Fleet Safety and Vehicle Use/Rental

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Introduction

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

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

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

Policy Statement

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

Approved Vehicle Uses

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

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

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

University vehicles may not be taken into Canada or Mexico without the prior written consent of
Transportation Services. University vehicles may not be taken into Mexico without obtaining Mexican
insurance, which must be coordinated through the office of risk management.

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

Operating a University Vehicle - Drivers and Passengers

All drivers must display a valid and current U. S. operator's license for the vehicle being rented, have
reasonable experience 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 and prudent manner. Compliance with Iowa law is
required by all drivers to be allowed to use a university vehicle. If a violation occurs while operating a
university vehicle, all fines are the responsibility of the driver.

Unauthorized passengers are not permitted to ride in university vehicles.

Smoking is not allowed in university vehicles.

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

Operating a University Vehicle - Engine Idling

Drivers of any vehicle belonging to the university must turn the engine off when the vehicle will be
stopped for more than 30 seconds, with the following exceptions:

• When stopped in traffic
• To provide for the safety of vehicle occupants, such as extreme cold conditions (e.g. to run the
  heater when it is below 20 degrees)
• To use lift equipment or other equipment necessary to accommodate individuals with one or more disabilities, or loading and unloading products or goods
• When specific vehicles are being used for traffic, safety, or emergency situations

**Operating a University Vehicle - Alcoholic Beverages**

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

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

**Driving Privileges**

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

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

**Corrective actions:**

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

**Eligible Drivers**

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

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

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

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

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

- Class field trips - A student may drive the university vehicle if an authorized faculty or staff
  member is in the vehicle. This rule is intended primarily to prevent driver fatigue on long trips. It
  is recommended that drivers rotate every 2 hours. Due to limited number of faculty or staff,
  students may drive unaccompanied in caravan with another vehicle in which a faculty or staff is
  driving. Prior approval is required by transportation services.

- Summer field camps - These are considered class field trips of a longer duration. It is sometimes
  necessary, due to logistics and/or the limited number of faculty or staff members, that a student
  be allowed to drive unaccompanied. The frequency and duration of these occurrences will be
  held to a minimum. Prior approval is required by transportation services.

- Special programs benefiting the university - A program that involves students who are
  performing a specific assignment, e.g., recruitment of prospective students, serving as tour
  guides, etc., may be authorized to allow unaccompanied student drivers as a special
  circumstance. Prior approval is required by transportation services.

- Special vehicle needs - Student organizations needing special vehicles to pull large trailers may
  use university vehicles. Drivers must complete a special defensive driving class offered by
  transportation services before driving a university vehicle.

- Student organizations - Approved student organizations may rent university vehicles to travel on
  behalf of their organizations.

Student Drivers

All undergraduate students who may be allowed to drive university-owned vehicles are subject to a
review of their past driving history before being allowed to drive. This review is accomplished by
completing the student driver motor vehicle record request form. The student's department is
responsible for maintaining information on whether or not the individual student is allowed to drive
university-owned vehicles.

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

- Two citations for a moving violation within the last 12 months.
- Two accidents within the last 12 months where the student driver was at fault.
- One accident where the student driver was at fault and one moving violation within the last 12
  months.
- One accident where the student driver was at fault or one moving violation in combination with a
  cautionary notification letter from the department of transportation in the last 12 months.
• One citation for blood alcohol content within the last 12 months. Cases not yet resolved in the
courts will be considered grounds for temporarily denying permission to drive a university
vehicle.
• A licensing requirement for specialized motor vehicle insurance (i.e., SR-22 automobile liability
Insurance) to operate a vehicle.
• Conviction for reckless driving, driving with a suspended license, hit and run, leaving the scene
of an accident, license suspension or other crime(s) that results in license suspension.
• Conviction(s) or charges pending due to a violation of statutes that affects his/her driver's
license;
• Suspension, revocation or barring of driving privileges for violating statutes, including but not
limited to operating while intoxicated (OWI), vehicular homicide, habitual violations;
• Any driving offense punishable as a felony.

Accidents
University drivers must report any accident or incident of damage involving university vehicles within
one business day to transportation services. Accidents resulting in $1,000 or more of damage or
involving personal injuries must be reported to the local law enforcement agency and transportation
services as soon as possible.
The university driver, regardless of who was hurt, what property was damaged, where it occurred, or
who was responsible, must report the incident to transportation services.
Failure to report an accident or incident of damage will be considered in assessing fault to a driver
and may result in loss of vehicle, restricted use, or assessment of repair costs or insurance
deductibles to the driver's department.
All regent institutions participate in a vehicle self-insurance program that provides liability and
collision for damages where fault rests with the university driver. When damage to a vehicle is a
result of gross negligence, or where accidents are reasonably avoidable, a charge of up to $500 may
be assessed to the department responsible for authorizing use of the vehicle. In cases of gross
negligence, or where the driver is clearly at fault, transportation services may further assess to the
driver's department part or all of the cost of repairing the vehicle.

Loss or Suspension/Restriction of Driver's License
Iowa State University has many job classifications and positions that require a valid driver's license
and/or special driving certification (e.g. commercial driver's license) as a condition of employment. In
addition, many other positions occasionally require employees to drive for purposes of conducting
university business. This policy identifies the steps the university will take upon the loss or
suspension of a driver's license. The policy reflects regents policy manual 2.1.4 P and Iowa code
chapters 321J and 252.

Suspension of University Driving Privileges
An employee who has been charged with a violation of statutes that affects his/her driver's license,
or who has his/her driving privileges suspended, revoked, or barred for violating such statutes,
including but not limited to operating while intoxicated (OWI), vehicular homicide or habitual
violations, shall not drive any vehicle (personal, rented, or university-owned) for university business
for a minimum period of six months or until such time as the Iowa department of transportation or
appropriate state licensing agency restores the employee's privilege to drive (e.g., reinstatement of a
full driver's license, special driving certification, or permit to drive to and from work and for work-
related purposes), whichever is greater.
The suspension of university driving privileges shall take effect upon the university's notice of the
charge against the employee. Upon completion of the minimum period of six months, an employee
who has been issued a temporary permit to drive to and from work and for work-related purposes by
the court or department of transportation may use his or her personal vehicle for university business,
but is prohibited from using university or rented vehicles for university business.

An employee who is issued a temporary work permit and intends to use his or her personal vehicle
for university business must provide proof of auto liability insurance and evidence of a work permit to
the office of risk management for review and approval.

**Termination of Employment for Failure to Maintain Driver’s License**

An employee whose job classification or position requires the possession and maintenance of a
driver's license and/or any required special driving certifications in order to perform the essential
functions of that position's assigned duties and who has that license revoked, rescinded, suspended,
or renewal denied, may be, after the exhaustion of all administrative contested case proceedings
before the licensing agency, terminated from employment for failure to maintain the necessary
qualifications required for that position. (regents policy manual 2.1.4 P)

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

**Other Restrictions of University Driving Privileges**

Other restrictions of university driving privileges may be applied by the manager of transportation
services upon a determination of an employee's unsafe driving behavior (e.g., responsibility for an
accident, speeding, reckless driving) that would affect the safety, health and welfare of the driver,
passengers, or the general public. Other restrictions of university driving privileges while on
university business may include, but are not limited to, prohibiting the transportation of passengers,
placing geographical limits on vehicular use, establishing limits on the times vehicles may be driven,
or preventing the use of university-owned vehicles.

**Interlocking Devices**

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

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

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

**Appeals**

Employees or departments may appeal vehicle use restrictions to the fleet safety review board. A
written request for appeal should include information on any special circumstances to be considered.
Requests should be forwarded to the office of risk management.

The decision of the fleet safety review board may be appealed to the assistant vice president for
business services. The decision of the assistant vice president may be appealed to the senior vice
president for university services.
Resources

Links

- Accident Reporting
- Forms - Transportation Services
- Risk Management
- Student Organization Travel Policy
- Transportation Services