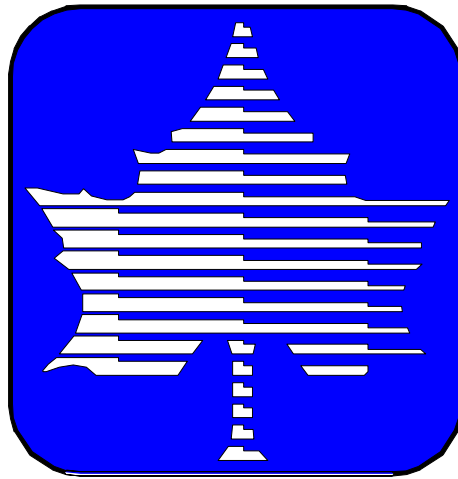


INDIANA STATE UNIVERSITY



VEHICLE GUIDELINES AND PROCEDURES

PURPOSE

The purpose of this document is to clarify Indiana State University guidelines and procedures regarding use of University vehicles, which shall:

- ◆ Help ensure the safe operation of University-owned or leased motor vehicles.
- ◆ Help ensure the safety of drivers and passengers.
- ◆ Minimize losses, damages, and claims against the University.

SCOPE

These procedures apply to drivers who are engaged in the operation of any University-owned or leased motor vehicles on either public or private property.

To meet the objectives outlined in this document, Indiana State University reserves the right to review licenses and driving records of all drivers who operate a University-owned or leased motor vehicle. This applies to **all** drivers.

Full-time and part-time employees, including graduate assistants, students, work study students, interns, and volunteers who may be authorized to drive University-owned or leased motor vehicles must possess a current, valid (USA) driver's license.

Eligibility to operate a University motor vehicle as defined in this document is also dependent upon a prospective driver's driving record. All drivers of University motor vehicles must comply with the applicable laws and regulations concerning the operation of motor vehicles.

PROCEDURES AND RESPONSIBILITIES

I. ELIGIBILITY REQUIREMENTS FOR DRIVERS OF INDIANA STATE UNIVERSITY OWNED OR LEASED VEHICLES:

Failure to comply with the procedures set forth in this document may result in disciplinary action in accordance with established University guidelines, and may result in suspension or termination of motor vehicle operating privileges. In order to operate a University motor vehicle an employee or student driver must adhere to the following:

- A. Possess a valid United States driver's license for a period of two (2) years.

◆ **Non-Commercial Driver's License**

- ◇ Driving a vehicle designed to carry fewer than 15 passengers including the driver
- ◇ Driving a vehicle weighing less than 26,000 lbs.

◆ **Commercial Driver's License (CDL)**

Driving conditions that require a CDL include:

- ◇ Driving a vehicle designed to carry 15 or more passengers including the driver.
- ◇ Driving a vehicle weighing more than 26,000 lbs.
- ◇ All drivers operating a vehicle designed to carry 15 or more passengers (including the driver), must possess a valid commercial driver's license (CDL). Training for this license must be obtained through the proper state and local authorities.

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| <p>A driver's safety program is provided through the Office of Risk Management. Completion of this program is mandatory.</p> |
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- B. All drivers must disclose an accurate driving history for the past three years to Human Resources.
- C. Successfully complete the University's defensive driving program.
- D. Agree to operate University motor vehicles in accordance with applicable local, state, federal laws and University regulations.
- E. Wear seat belts as they were designed for use at all times and require passengers to wear them if the vehicle is equipped with seat belts. Under NO circumstances should the number of passengers exceed the number of seat belts, if provided.
- F. No drinking of alcoholic beverages and/or use of controlled substances shall be allowed in a University vehicle at any time.
- G. The driver of the vehicle must not be under the influence of controlled substances and/or alcohol at any time.
- H. No smoking allowed in University vehicles.
- I. All traffic violations and citations are the sole responsibility of the driver.

- J. **Report any change in license status immediately** (i.e. if your license has been suspended or revoked) to Human Resources **within one working day** of any such change. If the license is revoked or suspended, operating privileges will be terminated accordingly.
- K. In the event that you are in an accident while driving a University-owned or leased vehicle, **immediately report all accidents/damages to Public Safety and the Office of Risk Management**, adhering to the following procedures:

At the scene

- ◇ Do not admit fault.
- ◇ As a minimum, write down:
 1. **OTHER DRIVER'S INFORMATION**
 - Name
 - Date of Birth
 - Driver's License Number/State
 - Phone Number
 - Address
 - Insurance Company - Policy Number, if known
 - License Plate Number
 - Make/Model/Year of Vehicle
 - Damage to Vehicle
 - Injury to Driver, if any
 - Date, Time, Road and Weather Conditions
 2. **WITNESS/PASSENGER INFORMATION**
 - Names and Phone Numbers of Any Passengers
 - Injuries to Any Passengers
 - Names and Phone Numbers of Any Witnesses
 3. **INVESTIGATING OFFICER'S INFORMATION**
 - If local police respond to accident, request:
 - Officer's Name
 - Badge Number
 - Phone Number
 - Report Number

NOTE: In the State of Indiana Motor Vehicles Code it is the vehicle driver's responsibility, if an accident involves death or personal injury to immediately give notice of the accident by the quickest means of communication to one (1) of the following:

- Local Police, if the accident occurs within a municipality.
- Office of the county sheriff or the nearest state police post if the accident occurs outside a municipality.

If an accident involves only vehicle or property damage of at least \$1,000, it is the vehicle driver's responsibility to forward a written report of the accident to the state police department within ten (10) days after the accident.

- L. After notifying Public Safety, call your supervisor or vehicle coordinator or vehicle lessor to report the accident.
- M. Contact Business Affairs/Risk Management within 24 hours after the accident.

II. LOSS OF DRIVING PRIVILEGES

The following offenses will result in suspension or termination of driving privileges for those operating University-owned or leased vehicles along with appropriate disciplinary action.

1. Operating a motor vehicle without a valid driver's license.
2. Failure to report the suspension or revocation of his/her driver's license.
3. Failure to obey University and local traffic regulations.
4. Operating a University-owned or leased motor vehicle outside of the scope of the destination and school related activity.
5. Operating a University-owned or leased vehicle in a reckless or unsafe manner.
6. Driving which results in the intentional destruction of property.
7. Failure to report an accident involving a University-owned or leased vehicle to your supervisor, Public Safety, and Business Affairs/Risk Management.
8. Operating a University-owned or leased motor vehicle while under the influence of alcohol or drugs.
9. Two ***at fault*** accidents within a 12-month period while operating a University-owned or leased vehicle.
10. Three ***at fault*** accidents within a two-year period while operating a University-owned or leased vehicle will result in suspension of driving privileges.
11. Returning a University-owned or leased vehicle in an unsatisfactory condition, i.e. excessive trash, filth, etc.

III. DEPARTMENT RESPONSIBILITIES

Each department or group authorized to own, lease, and operate a University motor vehicle is required to follow the procedures outlined in Appendix A in addition to the listing below.

- A. Accident Response: In the event of an accident involving a University-owned or leased vehicle, the affected department shall:
 1. Ensure that the driver follows accident response procedures outlined in Section I of this document.
 2. Notify Public Safety within 24 hours of the accident
 3. Notify Business Affairs/Risk Management within 24 hours of the accident
- B. Automobile Insurance Deductible:
 1. In the event of an accident to a University-owned or leased vehicle, the responsible department will be charged the deductible amount of \$500 for damages to the vehicle.
 2. In the event of a windshield/glass breakage to a University-owned or leased vehicle, the responsible department will be charged the deductible amount of \$100 for damages to the vehicle.
 3. In the event of a comprehensive claim (i.e. hitting a deer), the responsible department will be charged the deductible amount of \$100 for damages to the vehicle.

- C. Purchasing, Leasing or Renting a Vehicle; Registrations; Selling Vehicles:
1. All vehicle purchases and leases must be processed through Purchasing. **Only the Director or Associate Director of Purchasing is allowed to sign lease agreements.** Fleet Management Service will provide the following information to Business Affairs/Risk Management so that insurance protection can be arranged under the University's automobile insurance program. The State of Indiana demands proof of insurance prior to allowing vehicle registration.
 - a) Vehicle Make, Model, and Year
 - b) Vehicle Identification Number (VIN)
 - c) License Tag Number (not available for leased vehicles prior to lease)

NOTE: All original certificates of title must be retained in Purchasing.

2. Registrations and Registration Renewals will be coordinated by Fleet Management Service and Risk Management through the University insurer.
3. To sell a University-owned vehicle: all sales of the University-owned vehicles must be conducted by Purchasing.
4. Renting a vehicle: Department and/or an individual authorized to rent a vehicle for/by the University is required to abide by these same policies and procedures set forth in this document for University-owned and leased vehicles. Indiana State University automobile insurance policy provides Excess Liability Insurance for University rented vehicles and Primary Insurance for physical damage to the rental vehicle. **IT IS NOT NECESSARY FOR THE DEPARTMENT/INDIVIDUAL TO PURCHASE THE RENTAL COMPANY'S DEDUCTIBLE INSURANCE.**

REMINDER: If you are involved in an accident with a rental vehicle, you must notify Public Safety and contact Business Affairs/Risk Management within 24 hours.

IV. OFFICE OF BUSINESS AFFAIRS/RISK MANAGEMENT (RM) RESPONSIBILITIES:

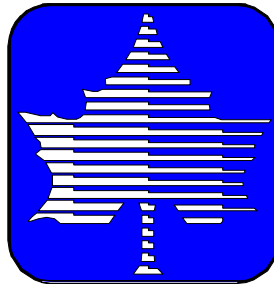
- A. RM is responsible for submitting driver information to our insurance carrier for verification of driving records.
- B. RM is responsible for providing a drivers training program for all drivers of University vehicles and maintaining the list of authorized drivers.
- C. RM is responsible for handling any and all University vehicle accidents, including accident investigation with Public Safety and subrogation of claims.
- D. RM is responsible for maintaining records and analysis of incidents.
- E. RM maintains current University-owned and leased vehicle listings.

V. DEPARTMENT OF PUBLIC SAFETY (PS)

- A. PS shall forward any incident reports involving University-owned or leased vehicles to Risk Management within 24 hours of receiving the report from the driver.
 - ◇ PS and Risk Management will work together in the investigation of University-owned or leased vehicle claims.
 - ◇ PS and the University's Lead Auto Maintenance Mechanic will inspect all University vehicles involved in an accident and submit a report of their findings to Risk Management.

APPENDIX A

INDIANA STATE UNIVERSITY



DEPARTMENTAL RESPONSIBILITIES

INDIANA STATE UNIVERSITY DEPARTMENTAL POLICIES

Departments with owned or leased University vehicles will establish written guidelines and procedures for their proper use. A University staff person will be designated responsibility for the oversight and supervision of the use of the vehicles. A daily/weekend schedule will be published and provided to that individual responsible for dispatching the vehicle. No vehicles will be dispatched if not scheduled. All trip planning will be reviewed and approved by the designated department manager/chairperson. Strict attention will be paid to safety in planning, including proper driver rest, layovers as necessary, limits on miles and hours per day, and emphasis on daylight driving as much as feasible. (As a guide, federal limit for commercial truck drivers is 10 hours per day then a minimum of 4 hours rest.) Long trips should begin in the a.m. rather than in the evening after a full day of classes or work.

DEPARTMENT RESPONSIBILITIES

Each department or group authorized to own, lease, and operate a University motor vehicle is required to follow, at a minimum, the procedures outlined below.

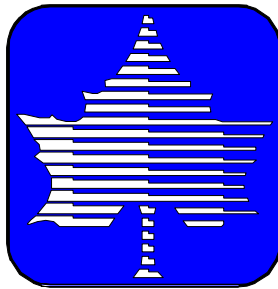
Designate an individual within the department with the responsibility to ensure each owned or leased vehicle is properly maintained by the department and/or according to the lease agreement. That individual will:

- A. Ensure that only those individuals who have met the eligibility requirements are permitted to operate a University-owned or leased vehicle. (See Section I of this document, items A-M.)
- B. Each department must maintain copies of all assigned driver's licenses and send a listing of drivers' information to Risk Management.
- C. Establish an ignition key control system and include the following:
 1. That operators conduct daily vehicle inspections.
 2. That the department conducts weekly/monthly vehicle inspections.
 3. Schedule, through Fleet Management Services/Facilities Management, quarterly inspections and pre-trip inspections for all trips going beyond 100 miles/2 hours.
 4. Authorize a responsible individual to maintain ignition keys and review the daily log. A daily/weekend schedule will be published and provided to that individual who will be responsible to dispatch vehicles. Vehicles will not be dispatched if not scheduled.
 5. Maintain a daily log of all persons within the department who operate a University motor vehicle and verification of the following:
 - a) Name of eligible driver
 - b) Trip destination and estimated duration
 - c) Activity being attended or reason for use
 - d) Date and time motor vehicle was taken
 - e) Date and time motor vehicle was returned
 - f) Mileage
- D. Each University-owned or leased vehicle must be properly maintained by the department and/or according to the lease agreement, if applicable. All accident damage must be repaired as quickly as possible after an accident and completion of the appraisal by the insurance carrier.

- E. Departments are responsible for ensuring that the materials listed below are maintained in each University-owned or leased motor vehicle:
1. Vehicle Registration (A copy should be retained in the department).
 2. Vehicle Accident Report form.
 3. Insurance Identification Card (Obtained from Fleet Management Service/Risk Management).
- F. Accident Response: In the event of an accident involving a University-owned or leased vehicle, the affected department shall:
1. Ensure that the driver follows accident response procedures outlined in Section I of this document.
 2. Notify Public Safety within 24 hours of the accident
 3. Notify Business Affairs/Risk Management within 24 hours of the accident
- G. Automobile Insurance Deductible:
1. In the event of an accident to a University-owned or leased vehicle, the responsible department will be charged the deductible amount of \$500 for damages to the vehicle.
 2. In the event of a windshield/glass breakage to a University-owned or leased vehicle, the responsible department will be charged the deductible amount of \$100 for damages to the vehicle.
 3. In the event of a comprehensive claim (i.e. hitting a deer), the responsible department will be charged the deductible amount of \$100 for damages to the vehicle.

APPENDIX B

INDIANA STATE UNIVERSITY



VEHICLE RESERVATION GUIDELINES/PROCEDURE

INDIANA STATE UNIVERSITY VEHICLE RESERVATION POLICY/PROCEDURE

University Vehicles

Fleet Management Services (FMS) is responsible for providing reliable and safe transportation in an efficient and cost effective manner for the campus community maintaining a fleet of approximately 50 vehicles consisting of sedans, mini vans, and 12 passenger vans.

Basic services include:

- ◆ Short and long term rentals
- ◆ Vehicle maintenance and repairs
- ◆ Vehicle fueling

FMS is located at Facilities Management, 951 Sycamore Street. Issuance of keys and gasoline credit cards takes place in the FMS office.

You must have a valid driver's license when picking up a vehicle. The vehicle should be treated as your own vehicle. Before leaving the FMS lot you should check the vehicle's tires and check the vehicle for damage. If you find any damage this should be brought to the attention of the attendants before you leave with the vehicle. Please be careful of where you park on and off campus.

Reservations and Cancellations

Vehicle reservations and cancellations may be made by calling extension 3525. You may reserve a vehicle as soon as you know the dates of travel. The Travel Authorization number is not necessary to reserve a vehicle.

You must have a Travel Authorization Form indicating ISU vehicle rental and a University Vehicle Permit on file in the Office of the Controller before the vehicle will be released.

Cancellations must be made by 9:00 a.m. to avoid the daily usage fee(s).

Hours and Fees

- ◆ 7:30 a.m. – 4:30 p.m. Monday through Friday
- ◆ Vehicles may be picked up between 3:30 p.m. and 4:30 p.m. the previous day without incurring additional charges.
- ◆ Vehicle must be returned by 8:00 a.m. to avoid charges for a full day
- ◆ Cancellation of reservations must be done prior to 9:00 a.m. to avoid the usage fee
- ◆ Do not keep the vehicle later than the return time. It may be scheduled at 7:30 a.m. the next day, and must be allowed time for servicing.
- ◆ Daily rate is \$6.00 plus .26 cents a mile
- ◆ Vehicles used for a short period of time during one day will be charged the full \$6.00 fee.
- ◆ Gasoline credit cards are provided with the keys for each vehicle.

Requirements

- ◆ University vehicles shall only be used in the conduct of University business and activities. The vehicle may be used as transportation to and from personal residences in connection with departure and return from official University business trips.
- ◆ The driver must be an ISU employee or a graduate student and must present a valid U.S. operator's license before keys will be issued.
- ◆ A public passenger chauffeur's license is required for anyone transporting children under the age of 18.
- ◆ A University Vehicle Permit **MUST** be on file in the Office of the Controller before the vehicle is released.
- ◆ Driver must be 21 years of age or older, with noted exceptions.
- ◆ Saturday, Sunday, or holiday travel involving University owned vehicles will be allowed only when the Academic Dean or Vice President determines that the travel is necessary for the University.
- ◆ No Smoking – Smoking is prohibited in all University owned vehicles.
- ◆ No Animals – Animals may not be transported in University vehicles.

Insurance and Accidents

The University maintains liability coverage which protects authorized operators of University vehicles and department-approved outside rental vehicles from claims of third parties for damages due to bodily injury or property damage, provided the vehicle was being operated for and on behalf of the University.

Release and Indemnity Agreement – All drivers of University vehicles must promise to require each and every non-business passenger to sign the Vehicle Release and Indemnity Agreement. Any non-business passenger or any person who is not an employee or student of Indiana State University is not permitted in the vehicle unless the Release and Indemnity Agreement has first been signed.

The Office of Public Safety must be notified at extension 5555 in the event of a traffic accident or damage to a University vehicle. Accidents occurring away from campus should first be investigated by local authorities in that city or locale, and then reported to Public Safety. An Indiana Operator's Accident Form, provided by the Office of Public Safety, must be completed by the driver of the University vehicle involved in the accident.

The following items are located in the glove compartment of each vehicle:

- ◆ Insurance information
- ◆ Vehicle registration
- ◆ Information cards for the fuel FleetCard, in the event of a lost or stolen FleetCard

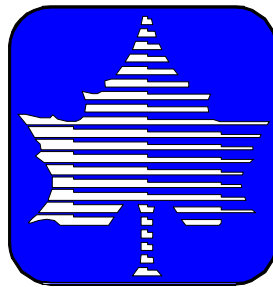
Maintenance and Repairs

If the University vehicle has a mechanical failure while on a trip, the driver should call FMS at extension 3620 for instructions during business hours of 7:30 a.m. to 4:30 p.m. If a problem occurs after hours the driver should use his/her best judgment in having repairs made. If in doubt, call Public Safety at 812-237-5555. Minor vehicle malfunctions should be reported to the attendant when the vehicle is returned.

Vehicles that are used for an extended period of time will need to be seen at FMS every three weeks for inspection of the fluids, belts, wipers, etc. If you are on campus during your extended travel time, please use FMS to re-fuel the vehicle. The inspection can be done then.

APPENDIX C

INDIANA STATE UNIVERSITY



DRIVER TRAINING PROGRAM FOR STAFF AND STUDENTS

Scope

Indiana State University is committed to the safety of its employee and student drivers as they operate University-owned or leased vehicles. It is the intent of the University to offer defensive driving training in order that drivers may carry out their responsibilities with respect to safe driving principles and practices.

Introduction

Indiana State University is attempting to take proactive steps to ensure the safety of our employee and student drivers as they operate University-owned or leased vehicles. The resultant is a driving course that incorporates defensive driving, unique vehicle characteristics and University policies and procedures. Satisfactory completion of the course is mandatory for all drivers of University-owned or leased vehicles.

Course Requirements

The defensive driving class will be conducted by designated personnel through the Office of Risk Management. The course will consist of:

1. National Safety Council's DDC-4 Course
 - Class lecture/discussion
 - Driver video
 - Successful completion of written test
2. Review of University's driving procedures
3. Driving safety tips
4. Hands-on training for drivers when routine duties involve driving vans, those who have limited van driving experience, and for those who transport students.

Staff Training

Staff employees who drive regularly for their jobs will be given the driver's training course at the onset of employment and every four years thereafter. Individuals involved in ***two at fault*** accidents within twelve months or ***three at fault*** accidents in two years, will have their right to drive suspended for one year and must successfully re-complete the driver safety course. Depending on the circumstances, drivers may be subject to other disciplinary measures as appropriate.

Responsibility

It is the department's responsibility to schedule defensive driving training for their staff with the Office of Risk Management. Those employees who drive University-owned or leased vehicles agree to adhere to the Vehicle Policies and Procedures.

**It is the individual driver's responsibility to report to
Human Resources any change in their license status.**

Student Driver Training

All students who drive University-owned or leased vehicles are required to take the defensive driving course prior to driving. Any student driving a University-owned or leased vehicle is required by law to carry a valid driver's license, a copy of which will be retained by the department for which the student drives. Any student driving a University-owned or leased vehicle agrees to adhere to the policies found in the Indiana State University Vehicle Policies and Procedures.

Any student driver who has **two accidents within a one-year period will lose their driving privileges for one year**. If they are involved in **three accidents**, they will **lose their University vehicle driving privileges permanently**. Depending on the circumstances drivers may be subject to other disciplinary measures as appropriate.

Classroom Training Concepts

Training consists of classroom instruction, watching the video, reviewing ISU "Vehicle Guidelines and Procedures," and successful completion of a written test.

1. Defensive Driving Techniques

- All occupants are required to wear seat belts as they were designed for use in University vehicles.
- Check instruments and gauges of the vehicle before leaving.
- Scan parked cars carefully as you back up.
- Make a positive glance over your shoulder when changing lanes or backing up to avoid blind spots. Have a passenger get out and help.
- Look "**Left--Right--Left**" before proceeding through intersections.
- Do not go through intersections on a yellow light; pick a point of decision and don't get caught in the middle of the intersection.
- Check wheel-to-lane reference of vehicles next to you--anticipate their movement into your lane--next to or in front of you.
- Following time should be 3 seconds from the vehicle in front of you, depending upon the speed and whether in city or highway driving.
- Stop far enough behind the vehicle in front of you at intersections to see the tires of that vehicle touching the pavement.
- Count a 2 second delay at intersections to allow appropriate following time from the car in front of you.
- Know the stopping distance requirements for the vehicle you're driving, including effects of inclement weather conditions. As a guide, it normally takes one car length for every 10 M.P.H. of speed to stop.
- Check the road 12 - 15 seconds ahead on the highway; 4 - 6 seconds in city driving (about two blocks).
- Check mirrors every 3 - 5 seconds in the city, 5 - 8 on the highway.
- Tune out passengers, concentrate on your driving and focus on the driving of those around you.
- Avoid eating while driving; both hands should be on the wheel.
- Avoid using cell phones while driving.
- Be prepared for construction hazards, including narrow roads.
- **AVOID ROAD RAGE -- BE PATIENT, ALLOWING A CAR IN FRONT OF YOU TAKES LESS TIME THAN AN ACCIDENT.**

Safety Points

1. What do you do in case of an accident?
 - **Call local police** (or Public Safety if on campus) immediately.
 - Fill out "**Accident Investigation Form**" at the scene.
 - **Obtain other driver's and/or witness** information, including name, address, phone (work and home), date of birth, insurance carrier and policy number, license number and state of issuance; make, model, color, and tag of vehicle
 - **Notify Public Safety (PS)** immediately upon your return to campus with the make, model, and tag number of the vehicle, along with your driver's license number.
 - **Notify supervisor immediately.**
 - **Notify Business Affairs/Risk Management.** Be prepared to give the make, model, and tag number of the University vehicle, plus your driver's license number and date of birth.

2. What qualifies as a reportable accident?
 - **Any collision involving a University-owned or leased vehicle needs to be reported, whether vehicle damage occurs or not.**
 - Injuries from accidents sometimes occur leading to further investigation of the accident. Thus, the more timely the information, the better the investigation.
 - If a parked car is involved, it is best to leave a note on the vehicle windshield with a contact phone number.

3. Other safety considerations:
 - **Accident:** In case of accident, follow the response procedures above.
 - **Fire:** Evacuate Vehicle.
 - **Flat Tire:** Try to pull vehicle to the side of the road away from traffic with the damaged tire away from traffic. Have occupants vacate the vehicle and stand away from the road. Utilize the tire changing equipment provided. If you are unable to change the tire, or would be in harms way (i.e. bad weather conditions, heavy traffic, no shoulder) then respond as you would in your own vehicle.
 - **Life Safety:** In case of serious accident with resulting injuries, notify police/emergency response.
 - **Maintenance:** If the driver notices any maintenance concerns, he/she should report them to their supervisor immediately. The supervisor then has the responsibility of having the repairs made or notifying Fleet Management Services.

4. Hands On Training Exercises
 - For drivers who are assigned routine duties as van drivers and those who will be transporting passengers, a hands-on road test may be required.