

# Liberty University Vehicle Safety Policy

## Liberty University Approved Drivers

### Policy Purpose and Objectives

The primary purpose of this program is to provide for the protection and safety of human life.

A secondary objective is the protection of Liberty University (“the University”) assets, and managing the direct and indirect costs associated with vehicle accidents, equipment damage and loss of use.

The third objective is to avoid unfavorable publicity that may arise from vehicle accidents, or the inappropriate use or operation of University vehicles.

### Vehicle Policy Definitions

University vehicle defined: For the purpose of this program, “University vehicle” shall include any University-owned vehicle; any vehicle leased or rented in the name of Liberty University for University-related purposes; or any vehicle used by Liberty University personnel for conducting University business.

University Approved Driver defined: For the purpose of this program, “University Approved Driver” applies to University employees (including all volunteer drivers) who have satisfactorily met all requirements and who have been approved to operate a University vehicle. No employee will be permitted to drive on University business without being designated as a University Approved Driver.

To be a University Approved Driver, employees must have valid drivers’ licenses for the class or type vehicle operated and who have completed the approval process. This includes standard state-issued drivers’ licenses for private passenger vehicles, and Commercial Drivers Licenses for larger vehicles - with appropriate endorsements as applicable. As part of the verification process, employees seeking approval to operate University vehicles or drive their personal vehicles for business purposes must have a current valid drivers’ license. Furthermore, University employees residing in Virginia and seeking initial approval must submit a certified copy of their Motor Vehicle Report (MVR), which can be obtained at any Virginia Department of Motor Vehicles office, or on-line at:

<https://www.dmv.virginia.gov/dmvnet/online.asp>.

This report must be submitted to the Human Resources Safety Manager within 10 days of issue.

Employees with drivers’ licenses from other states should obtain a Motor Vehicle Report from their issuing state’s DMV, RMV, etc. Links to the individual state agencies can be found at:

[https://firstgov.gov/Topics/Motor\\_Vehicles.shtml](https://firstgov.gov/Topics/Motor_Vehicles.shtml).

Employees with foreign (non-USA) drivers’ licenses should comply with the licensure requirements developed by the U.S. Department of State, which are recapped at:

[https://firstgov.gov/Topics/Foreign\\_Visitors\\_Driving.shtml](https://firstgov.gov/Topics/Foreign_Visitors_Driving.shtml).

Driver Screening/Eligibility Requirements: To complete the approval process, the University requires that University Approved Drivers maintain a satisfactory driving history, as documented by the employee’s Motor Vehicle Report (MVR). The enclosed evaluation criteria will generally be used to determine the approval of all University drivers. Following the initial approval, maintenance of the Approved Driver designation is required, with validation through a periodic MVR.

Steps For Becoming an Approved Driver: Steps can be found on:

<https://www.liberty.edu/index.cfm?PID=18056>

## Liberty University's Vehicle Operational Requirements

It is important that each driver, while using any University vehicle or while using his or her personal vehicle for business purposes:

- ❖ Keep safety above expediency at all times, while ensuring the safety of the driver, vehicle passengers and the public.
- ❖ Comply with all traffic laws and regulations – including, but not limited to, proper licensure to operate the appropriate class of motor vehicle; maintaining vehicle speeds at or below the posted speed limits; adhering to all traffic control devices (stoplights, stop signs, etc).
- ❖ Operate the vehicle in a defensive manner to prevent accidents, despite the actions of others or adverse driving conditions (weather, road condition, etc). In short, exhibit defensive driving practices at all times.

### General Vehicle Usage:

For routine business usage, Liberty University requires the use of University-owned vehicles; or, while traveling for University-related purposes rented or leased vehicles from University-approved vehicle leasing companies or organizations. The use of personal vehicles for University-related purposes should be minimized; however, when no other option is available the employee should receive pre-approval from the Department Head with notification to Human Resources of the approval, and must be a designated University Approved Driver prior to such business use of the vehicle.

University-owned or leased vehicles are only to be used for approved Liberty University activities. No other use of University vehicles is permitted unless there is specific written permission obtained from the University's officials and Human Resources. No personal use of University vehicles is permitted - unless there is specific permission obtained from the University's administration. Personal use of a University-owned vehicle is considered a taxable benefit to the employee under IRS regulations.

University-owned or leased vehicles are only to be operated by University-employed drivers who are listed as University-Approved Drivers in a current status. To obtain approval, the University employee and his or her Department Head should submit the employee's name, date of birth and drivers' license number to the University's Human Resources Department. Following this submission, either the employee or the University will obtain a copy of the employee's Motor Vehicle Report (MVR), which will then be reviewed by the Human Resources Department's Safety Manager or his designee. Then, using the criteria listed on the attached MVR evaluation guide, a determination will be made if the employee is considered "approved" to operate University vehicles or a personal vehicle used for University business.

To further assure that University vehicles are operated in a safe and efficient manner, the University may require periodic driver training to help foster safe and defensive driving practices. These training sessions may be individual, on-line training modules to be completed within a pre-established timeframe; or group-training activities organized within departments with large numbers of drivers or vehicles. Training activities will be tracked and evaluated accordingly; plus there may be additional training needs identified that are based on the employee's accident experience, reports of unsafe

vehicle operations, or other factors such as Department of Transportation (DOT) regulations, that may warrant the need for additional training or supervision.

No spouses or family members may operate any University-owned or leased vehicle, unless specific approval is obtained in writing from appropriate University officials.

Absolutely no unauthorized drivers are allowed to operate any University-owned or leased vehicle, or operate a personal vehicle for business use.

No unauthorized vehicle occupants are allowed in University vehicles, unless specifically authorized beforehand. This includes family members, and friends who are not University employees/students. No hitchhikers are allowed at any time.

There shall be no unauthorized use of University vehicles. This includes unauthorized towing, unauthorized hauling of non-University material or property, using University vehicles on non-public or off-road roadways (unless as part of designated work duties), etc. Unless specifically allowed, University vehicles should not be used for transporting canoes, kayaks, bicycles, etc.; and non-standard racks or carrying devices should not be attached to University vehicles.

No use of University vehicles (or personal vehicles while being operated on University business) is permitted while the driver is under the influence of drugs or alcohol. This includes illegal substances, doctor prescribed medications, and over-the-counter medications for pain or illnesses that may affect a driver's perception and/or ability to safely operate motor vehicles. All drivers should read and follow the warnings listed on any medications they may be taking. All employees operating vehicles for business purposes are required to notify their supervisor if they are using such a medication. All employees are required to strictly adhere to the University's policies on prohibited drug and alcohol use, which also addresses prescription drugs that may interfere with the employee's driving ability or performance of normal duties.

No use of University vehicles (or use of personal vehicles while being operated on University business) is permitted while the driver is actively using electronic communication devices, or engaged in any activity that could result in the driver being distracted. The driver's use of cell phones, text messaging devices, laptop computers, etc. is strictly prohibited while operating any vehicle.

Employees driving non-owned University vehicles (personal vehicle) for University business must be insured and have evidence of current personal auto liability insurance coverage at no less than the minimum insurance coverage required under law.

Parking of University vehicles should always be in safe and appropriate locations. Consideration should be given to driver/occupant safety, especially when parking University vehicles on the street in areas that may be subject to crime. The vehicle's driver is responsible for paying parking fees (which are subject to re-imbusement when associated with conducting University business); but the University is not responsible for any parking tickets or towing charges associated with improper parking.

### **Driver/Occupant Responsibilities:**

- Safety in University vehicles and personal business-use vehicles is a responsibility that is shared among drivers, passengers and the University.
- Defensive Driving – The driver must defensively operate the vehicle at all times in such a manner as to prevent collisions in spite of the actions of others or the presence of adverse driving conditions.
- Decisive Driving – The driver must make the correct and appropriate decision at the proper time so as not to confuse others.
- Dependable Driving – The driver must be consistent in driving behaviors, making the correct decisions and applying the appropriate defenses to the situations encountered.
- The use of safety belts is required at all times by all drivers and all vehicle occupants. “It’s the Law” – buckle up, passengers included! The driver is not to move the vehicle until all passengers are properly buckled up.
- Obey all traffic laws and regulations. The driver is responsible for all fines arising from moving violations and parking infractions. In addition, moving vehicle violations may affect the driver’s approval status and ultimately may affect his or her employment status.
- Report any mechanical issue of a University-owned vehicle to the appropriate authority and/or to Liberty University’s Transportation Department. Never operate a vehicle known or thought to be unsafe.
- Maintain a safety consciousness for all occupants of the vehicle, and the public at large. Always be aware of pedestrians and yield the right of way to pedestrians even if they are crossing your path inappropriately.
- Observe common courtesy toward other drivers and the public, and maintain a courteous attitude at all times. Your behavior as a driver reflects on both you and the University.
- Check to see that all items and personal belongings are secured in the vehicle while the vehicle is in motion, and that all personal belongings (and any trash) are removed from University vehicles at the end of the trip. Liberty University assumes no responsibility for personal items left in vehicles.
- All non-assigned University-owned vehicles must be returned in the same condition (or better) from which the vehicles were obtained. Fuel levels should be replenished, trash removed, etc.
- Each driver should conduct a visual inspection of his or her assigned vehicle on a daily basis. Items to specifically check before proceeding include the vehicle’s braking system and steering mechanism, tire conditions and the operation of headlights, turn signals and windshield wipers. More detailed inspections, including checking lubricating oils and fluids, tire inflation, etc., should be performed at routine intervals.
- Generally speaking, the driver is responsible for any damage that occurs when the University-owned or leased vehicle is in his or her possession. When obtaining a vehicle, whether it is University owned or leased, the driver should always inspect the vehicle for any pre-existing damage – including paint and exterior damage, cracked glass, etc. Any damage should be duly noted before the vehicle is driven away.
- Smoking is not permitted in any University-owned vehicle.

- University-owned and assigned vehicles should be maintained in a clean condition, both inside and out. No non-approved decals, stickers or other materials should be visible in University-owned or assigned vehicles without prior management approval.
- Drivers must immediately notify their supervisor and the Human Resources Department if they receive any moving vehicle citation while operating a University-owned or leased vehicle; or if they receive a moving vehicle citation in their personal vehicle that may impact their ability to legally operate any vehicle. Any convictions of moving vehicle violations and any suspensions of driving privileges should also be reported immediately. Failure to report moving vehicle citations and/or license suspensions may result in removal as an approved driver of University vehicles, and could lead to disciplinary actions, up to and including termination of employment.

### **Vehicle Accidents or Other Mishaps:**

Any accident, collision or mishap involving a University-owned or leased vehicle or personal vehicle while being used for University business must be promptly reported. In the event of an accident:

- ✓ First, check to see if everyone is Okay. Obtain medical assistance if needed.
- ✓ For all vehicle-related incidents occurring on campus, contact the Liberty University Police Department. For emergency situations, call 434 592-3911; or, for non-emergency situations, call 434 592-7641.
- ✓ For vehicle-related incidents occurring off-campus, notify local law enforcement if there is any possibility of personal injuries, any damages to non-University vehicles, or if physical damages to the University vehicle can be expected to exceed \$500. In most localities dialing 911 is usually appropriate following any incident where personal injuries may be present or vehicles are not operable. Local law enforcement agencies may not respond to all incidents (especially minor incidents and/or incidents that do not occur on public roadways), but notification should still be made and documented. If the incident occurred on private property, take notes or photos of the scene and if applicable, move the vehicle out of harm's way to gather additional information.
- ✓ Gather appropriate information, including date/time of the incident, who or what was involved (including information on the other vehicle and/or its driver - if another vehicle was involved), weather or lighting conditions, and names, address and phone numbers of any witnesses. Note the names of the passengers in your vehicle and the number of occupants in the other vehicle (and obtain their names and ages if possible).
- ✓ Fully cooperate with police and other officials immediately following an accident or during the initial accident report; however, when driving a University-owned vehicle or while conducting University business avoid offering any opinion as to fault or admission of guilt to police, officials, or other persons involved in the accident as a participant or witness. If pressed, simply say that the matter will be turned over to the University and its insurance company.
- ✓ As soon as practical, notify your immediate supervisor and the University's Human Resources Safety Manager. If possible, call from the scene of the incident as someone from the University may be able to come to the scene to assist. Complete an Accident Report within 24 hours of the incident. The Liberty University Police Department or Human Resources will provide the necessary form(s) for completion.
- ✓ All vehicle-related incidents must be reported to the University's HR Safety Manager even if there are no apparent injuries and/or damages are perceived to be insignificant. This includes all incidents involving a personal vehicle while being operated for University business.

## Components of Approved Driver Qualifications

Any prospective driver operating a vehicle for University business must have a valid Driver's License with the proper class and endorsements for the type of vehicle to be operated.

The prospective driver should be 21 or older. No students should operate University-owned vehicles; or, if they are allowed to operate a University vehicle, the supervisor will provide written approval (and the student must possess a valid driver's license and meet the other approval criteria).

### Determination of University Approved Drivers, from Reviewing the prospective University Driver's Motor Vehicle Report (MVR)

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| <p><b>MAJOR VIOLATIONS</b><br/> <b>Convictions for:</b></p> <ul style="list-style-type: none"> <li>• Negligent Vehicular Homicide</li> <li>• Vehicular Manslaughter</li> <li>• Felony Hit and Run</li> <li>• Drag racing</li> <li>• Driving Under Influence within the last 5 years</li> <li>• Reckless or Careless Driving within the last 5 years</li> <li>• Assault involving a motor vehicle</li> </ul> <p><b>OTHER MOVING VEHICLE VIOLATIONS</b><br/> <b>Convictions for:</b></p> <ul style="list-style-type: none"> <li>• Passing a stopped school bus</li> <li>• Moving Violations:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Speeding</li> <li><input checked="" type="checkbox"/> Improper or excessive lane changes</li> <li><input checked="" type="checkbox"/> Following vehicle ahead too closely</li> <li><input checked="" type="checkbox"/> At fault accidents</li> <li><input checked="" type="checkbox"/> Running a red light or stop sign</li> <li><input checked="" type="checkbox"/> Failure to yield</li> <li><input checked="" type="checkbox"/> Other violations resulting from an at-fault accident(s)</li> </ul> </li> </ul> | <p><b>UNACCEPTABLE</b></p> <ul style="list-style-type: none"> <li>• One or more Major Violation within the last 5 years</li> <li>• Three (3) or more moving violations within the last 40 months</li> <li>• One at-fault accident, and one or more moving violations within the last 3 years – not involving the same incident</li> <li>• Two (2) or more at-fault accidents within the past 3 years</li> </ul> <p><b>ACCEPTABLE</b></p> <ul style="list-style-type: none"> <li>• The driver has minor violations but the violations do not meet the UNACCEPTABLE criteria</li> </ul> <p><b>CLEAN (ACCEPTABLE)</b></p> <ul style="list-style-type: none"> <li>• No violations listed on the MVR for the past 5 Years</li> </ul> |
| <p>Not-at-fault accidents, failure to wear seat belts and improper equipment are not generally considered barring violations; however, the employee may still be deemed unacceptable at the sole discretion of the University.</p>   |   |

## **Personal Liability**

The University-owned vehicle's assigned driver will be required to pay the deductible fee (up to a maximum of \$500) for:

- a) Any at-fault accident or collision, in which the driver was charged and convicted of a moving vehicle offense.
- b) If the driver was irresponsible in any incident involving a University-owned vehicle or if the incident or mishap was judged to be preventable from the University driver's perspective, using the National Safety Council's guidelines on determining the preventability of motor vehicle collisions.

Personal vehicles driven for University business follow the terms and conditions of the driver's personal insurance policy as underwritten, and all deductible fees or other financial obligations are the sole responsibility of the driver.

In addition, driver negligence or violations of this vehicle policy, as determined by the University, may result in removal from the Approved Driver List and may result in disciplinary actions, up to and including termination of employment.

**Liberty University Vehicle Safety Policy  
Liberty University Approved Drivers  
Acknowledgement**

I hereby acknowledge receipt of the Liberty University Vehicle Safety Policy.

I also certify that I have had an opportunity to read and become familiar with the terms and conditions of this Policy and agree to abide by the Policy as set forth. I understand and agree that the University reserves the right to amend, alter or abolish any or all of the terms of this Policy as circumstances warrant with or without advance notice, and as prescribed by law.

I understand that this Policy now replaces and supersedes any previous verbal or written policies, understandings or agreements concerning the Liberty University Vehicle Safety Policy and conditions therein.

Nothing in this Policy or Policy Acknowledgement is intended to set forth either expressed or implied contractual obligations of the University. I understand that I am an employee at-will with Liberty University; and as such, that we each remain free to terminate the employment relationship with or without advance notice for any reason or for no reason at all.

I understand this policy will be used in conjunction with any other policies or regulations specific to the performance of my job, if any. These include, but are not limited to regulations under the Department of Transportation (DOT), Departmental Standard Operating Procedures, and job descriptions.

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|-----------------------------------|-------|
| Approved Driver's Signature:      | Date: |
| Approved Driver's Name (Printed): |       |