Motor Vehicle Usage Procedural Guide (University of Northern Iowa Policy 9.63)

The University of Northern Iowa is committed to managing the risks associated with vehicle use. The Motor Vehicle Usage policy (9.63) is designed to promote safety and protect University faculty, staff, students and other University resources. Safety is everyone’s responsibility and applies to all persons operating a University owned or personally owned vehicle on University of Northern Iowa business.

The Motor Vehicle Usage policy requires that anyone who drives a university or personal vehicle on university business will need to have their driver eligibility verified. The operator’s license verification process, which is secure and confidential, is completed through the Iowa Department of Transportation for those persons with an Iowa Operator’s License. The verification process will be generally completed two times each year, during the fall and spring semesters. UNI’s process is consistent with risk management objectives outlined by the Board of Regents, State of Iowa.

Those persons who have an out of state Operator’s License need to be aware that a different verification service is used to check other than Iowa licenses and that process could take from three to five days to complete and those costs will be charged to the department that has approved the person to operate a vehicle on university business.

Department Heads need to provide a listing to the Fleet Manager at the beginning of each semester of those persons who they approve to drive university or personal vehicles to conduct university business. Authorized drivers may only be student members of University recognized student organizations and government, University faculty or staff officially associated with the organization or pre-approved alternate drivers. Persons operating a personal vehicle on University business who have not been designated as an authorized driver by their department head and who have not submitted their operator’s license for verification may be denied reimbursement for travel expenses related to their vehicle use.

University employees and students approved to drive a university or personal vehicle on university business can have their Operator’s license checked in one of three ways; by stopping at the Motor Pool station located in the Physical Plant Building, 1801 W. 31st St. and providing their name and operator’s license number; by phoning the Motor Pool clerk at 273-2610 and providing their name and operator’s license number; or by sending their name and operator’s license number to the Motor Pool clerk through campus mail (0189).

Sending operator license information by electronic means is not a prudent practice and will not be a method by which the Motor Pool will accept driver information, due primarily to security reasons.

All approved persons operating any vehicle on University of Northern Iowa business must have a valid and current operator’s license and consent to periodic checks of their driving record. University vehicles may be used solely for the purpose of conducting University business.
Driver Responsibilities

The University of Northern Iowa owns and leases a variety of vehicles and as a result is exposed to associated risks. Additionally, the University is exposed to risk from hired and not-owned vehicles operated by approved drivers who may be faculty, staff, students or volunteers. All drivers operating motor vehicles on University business are expected to conduct themselves in a professional manner and should adhere to the following responsibilities and vehicle operation.

- Driver must be in possession of and maintain a valid operator’s license meeting the requirement of the vehicle they will be operating.
- Driver must immediately report any changes in the status of their license (restrictions, revocations, suspensions, expirations) to their supervisor prior to driving a University vehicle.
- Driver should periodically review the University’s Motor Vehicle Usage policy.
- Driver should have experience driving the type of vehicle s/he will be operating for the University of Northern Iowa.

Vehicle Operations

- Only authorized drivers should operate a University of Northern Iowa vehicle.
- Drivers of a motor vehicle should comply with all traffic laws, ordinances, and regulations of the state in which the vehicle is being driven.
- Vehicle should be driven at speeds that are appropriate for road conditions.
- Vehicle should be driven in the environment for which it was designed.
- Seat belts and other occupant restraint devices should be worn at all times by the driver and occupants. A malfunctioning restraint device should be reported immediately to the Fleet Manager.
- Driver should not allow passengers to ride in a truck bed or sit on the tailgate or sides of a vehicle when it is in motion.
- Vehicle should not be used to transport unauthorized passengers.
- Driver should yield to emergency vehicles, bicyclists and pedestrians.
- Driver should be familiar with laws in travel states about the use of cellular phones when operating a vehicle in motion. Caution should be taken when there is a need to use a two-way radio while the vehicle is in motion. Use of a PDA or any other hand-held device when the vehicle is in motion is not advised.
- Driver should not drive if drowsy or under the influence of any substance, including, but not limited to, alcohol, illegal drugs, prescription drugs and over-the-counter drugs that cause drowsiness or impaired judgment.
- Driver should not drive for long periods of time without breaks. Breaks are recommended at a minimum of every two hours or every 100 miles. Maximum driving time recommended in a 24 hour period should not exceed eight (8) hours.
- Driver will assume all responsibility for fines, parking tickets and traffic violations while operating a vehicle on University business.
- Smoking is prohibited in all vehicles owned, leased or rented by the University.
Motor Vehicle Report – Driver Eligibility

Periodic motor vehicle reports will determine driving eligibility.

- Fleet Manager will obtain an authorization for the release of motor vehicle reports from employees for whom driving is required as a routine part of their job.
- Fleet Manager will order periodic motor vehicle reports on UNI employees for whom driving is required as a routine part of their job.
- The cost of motor vehicle reports will be the responsibility of the department employing and/or authorizing the driver.

Driving Standards

Driving privilege is based on the driver’s three year driving history as represented on the motor vehicle report. Driving privileges will be denied if the driver’s past three year driving record indicates any of the following:

- Three or more speeding violations in excess of 10 miles per hour.
- Three or more “at fault” accidents or three or more moving traffic violations, or a combination of three or more accidents and violations.
- Conviction of reckless driving, or conviction of driving with a suspended, denied, revoked or barred license, of conviction of hit and run, or conviction of leaving the scene of an accident.
- License suspension, license denial, license revocation or license bar.
- Conviction of driving while under the influence of alcohol or drugs, conviction of vehicular homicide or conviction of any driving offense punishable as a felony.
- Multiple speeding violations less than 10 miles per hour and/or safety belt violations will also be considered when determining if driving privileges will be denied.

For purposes of reviewing driver records for eligibility or corrective action, moving violations shall not include violations for:

- Parking violations.
- Past convictions, suspensions or revocations related to civil or criminal actions unrelated to driving or vehicle operations.

Student Drivers

Department Programs: Departments may authorize student drivers of University, department or personal vehicles to attend conferences, meetings or other programs when ALL of the following criteria are met:

- The event or program is directly related to the academic program in the department and the student travelers are currently registered students in that academic program.
• The students’ attendance at the event or program is at the request of the department head, and the trip is supported by the department.
• An authorized Primary Driver shall be designated by the department to be responsible for providing information to drivers and passengers regarding vehicle use policies, securing the vehicle during the trip, performing headcounts, assigning drivers and determining rest stops.
• The vehicle shall be used only for normal transportation to and from the event or program, not for personal purposes or unauthorized side trips.
• Written departmental authorization must be provided to the Fleet Manager for prior review and approval.

**Student Government and Student Organizations**

University of Northern Iowa Student Government representatives may use University vehicles only for transportation to state and national conferences and meetings, attendance at select Iowa legislative sessions or to meetings of the Board of Regents, State of Iowa.

**Authorized Passengers**

Authorized passengers include those in official University sponsored or authorized programs and University employees, agents or volunteers while on authorized University business.

**Use of Personal Vehicles**

University of Northern Iowa faculty and staff may elect to use their personal vehicles on University business at their option and at their own risk. The vehicle owner’s insurance will be in effect in the event of an accident. A person driving his or her personal automobile should have automobile liability insurance in an amount not less than $300,000 per each accident. Reimbursement for the use of a personal vehicle is authorized at the current rate approved by the Board of Regents, State of Iowa and the University. Risk Management strongly recommends the use of University owned vehicles for University of Northern Iowa business.

**Insurance Coverage**

The University of Northern Iowa participates with other Board of Regents, State of Iowa institutions in the Iowa Regents Self-Insurance Program for liability on motor vehicles. Section #5 of University policy 9.63 Motor Vehicle Usage provides specific information regarding property damage and person injury claims arising from an accident involving University vehicles.