



# Oakland University

## Administrative Policies and Procedures

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**SUBJECT:** DRIVING PRACTICES AND STANDARDS

**NUMBER:** 610

**AUTHORIZING BODY:** PRESIDENT'S CABINET

**RESPONSIBLE OFFICE:** PURCHASING AND RISK MANAGEMENT

**DATE ISSUED:** DECEMBER 2000

**LAST UPDATE:** FEBRUARY 2006

**RATIONALE:** To provide safe driving practices and standards for individuals operating Oakland University ("University") vehicles and vehicles driven on university business.

**POLICY:**

This policy combines various vehicles safety practices and procedures into a comprehensive standard with the goals of:

- Ensuring the safety of faculty, staff, students and the public
- Reducing the number of vehicle accidents
- Fully complying with local, state and federal vehicle regulations
- Promoting safe driving habits

**Who Can Drive:** The Purchasing and Risk Management Department must approve all drivers of University vehicles.

Drivers must:

- Be at least 18 years of age
- Have one year of licensed U.S. driving experience

- Have a current and appropriate driver's license

An employee, student or volunteer who has a valid driver's license from another state may be requested to submit a certified copy of their driving record, obtained from the respective State's Motor Vehicle Department. The expense of securing an out of state driving record is the individual's responsibility. An individual found ineligible as an authorized driver will be advised by their supervisor of his/her ineligibility. The Purchasing and Risk Management Department may in its sole and absolute discretion, grant or deny authorization to drive. Drivers' records that show consistent violations and yet do not exceed the standards established may still have authorization denied.

**Driving Record Review:** Any new employee of the university whose job function may involve driving for the university either on a full-time or casual basis will have their driving record checked as part of the hiring process.

Each year the Purchasing and Risk Management Department will review the driving records of the University's authorized drivers. Employees must notify their supervisor within seven business days if any of the following occur:

- driver license suspension
- driver license revocation
- driver license cancellation
- driver license lost privileges or disqualification

It is the supervisor's responsibility to inform the Purchasing and Risk Management Department within the seven day period.

**Standards:** Authorization to drive University vehicles will not be granted to any employee, graduate assistant, student employee, non-employee having:

- More than 2 tickets within the previous 1 year and no more than 2 General Violations in the past 3 years
- A ticket that exceeds 3 points
- A driving record showing more than 5 points for 2 tickets in the last two years
- Having a conviction of driving under the influence of intoxicating liquor or Narcotic drugs in the past 5 years
- Having a conviction of impaired driving in the past 5 years
- Capital or Major Violations

General Violation means violations or infractions recorded on a driving record that have no without points attached to them.

**General Safety Procedures:** It is the driver's responsibility to familiarize themselves the University's policies, rules and regulations and to operate the vehicle in a safe and responsible manner. The following are general safety procedures, which must be followed when using University vehicles or personal vehicles on University business. These are not all-inclusive and should not be construed as such.

- Drivers are required to fully abide by local, state and federal vehicle regulations
- Drivers must possess a valid driver's license to operate vehicles
- The driver's license must be in the possession of the driver at all times when operating the vehicle
- The driver's license must be of the appropriate class governing the vehicle being operated
- All drivers and passengers must wear properly fastened safety belts
- The University has a zero tolerance for the use of alcohol and/or illegal drugs or substances while operating a University vehicle
- A driver under the influence of prescription or over-the-counter medication that impairs or negatively affects the driver's judgment or ability to drive must notify his or her supervisor, and may not drive University vehicles or drive on University business.
- If a driver becomes aware of a hazardous condition or a malfunction of equipment, he/she should report the incident immediately to a supervisor

**Accident Procedures:** Drivers of University vehicles must report all accidents to their supervisor or advisor, who will then inform the Purchasing and Risk Management Department within 24 hours of the accident. Any driver who is authorized to drive for the University and who is in an accident while on University business, may be required to take a Defensive Driving Course, which the Purchasing and Risk Management Department will arrange.

**Insurance Coverage:** The University carries comprehensive and physical damage and bodily injury insurance for all of its vehicles. Authorized drivers using University vehicles are covered in the event of damages to property of others, or bodily injury to themselves or third parties within the limits of the Michigan No-Fault Act. The University maintains a deductible on all vehicles. In case of an accident, if the authorized driver is at fault, the department owning the vehicle will be charged the deductible.

**Privately-Owned Vehicles:** University employees driving their personal vehicles on University business must carry sufficient personal auto coverage. The University does not cover physical damage to employees' vehicles, so any damage to an employees' vehicle is to be covered by the employees' personal insurance. The employees' coverage is considered primary for liability coverage and the university's coverage is considered secondary. The University insurance policy is considered primary only in accidents involving university-owned vehicles

**Maintenance & Vehicle Safety:** Maintaining the vehicles in safe operating condition is the responsibility of the department owning or leasing the vehicles. It is recommended that the

maintenance schedule for each vehicle as suggested by the manufacturer be followed to ensure the equipment is maintained in safe working order.

**Van Driving Policy:** Rental of 15 passenger vans is no longer permitted by the university. Any exceptions to this policy must be handled through the office of Risk Management. The 15-passenger vans currently owned by the University must limit the number of passengers to a maximum of 9; the drivers must be at least 21 years of age and have completed the National Safety Council approved Van Driver Training course through the Purchasing & Risk Management Office.

**SCOPE AND APPLICABILITY:**

**DEFINITIONS:**

**PROCEDURES:**

**RELATED POLICIES AND FORMS:**

**APPENDIX:**



[Return to Table of Contents](#)