

5.1 GUIDELINES FOR DRIVING ON BEHALF OF BAYLOR UNIVERSITY

PURPOSE:

"University-owned" vehicles are resources of the University and should strictly be used for lawful and safe university business purposes which would reflect positively on the University.

SCOPE:

Operation of all vehicles owned or leased by Baylor University and operated by faculty, staff or students of the University.

RESPONSIBILITY:

It is the responsibility of the individual departments with vehicles to ensure that their drivers receive training to ensure these guidelines are followed. The Department of Risk Management will act as an advisory and support organization. The Director of Insurance and Contract Services will manage the application of these guidelines.

Do not drive on behalf of the University until the Department of Risk Management has designated you as an *Approved Driver* utilizing the procedures outlined below.

A. Who May Be Considered as an *Approved Driver*

Approved Drivers must be in one of the following categories before they are permitted to drive the University's vehicles.

1. Students

- a. A recognized student, including Club Sport teams administered through Student Activities - Student Life, that has obtained approval for travel in furtherance of educational or group objectives
- b. A Recognized Athletic Team that has obtained approval for travel in furtherance of educational or team objectives
- c. A student or group of students traveling in furtherance of educational objectives as established by a Professional of Record or designee

Exception: In the case of student activities or organizations that are typically overseen by University Faculty and Staff other than Faculty Members (such as student athletic trainers), approval for the travel shall be obtained from the administrative staff person responsible for the activity. **Approval for this exception must be obtained from the Office of Risk Management.**

2. University Faculty/Staff

Full time Staff or Faculty members as defined by University policies

3. Contract Services Employees

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Full time employees of a contractor currently under contract to perform services on behalf of the University may be a permissive driver of University vehicles but must meet all qualifications of an *Approved Driver* as defined in this guideline.

B. An “*Approved Driver*” must:

1. Be at least twenty-one years old.

Exception: A **driver** who is at least eighteen years old and meets all other requirements of this section may operate a University vehicle in the course of their assigned duties on their home campus and in McLennan County but shall not carry more than (the driver plus) two passengers at any time.

2. Have an acceptable past driving record (over the last 3 years).
 - a. All drivers must initially meet and continue to meet the driver performance standards as determined by Baylor University, including maintenance of a satisfactory driving record during the affiliation with BU either as a Faculty/Staff, student or contractor. A satisfactory driving record means no more than 5 unsafe driving points or 2 at fault collisions during a two year period.
 - b. Have had no violations for driving under the influence of alcohol or drugs in the past 3 years.
 - c. Have had no speeding tickets which indicated a rate of speed greater than 25 mph over the speed limit in the past 3 years.
 - d. Have no serious violations that would constitute reckless driving in the past 3 years.
3. Possess a valid operator's license of the type required by the vehicle used and this license must be issued by one of the states, Commonwealths, territories, or possessions of the United States; other international licenses are not acceptable.
4. Comply with all applicable license restrictions.
5. Consent to Motor Vehicle Record checks.
6. Be insurable under Baylor’s insurance policy.

Approved Drivers who receive **one** traffic conviction and/or at fault collision while driving on behalf of Baylor shall successfully complete a comprehensive traffic safety training program approved by the Texas State Department of Public Safety at the expense of the *Approved Driver*. This traffic safety training course will be completed within 60 days of the collision. Certificate of completion shall be submitted to the Department of Risk Management.

Any *Approved Driver* may have this designation removed by failure to meet any of the requirements in this policy. Upon removal from *Approved Driver*’s list, this person will no longer be allowed to drive on behalf of Baylor University. Their employment may be subject to termination if their job duties involve driving for Baylor University.

Eligible Family Member Driver Responsibilities:

Currently, the only family member that Baylor University deems eligible to drive the university vehicle is the Faculty or Staff member’s spouse. Eligibility of each spouse will be contingent upon a satisfactory review of such individual's driving record. No other family

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member or other person shall be authorized to drive a university vehicle. Only the current Baylor Faculty or Staff member can transport students. Any infraction of this rule may result in a loss of university vehicle privileges to the Faculty/Staff or punishment up to and including termination.

The eligible spouse shall adhere to and comply with the conditions contained in this policy with respect to any university vehicle that such spouse is entitled to drive.

C. Procedure to become an *Approved Driver*

1. Assignment of a University owned vehicle or driving on behalf of the University is a privilege and not a right of employment or by being a student of the University. The privilege of driving may be revoked or withheld at the discretion of the Director of Risk Management.
2. To be placed on the list of *Approved Drivers* you must:
 - a. Complete the [Authorization and Release to Obtain Information](#) form. A three year driving history is required. All license numbers and states in which you have held that license for the last 36 months must be provided.
 - b. Submit a copy of the valid, unrestricted driver's license (except for corrective eyewear) required by the state where each applicant driver claims residency.
 - (1) The Department of Risk Management shall perform a motor vehicle record check. This record check may be performed every two years and will require the submittal of a new Authorization.
 - (2) The driving record will be evaluated to assure it meets the requirements as stated in Paragraph B.2. of this policy. Notification of driver approval will be sent to the driver and the Department Chair via email from Risk Management and their name will be added to the Approved Drivers List posted on the Risk Management website.

D. Twelve and Fifteen Passenger Vans (Specific Requirements)

1. Approved Drivers are required to successfully complete the on-line Van Safety Course before driving a van designed to carry more than 9 passengers.
2. Approved Drivers must be at least 21 years of age, have a valid and Approved Driver's license and meet all other requirements of an Approved Driver.
3. More than one Approved Driver must be used if traveling farther than 350 miles one way or if the trip is expected to extend later than 2:00 a.m. or overnight.
4. The Approved Driver may not be a participant in the academic or athletic event if it is a competition.
5. Only vans with a 155 inch wheelbase equipped with "E" rated properly inflated radial tires, or equivalent, will be allowed to transport teams/student groups greater than 100 miles from a point of departure. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 inch/"E" criteria, but travel will be limited to 100 miles one way.

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6. Twelve passenger vans shall be loaded with no more than nine travelers and equipment, including the driver. Fifteen passenger vans shall be loaded with no more than twelve travelers and equipment, including the driver.
7. Driving over four (4) hours will require a 15 minute break or a change of drivers. There will be no more than 8 hours of driving in a 24 hour period per driver.
8. Equipment, supplies, materials, etc. should not be loaded to height above the rear seats.
9. There shall be no equipment loaded on the top (roof) of vans.
10. Trailer use is discouraged. If trailer use is necessary, the van shall be equipped with appropriate mirrors, trailer hitch and braking system to match the type of trailer and load being pulled.
11. To reduce driver distractions, the front seat passenger should be designated to assist the driver by reading maps, caring for passenger needs (radio, cell phone), etc.

E. Responsibilities of an *Approved Driver*

1. Maintain a valid driver's license.
2. Use University vehicles for authorized use only.
3. Not permit any unauthorized person to drive the vehicle.
4. Use seat belts or other available occupant restraints and require all occupants to also use occupant restraints, in accordance with state laws and not to operate the vehicle unless all occupants are wearing the appropriate restraints.
5. Operate the vehicle in accordance with University regulations and know and observe all applicable traffic laws, ordinances and regulations.
6. Assume responsibility for any and all fines or traffic violations associated with his/her use of a University vehicle or privately owned vehicle on University business. If the fine or traffic violation is due to equipment failure on a Baylor owned vehicle, reimbursement to the driver and the cost of repair of the vehicle will be made from the funds of the department owning the vehicle.
7. Operate University motor vehicles or personal vehicles used in the conducting of university business so as to reduce the likelihood of accidents and ensure the safety of the University Faculty/Staff, passengers, public and University property; use safe driving principles and techniques at all times.
8. Not drive under the influence of drugs, alcohol or other consciousness altering substances (except for required medications that do not impair driving ability or cause drowsiness).
9. Not transport unauthorized passengers.
10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Not drive the vehicle at speeds that are inappropriate for the type of vehicle or the road conditions.
12. Not drive the vehicle "off road" unless it is appropriate for that use.

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13. Audit the vehicle for safety concerns prior to use, including checking tires, lights and other safety equipment for observable defects. Report any defects to the appropriate Dean, Director, Vice President or their designee to determine if the vehicle is safe to operate.
14. **In case of an accident**, immediately call the Director of Insurance and Contract Services at (254) 710-8985. **When a driver is involved in an accident while driving a Baylor vehicle, the driver should not express any comments or conclusions as to who was at fault nor should he or she make any statements regarding Baylor's or the driver's potential liability as a result of the accident. All drivers are expected to cooperate fully in responding to requests for information from law enforcement officials. It is also permissible to state that you are driving a Baylor vehicle and that it is insured under a University policy.**

A copy of the accident report filed by the police department should be sent to the Director of Insurance and Contract Services' Office by the Baylor *Approved Driver* involved in the accident. Also, see the *Automobile Accident Reporting Guide* on the Risk Management-Driving for Baylor website.
15. Immediately report to the Department of Risk Management any change in driving status that place the driver outside the University's driving qualifications. *Example*-suspension or revocation of a license.
16. Refrain from using a cell phone while driving the vehicle. However, if cell phone use is necessary, hands-free devices are recommended.
17. Be subject to applicable University disciplinary procedures for violations of University policy or rules.
18. Drivers must not drive when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions).

Threshold Classifications

Baylor University shall assign points against each driver based on the following:

<u>Offenses/Violations</u>	<u>Points</u>
Conviction of an alcohol or substance abuse related offense	10
Conviction of Negligent Homicide	10
Conviction of Manslaughter	10
Conviction of Hit and Run	10
Refusal to submit to a Blood Alcohol test	10
Conviction of reckless driving	6
Non-disclosure, failure to report accidents or violations within one business day, failure to follow university procedures, failure to follow mandated guidelines	5
Excessive speed/+25 m.p.h.	5
Accident – preventable	3
Conviction of a moving violation	1
Failure to pay for violation	1
Incident/Non-preventable accident	1

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All points will remain on your driver's record for a period of thirty-six (36) months before they are removed. Infractions that have been removed from the driver's current record shall, however, still be considered when driving reviews are performed.

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Faculty/Staff Threshold Classes

	Allowable points per threshold	Time Period (Months)	University Action
A	2-3	12	Verbal Warning Discussion between Manager and Faculty/Staff member Discuss driving record with Faculty/Staff member Discuss desired improvement
B	4-6	12	Written warning Discussion between Manager and Faculty/Staff member Discuss driving record with Faculty/Staff member Discuss desired improvement Watch safety video and take written test. (Driving/university car privileges may be revoked if test score is not acceptable.) Loss of personal use privileges of university vehicle. (minimum 3 years for DUI/DWI conviction)
C	7-9	24	Written warning Discussion between Manager and Faculty/Staff member Discuss driving record with Faculty/Staff member Discuss desired improvement Driver Training Course ¹ (driving/university car privileges may be revoked if test score is not acceptable) Loss of personal use privileges of university vehicle. (minimum 3 years for DUI/DWI conviction)
D	10 or more points	24	Written warning Discussion between Manager and Faculty/Staff member Discuss driving record with Faculty/Staff member Discuss desired improvement Driver Training Course ¹ (driving/university car privileges may be revoked if test score is not acceptable) Loss of personal use privileges of university vehicle. (minimum 3 years for DUI/DWI conviction) A Faculty/Staff member identified as being in or reaching the “D” threshold may be subject to termination.

¹ Driver Training Course approved by the State of Texas Dept. of Public Safety.

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Spouse Threshold Classes

	Allowable points per threshold	Time Period (Months)	University Action
A	2-3	12	Loss of driving/university car privileges for 6 months
B	4-6	24	Minimum of 1 year loss of driving/university car privileges up to permanent loss of privileges.
C	7-9	36	Minimum of 3 year loss of driving/university car privileges up to permanent loss of privileges.
D	10	36	Permanent loss of driving/university car privileges.

F. Use of Personal Vehicles

1. For Faculty/Staff Members and Student Workers

The use of personal vehicles while driving on behalf of Baylor University is acceptable. Infrequent (defined as 2-4 times a month) use of your personal vehicle on Baylor business will not require you to submit an application to become an *Approved Driver*. The same responsibilities described in this policy apply while driving personal vehicles on behalf of Baylor University.

2. For Students

Baylor University students and student groups are encouraged to use University-owned/chartered/leased vehicles for University-related activities. Any individual who drives his or her personal vehicle to an activity assumes all responsibility for the safety of himself/herself as well as any passengers. The University bears no liability for student use of personal vehicles.

Note: Frequent use of personal vehicles for business is discouraged since no reimbursement will be made for accident-related repairs, whether these costs result from your own acts or acts of others. Also, it is the personal obligation of the owner of such vehicle, when used for business travel and for the protection of the traveler and any passengers, to carry auto liability insurance.

G. Use of Rental Vehicles

Purchasing Department has developed guidelines for the rental of vehicles. Those can be found at these addresses:

<http://www.baylor.edu/travel/index.php?id=25057> and

<http://www.baylor.edu/travel/index.php?id=14432>

Failure to comply

Violations of this policy may result in suspension of university vehicle driving privileges for an appropriate period of time. In addition, the operator may be subject to university disciplinary procedures.

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