



Idaho State University

POLICIES AND PROCEDURES

University Vehicle Use

ISUPP 9020

POLICY INFORMATION

Policy Section: *Public Safety*

Policy Title: *University Vehicle Use*

Responsible Executive (RE): *Vice President for Operations*

Sponsoring Organization (SO): *Transportation Services*

Effective Dates: *4-8-2013, 12-5-2013, 7-20-2018; September 13, 2023*

Last Reviewed: *September 13, 2023*

Next Review: *September 2028*

I. POLICY STATEMENT

The University maintains a Fleet of University-owned Vehicles which are classified as Department-Owned Vehicles, Leased Vehicles, or Pool Vehicles. All such Vehicles fall under the authority of Transportation Services. Driving a University Vehicle is a privilege conferred by the University at its own discretion; and, to best protect the safety of the campus community and security of University property, only Authorized Users may drive a University Fleet Vehicle. Failure to comply with this policy may result in suspension or termination of University Vehicle driving privileges; may have financial consequences; and/or may result in disciplinary action.

II. DEFINITIONS

- A. **Authorized User:** the owner of a valid driver's license who is subject to an approved Driver's License Record Check; meets all driver qualifications as outlined in section IV.G and is not precluded by any disqualifications as outlined in section IV.H.; and is authorized by Transportation Services to operate a University-owned Vehicle for University business or sponsored activities.
- B. **Department-Owned Vehicle:** a Vehicle owned by a department and utilized for the department's own business purposes. Departments are responsible for the maintenance

and regular inspections of Vehicles under their purview. Department-Owned Vehicles must be registered with Transportation Services.

- C. **Fleet:** all motorized or electric Vehicles and equipment—including Vehicles and equipment not licensed for Highway use—which are owned, leased, donated, or otherwise under the control of the University, including Department-Owned Vehicles, Leased Vehicles, and Pool Vehicles. For the purposes of this policy, Vehicles rented from rental car companies or personal Vehicles being used for University business are not considered a part of the University Fleet.
- D. **Leased Vehicle:** a Vehicle which is leased for a department/unit on an extended basis; including athletic courtesy Vehicles.
- E. **Pool Vehicles:** a collection of University Vehicles not assigned to a department, intended to provide Vehicle access to Authorized Users for temporary or infrequent use.
- F. **Vehicle:** a motor or alternative-powered Vehicle that can be used off-road or registered for on-road use including but not limited to: automobiles, trucks, all-terrain Vehicles, trailers, and other low speed Vehicles.

III. AUTHORITY AND RESPONSIBILITIES

- A. Transportation Services is responsible for:
 - 1. The day-to-day operations and record keeping of all Vehicles which are owned or leased by the University, with the exception of athletic courtesy Vehicles.
 - 2. Providing coordination and oversight of the University's Fleet safety including:
 - a. Maintaining the University Fleet safety procedures with current applicable state rules, regulations, and industry Fleet safety practices.
 - b. Maintaining a registration database of Authorized Users.
 - c. Providing notification to supervisors and department heads concerning driver status, restrictions, and required actions.
 - d. Maintaining records of yearly inspection of all University Vehicles including Department-Owned Vehicles.
 - e. Advising departments regarding required repairs and maintenance necessary to keep Department-Owned Vehicles in service.
 - f. Notifying Risk Management of all Vehicle purchases.

3. Actively evaluating University Vehicle use and ensuring the University's Fleet is being optimized.
 4. Removing from service or making unavailable any Fleet Vehicle that does not meet the qualifications outlined in this policy.
- B. Risk Management is responsible for:
1. Advising Transportation Services on motor Vehicle driver record reviews.
 2. Managing claims for losses involving University Vehicles.
 3. Managing insurance coverage on all Vehicles.
 4. Providing or identifying driver safety training programs to meet the needs of the campus community.
- C. Campus Units with Department-Owned Vehicles are responsible for:
1. Administrators, managers, and supervisors are responsible for ensuring that only properly qualified and authorized individuals are allowed to drive Vehicles in support of University programs and activities under their direction and control.
 2. Timely maintenance and annual inspections of Vehicles in their possession.
 3. Coordinating maintenance and inspections with Transportation Services.
 4. Notifying Transportation Services of any disqualifying infractions or events by Authorized Users within their purview.

IV. PROCEDURES TO IMPLEMENT

A. Types of Vehicles

All Vehicles purchased, leased, or donated to the University are subject to this policy.

B. Vehicle Use Criteria

University Fleet Vehicles shall only be operated by an Authorized User. Authorized Users assume responsibility to comply with all applicable traffic laws and University policies and procedures when operating a Fleet Vehicle. Fleet Vehicles may be used only for official University business or sponsored activities. Nominal personal use of a Vehicle while traveling on business may be permissible provided that it does not conflict with the authorized business purpose of the Vehicle, interfere with the mission of the University, or unreasonably incur additional cost, including wear and tear for the Vehicle usage.

C. Leased Vehicles

Leased Vehicles shall be requested through Transportation Services at isu.edu/transportation. Availability will vary from time to time, but every reasonable effort will be made to meet the needs of the requesting department.

D. Pool Vehicles

Requests for motor Pool Vehicles must be submitted at least two (2) business days in advance.

E. Department-Owned Vehicles

ISU departments must work through Purchasing Services to purchase, lease, or receive a donation of new or used Vehicles intended for permanent assignment to a department. With assistance from Purchasing Services, departments can purchase new Vehicles through authorized methods. It is the responsibility of the department to coordinate the following with Transportation Services: yearly state-required safety checks; scheduled Vehicle service based on mileage driven; and time between services.

F. Passenger Restrictions

Only authorized ISU employees or volunteers participating in University projects or programs, and students participating in authorized travel, may ride in University-owned Vehicles. Individuals who are not involved in state business, or persons not participating in ISU projects, programs, or authorized trips may not ride in or operate a Fleet Vehicle unless prior approval has been granted by the President or their designated representative(s).

G. Driver Qualifications

A driver must meet all of the following qualifications and provide the required information to Transportation Services before they are permitted to operate a Fleet Vehicle:

1. Driver must be at least eighteen (18) years of age; or have at least two (2) years driving experience.
2. Driver must have a driver's license valid in the United States and present it at the time they are checking out a Vehicle, either from Transportation Services or the department supervisor if Department-Owned.
3. Drivers who operate a Fleet Vehicle are required to complete and pass a driver's license record check prior to using the Vehicle. The *Motor Vehicle Record Check Authorization & Release* authorizes the University to conduct a record review of the driving history of an individual. Employees and ISU students who hold a valid driver's license will provide a signed authorization, as well as a signed *Acceptable Vehicle Use Agreement* to Transportation Services and initiate the process. Out-of-state driver's license holders

are also required to provide a signed *Out-of-State Notification and Release form*. Driver's license record check results may take anywhere from two (2) days to two (2) weeks, therefore, it is recommended they be submitted well in advance of the driver's Vehicle use. Transportation Services shall strive to conduct driver's license record checks annually for students and every three (3) years for faculty and staff.

4. Defensive Driving Course

An employee/student who operates a University-owned Vehicle more than forty (40) hours per month is considered a full-time operator and may be required to attend a defensive driving course.

Authorized Users may be required to participate in a defensive driving course at the discretion of the Vice President with oversight over Transportation Services, in consultation with the Authorized User's unit supervisor, Transportation Services, and/or Risk Management.

H. Disqualification of ISU Driving Privileges

1. An individual will be disqualified from operating Fleet Vehicles if they have been convicted of or entered a guilty plea to one (1) or more major violations within the twenty-four (24) month period preceding the application for driver qualification. This includes but is not limited to: driving under the influence of alcohol or drugs, reckless driving, hit and run, driving under suspension, fleeing from a police officer, refusing a breathalyzer test, or any other felony. The University reserves the right to disqualify an individual from operating Fleet Vehicles following any criminal charge or arrest related to any of the above.
2. Individuals with more than two (2) minor moving violations on their driving record during the twenty-four (24) month period preceding application are not eligible to drive a Fleet Vehicle unless special arrangements are made with supervisory approval.
3. Individuals who are convicted of or plead guilty to a major violation after being approved as an Authorized User must immediately notify Transportation Services and their supervisor, which shall result in cancellation of driver qualification.
4. Authorized Users are prohibited from driving Fleet Vehicles if their license is revoked, suspended, or expired, or their driving privileges are otherwise restricted. Authorized Users are required to immediately report a change in their driver's license status to their supervisor and Transportation Services.
5. Authorized Users exhibiting poor driving behavior while operating a Fleet Vehicle or who knowingly and/or repeatedly violate this policy may be subject to sanctions, including but not limited to:

- a. a requirement to receive defensive driving training;
- b. suspension or termination of University driving privileges.

Sanctions for the above criteria will be determined by Transportation Services, in consultation with the employee's supervisor and Risk Management.

I. Observance of Traffic and Other Regulations

1. State and local traffic regulations must be observed at all times, including but not limited to, the use of seatbelts by all occupants and proper use of hand-free devices for mobile communication. Resolutions of infractions are the responsibility of the driver, as are any applicable fines or penalties. Depending on the circumstances, University disciplinary action may also result.
2. Repairs or cleaning charges due to Vehicle abuse may be charged to the individual or department/program at the discretion of the Transportation Services Supervisor.
3. Vehicles must not be loaded beyond their capacity with either equipment or passengers.
4. Fifteen (15) passenger vans may be loaded with no more than ten (10) passengers. Failure to comply with passenger limits will result in the loss of driving privileges.
5. Smoking is prohibited in all Fleet Vehicles.

J. Accidents Involving Fleet Vehicles

In case of an accident involving a Fleet Vehicle, Authorized Users must take the necessary steps to provide safety for the Vehicle and occupants, get names and addresses of all witnesses, and ensure that reports are filed as required by law and as described below:

1. The Authorized User must immediately report the accident to Public Safety. If the accident occurs off University property, law enforcement must also be notified.
2. The Authorized User is responsible for reporting all accidents to their department/program supervisor, as well as filing an *Incident Report* with Public Safety. An *Auto Accident Report Guide* is located in the Vehicle's glove compartment and is to be completed by the Authorized User and delivered to Transportation Services by the end of the next business day. In cases where a non-University Vehicle is involved in an accident involving a Fleet Vehicle, the exchange of insurance information shall be provided to each driver. A Certificate of Liability Insurance evidencing the University's state auto coverage is located in the glove compartment of all road registered Vehicles. Transportation Services shall contact Risk Management to report the accident. Authorized Users shall cooperate with the University and State of Idaho in any resulting investigation. Failure to do so may lead to disciplinary action.

3. Any Authorized User of a Fleet Vehicle who is involved in an “at fault” accident (citation and/or at supervisor’s discretion/request) may be required to attend a defensive driving course and may lose driving privileges.

K. Maintenance and Repairs

Transportation Services is committed to ensuring the safe and appropriate use of the Fleet. Authorized Users are required to promptly report any malfunctions or unusual noises or handling problems to Transportation Services, to ensure problems can be corrected before the Vehicle is used again.

1. Pool Vehicles

Transportation Services is responsible for the maintenance and service of Pool Vehicles. Maintenance concerns of Pool Vehicles must be reported promptly to Transportation Services.

2. Department-Owned Vehicles

All University units, with ownership of a Department-Owned Vehicle, are responsible for the maintenance of their Vehicles. Documentation for all repairs, part replacements, yearly safety inspections, and services to all Vehicles must be submitted to Transportation Services by the department. Authorized Users must promptly report any malfunctions or unusual noises or handling problems to their supervisor so the problem can be corrected before the Vehicle is used again. Supervisors shall work with Transportation Services to coordinate service needs.

3. Leased Vehicles

Authorized Users must promptly report any malfunctions or unusual noises or handling problems to Transportation Services so the problem can be corrected per the lease agreement.

4. Non-Accident Emergencies

In cases of non-accident, emergency service needs, please contact Transportation Services at (208) 282-2625 during working hours or (208) 282-2515 after hours.

L. Travel outside the Continental U.S.

Travel in a Fleet Vehicle outside of the Continental United States is strictly prohibited.

M. Vehicle Security

1. The security of Fleet Vehicles and their contents is the responsibility of the Authorized User. Vehicles, when left unattended, must have the keys removed from the ignition, the hand brake engaged, and the Vehicle locked.

2. An Authorized User must take all reasonable precautions to prevent theft, vandalism, or damage to a Vehicle that becomes disabled or inoperable while under the Authorized User's control. In the event a Vehicle cannot be secured at its present location, the Authorized User shall do their best to contact local police for assistance.
3. Vehicle keys must be securely stored to prevent theft and ensure only Authorized Users have access.

N. Commercial Driver's License (CDL)

In accordance with applicable laws and regulations, all Authorized Users must have the appropriate endorsement. This includes a CDL endorsement for those driving a single or combined Vehicle with a Gross Vehicle Weight Rating of 26,001 or more pounds; Vehicles transporting sixteen (16) or more persons; and Vehicles requiring hazardous material placards.