

# 1 Fleet Safety and Vehicle Use/Rental

2 Effective: Moved to Policy Library from UPM 8.5

3 Contact: [Business Services](#)

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## 22 Introduction

23 Transportation Services offers a wide range of safe and economical rental vehicles to assist Iowa State University faculty  
24 and staff in conducting university business. Vehicles include compact and mid-size sedans, hybrids, flex fuel vehicles, seven,  
25 nine, twelve and fifteen passenger vans, small, one-half, three-quarter and one-ton pickups/trucks, cargo vans and specialty  
26 vehicles.

27  
28 The number of vehicles operated by Iowa State University generates both significant concern for passenger safety as well as  
29 the need to minimize university loss exposures. Exposures can be from third party liability, property damage, workers  
30 compensation injuries, or business interruption. This policy establishes rules regarding driving on official university business  
31 and reflects Iowa State University's commitment to:

- 32
- 33 • Provide and monitor appropriate operator authorizations
  - 34 • Develop and implement related training programs
  - 35 • Determine specific safety requirements and recommendations
  - 36 • Define effective driving standards, consequences and corrective actions

## 36 Policy Statement

37 Iowa State University vehicles may be used only for university related business purposes and driven by qualified and  
38 authorized persons. All vehicles used to conduct university related business must be operated in compliance with applicable  
39 policies, rules and regulations. Drivers who fail to adhere to vehicle policies and procedures may have their university driving  
40 privileges suspended and are subject to disciplinary action according to the severity of the infraction.

## 41 Approved Vehicle Uses

42 Vehicles rented from Transportation Services are for official business only and are to be used by authorized faculty, staff and  
43 approved student organizations. University vehicles may not be used for vacations or for transporting family members, and  
44 are not to be used for personal errands, except for occasional incidental events, such as incidental travel when out of town  
45 for meals or other reasonable activities associated with university business.

46  
47 University vehicles are easily identifiable. Common sense must be used, public perceptions of where vehicles are operated  
48 and parked considered, and state law accommodated, which does not permit personal use of university vehicles. Employees  
49 who use university vehicles for personal purposes are potentially liable for fuel costs, accidents, injuries, and damages which  
50 occur during unauthorized use.

51

52 A university vehicle may be driven to a private residence and parked overnight when the driver is departing early in the  
53 morning or returning from meetings/travel late at night; when offices are located in areas where leaving vehicles may expose  
54 them to vandalism; or when the safety of personnel leaving or arriving after normal business hours is a concern. When  
55 possible, the vehicle should be parked off the street and should always be locked.

56  
57 University vehicles may not be taken into Canada or Mexico without the prior written consent of Transportation Services.  
58 University vehicles may not be taken into Mexico without obtaining Mexican insurance, which must be coordinated through  
59 the Office of Risk Management.

60  
61 Other than short-term travel, i.e., a day or less, all faculty and staff are to use either private transportation or the approved  
62 one-way rental car contract through Transportation Services to access the Des Moines Airport, as it is neither economical  
63 nor good use of a university vehicle to leave it in an airport parking lot.

## 64 **Operating a University Vehicle - Drivers and Passengers**

65 All drivers must display a valid and current U. S. operator's license for the vehicle being rented, have reasonable experience  
66 driving the type of vehicle being driven, and be at least 18 years old. The driver is expected to operate the vehicle in a safe  
67 and prudent manner. Compliance with Iowa law is required by all drivers to be allowed to use a university vehicle. If a  
68 violation occurs while operating a university vehicle, all fines are the responsibility of the driver.

69  
70 Unauthorized passengers are not permitted to ride in university vehicles.

71  
72 Smoking is not allowed in university vehicles.

73  
74 All operators of university vehicles are required to wear seatbelts while operating the vehicle. The driver is responsible for  
75 ensuring all passengers are wearing seatbelts.

## 76 **Operating a University Vehicle - Alcoholic Beverages**

77 No alcoholic beverage containers (empty, full, open or closed) are allowed in university-owned vehicles. This policy is  
78 intended to encourage driving safety and limit the liability of the university and the driver should an accident occur.

79  
80 One exception regarding alcoholic beverages would be university-affiliated organizations and departments which possess  
81 dram shop licenses. During the normal course of these operations, it is necessary to acquire the stock to sell. These  
82 organizations may transport full and unopened containers as cargo only. Any situation that may be considered an  
83 extenuating circumstance must be described in writing and approved by the manager of Transportation Services before the  
84 vehicle is used.

## 85 **Driving Privileges**

86 Any one of the following circumstances may be considered grounds for the university to take corrective action:

- 87
- 88 • An individual is involved in two or more accidents in a 12-month period where the university driver is considered at fault.  
89 For purposes of vehicle use policies, fault includes contributory negligence.
  - 90 • Two or more complaints are received in a 12-month period about an individual's driving or inappropriate use of a  
91 university vehicle.
  - 92 • Any complaint involving the use of unauthorized equipment such as a radar detector. Use of radar detectors is  
93 considered as intent by the driver to circumvent traffic laws.

93 Corrective actions:

- 94
- 95 • Any university driver involved in two or more at-fault accidents in university vehicles in a 12-month period will be required  
96 to complete a recognized and approved defensive driving class at the driver's expense. This class must be completed  
97 before the employee may again drive a university-owned vehicle.
  - 98 • Any university driver who is the subject of two or more verified complaints within a 12-month period will be subject to the  
99 following:  
100 • If the complaints concern driving technique or incidents that would be subject to a moving violation citation, the driver will  
101 be required to complete a recognized and approved defensive driving class at the driver's expense. This class must be  
102 completed before the employee may again drive a university vehicle.
  - 103 • If the complaints concern improper use of the university vehicle, appropriate action will be taken through the driver's  
104 department.

## 105 **Eligible Drivers**

106 Eligible drivers include all university employees, graduate assistants, volunteers conducting programs for the good of the  
107 university, and members of eligible affiliated organizations. Drivers must have a valid and current U.S. operator's license for  
108 the vehicle being driven and have an acceptable driving record. Volunteers or agents may be considered employees for  
109 vehicle liability coverage, provided the vehicle is used for university-related business.

110  
111 The following persons are not eligible drivers: employees of contractors, consultants or vendors, visiting faculty or staff from  
112 non-Iowa Regent universities, visiting artists or speakers, special event groups, government representatives, visiting athletic  
113 teams, student groups or clubs (except as noted below) or community organizations.

114  
115 Transportation Services is authorized to deny a vehicle to anyone if, in its sole opinion, there is any reason to believe this  
116 vehicle may not be operated safely. Individual departments may impose additional standards, restrictions, driver education or  
117 training requirements.

118  
119 University vehicles may not be driven by an undergraduate student unless he/she is doing so as an ISU employee or  
120 accompanied by an authorized faculty or staff member, or as provided in the special circumstances described below. All  
121 undergraduate student drivers must meet university driving requirements and receive prior authorization to drive. See  
122 "Student Drivers" in the Resource section below for further information.

123  
124 The following are special circumstances whereby a student may be authorized to drive a university vehicle:

- 125 • Class field trips - A student may drive the university vehicle if an authorized faculty or staff member is in the vehicle. This  
126 rule is intended primarily to prevent driver fatigue on long trips. It is recommended that drivers rotate every 2 hours. Due  
127 to limited number of faculty or staff, students may drive unaccompanied in caravan with another vehicle in which a faculty  
128 or staff is driving. Prior approval is required by Transportation Services.
- 129 • Summer field camps - These are considered class field trips of a longer duration. It is sometimes necessary, due to  
130 logistics and/or the limited number of faculty or staff members, that a student be allowed to drive unaccompanied. The  
131 frequency and duration of these occurrences will be held to a minimum. Prior approval is required by Transportation  
132 Services.
- 133 • Special programs benefiting the university - A program that involves students who are performing a specific assignment,  
134 e.g., recruitment of prospective students, serving as tour guides, etc., may be authorized to allow unaccompanied  
135 student drivers as a special circumstance. Prior approval is required by Transportation Services.
- 136 • Special vehicle needs - Student organizations needing special vehicles to pull large trailers may use university vehicles.  
137 Drivers must complete a special defensive driving class offered by Transportation Services before driving a university  
138 vehicle.
- 139 • Student organizations - Approved student organizations may rent university vehicles to travel on behalf of their  
140 organizations.

## 141 **Student Drivers**

142 All undergraduate students who may be allowed to drive university-owned vehicles are subject to a review of their past  
143 driving history before being allowed to drive. This review is accomplished by completing the Student Driver Motor Vehicle  
144 Record Request form. The student's department is responsible for maintaining information on whether or not the individual  
145 student is allowed to drive university-owned vehicles.

146  
147 An undergraduate student driver is required to have a valid and current U.S. driver's license. A student will not be allowed to  
148 drive a university-owned vehicle if the driving history record shows any of the following:

- 149 • Two citations for a moving violation within the last 12 months.
- 150 • Two accidents within the last 12 months where the student driver was at fault.
- 151 • One accident where the student driver was at fault and one moving violation within the last 12 months.
- 152 • One accident where the student driver was at fault or one moving violation in combination with a cautionary notification  
153 letter from the Department of Transportation in the last 12 months.
- 154 • One citation for blood alcohol content within the last 12 months. Cases not yet resolved in the courts will be considered  
155 grounds for temporarily denying permission to drive a university vehicle.
- 156 • A licensing requirement for specialized motor vehicle insurance (i.e., SR-22 Automobile Liability Insurance) to operate a  
157 vehicle.
- 158 • Conviction for reckless driving, driving with a suspended license, hit and run, leaving the scene of an accident, license  
159 suspension or other crime(s) that results in license suspension.
- 160 • Conviction(s) or charges pending due to a violation of statutes that affects his/her driver's license;

- 161 • Suspension, revocation or barring of driving privileges for violating statutes, including but not limited to operating while  
162 intoxicated (OWI), vehicular homicide, habitual violations;  
163 • Any driving offense punishable as a felony.

## 164 **Accidents**

165 University drivers must report any accident or incident of damage involving university vehicles within one business day to  
166 Transportation Services. Accidents resulting in \$1,000 or more of damage or involving personal injuries must be reported to  
167 the local law enforcement agency and Transportation Services as soon as possible.

168  
169 The university driver, regardless of who was hurt, what property was damaged, where it occurred, or who was responsible,  
170 must report the incident to Transportation Services.

171  
172 Failure to report an accident or incident of damage will be considered in assessing fault to a driver and may result in loss of  
173 vehicle, restricted use, or assessment of repair costs or insurance deductibles to the driver's department.

174  
175 All Regent institutions participate in a vehicle self-insurance program that provides liability and collision for damages where  
176 fault rests with the university driver. When damage to a vehicle is a result of gross negligence, or where accidents are  
177 reasonably avoidable, a charge of up to \$500 may be assessed to the department responsible for authorizing use of the  
178 vehicle. In cases of gross negligence, or where the driver is clearly at fault, Transportation Services may further assess to  
179 the driver's department part or all of the cost of repairing the vehicle.

## 180 **Loss or Suspension/Restriction of Driver's License**

181 Iowa State University has many job classifications and positions that require a valid driver's license and/or special driving  
182 certification (e.g. commercial driver's license) as a condition of employment. In addition, many other positions occasionally  
183 require employees to drive for purposes of conducting university business. This policy identifies the steps the university will  
184 take upon the loss or suspension of a driver's license. The policy reflects Regents Policy Manual 4.36 and Iowa Code  
185 Chapters 321J and 252.

## 186 **Suspension of University Driving Privileges**

187 An employee who has been charged with a violation of statutes that affects his/her driver's license, or who has his/her  
188 driving privileges suspended, revoked, or barred for violating such statutes, including but not limited to operating while  
189 intoxicated (OWI), vehicular homicide or habitual violations, shall not drive any vehicle (personal, rented, or university-  
190 owned) for university business for a minimum period of six months or until such time as the Iowa Department of  
191 Transportation or appropriate state licensing agency restores the employee's privilege to drive (e.g., reinstatement of a full  
192 driver's license, special driving certification, or permit to drive to and from work and for work-related purposes), whichever is  
193 greater.

194  
195 The suspension of university driving privileges shall take effect upon the university's notice of the charge against the  
196 employee. Upon completion of the minimum period of six months, an employee who has been issued a temporary permit to  
197 drive to and from work and for work-related purposes by the court or Department of Transportation may use his or her  
198 personal vehicle for university business, but is prohibited from using university or rented vehicles for university business.

199  
200 An employee who is issued a temporary work permit and intends to use his or her personal vehicle for university business  
201 must provide proof of auto liability insurance and evidence of a work permit to the Office of Risk Management for review and  
202 approval.

## 203 **Termination of Employment for Failure to Maintain Driver's License**

204 An employee whose job classification or position *requires the possession and maintenance of* a driver's license and/or any  
205 required special driving certifications in order to perform the essential functions of that position's assigned duties and who  
206 has that license revoked, rescinded, suspended, or renewal denied, may be, after the exhaustion of all administrative  
207 contested case proceedings before the licensing agency, terminated from employment for failure to maintain the necessary  
208 qualifications required for that position. (Regents Policy Manual, Section 4.36 )

209  
210 "*Requires the possession and maintenance of*" means as stated in the qualifications provisions for the job class or positions.

## 211 **Other Restrictions of University Driving Privileges**

212 Other restrictions of university driving privileges may be applied by the manager of Transportation Services upon a  
213 determination of an employee's unsafe driving behavior (e.g., responsibility for an accident, speeding, reckless driving) that  
214 would affect the safety, health and welfare of the driver, passengers, or the general public. Other restrictions of university  
215 driving privileges while on university business may include, but are not limited to, prohibiting the transportation of

216 passengers, placing geographical limits on vehicular use, establishing limits on the times vehicles may be driven, or  
217 preventing the use of university-owned vehicles.

## 218 **Interlocking Devices**

219 When a job requires the employee to drive, employees whose driving privileges are restricted by a temporary driving permit  
220 that requires the installation of an ignition interlock device will make alternative arrangements. An ignition interlock device  
221 shall not be installed on any vehicle owned by Regent institutions or the state. Employees with this restriction may not use  
222 another vehicle with an interlocking device to transport individuals while conducting university business.

## 223 **Loss of License - Failure to Pay Child Support**

224 An employee who has had his or her driving privileges suspended, revoked or barred for failure to satisfy court ordered child  
225 support payments, but to whom the court or Department of Transportation issues a temporary permit to drive to and from  
226 work and for work-related purposes, is prohibited from using university or rented vehicles on university business, but may  
227 use his or her personal vehicle for university business after providing proof of auto liability insurance and evidence of a work  
228 permit to the Office of Risk Management for review and approval.

## 229 **Appeals**

230 Employees or departments may appeal vehicle use restrictions to the Fleet Safety Review Board. A written request for  
231 appeal should include information on any special circumstances to be considered. Requests should be forwarded to the  
232 Office of Risk Management.  
233

234 The decision of the Fleet Safety Review board may be appealed to the Assistant Vice President for Business Services. The  
235 decision of the Assistant Vice President may be appealed to the Senior Vice President for Business and Finance.

## 236 **Resources**

### 237 **Links**

- 238 • [Accident Reporting](#)
- 239 • [Forms - Transportation Services](#)
- 240 • [Regents Policy Manual 4.36](#)
- 241 • [Risk Management](#)
- 242 • [Student Organization Travel Policy](#)
- 243 • [Transportation Services](#)