

DUQUESNE UNIVERSITY RISK MANAGEMENT DEPARTMENTAL POLICY AND PROCEDURES FOR DRIVER SAFETY AND UNIVERSITY INSURED VEHICLE USE

- I. **Purpose:** This document is intended to promote safe and responsible driving practices by students, faculty, and staff members of Duquesne University who have been approved to drive University Insured Vehicles. It is further intended to prevent accidents, injuries, and property damage. Finally, it is intended to set forth the procedures for becoming an Approved Driver.

- II. **Definitions:**
 - a. A University Insured Vehicle is a vehicle that is owned, leased, or rented by Duquesne University/a Duquesne University student, faculty, or staff (an Approved Driver) in the University's name for University business.
 - b. An Approved Driver is a student, faculty, or staff member who has met the qualifications in section IV.b herein.

- III. **Applicability:** All students, faculty, and staff who intend to drive University Insured Vehicles. The guidelines set forth herein do not apply to the members of the Spiritan congregation in residence at Duquesne University.

- IV. **Guidelines:**
 - a. Safe Driving of University Insured Vehicles
 - i. University Insured Vehicles should only be driven by Approved Drivers for University business.
 - ii. Any student, faculty, or staff member who is driving a University Insured Vehicle must not talk on a cell phone, text, or eat while operating the vehicle.
 - iii. An Approved Driver and all passengers are required to wear seatbelts at all times while riding in and/or operating a University Insured Vehicle.
 - iv. All applicable traffic laws, regulations, and ordinances must be obeyed.
 - v. Driving under the influence of alcohol and/or drugs, including prescribed medication that could impair driving ability/cause drowsiness, is prohibited.
 - vi. A University Insured Vehicle must be turned off and locked with the keys removed anytime it is left unattended.
 - vii. While operating a University Insured Vehicle, an Approved Driver should take a break after every two (2) hours of driving, and if the driver will be driving for longer than four (4) hours, a second Approved Driver should be available to take over driving. Approved Drivers should switch off every four (4) hours.

- viii. An Approved Driver should conduct an inspection of the University Insured Vehicle to check tires, gauges, fuel and fluids, wipers, lights, mirrors, and other areas for observable defects before driving.
- ix. Travel between the hours of 12:00 a.m. and 6:00 a.m. is discouraged. If late night travel is anticipated, alternative modes of transportation should be considered.

b. Approved Driver Qualifications

- i. A student, faculty, or staff member is deemed to be an Approved Driver once all of the following conditions are met:
 - 1. A completed Application for Driving Privileges, available on the University's Office of Risk Management website, must be submitted to the Office of Risk Management no later than five (5) business days prior to date upon which individual desires to drive a University Insured Vehicle.
 - 2. A Motor Vehicle Record check must be approved by the University's auto insurance carrier.
 - 3. The driver must be at least eighteen (18) years of age and have a valid United States driver's license in effect for at least two (2) years. Drivers of 12 and 15 passenger vans must be at least twenty-one (21) years of age. Exceptions may be made on a case-by-case basis as determined by the Office of Risk Management and other appropriate University administrators.
 - 4. United Educators "Drivers Safety Training" must be successfully completed. The link to this training is available from the Office of Risk Management.

c. Accident Reporting

- i. An Approved Drivers who is operating a University Insured Vehicle must report all accidents, regardless of damage, to the Office of Risk Management. Reports should be made utilizing the Auto Accident Form available on the Office of Risk Management Website.
- ii. Accidents that occur on University property must be reported immediately to Public Safety (412-396-2677).
- iii. Accidents that occur off University property must be reported immediately to the appropriate law enforcement agency and to the Office of Risk Management as soon as practical. A copy of the Police Report and/or the Police Report number should be provided to the Office of Risk Management.
- iv. If another driver/vehicle was involved in the accident, the Approved Driver must, in addition to completing the Auto Accident Form, provide information to Office of Risk Management regarding the other driver's

license information, auto insurance information, and license plate information, as well as any witness names.

- v. Failure to report damage to a University Insured Vehicle may cause the Approved Driver and/or the Approved Driver's University Department to be responsible for payment of repair costs.

d. Use of 12 and 15 Passenger Vans

- i. Use of 12 and 15 passenger vans are discouraged. If they must be driven, they may only be driven by University employees, and vans may not be driven outside of Allegheny County.
- ii. All van drivers must undergo hands-on, in-person training with the Safety Manager in the Environmental Health & Safety (EHS) Department (x1506).
- iii. Guidelines for use of Vans:
 - 1. Van travel should be postponed in the case of inclement weather.
 - 2. 12 and 15-passenger vans are restricted to a ten (10) person occupancy limit, including the driver. Occupancy in smaller vans is limited to the number of seatbelts available.
 - 3. Vans must be packed in accordance with directives from the EHS Safety Manager. No items are to be placed on the roof of the vehicle.

e. Rental

- i. Vehicle rentals should be completed using a University credit card, and the rental company's insurance should be waived when renting a vehicle in the U.S. However, note that University insurance may only be utilized as it relates to University business.
- ii. An Approved Driver should print or save a copy of Duquesne's auto insurance card to carry with him or her when driving a rental vehicle. A link to the card is available on the Office of Risk Management website.
- iii. Vehicles should not be rented using the Approved Driver's personal information, but rather should be rented in the University's name.
- iv. Note: international vehicle rentals are not covered under the University's auto insurance policy.
- v. Enterprise is the University's Preferred Vendor for vehicle rentals. More information is available on the Office of Risk Management website.

V. Additional Information

- a. The Office of Risk Management will annually verify the status of Approved Drivers' licenses and records through the University's auto insurance carrier.
- b. When an employees who must drive as part of his/her job is hired, Human Resources will conduct a Motor Vehicle Records check. Results will be sent to

the Office of Risk Management and recertified with other Approved Drivers yearly.

- c. If a student, faculty, or staff member elects to use his/her privately owned vehicle for University business, the driver should be aware that his/her personal insurance, rather than the University's auto insurance, will act as the primary payer in the event of an accident. Use of personal vehicles for Duquesne business is strongly discouraged.