

University Driver Policy

Responsible Dept.: Office of Institutional Compliance & Risk Management (ICRM)

Responsible Administrator: Director of ICRM

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I. PURPOSE

To further the mission of the University, ensure safety of the community, reduce liability claims, control insurance premium costs, and comply with the University's auto liability carrier's stipulations by establishing a driving policy that outlines safety standards, driving terms and conditions, and additional requirements to help mitigate potential risks.

II. SCOPE

This policy applies to all Vehicle Operators authorized to operate Vehicles in the course and scope of conducting University Business. All Vehicle Operators are subject to this policy and must comply with the guidelines herein regardless of where the vehicle is being operated. Portions of this policy may not be applicable to sworn ACUPD officers while operating police vehicles to conduct official duties.

III. DEFINITIONS

- A. University Business is defined as any activity by a person representing the University that is determined to be within the scope of his or her assigned duties and includes University-sponsored or approved activities.
- B. Vehicle is defined as any motorized vehicle used to conduct business on behalf of the University by which persons or property can be transported; this includes: personal vehicles or vehicles owned, leased, or rented by the University.
- C. Vehicle Operator is defined as any person authorized to operate a vehicle on behalf of the University on University Business.
- D. Routine Driver is defined as a vehicle operator who is authorized to operate a Vehicle on a routine or regular basis (**more than four times per month**) to conduct University Business.

IV. PROCEDURE

A. Operating University Vehicles

The Office of Institutional Compliance & Risk Management (ICRM), in collaboration with each department, will maintain a current listing of all vehicle operators who are designated as Routine

Drivers. A Motor Vehicle Record (MVR) check will be conducted on all Routine Drivers on an annual basis and must be initiated by the supervisor in working with the Office of ICRM (risk@acu.edu or 325-674-6142). Refer to [Appendix A](#) for details on MVR check procedures, insurance coverage, and driver training requirements.

1. Vehicle Operators must meet the following terms and conditions prior to operating a Vehicle:
 - Use is for University Business;
 - Must be at least **18** years of age;
 - If under the age of **21**, supervisors should **only** allow operation of a Vehicle within 50 miles of the campus;
 - Maintain a valid U.S. driver's license; and
For Routine Drivers:
 - Annual MVR check; and
 - Complete applicable driver training.
2. Refer to [Appendix B](#) for details on operating golf, utility cart-type, gator, or other off-road vehicles (ORVs).
3. Refer to [Appendix C](#) for detailed terms and conditions for operating passenger vans and buses.
4. The following safety standards must be complied with at all times while operating a Vehicle on University Business:
 - Comply with all traffic safety laws;
 - Enforce seatbelt requirements;
 - No driving while under the influence of drugs or alcohol;
 - No use of speed/radar detectors;
 - No speeding or reckless driving;
 - No use of headphones or ear buds while driving;
 - No texting while driving; and
 - No use of cell phones while driving unless using a hands-free device.
 - Use of personal protective equipment (face masks) should not impede driving.
5. The following uses are prohibited while operating Vehicles on University Business:
 - Transporting of passengers or material for compensation;
 - Pushing another vehicle;
 - Towing without prior permission from the Office of ICRM and Operations offices;
 - Transporting dangerous chemicals, flammable items, firearms, or other hazardous materials without prior approval of ICRM; and
 - Operating University-owned, leased, or rented vehicles outside the U.S. without prior approval of the Office of ICRM.

B. Maintaining University Vehicles

1. The following are required to properly maintain Vehicles.
 - Vehicle inspection, registration, proof of insurance (available from Office of ICRM), and accident forms, must be current and maintained in each vehicle at all times.
 - Operators should report damage or other concerns to the Office of ICRM.
 - Operators should monitor oil and other fluid levels and periodically check tire pressure and tread.
2. The following actions are recommended to secure Vehicles.
 - Take all reasonable precautions to prevent damage or theft of vehicles when parked or not in operation.
 - Roll up all windows and lock all doors.
 - Where possible, park in lighted and/or protected areas.

C. Operating Rental Vehicles

When unable to procure a vehicle through Concur or a van through the Operations/Facilities office (325-674-2665 or facilitiesmgmt@groupmail.acu.edu), renting a vehicle to conduct University Business is preferable to using a personal vehicle. This helps control potential liability exposure to the University and/or the Vehicle Operator.

- Operators must meet the vehicle terms and conditions described in section IV.A.1.
- The vehicle must be rented for University Business. If a driver's name is required on the rental form, it should be entered as "Abilene Christian University (driver's name)."
- Refer to [Appendix D](#) for details on obtaining and operating rental vehicles.

D. Operating Personal Vehicles

All Vehicle Operators must meet the following terms and conditions to use their personal vehicle to conduct University Business:

- Meet the vehicle operator terms and conditions described in section IV.A.1;
- Meet the insurance prerequisites in Appendix A, section C; and
- The vehicle must be in good operating condition.

E. Vehicle Accident Procedures

1. All vehicle accidents must be reported to the Office of ICRM as soon as possible, but not to exceed 24 hours.
 - In the event of a serious injury, fatality or if an accident occurs outside normal business hours, the Vehicle Operator will notify ACU Police at 325-674-2911 as soon as possible.

2. Refer to [Appendix E](#) for vehicle accident and reporting procedures.
3. For any demand, claim, or summons served to a Vehicle Operator involved in an accident asserting liability, contact the Office of ICRM (risk@acu.edu or 325-674-6142) immediately.

V. COMPLIANCE

Violations of these policies and/or procedures may result in disciplinary action or other action the University deems appropriate under the circumstance. Furthermore, if an MVR check reveals that a Vehicle Operator is uninsurable, the Vehicle Operator's driving privileges for University Business will be revoked. The revocation period will be for three or five years, dependent upon the nature of the offense(s).



MVR & Insurance Procedures

Office of Institutional Compliance & Risk Management

These procedures provide guidance concerning the requirements for Motor Vehicle Record (MVR) checks, vehicle operator training, and insurance.

A. MOTOR VEHICLE RECORD (MVR) CHECKS

The Office of Human Resources conducts an initial MVR check on all employees before they are hired. Routine Drivers will have their MVR screened at least once every 12 months to ensure their driving record remains acceptable. The MVR must be initiated by the employee or their department head/supervisor by contacting the Office of ICRM (risk@acu.edu). Additionally, all Vehicle Operators authorized to operate University-owned, leased, or rented vans or buses must consent to an MVR check. Furthermore, anyone who is **not** an Employee must consent to an MVR check before operating a Vehicle to conduct University Business.

1. Department heads/supervisors must maintain a current listing of Routine Drivers AND the current list should be submitted to the Office of ICRM (risk@acu.edu) annually to facilitate the Routine Driver's annual MVR check.
2. An initial or annual MVR check may be requested via email to risk@acu.edu. Allow three business days for processing MVR checks.
3. The MVR check will determine driver insurability. All Routine Drivers **must meet the insurability standards** established by the University's auto insurance carrier to be eligible for coverage and to operate Vehicles in the scope of University Business.
4. On those occasions that the results of the check preclude a person from being insurable, the Office of ICRM will provide a copy of the report to the individual with an opportunity to review and dispute any inaccurate or incomplete information. The individual will be given five (5) business days to contact the Office of ICRM and conclusively demonstrate the inaccuracy of the information, after which time the Office of ICRM will make the final determination regarding the individual's insurability. The department head/supervisor will be informed of the final determination and will be responsible for notifying the individual.

- A Type “A” driving violation in the last five years is unacceptable to our insurance carrier and will not meet insurability standards for 5 years.
- Three or more Type “B” violations or two or more at-fault accidents or negligent collisions in a three year period is unacceptable and will not meet insurability standards for 3 years.
- Anyone amassing two moving Type “B” violations and one at-fault accident or negligent collision in a three year period will be monitored by the Office of ICRM and may require more frequent MVR checks and/or training.

Type “A” Violations	Type “B” Violations
Driving under the influence of alcohol or drugs or while intoxicated	Moving violations that include:
Driving with an open container (alcohol)	- Speeding
Refusing to take a substance test	- Improper lane change
Reckless driving	- Failure to yield
Hit and run	- Failure to obey traffic signal or sign
Fleeing or evading police or roadblock	Other:
Resisting arrest	- Accidents
Racing/speed contest	- Collisions
Driving with license suspended/revoked	
Vehicular assault	
Homicide or manslaughter or using a vehicle in connection with a felony	

- Supervisors should encourage Vehicle Operators to comply with vehicle safety policies and traffic laws and may temporarily suspend a Vehicle Operator’s driving privileges for the following reasons:
 - Operating a vehicle in an unsafe manner;
 - Failing to comply with traffic safety laws; or
 - Failing to comply with ACU driving policies & procedures.
- Vehicle Operators are required to notify the Office of ICRM within 24 hours if their driver’s license is suspended or revoked for any reason.

B. VEHICLE OPERATOR TRAINING

Once a determination is made that a Vehicle Operator is insurable, the Office of ICRM will contact the person to coordinate the applicable Vehicle Operator training.

- The Office of ICRM will provide instructions to access the web-based training, and notify supervisors or sponsors when their Vehicle Operators have completed the required training.

2. All authorized drivers will be required to complete recurring training as determined by the Office of ICRM.
3. Vehicle Operators who are placed on a “warning” or those who have had their driving privileges temporarily suspended may be required to accomplish additional training.

C. INSURANCE PROCEDURES

1. The Office of ICRM is responsible for coordinating all issues concerning auto insurance on behalf of the University. Refer to the ACU [Driver Policy](#) for specific requirements and driver qualifications to operate Vehicles.
2. Insurance coverage is extended to Vehicle Operators who are authorized to operate Vehicles to conduct University Business. The Office of ICRM must also be contacted prior to operating vehicles (whether owned, leased, or rented by the University) **outside of the U.S.** to ensure adequate insurance coverage.
3. Department heads/supervisors are responsible for identifying Vehicle Operators who are Routine Drivers and submitting these names to the Office of ICRM so they can be added to the authorized driver list. Additionally, they must immediately notify the Office of ICRM when Vehicle Operators need to be added or deleted from the list to help maintain an accurate listing and ensure adequate insurance coverage.
4. The Office of ICRM can disseminate Proof of Insurance cards as requested by department heads/supervisors, and applicable departments will ensure they are maintained in all university-owned or leased vehicles.
5. Each vehicle category has unique and/or specific insurance procedures.

University-Owned Vehicles

The Office of ICRM must be informed immediately when a vehicle is purchased, leased, transferred to another department, or sold. The following information must be provided to the Office of ICRM for adding vehicles: year, make, and model; date of acquisition; amount paid or value of the vehicle; vehicle identification number (VIN); and the license number. Proof of insurance cards and Accident Report forms will be maintained in the vehicle.

University-Leased Vehicles

The Office of ICRM must be informed prior to leasing a vehicle to conduct University Business to ensure it is covered by our liability carrier. Additionally, proof of insurance cards and Accident Report forms will be provided and will be maintained in the vehicle at all times.

Passenger Vans

All individuals authorized to operate university-owned, leased, or rented passenger vans must be authorized Vehicle Operators. Refer to [Appendix C](#) for the unique operator and safety requirements. **A current passenger list must be provided to the Office of ICRM**

(risk@acu.edu or via text to 325-232-1741) BEFORE operation of the vehicle. The passenger list must include: first name, last name, Banner ID, cell phone number, and emergency contact information.

Rental Vehicles

The University's auto insurance carrier provides liability coverage on rental vehicles used on University Business and rented in ACU's name. Refer to [Appendix D](#) for detailed requirements and procedures regarding a rental vehicle. **A current passenger list must be provided to the Office of ICRM (risk@acu.edu or via text to 325-232-1741) BEFORE operation of the vehicle.** The passenger list must include: first name, last name, Banner ID, cell phone number, and emergency contact information.

International Rental Vehicles

The University has acquired foreign auto liability coverage and Vehicle Operators should contact the Office of ICRM to determine if additional rental insurance should be purchased. If a vehicle is rented on a short-term basis from a rental agency in a foreign country, the vehicle should be rented in the name of the University. If a driver's name is required on the rental form, it should be entered as "Abilene Christian University (driver's name)."

Personal Vehicles

The vehicle owner's insurance policy provides the primary coverage for auto damage and liability. The University's coverage is secondary and for liability coverage only. This means that the University's insurance coverage will only pay claims made against the employee by third parties involved in an accident and only after the vehicle owner's insurance policy has paid its maximum benefit. Additionally, the University's coverage will not pay for damages to the owner's vehicle.

Employees are responsible for ensuring the following prerequisites are met prior to using their personal vehicle to conduct University Business.

- Meet all vehicle operator requirements in the ACU [Driver Policy](#).
- Possess current vehicle registration and state inspection.
- Possess current auto insurance, with the following coverage limits:
 - State minimum for bodily injury and property damage
 - Under/Uninsured Motorist coverage recommended

Please contact the Office of ICRM at 325-674-6142 or risk@acu.edu if you have any questions concerning the information provided in these procedures.



Off-Road Vehicle Procedures

Office of Institutional Compliance & Risk Management

These procedures provide guidance for Vehicle Operators concerning the safe operation of all golf, utility cart-type, gator, or other Off-Road Vehicles (ORV) owned, leased, or rented by the University. Department heads/supervisors must create a process to ensure that Vehicle Operators of ORVs receive training in accordance with these procedures and adhere to the guidelines herein.

A. OPERATOR REQUIREMENTS

Operators must meet the following terms and conditions to operate an ORV:

1. Must be **18 years** of age;
2. Driver's license is **not** required;
3. Must receive training on ORV operating and safety procedures; and
4. **Only** Employees or volunteers with specific permission by the Office of ICRM may operate these vehicles.

B. TRAINING REQUIREMENTS

Operators must demonstrate the following knowledge and skills prior to operating an ORV:

1. Explain prohibited operating areas and parking procedures;
2. Explain occupancy and cargo requirements and pedestrian considerations;
3. Demonstrate speed adjustments – turns, crosswalks, and pedestrians;
4. Navigate on uneven grades/hills; and
5. Connect/disconnect trailers and maneuver (if applicable).

C. SAFETY REQUIREMENTS

Operators must comply with the following safety terms and conditions to operate an ORV.

1. Operators must know where they are permitted to drive an ORV:
 - Do not operate ORVs on off-campus streets or roadways;

- Avoid primary sidewalk routes during class changes;
 - Avoid the campus mall area unless working or making a delivery in the area; and
 - Avoid steep, muddy, or other potential hazard areas
2. Use headlights (if equipped) during hours of darkness or low visibility
 3. Do not wear headsets or ear buds while operating vehicles unless operating in a noise-hazard area.
 4. Do not use cell phones without hands-free device or text while operating vehicles.
 5. Reduce speed and sound the horn (if equipped) when turning around buildings or other blind spots.
 6. Use cross walks when crossing streets, parking lots, or entrances.
 7. Do not try to pass other ORVs or motor vehicles.
 8. Do not operate ORVs from dusk to dawn without operational headlights and taillights.
 9. Drivers and passengers must adhere to the following occupancy guidelines:
 - Vehicles may carry only the maximum numbers of people the manufacturer permits;
 - Keep arms and legs inside the vehicle;
 - Remain seated until the vehicle has safely stopped;
 - People are prohibited from riding in the utility bed of the vehicle; and
 - All loads will be secured (bungee cord, rope, etc).
 10. Operators must exercise the following when in close proximity to pedestrians:
 - Slow down;
 - Always yield the right of way to pedestrians;
 - Do not try to pass pedestrians on the sidewalk; and
 - Do not block the path or limit pedestrian's access to walkways or crosswalks.
 11. Operators must comply with the following guidelines when parking an ORV:
 - **Remove the keys and set the brake** and
 - Do not block handicap access and/or parking spots.

Please contact the Office of ICRM at 325-674-6142 or risk@acu.edu if you have any questions concerning these procedures.



Passenger Van and Bus Procedures

Office of Institutional Compliance & Risk Management

These procedures provide guidance for Vehicle Operators concerning the safe operation of passenger vans and buses owned, leased, or rented by ACU to conduct University Business.

A. OPERATOR REQUIREMENTS

Authorized drivers must have an MVR screening prior to operating a van or bus. Refer to [Appendix A](#) for more information concerning MVR checks. The following driving terms and conditions are applicable to operate passenger vans and buses:

1. Comply with the guidance and procedures outlined in the ACU [Driver Policy](#)
2. Maintain an “acceptable” MVR check
3. Complete applicable training
4. Possess a CDL to operate vehicles capable of transporting 16 or more passengers
5. Obtain written approval from the Office of ICRM prior to operating a van or bus

B. GENERAL PROCEDURES

1. Notifications should be made to the Office of ICRM at least **seven (7) days** prior to requesting to use a van to validate that operator requirements are met.
2. Reservation requests for passenger vans and buses should be made with the Operations office as soon as possible.
3. All van drivers (ACU owned, leased or rented) **MUST submit a current passenger list to the Office of ICRM (risk@acu.edu or via text to 325-232-1741) BEFORE operation of the vehicle.** The list must include: first name, last name, Banner ID, cell phone number, and emergency contact information.

C. PASSENGER VAN OPERATING REQUIREMENTS

1. Must be at least **21 years** of age to operate a passenger van.
2. Have at least **3 years** of driving experience in the U.S.
3. Must be for University Business
4. An ACU employee of at least 21 years of age must accompany the group.

D. PASSENGER VAN SAFETY REQUIREMENTS

1. Refer to the [Appendix A](#) for more information concerning driver training.
2. Van Signage or Markings: The key ring should also indicate that only certified van drivers are authorized to operate the vehicle and should include contact information for ACUPD and the Office of ICRM.
3. Driver Fatigue and Travel Time/Distance: Van and bus operators traveling to and from activities or events should obtain a minimum of six hours of sleep before traveling, drive no more than 500 miles in a 24-hour period, and take breaks every two hours or 100 miles. Consider using multiple van-certified/CDL drivers or a charter bus for longer trips.
4. Navigator/Designated Driver Assistant: To reduce distractions, the front seat passenger should be designated to assist the driver by reading maps, caring for passenger needs, and operating radio, cell phones, etc.
5. Vehicle Loading and Towing: **Nothing will be allowed on the roof.** Luggage and equipment should be dispersed within the vehicle to help balance the weight. Items in the rear cargo area should be relatively light, not stacked above the seat back, and properly secured. Towing must be pre-approved by the Office of ICRM and the Operations/Facilities office to ensure proper precautions.
6. Safety Inspection: Conduct a visual safety inspection of the vehicle, including fluid levels, lights, wiper blades, and all tires. Ensure tires are properly inflated and the tread is not worn down. Worn or improperly inflated tires can cause handling problems on wet or slippery roads and lead to tire failures or accidents.

Please contact the Office of ICRM at 325-674-6142 or risk@acu.edu if you have any questions concerning these procedures.



Rental Vehicle Insurance Procedures

Office of Institutional Compliance & Risk Management

These procedures provide guidance concerning the requirements for acquiring insurance associated with renting or leasing vehicles to conduct University Business.

A. GENERAL PROCEDURES

Rental vehicles may be procured to conduct University Business and are preferable to using a personal vehicle. Employees must be 21 years of age and have a current U.S. driver's license to be eligible to rent a vehicle for the purpose of conducting University Business.

B. RENTAL PROCEDURES

1. The University's automobile insurance carrier provides secondary liability coverage on rental vehicles used to conduct University Business and rented in ACU's name (See Appendix A.C.5 for important details).
2. Booking business-related travel through Concur is strongly recommended. Concur provides multiple benefits like lower rates, full coverage insurance for Enterprise/National rental vehicles, and customer support from Corporate Travel Planners (CTP) at 1-877-208-1396.

If a vehicle rental is booked outside of Concur, you must ensure that insurance coverage is applied by noting ACU's contract ID with Enterprise (XZ65059). The contract ID must be provided at the time of the booking. Enterprise/National is ACU's preferred vehicle rental provider. For non-Enterprise/National rentals, insurance is not included in most rental rates and you will need to add insurance to the rental at the time of booking.

3. Employees should refer to the [Travel and Entertainment Policy](#) and University Purchasing's [Rental Car](#) procedures to obtain additional information concerning the procurement of rental vehicles. In order to clarify the varying coverage listed on most rental agreements, the following options are provided:
 - Optional Damage Waiver: **Accept** if renting for University Business.
 - Optional Personal Accident Insurance: **Deny** if renting for University Business.

- Personal Effects Coverage: **Optional Coverage**

ACU's policy applies only to ACU owned property or equipment. If you or your passengers are transporting expensive personal equipment, you accept this coverage at your own expense.

- Supplemental Liability: **Deny** if renting for University Business.

4. Any vehicle rental agreement for University Business must be made in the University's name. Be certain to add "**For ACU**" after your signature on the rental agreement.
5. If you plan to combine vacation time with University Business, check with your personal automobile insurance carrier to select the appropriate coverage for your vacation.

C. INSPECTION PROCEDURES

1. Inspect the exterior and interior of the rental vehicle for damage **prior** to leaving the parking lot. Make certain a **written notation** of the damage is made on the rental agreement by the rental agent before signing.
2. Inspect the rental vehicle **at the time** of return to the rental company. Make certain a **written notation** indicating whether or not there is any additional damage is made by the rental agent on the agreement.

Please contact the Office of ICRM at 325-674-6142 or risk@acu.edu if you have any questions concerning these procedures.



Vehicle Accident Procedures

Office of Institutional Compliance & Risk Management

These procedures provide guidance for Vehicle Operators involved in Vehicle accidents while in the scope of conducting University Business. Department heads/supervisors should ensure that their personnel are aware of and adhere to the guidelines herein.

ACU Vehicle Accident Reporting procedures, Accident Forms, and auto proof of insurance cards will be maintained in all university-owned and leased vehicles.

All vehicle accidents must be reported to the Office of ICRM at 325-674-6142 as soon as possible, but not to exceed 24 hours. In the event of a serious injury, fatality, or if the accident occurs outside of normal business hours, the Vehicle Operator will notify ACU Police as soon as possible at 325-674-2911.

In the event of an accident, the Vehicle Operator will complete the following:

A. PRIMARY ACTIONS

1. Immediately **call 9-1-1** to request applicable response (EMT, fire department, police)
2. Attempt to determine the status of injured and provide assistance
3. Do **not** move person(s) unless it is life threatening
4. Do **not** move vehicle(s) unless it is more dangerous to leave it where it is or if directed by fire department or law enforcement personnel to do so

B. SECONDARY ACTIONS

1. Notify ACU Police 325-674-2911 & the Office of ICRM 325-674-6142
2. Obtain the necessary information and fill out the Vehicle Accident Report, [Attachment 2](#)
3. Express **no** opinion as to who was at fault
4. Give no information except as requested by law enforcement officers
5. Do **not** sign a statement for anyone except a law enforcement officer

Please contact the Office of ICRM at 325-674-6142 or risk@acu.edu if you have any questions concerning these procedures.

Vehicle Accident Report

Return Form to:
Office of Institutional Compliance & Risk Management
Office: 325-674-6142 Email: risk@acu.edu

ACU DRIVER'S INFORMATION

Driver's Name: _____ Phone # _____ DL # _____
Department Name: _____ Supervisor's Name: _____
Vehicle Make/Model: _____ Color: _____ License Plate # _____
Insurance Company: _____ Policy # _____ Phone # _____

OTHER VEHICLE INFORMATION

Driver #1 Name: _____ Phone # _____ DL # _____
Vehicle Make/Model: _____ Color: _____ License Plate # _____
Insurance Company: _____ Policy # _____ Phone # _____

Driver #2 Name: _____ Phone # _____ DL # _____
Vehicle Make/Model: _____ Color: _____ License Plate # _____
Insurance Company: _____ Policy # _____ Phone # _____

ACCIDENT INFORMATION

Date: _____ Time: _____ Police Report: Yes No

Photos Taken: Yes No Taken by: (name/phone #) _____

Street Address/Location: _____ City: _____ State: _____

Describe what happened: _____

Describe other property damaged: _____

MEDICAL INFORMATION

Persons injured? Yes No (If Yes, complete an Accident/Injury Report) 911 Called: Yes No

Notify the Office of ICRM in the event of a serious injury

WITNESS INFORMATION

Witness #1 Name: _____ Phone # _____

Witness #2 Name: _____ Phone # _____

Completed by: _____ Date: _____