

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

44 to vehicle policies and procedures may have their university driving privileges suspended and are
45 subject to disciplinary action according to the severity of the infraction.

46 **Approved Vehicle Uses**

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

52
53 University vehicles are easily identifiable. Common sense must be used, public perceptions of where
54 vehicles are operated and parked considered, and state law accommodated, which does not permit
55 personal use of university vehicles. Employees who use university vehicles for personal purposes
56 are potentially liable for fuel costs, accidents, injuries, and damages which occur during
57 unauthorized use.

58
59 A university vehicle may be driven to a private residence and parked overnight when the driver is
60 departing early in the morning or returning from meetings/travel late at night; when offices are
61 located in areas where leaving vehicles may expose them to vandalism; or when the safety of
62 personnel leaving or arriving after normal business hours is a concern. When possible, the vehicle
63 should be parked off the street and should always be locked.

64
65 University vehicles may not be taken into Canada or Mexico without the prior written consent of
66 Transportation Services. University vehicles may not be taken into Mexico without obtaining Mexican
67 insurance, which must be coordinated through the office of risk management.

68
69 Other than short-term travel, i.e., a day or less, all faculty and staff are to use either private
70 transportation or the approved one-way rental car contract through Transportation Services to
71 access the Des Moines airport, as it is neither economical nor good use of a university vehicle to
72 leave it in an airport parking lot.

73 **Operating a University Vehicle - Drivers and Passengers**

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

79
80 Unauthorized passengers are not permitted to ride in university vehicles.

81
82 Smoking is not allowed in university vehicles.

83
84 All operators of university vehicles are required to wear seatbelts while operating the vehicle. The
85 driver is responsible for ensuring all passengers are wearing seatbelts.

86 **Operating a University Vehicle - Engine Idling**

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

- 89
- 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)
- 90
91

- 92 • To use lift equipment or other equipment necessary to accommodate individuals with one or
93 more disabilities, or loading and unloading products or goods
- 94 • When specific vehicles are being used for traffic, safety, or emergency situations

95 **Operating a University Vehicle - Alcoholic Beverages**

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

99
100 One exception regarding alcoholic beverages would be university-affiliated organizations and
101 departments which possess dram shop licenses. During the normal course of these operations, it is
102 necessary to acquire the stock to sell. These organizations may transport full and unopened
103 containers as cargo only. Any situation that may be considered an extenuating circumstance must
104 be described in writing and approved by the manager of Transportation Services before the vehicle
105 is used.

106 **Driving Privileges**

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

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

116 Corrective actions:

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

129 **Eligible Drivers**

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

135
136 The following persons are not eligible drivers: employees of contractors, consultants or vendors,

137 visiting faculty or staff from non-Iowa regent universities, visiting artists or speakers, special event
138 groups, government representatives, visiting athletic teams, student groups or clubs (except as
139 noted below) or community organizations.

140

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

144

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

150

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

- 153 • Class field trips - A student may drive the university vehicle if an authorized faculty or staff
154 member is in the vehicle. This rule is intended primarily to prevent driver fatigue on long trips. It
155 is recommended that drivers rotate every 2 hours. Due to limited number of faculty or staff,
156 students may drive unaccompanied in caravan with another vehicle in which a faculty or staff is
157 driving. Prior approval is required by transportation services.
- 158 • Summer field camps - These are considered class field trips of a longer duration. It is sometimes
159 necessary, due to logistics and/or the limited number of faculty or staff members, that a student
160 be allowed to drive unaccompanied. The frequency and duration of these occurrences will be
161 held to a minimum. Prior approval is required by transportation services.
- 162 • Special programs benefiting the university - A program that involves students who are
163 performing a specific assignment, e.g., recruitment of prospective students, serving as tour
164 guides, etc., may be authorized to allow unaccompanied student drivers as a special
165 circumstance. Prior approval is required by transportation services.
- 166 • Special vehicle needs - Student organizations needing special vehicles to pull large trailers may
167 use university vehicles. Drivers must complete a special defensive driving class offered by
168 transportation services before driving a university vehicle.
- 169 • Student organizations - Approved student organizations may rent university vehicles to travel on
170 behalf of their organizations.

171 **Student Drivers**

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

177

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

- 181 • Two citations for a moving violation within the last 12 months.
- 182 • Two accidents within the last 12 months where the student driver was at fault.
- 183 • One accident where the student driver was at fault and one moving violation within the last 12
184 months.
- 185 • One accident where the student driver was at fault or one moving violation in combination with a
186 cautionary notification letter from the department of transportation in the last 12 months.

- 187 • One citation for blood alcohol content within the last 12 months. Cases not yet resolved in the
188 courts will be considered grounds for temporarily denying permission to drive a university
189 vehicle.
- 190 • A licensing requirement for specialized motor vehicle insurance (i.e., SR-22 automobile liability
191 Insurance) to operate a vehicle.
- 192 • Conviction for reckless driving, driving with a suspended license, hit and run, leaving the scene
193 of an accident, license suspension or other crime(s) that results in license suspension.
- 194 • Conviction(s) or charges pending due to a violation of statutes that affects his/her driver's
195 license;
- 196 • Suspension, revocation or barring of driving privileges for violating statutes, including but not
197 limited to operating while intoxicated (OWI), vehicular homicide, habitual violations;
- 198 • Any driving offense punishable as a felony.

199 **Accidents**

200 University drivers must report any accident or incident of damage involving university vehicles within
201 one business day to transportation services. Accidents resulting in \$1,000 or more of damage or
202 involving personal injuries must be reported to the local law enforcement agency and transportation
203 services as soon as possible.

204
205 The university driver, regardless of who was hurt, what property was damaged, where it occurred, or
206 who was responsible, must report the incident to transportation services.

207
208 Failure to report an accident or incident of damage will be considered in assessing fault to a driver
209 and may result in loss of vehicle, restricted use, or assessment of repair costs or insurance
210 deductibles to the driver's department.

211
212 All regent institutions participate in a vehicle self-insurance program that provides liability and
213 collision for damages where fault rests with the university driver. When damage to a vehicle is a
214 result of gross negligence, or where accidents are reasonably avoidable, a charge of up to \$500 may
215 be assessed to the department responsible for authorizing use of the vehicle. In cases of gross
216 negligence, or where the driver is clearly at fault, transportation services may further assess to the
217 driver's department part or all of the cost of repairing the vehicle.

218 **Loss or Suspension/Restriction of Driver's License**

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

225 **Suspension of University Driving Privileges**

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

234
235 The suspension of university driving privileges shall take effect upon the university's notice of the
236 charge against the employee. Upon completion of the minimum period of six months, an employee

237 who has been issued a temporary permit to drive to and from work and for work-related purposes by
238 the court or department of transportation may use his or her personal vehicle for university business,
239 but is prohibited from using university or rented vehicles for university business.

240

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

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

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

251

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

254 **Other Restrictions of University Driving Privileges**

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

262 **Interlocking Devices**

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

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

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

275 **Appeals**

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

279

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

283 **Resources**

284 **Links**

- 285 • [Accident Reporting](#)
- 286 • [Forms - Transportation Services](#)
- 287 • [Risk Management](#)
- 288 • [Student Organization Travel Policy](#)
- 289 • [Transportation Services](#)

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