TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources   **Procedure 02.06.04**
AREA: Safety

SUBJECT: Driver Safety Policy

I.   PURPOSE AND SCOPE

The purpose of this directive is to outline the policy covering business use of vehicles owned, leased, or rented by Texas Southern University's (University or TSU) employees and to outline the proper operation of University vehicles.

II.   DEFINITIONS

   A. Vehicle: Any truck, golf cart or utility vehicle, automobile, van and/or bus owned, leased, or rented by Texas Southern University or University employees for conducting University business. A vehicle may also include a University employee's personal vehicle if used for University business.

III.   POLICY PROVISIONS

   A. Only persons authorized by Texas Southern University may drive vehicles owned, leased or rented by the University. Vehicles may be used for University business only, except where special exceptions are authorized. Authorized persons are responsible for complying with all guidelines set forth in this administrative policy.

   B. All drivers certified to drive shall be 21 years of age or older.

   C. Authorization of drivers shall, in all cases, be restricted to university employees. Only authorized student employees may operate a TSU vehicle that requires a Texas Driver's License.

   D. Where job positions may require driving TSU vehicles, employment in those positions shall be contingent upon receipt of an acceptable driving record.

   E. To verify driving record, an employee's Motor Vehicle Record (MVR) will be checked.

F.   When traveling outside the University for University business, the employee is required to have a completed Request for Authorization to Travel at University Expense form on file in their department **prior to** the travel.

G.   When operating a vehicle while conducting TSU business, all drivers shall be required to have a valid Texas Driver's License and TSU Driver Certification card in their possession.

H.   All TSU drivers shall be required to have a valid license to operate the vehicle being driven.

I.   All TSU drivers shall receive a TSU Driver Certification card by attending a driver certification class, conducted by the Safety Department. The Driver Certification training must be completed prior to driving any vehicle on University business.

J.   Each vehicle shall be loaded only to its stated passenger capacity.

K.   All passengers shall be seated. No passenger will be allowed to stand while a vehicle is in motion.

L.   All passengers are required to wear seat belts while the vehicle is moving.

M.   Drivers shall take the necessary breaks when traveling and shall drive no more than eight (8) hours in one stretch.

N.   There shall be planned rest stops scheduled on all out-of-town trips.

IV.   STANDARDS FOR AUTHORIZED UNIVERSITY DRIVERS

A.   Authorized or Acceptable Driver: An applicant or employee who demonstrates all of the following:
   a.   Valid driver's license;
   b.   No at-fault accidents within the past three years, and
   c.   No more than one moving violations within the past three years

B.   Probationary Driver: An applicant or employee who demonstrates the following:
   a.   Valid driver's license, and
   b.   No more than one at-fault accident within the past three years, and
   c.   No more than two moving violations within the past three years

C.   Unacceptable Driver: An applicant or employee who demonstrates the following:
   a.   No valid driver's license, or
   b.   Two or more at-fault accidents within the past three years, or
   c.   Three moving violations within the past three years, or
   d.   Any conviction for driving while intoxicated, within the last ten years, or

    e. Any conviction for driving while under the influence of drugs, or

    f. Any conviction for vehicular homicide, or

    g. Failure to complete the Driver Certification Program.

V.   INSURANCE COVERAGE FOR AUTHORIZED DRIVERS WHEN DRIVING UNIVERSITY VEHICLES

    A. The University is insured by the Statewide Automobile Insurance Program of the State Office of Risk Management. Primary automobile liability coverage is provided for authorized drivers while operating University-owned or leased motorized vehicles.

    B. Comprehensive automobile physical damage coverage for University owned or leased motorized vehicles may also be available based on department selection.

    C. Certificates of insurance, Texas Auto Liability Insurance ID cards or details on existing coverage and limits may be obtained from the Fleet Management Department.

VI.   INSURANCE COVERAGE FOR AUTHORIZED DRIVERS WHEN DRIVING RENTAL VEHICLES

    A. When a University employee rents a vehicle for use in the course of University business, the proper Authority to Travel Request is required to be submitted in advance and every effort must be made to obtain a vehicle from the pre-approved rental car vendor that is contracted annually with the state of Texas. When utilizing the state rental car vendor, primary automobile liability and comprehensive physical damage waiver will be automatically included in the pre-negotiated state rate. The University's automobile insurance policy will respond secondary as excess liability to the state vendor insurance coverage.

    B. If renting a vehicle from a non-contracted rental car vendor, primary automobile insurance may not be included in the base rate and is available to be purchased from the vendor. Please refer to your department for reimbursement approval of these additional travel expenses. The University's automobile insurance policy will respond secondary to any available primary insurance.

VII.   INSURANCE COVERAGE FOR AUTHORIZED DRIVERS WHEN DRIVING PERSONALLY OWNED VEHICLES

    A. The Texas Financial Responsibility Law requires that every licensed driver in the state maintain minimum liability limits for third party injury or property damage that they may cause while operating a motor vehicle. If you are authorized to drive personally owned vehicles on behalf of the University, you must comply with the established state laws and maintain primary personal automobile insurance coverage.

B. The University's automobile insurance policy will respond secondary to the authorized driver's personal insurance and will provide excess liability coverage up to stated policy limits.

C. The University's automobile insurance does not provide comprehensive or collision coverage for the authorized driver's personal vehicle. Premium and deductibles for this coverage are not reimbursable and are the sole responsibility of the vehicle owner.

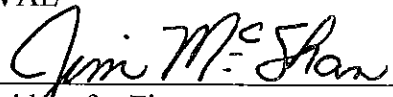VIII.   REPORTING ACCIDENTS AND LOSSES WHEN ON UNIVERSITY BUSINESS

A. Texas Southern University employees driving University-owned or leased vehicles are required to report all accidents, or other losses, in accordance with these guidelines.

B. Failure to report accidents and losses in accordance with the prescribed guidelines may result in loss of authorization to drive University vehicles, and may result in disciplinary action up to and including dismissal.

C. University drivers are required to comply with State laws while driving and when involved in accidents or losses.

D. University employees involved in accidents must immediately complete an Automobile Loss Report and contact the TSU Department of Public Safety.

E. University employees are covered by Workers' Compensation insurance in the event of an injury while on University business. Auto related injuries for Workers' Compensation should be reported separately to the appropriate supervisor.

F. The University is not responsible for damage or loss of personal property in any vehicle while traveling on University business.

G. The University's Risk Management & Insurance Services Office will review and make recommendations on accidents that involve authorized University drivers.
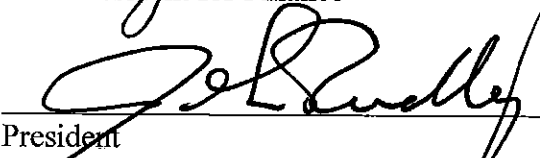

IX.   REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President of Human Resources/CHRO

Review: Every three years, on or before September 1

X.   APPROVAL

_____
Vice President for Finance

_____
President

Effective Date: _____ October 2013 _____