023.

#### **IV. Contact Information**

Department of Public Safety