

# UNIVERSITY OF TOLEDO

SUBJECT: DRIVER AND FLEET SAFETY PROGRAM

Procedure No: 08008

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## PROCEDURE STATEMENT

The procedure is intended to safeguard people, protect equipment and reduce operating costs and accidents involving University vehicles.

## PURPOSE OF PROCEDURE

Most vehicle accidents can be prevented by safe driving. The following guidelines for the screening of

- c. Complete driver safety training as described in Section 1. Active driver candidate must score a minimum of 70% on each section of the defensive driver training exam and/or the van driver training exam to earn an overall passing grade.

- d. Observe all applicable motor vehicle laws.
- e. Operate the University vehicle in a courteous manner.

- f. Be on official University business or Student Organization activity while operating the University Vehicle
  - g. Report convictions or violations of motor vehicle traffic laws and ordinances (other than parking) to supervisor within seventy (72) hours.
  - h. Any Driver of a fifteen (15) passenger vehicle must be at least twenty (21) years of age
2. The University prohibits the following:
- a. Knowingly operating an unsafe University Vehicle.
  - b.

mandated by 827.0 Td ( ) T

6. Departments must cooperate with Risk Management in processing any applicable insurance claims related to an accident involving a University vehicle.

B. Departmental Investigation

1. The manager or faculty advisor of the Driver involved in the accident is responsible for reviewing all reports and conducting additional investigation, if necessary.

C. Accident Review Team

1. An Accident Review Team (ART) is composed of the Risk Manager, a representative from the Environmental Health and Radiation Safety and a representative from UTPD will review all accidents, except those related to UT Police emergency response vehicles. A determination will be made if the accident was preventable or preventable per National Safety Council Guidelines (see Appendix B; Preventable Accident Guidelines). All UT Police emergency response vehicle accidents will be reviewed per the UTPD policy.
2. The ART will complete a report of findings

3. If an individual's MVR does not indicate assessed points associated with a particular violation, the University will consider that a violation preventable.

4. Any change in a Driver's privileges must be reported to the Manager

7.

requires a CDL.

B. Student Members of Student Organizations

1. Student members of a registered student organization or sports club (hereinafter "Student Organization") may drive a University vehicle for activities associated with the Student Organization and as approved by the Student Organization's faculty advisor.
2. Student members must abide by all provisions of this Driver and Fleet Safety Program.
3. Eligibility as a student Driver will require the following in addition to the general requirements of Section 3:
  - a. Minimum of one (1) year driving experience.
  - b. No convictions for vehicular accidents.
  - a. Absence of University conduct sanctions, within a rolling two year period, which might reflect negatively on a student's ability to drive safely, such as a sanction for intoxication.
4. Any student Driver subsequently not meeting the above requirements will be removed from eligibility. Students deemed ineligible will not be permitted to drive a University Vehicle but may reapply when they have again met the above criteria.
5. Student members are not approved for driving passenger vans or any University Vehicle that requires a CDL.

10. PERSONAL VEHICLE USE FOR UNIVERSITY OR STUDENT ORGANIZATION ACTIVITY

- A. A Driver using a personal vehicle for University business or for a Student Organization activity must comply with all motor vehicle laws, including the Ohio Financial Responsibility Law that requires drivers to have liability insurance. They should also maintain a physical damage policy on their vehicle.
- B. When personal vehicles used on University business or for a Student Organization activity are involved in an accident the Driver's personal automobile insurance will be primary coverage for both liability and physical damage claims. The University's Auto Liability policy will provide umbrella liability coverage in accordance with the provisions of the policy in effect at the time.

11. RENTAL VEHICLES

The University has an agreement with a vehicle rental company that includes liability and property damage insurance at no additional cost. It is mandated that rental vehicles be obtained through the current vehicle rental company approved by the University. Necessary information about the agreement can be obtained from University Purchasing at 530-715. If any other rental company is used, the purchase of the liability and property damage insurance offered by the rental company is strongly advised by University policy ([Travel & Business Expense Reimbursement](#)). If international travel is involved, the purchase of insurance from the rental company is required.



d. Vehicle was protected by emergency warning devices as required by DOT and state regulations, or driver was in the process of setting or retrieving signals. The vehicle as emergency warning lights under DOT regulations meets this provision for 10 minutes.

3. Mechanical defect or breakdown accidents

Preventable

- a. Defect was of a type which driver should have detected during inspection of vehicle.
- b. Defect was of a type that the driver should have detected during the normal operation of the vehicle.
- c. Defect was caused by the driver's abusive operation of the vehicle.
- d. Defect was known to the driver but was operated regardless of this knowledge.

4. Sideswiped or head-on collisions

Preventable

- a. Driver was not entirely in the proper lane of travel.
- b. Driver did not pull to the right or left, slow down and/or stop for the encroaching vehicle lane when such action could have been taken without additional danger and to prevent a collision.
- c. Driver changed lanes without ascertaining that sufficient space was available or failed to signal intent or give sufficient warning of intent, to change lane.
- d. Driver was weaving to the right or left, thus crowding the passing vehicle.

5. Striking other vehicle in rear collisions

Not preventable if:

- a. Other vehicle rolled backward while starting on grade.
- b. Driver's vehicle was stopped but was hit from behind and pushed into other vehicle.

Preventable

- a. Driver failed to maintain safe following distance and have the vehicle under control.
- b. Driver failed to stay alert and ascertain that traffic was slowing down or that vehicle ahead was moving slowly, stopped, or slowing down.
- c. Driver misjudged rate of moving vehicle.
- d. Driver came too close before pulling out to pass.
- e. Driver started up too soon or too fast for vehicle ahead.
- f. Driver failed to leave sufficient room for passing vehicle to get safely back in line.
- g. Driver was passing and misjudged approaching traffic, and returned to right lane too fast.

6. Accidents at intersection

Not preventable if:

- a. Driver was stopped in compliance with traffic sign or signal or at the direction of a police officer or other person legitimately controlling traffic.

Preventable if:

- a. Driver failed to control speed so that the vehicle could stop within available sight distance.
- b. Driver failed to check cross traffic and wait for it to clear before entering intersection.
- c. Driver pulled out in the face of oncoming traffic.
- d.





12. Miscellaneous accidents

Preventable

- a. Driver was making a "U" turn.
- b. Driver was pulling away from the curb or other parking space.
- c. Driver was entering traffic from a driveway, or private alley.
- d. Driver was giving a push or was being pushed.
- e. Vehicle moved due to faulty brakes.
- f. Driver left vehicle unattended (with or without motor running) and failed to brake and wheel chocks.
- g.