

IDAHO STATE UNIVERSITY
POLICIES AND PROCEDURES (ISUPP)
Transportation Services Vehicle Use
ISUPP 2310

POLICY INFORMATION

Policy Section: *Facilities and Operations*

Policy Title: *Transportation Services Vehicle Use*

Responsible Executive (RE): *AVP Facilities Services*

Sponsoring Organization (SO): *Facilities Transportation Services*

Effective Date: April 8, 2013

Revised: *July 20, 2018* (prev.: 12-5-13)

Annual Review: *July 20, 2019*

I. POLICY STATEMENT

A key function of Transportation Services is to provide for the transportation needs of the University in an efficient and economical manner. For this purpose, the University maintains an assortment of vehicles, which include minivans, suburbans, trucks, sedans and buses. University-owned vehicles are either Department-Owned, Assigned Vehicles, or a Pool Vehicle.

II. AUTHORITY AND RESPONSIBILITIES

- A. Transportation Services is responsible for the day-to-day operations and record keeping of all vehicles which are owned by the University. The AVP of Facilities Services oversees the operation of Transportation Services.

- B. Transportation Services is responsible for providing coordination and oversight of the University's fleet safety including:
 - 1. Maintaining the University fleet safety procedures with current applicable state rules, regulations, and industry fleet safety practices.
 - 2. Providing or identifying driver safety training programs to meet the needs of the campus community.
 - 3. Maintaining a registration database of authorized University drivers.
 - 4. Providing notification to supervisors and department heads concerning driver status, restrictions, and required actions.
 - 5. Providing yearly inspection of all University vehicles including Department-Owned Vehicles.
 - 6. Advising departments regarding required repairs and maintenance necessary to keep Department-Owned Vehicles in service.

C. The University's Office of Risk Management is responsible for:

1. Coordinating motor vehicle record reviews of drivers.
2. Claims Management for losses involving University vehicles.
3. Providing insurance advice and coverage when notified of vehicle use outside the United States.
4. Managing insurance coverage on all vehicles.

D. Administrators, managers, and supervisors are responsible for ensuring that only properly qualified and authorized individuals are allowed to drive vehicles in support of University programs and activities under their direction and control.

III. DEFINITIONS

- A. Gross Vehicle Weight Rating (GVWR) – the manufacturer's assigned weight rating for the vehicle (truck, bus, or trailer), not the vehicle's registered weight. On trucks, the GVWR is usually found on a metal identification plate inside the driver's door. On trailers, it may be found anywhere but is commonly found on the front of the trailer on the driver's side. For Idaho, in the absence of a GVWR, the actual weight of the vehicle plus its heaviest load is considered to be the GVWR.
- B. Department-Owned Vehicle – is one that a department owns, and is serviced by Transportation Services and inspected for safety on specified service dates or according to mileage.
- C. Assigned Vehicle – is one which is leased by a department on a permanent basis.
- D. Pool Vehicles – are those which are rented by departments for short-term purposes (i.e. trips).

IV. PROCEDURES TO IMPLEMENT

- A. Assigned Vehicles. Assigned Vehicles should be requested through Transportation Services at <https://www.isu.edu/transportation/motor-pool/vehicle-request/>. Demand and availability will vary from time to time, but every effort will be made to meet the needs of the requesting department.
- B. Pool Vehicles. Due to the high demand for certain types of vehicles, it is best to contact Transportation Services to check the availability of the desired type of Pool Vehicle before submitting a request. If the requested vehicle is available, the user may reserve the vehicle online (at the link provided above), or by submitting a Vehicle Request form to Transportation Services, Campus Stop 8137.

Department-Owned Vehicles. ISU departments must work through Transportation Services to purchase new or used vehicles intended for permanent assignment to a department. Transportation Services can purchase new vehicles through state-purchasing contracts, and from private dealers in the case of used vehicles. Arrangements should be made with the Transportation Services Supervisor. It is the responsibility of the department to coordinate the following with Transportation Services: Yearly state-required safety checks, scheduled vehicle service based on mileage driven, and time between services.

C. **Vehicle Use Criteria.** Authorized drivers assume responsibility when operating a University-owned vehicle to comply with all applicable traffic laws and University policies and procedures. University vehicles may be used only for official University business or sponsored activities. The use of University vehicles for personal use or other non-University business is strictly prohibited.

Other specific criteria which must be adhered to are noted below:

1. **Authorized Driver:** Assigned Vehicles, Department-Owned Vehicles and Pool Vehicles may only be operated by an authorized driver. An Authorized Driver is defined as a University employee or an ISU student who meets the requirements of section 3 below and is authorized by Transportation Services to operate a University-owned vehicle for University business or sponsored activities.
2. **Passenger Restrictions:** Only authorized ISU employees, persons, or volunteers participating in ISU projects or programs, and students participating in authorized travel may ride in University-owned vehicles. Individuals who are not involved in state business, or persons not participating in ISU projects, programs, or authorized trips may not ride in or operate a University-owned or leased vehicle unless prior approval has been granted by the President or his designated representative(s).
3. **Driver Qualifications:** A driver must meet all of the following qualifications and provide the required information to Transportation Services before he/she is permitted to operate a University-owned vehicle:
 - a. Driver must be at least eighteen (18) years of age; or have at least two (2) years driving experience.
 - b. Driver must have a driver's license valid in the United States and present it at the time he/she is checking out a vehicle, either from Transportation Services or the department supervisor if Department-Owned.
 - c. Drivers who must operate a University-owned vehicle as part of their employment are required to complete and pass a driver's license record check. The [Motor Vehicle Record Check Authorization & Release](#) authorizes the University to conduct a record review of the driving history of an individual. Employees and ISU students/employees who hold a valid driver's license will provide a signed authorization, as well as a signed [Vehicle Use Agreement](#) to Transportation Services and initiate the process. Requirements for out-of-state driver license holders are the same with the exception that all documentation must be presented in person to Transportation Services. Driver's license record check results may take anywhere from two (2) days to two (2) weeks, therefore, it is recommended they be submitted well in advance of the driver's vehicle

use. Driver's license record checks are repeated no less than yearly for students and every three years for faculty and staff.

4. Disqualification of ISU Driving Privileges: The following conditions will disqualify individuals from operating University-owned vehicles:
 - a. Within a twenty-four (24) month period preceding the application for driver qualification, the individual was convicted of or entered a guilty plea to one (1) or more major violations; i.e., driving under the influence of alcohol or drugs, reckless driving, hit and run, driving under suspension, fleeing from a police officer, refusing a breathalyzer test, or any other felony.
 - b. Individuals with more than two (2) minor moving violations on their driving record during the twenty-four (24) month period preceding application are not eligible to drive a University-owned vehicle unless special arrangements, i.e., work permit, are made and with supervisory approval.
 - c. Individuals who are convicted of or plead guilty to a major violation after being approved as a driver must immediately notify Public Safety, Transportation Services, and their supervisor, which may result in cancelation of driver qualification.

5. Observance of Traffic and Other Regulations:
 - a. State and local traffic regulations must be observed at all times. Resolutions of infractions are the responsibility of the driver, as are any applicable fines or penalties. Depending on the circumstances, University disciplinary action may also result.
 - b. Driving privileges may be suspended if the Transportation Services Supervisor or the authorized driver's supervisor determines that the driver exhibits poor driving behavior.
 - c. Repairs or cleaning charges due to vehicle abuse may be charged to the individual or department/program at the discretion of the Transportation Services Supervisor.
 - d. Vehicles should not be loaded beyond their capacity with either equipment or passengers.
 - e. Fifteen- (15) passenger vans may be loaded with ten (10) passengers only.
 - f. The use of seatbelts by all occupants is required by law.
 - g. If work necessitates the operation of a phone while operating a University-owned vehicle, hands-free devices are required.
 - h. Texting while operating a University-owned vehicle is strictly prohibited.
 - i. Smoking is prohibited in all University-owned vehicles.

6. Other Requirements:

In case of an accident involving an ISU vehicle, drivers must take the necessary steps to provide safety for the vehicle and occupants, get names and addresses of all witnesses and ensure that reports are filed as required by law and described below:

- a. The driver must immediately report to his/her department supervisor any violations that disqualify him/her as an Authorized Driver.
- b. The driver is responsible for reporting all accidents to his/her department/program supervisor, as well as filing an Incident Report with Public Safety. An "Auto Accident Report Guide" is located in the vehicle's glove compartment and is to be completed by the driver and delivered to Transportation Services. In cases where a non-University-owned vehicle is involved in an accident involving a University-owned vehicle, the exchange of insurance information shall be provided to each driver. A Certificate of Liability Insurance evidencing the University's state auto coverage is located in the glove compartment of all University-owned vehicles. The driver, in concert with Transportation Services, shall contact the University's Office of Risk Management to report the accident and cooperate with the University and State of Idaho in any investigation pertaining thereto. Failure to do so may lead to disciplinary action.
- c. Defensive Driving Course. If an employee/student operates a University-owned vehicle more than forty (40) hours per month, they are considered full-time operators and are required to attend a certified four (4) hour Defensive Driving Course. Additionally, any driver of a University-owned vehicle who is involved in an "at fault" accident (citation and/or at supervisor's discretion/request) is required to attend the Defensive Driving Course within three (3) months of the accident. A small fee is assessed per participant to cover the cost of the workbook and includes a Certificate of Completion. A refresher course is required every two (2) years for full time operators or the full four (4) hour course every five (5) years.
- d. Commuting. Use of University-owned vehicles for commuting must have prior approval of the President or his/her designee, and the employee must have a non-owned car endorsement with at least \$500,000 combined single limit coverage. The employee must provide the Office of Risk Management with a certificate of liability insurance that includes Idaho State University and the State of Idaho as additional insureds. The value of an employee's use of a University vehicle for personal use such as commuting to and from home is a taxable benefit, is included in the employee's gross income, and is subject to FICA, retirement, Federal and State withholding. Rates for personal use of vehicles are determined in accordance with Internal Revenue Service regulations and the calculated amounts are added to the employee's gross income on a quarterly cycle. Contact the Payroll Office for detailed information.

e. Repairs. All repairs, part replacements, yearly safety inspections, and services to all vehicles are to be made through Transportation Services. In case of non-accident, emergency service needs, please contact the Motor Pool Office at (208) 282-4460 during working hours or (208) 282-2515 after hours. Transportation Services attempts to ensure that all vehicles are in a safe operational condition. Users should report any malfunctions or unusual noises or handling problems to Transportation Services so the problem can be corrected before the vehicle is used again.

7. Travel outside the Continental U.S.

a. Anyone planning to travel outside the United States in a University vehicle must contact Risk Management to secure proper insurance coverage and for other instructions related to out-of-country use of a University vehicle.

8. Vehicle Security

a. The security of University-owned vehicles and their contents is the responsibility of the operator. Vehicles, when left unattended, must have the keys removed from the ignition, the hand brake engaged and the vehicle locked.

b. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event a vehicle cannot be secured at its present location, the driver shall do his/her best to contact local police in order to assist with providing for its safety.

D. Fleet vehicles requiring a driver with a Commercial Driver's License (CDL)

1. Combination vehicle with a gross combination weight rating (GCWR) of 26,001 or more pounds, provided that the gross vehicle weight rating (GVWR) of the towed unit is greater than 10,000 pounds;

2. Single vehicle with a gross vehicle weight rating of 26,001 or more pounds;

3. Vehicle designed to transport 16 or more persons (including the driver); or

4. Any size vehicle that requires hazardous material placards.

PRESIDENTIAL CERTIFICATION

Approved by Kevin Satterlee
President, Idaho State University

Date: _____