



SNU POLICY: DRIVER AUTHORIZATION AND VEHICLE SAFETY POLICY

SNU POLICY ID: Work Performance E-9

Policy Reviewed by: Risk Management

Approval Authority: SNU Cabinet

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Summary

This policy outlines the requirements for Southern Nazarene University driver authorization and vehicle operation for faculty, staff, students, and volunteers who drive on SNU business or for Southern Nazarene University business purposes, sponsored events, or programming.

Purpose

This policy establishes training and authorization processes and defines the standards of conduct for faculty, staff, students, and volunteers who operate motor vehicles on behalf of the university or as part of a university sponsored event or programming. Proper University driver authorization and vehicle usage safeguards university personnel and resources and minimizes both risk and transportation costs.

Applicability

All SNU owned, rented, or leased vehicles and all persons who operate motor vehicles on behalf of the university or as part of a university sponsored event or programming will be subject to these policies, guidelines and procedures.

University Driver Authorization

A **University Driver** is any faculty, staff, student, or volunteer intending to or required to drive on behalf of SNU for business purposes or as part of a Southern Nazarene University sponsored event or programming who generally meets one or more of the following criteria.

- Drives an SNU-owned vehicle or a vehicle rented by SNU for non-personal university business or as part of a university sponsored event or programming.
- Drives any vehicle on behalf of SNU for non-personal university business or as part of a university sponsored event or programming an average of three or more times per week
- Drives a large passenger vehicle rated for nine or more passengers on behalf of SNU or as part of a university sponsored event or programming.

- Is a currently enrolled student or currently employed staff or faculty member transporting other students, faculty, staff, or volunteers in their personal vehicle to university sponsored activities, internships, camps or other non-personal university sponsored business or events.
- Is an employee of SNU whose essential job functions include driving on behalf of the university or as part of university sponsored events or programming.

Note: *An individual choosing to drive only themselves in their personal vehicle occasionally (two or less times per week on average) for SNU business purposes or as part of a university event or programming is not considered a University Driver for the purposes of this policy and processes.*

If an individual is determined to be a University Driver, that person must be **Authorized** to drive on behalf of SNU prior to operating a motor vehicle in this capacity.

To become an **Authorized University Driver** and to maintain this authorization status, individuals must do the following.

1. Have a current valid driver’s license
2. Be at least 18 years old for the purposes of driving a personal vehicle for university purposes
3. Be at least 21 years old for the purposes of driving a university owned, leased, or rented vehicle
4. Be a current faculty, staff, student, or volunteer who has been approved by his or her supervisor or manager to drive on behalf of SNU
5. Have successfully completed the appropriate Driver Safety and Authorization Training online course or courses as required by Southern Nazarene University (email transportation@snu.edu to request access to the Driver Authorization course)
6. Have an acceptable Motor Vehicle Record (MVR) per the **MVR Evaluation Criteria** below. An initial MVR must be submitted to SNU Risk Management prior to driver authorization. SNU Risk Management may also require submission of a periodic updated MVR for previously Authorized University Drivers.

MVR Evaluation Criteria

Major Violations

Suspended or Revoked Driver’s License
 Driving Under the Influence
 Driving While Intoxicated
 Reckless Driving
 Careless Driving
 Passing a Stopped School Bus

Moving Violations

Speeding or Excessive Speed
 Improper Lane Change
 Following Too Closely
 At-Fault Accidents
 Failure to Stop at a Red Light or Stop Sign
 Failure to Yield

Acceptable MVR

No major violations in the last 3 years and
 2 or less moving violations in the last 3 years and
 3 or less points on the individual’s MVR in the last 3 years

Note: *Other violations not considered either major or moving (not wearing a seat belt, not-at-fault accidents, failure to register a vehicle, etc.) may be considered as factors when determining Authorized Driver status as well.*

Once an individual has become an Authorized University Driver, audits of their driving history may be conducted by SNU to verify continued authorization to drive on behalf of the university.

Maintaining Authorized University Driver status is required for positions where driving is an essential job function. Any offer of employment made to job applicants whose work will require driving for SNU must be made contingent upon the applicant's meeting the above authorized university driver requirements.

Employees whose job duties require operation of a vehicle as an essential job function who have had a license suspended or revoked must immediately notify their manager/supervisor of the suspension or revocation. Under no circumstances may a university driver operate a motor vehicle without a valid driver's license.

University Authorized Driver Responsibilities

A Southern Nazarene University Authorized Driver is responsible to familiarize themselves with university policies, rules, and regulations and to operate a motor vehicle in a safe and responsible manner. As such, all Authorized University Drivers must:

- Fully abide by all local, state, and federal vehicle regulations.
- Not drive under the influence of alcohol or drugs, including prescription and non-prescription drugs that may impair a driver's judgement or performance.
- Not use tobacco or nicotine delivery products in any Southern Nazarene University owned, rented, or leased vehicles.
- Not permit any unauthorized person to drive the vehicle.
- Not drive the vehicle when conditions are too hazardous for safe vehicle operation or travel.
- Adhere to any manufacturer's vehicle load limit restrictions, and ensure any vehicle used to transport equipment, materials, freight, etc. is loaded in a balanced and secure manner.
- Promptly report any damage, citation, or motor vehicle accidents to their direct supervisor or manager and SNU's Office of Risk Management. In most cases a report should be made within twenty-four hours of the damage, citation, or accident.

Use of Cell Phones, Other Electronic Devices, and Distracted Driving in General

All Southern Nazarene University Authorized Drivers must refrain from using cell phones, other electronic devices, or participating in any activity that may distract them from safely operating a motor vehicle. Use of a cell phone or other electronic device while driving is NEVER REQUIRED by SNU.

Specifically, SNU Authorized Drivers may not read or respond to e-mails or text messages, while operating a motor vehicle (in motion or stopped in traffic). Social media access and/or interactions as well as internet access for general entertainment purposes are not permitted.

SNU Authorized Drivers are permitted to use hands-free devices or settings to answer voice calls. However, SNU strongly recommends Authorized Drivers limit their talk time for every conversation, and only accept calls that require immediate attention. If a call might require a driver's full attention, it should be terminated and resumed when the vehicle is safely put in park.

GPS devices, programs, and/or other such applications are permitted, so long as the navigation is set prior to driving, the device is secured in a safe location that does not obstruct the driver's view of the road, and does not require the driver to take their hands off the wheel to function during driving.

Supervisor/Manager Responsibility

It is essential for those SNU employees who are charged with supervising both student and/or employee drivers take an active role in assuring the safe operation of motor vehicles driven on university business. Managers and supervisors will be responsible for ensuring any employees or students approved to drive for or from their areas have followed the correct steps and processes for authorization by SNU. Any report of unsafe operation of a vehicle received by SNU Risk Management or SNU's Department of Public Safety will be communicated directly to the supervisor, department head, or senior level administrator of the area involved.

Charges for Citations, Fines, Parking Tickets, etc.

University drivers are responsible for all citations, fines and parking tickets issued to them while driving on behalf of SNU regardless of the circumstances involved.

The Use of Personal Vehicles

The owner or driver of a personal vehicle driven for university business purposes will be responsible for the way in which the vehicle is driven and any damage that occurs as a result. Insurance coverage, citations and tickets, and any other issues associated with driving a personal vehicle while on university business will remain the responsibility of the driver and/or owner of the vehicle. Automobile insurance of the owner of the vehicle shall be considered the primary coverage in such circumstances. Southern Nazarene University insurance coverages do not include personal vehicles and no reimbursements will be made for damages, personal insurance costs, increases in premiums, deductibles, etc.

Individuals who use their personal vehicle for regular and frequent (more than two times per week on average) transportation in direct duties for SNU business or programming are required to provide proof of their personal automobile insurance to Southern Nazarene University on at least an annual basis. This proof of insurance can be emailed to transportation@snu.edu.

Drivers of University CDL Required Vehicles

Drivers who are employed by Southern Nazarene University to operate vehicles requiring a commercial driver's license will properly trained, licensed, and subject to the statutes and regulations of the appropriate federal and state governing bodies as well as those of SNU. Such drivers will be authorized to drive for SNU through a process separate from this.