

Shawnee State University

AREA: BUSINESS AFFAIRS

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RECOMMENDED BY: VPBA

SUBJECT: MOTOR VEHICLE PROCEDURES

APPROVED BY: Board of Trustees

1.0 Purpose

Shawnee State University is committed to the safety of faculty, staff, students and visitors. The purpose of this document is to communicate procedures regarding driving for Shawnee State University sponsored activities. Drivers may include employees, students, or volunteers. Drivers are to have in their possession a valid driver's license at all times and proof of insurance as required by applicable law.

2.0 Motor Vehicle Record Checks

- 2.1 A motor vehicle record (MVR) will be obtained every 12 months for:
 - 2.1.1 Drivers of a university vehicle
 - 2.1.2 Drivers transporting students on university business/activity
 - 2.1.3 Drivers using a university-sponsored rental vehicle (e.g. van)
 - 2.1.4 Drivers whose positions require driving as an essential/integral part of assigned responsibilities
- 2.2 MVRs will be evaluated against the maximum driving standards outlined below.
- 2.3 MVRs will be retained in a separate file.
- 2.4 MVRs will be discarded after a period of 36 months.

3.0 Positions Requiring Driving

An MVR will be obtained and reviewed prior to employment of an individual seeking a position that requires driving students or whose position includes driving as an essential component. Applicants for such positions who meet or exceed the listed driving standards within the most recent 36-month period will be ineligible to be hired. A new hire's driving record will be checked according to the established MVR schedule.

4.0 Standards and Penalties

- 4.1 Any driver (as defined herein) whose current-year MVR meets or exceeds the following maximum driving criteria standards during a 36-month period will have University driving privileges temporarily revoked until the driving record is acceptable:
 - 4.1.1 Driving while license is suspended or revoked
 - 4.1.2 Knowingly leaving the scene of an accident
 - 4.1.3 Driving while intoxicated or impaired by liquor, drugs, chemicals, or organic solvents, etc.
 - 4.1.4 Reckless driving
 - 4.1.5 Felony with Vehicle
 - 4.1.6 Involuntary Manslaughter
 - 4.1.7 Speeding (3 or more in 36 month period)

- 4.1.8 Any other moving violations (3 or more in 36 month period).
- 4.2 In instances of meeting or exceeding the *speeding* and/or *other moving* violations standards, the Director of Human Resources has the discretion to permit the completion of an acceptable driver improvement program as an alternative to the temporary revocation of driving privileges.
- 4.3 Temporary revocation of driving privileges will not cause the loss of employment. If driving is an essential function of a particular position, it will be stated in writing as a requirement on the official job description, job analysis questionnaire, internal posting and/or external announcement. Anyone who applies for a position with driving as an essential function will be given notice of this requirement prior to acceptance of the position.
- 4.4 During the period of temporary revocation (a minimum of 6-months or until the MVR is in compliance with the established standards), any additional citations received by the driver could lead to the *permanent revocation* of university driving privileges. Meeting or exceeding the maximum criteria following two temporary revocations may result in the permanent revocation of university driving privileges.
- 4.4.1 The decision to permanently revoke driving privileges will take into consideration the severity and frequency of the violations and will be made by the Director of Human Resources and the applicable vice president or President (for directly reporting staff).
- 4.5 Refusal to release information necessary to conduct a motor vehicle record check when requested will result in loss of University driving privileges.
- 4.6 Employees may appeal an action resulting from an MVR check via the applicable labor agreement or concern resolution policy.
- 4.7 These guidelines are in addition to any applicable federal, state or local mandates regarding the attainment and ongoing use of Commercial Driving License (CDL).
- 5.0 Personal Vehicles used for University Business
- 5.1 When using a personal vehicle on University business, the owner of the vehicle must carry automobile liability insurance. The owner's automobile liability insurance coverage is the primary coverage.
- 5.2 There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of an accident.
- 5.3 The owner's automobile liability insurance card received from his/her insurance agent needs to be in the driver's possession when using personal vehicles for University business.
- 6.0 Driving rules – student activities/athletics
- Except as provided in paragraph VII, below, all student activities that require traveling less than 400 miles round trip such as in Ohio, most of Kentucky and West Virginia, may use vans. Buses

will be the normal mode of transportation for trips over eight hours traveling time or 400 miles round trip. Student activity trips which do not use charter buses should not travel more than eight hours in a day or more than 400 miles. No University driver should have a duty day, including driving time, longer than 14 hours. Students are not authorized to operate University vehicles (owned, rented or leased) for the purpose of transporting students on University activities. Under rare circumstances, the Vice President for Student Affairs may grant exceptions to this policy when he or she finds it is in the best interests of the University and student safety is not compromised.

7.0 Driving rules – academic field trips

Academic field trips are those trips, which are part of an academic course offered by the University for credit and where the participants are accompanied by the faculty member assigned to teach that course. Vans may be used for academic field trips. At least two drivers will be designated per van for trips longer than 400 road miles one way. Except in emergency situations, only designated drivers with University approved MVRs may operate vans on academic field trips. Field trip drivers shall limit duty time to no longer than 14 hours in a day. Duty time includes time spent riding as a passenger. Students who are 21 years or older, with a valid driver's license, and acceptable driving record as demonstrated via an MVR check as described above, may be pre-approved as an academic field trip driver by the appropriate Dean. The Vice President for Academic Affairs/Provost may make an exception to these driving rules when necessary and as long as student and faculty safety are not compromised.