

SAINT MARTIN'S UNIVERSITY VEHICLE OPERATOR POLICY

1. Introduction

All members of the Saint Martin's University community who are authorized to drive university vehicles or otherwise operate a vehicle to conduct university business must operate vehicles in strict accordance with all state and local laws. *No work or errand is of sufficient importance to violate safe driving practices.* Safe vehicle operation is the responsibility of all members of the SMU community while participating in all university business or activities.

2. Vehicle Operator Program

The purpose of this program is to ensure that our drivers have the skills and information that they need to be effective and safe vehicle operators; to communicate driver responsibilities; reduce vehicle accidents; and to implement corrective actions for poor driving or repetitive unsafe incidents.

2.1 Policy

Saint Martin's University will strive to protect the safety of all community members by authorizing qualified drivers to operate university vehicles. Drivers shall be trained according to this program. SMU will conduct checks of a driver's driving record. Employees or students who demonstrate irresponsible or unskilled driving behavior will be evaluated for corrective action and may lose the privilege to drive university-owned or rented vehicles.

2.2 Eligibility

To drive a Saint Martin's University-owned or rented vehicle, you must be 21-years of age or older and possess a valid driver's license. Persons restricted from driving by order of a doctor must never drive or operate a university vehicle.

Those who wish to drive a vehicle rented in the name of Saint Martin's University (it must be used for university purposes) shall have a valid state drivers license in their possession, be certified by SMU through Public Safety, and adhere to the safe driving practices and training requirements contained in this document. This applies to vehicle rentals made abroad and independent of Public Safety.

At the discretion of the university, and providing the persons meets the certification prerequisites and pass the on-line defensive driving test, certification can be provided to SMU students and SMU employees to drive for university programs. Examples university programs are athletic programs, ASSMU activities, class field trips, or forensic events. Volunteers who are appointed to drive by a Saint Martin's University program must provide written documentation

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by a program representative and obtain certification through SMU Public Safety before driving a SMU owned or rented vehicle.

In order to be eligible the prospective driver must:

1. Fill out the Saint Martin's University Motor Pool Driver Application.
2. Submit a copy of a current (valid) driver's license with the Driver Application form to the Department of Public Safety.
3. Obtain and submit a copy of your Abstract of Driving Record (ADR) for verification of your driving record for the past three years. The following driver's violation criteria will apply to all drivers of Saint Martin's University – owned or rented vehicles:
 - i. Have no major criminal traffic violations in the past 3 years. Major criminal traffic violations include, but are not limited to:
 - Driving While License Suspended
 - Reckless Driving
 - DUI
 - Negligent Driving 1st Degree/2nd Degree
 - Vehicular Homicide/Assault
 - Hit and Run Vehicle/Property/Person
 - ii. Have no more than:
 1. One (1) accident as the primary offender in the last 3 years; OR,
 2. Two (2) Traffic Infractions in the past 3 years; OR,

Significant criminal traffic violations, such as vehicular assault, negligent homicide, hit and run, DUI, negligent/reckless driving, will remove a person from being allowed to drive University – owned or rented vehicles. At the discretion of the Director of Public Safety, drivers may be allowed to operate University – owned or rented vehicles with up to three (3) minor traffic infractions on their Driving Abstract in the last three (3) years.

4. All prospective drivers must take and pass an on-line defensive driving test
5. Complete SMU Purchase Order (signed by the requesting department's Budget Manager) marking the Purchase Order as an inter-department charge to the SMU Motor Pool Account #31-062801-6530 in the amount of \$15.00 for each driver tested.
6. Submit completed Purchase Order to the Director (or Assistant Director) of Public Safety.
7. After submitting the completed Purchase Order, Public Safety will sign the prospective driver(s) up for an on-line defensive driving course offered through Alertdriving.com. Driving tests for large passenger vans consist of two modules. A passing score of 80% or better is required on both modules for successful completion. An Alertdriving.com link and password will be emailed to driver upon completion of steps mentioned above.

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8. Authorization to drive a 12-passenger van does not automatically include authorization to drive a University-owned mini-bus. **Drivers of mini-buses are required to pass a driving skills course** in addition to submitting an application, submitting an Abstract of Driving Record, and taking the on-line defensive driving test.

2.3 Responsibility

Faculty, Administrator, Staff, Student and Volunteer Drivers

- Observe and practice safe vehicle operation.
- Successfully complete the on-line defensive driving test.
- If driving a mini-buss, successfully complete the skills driving test.
- Report vehicle damage or defects.
- Report all vehicle incidents, regardless of size or damage, to one's supervisor and to Public Safety.

Advisors, Coaches, Instructors, Trip Leaders

- Ensure that employees and students receive training and driver certification before operating a university vehicle.
- Report accidents to Public Safety.

Directors, Managers and Supervisors

- Responsible for instilling appropriate driving behaviors.

Public Safety Director

- Monitor the application of this program and make adjustments accordingly.
- Provide training opportunities for SMU drivers.
- Enforce the directives of this program.
- Assist campus advisors, coaches, instructors, trip leaders and other drivers in meeting the objectives of this program.

2.4 Abstract of Driving Record

Saint Martin's University will check driving records of candidates considered for jobs requiring a valid driver's license. This will be accomplished by requiring job candidates to submit an Abstract

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of Driving Record issued by the Washington Department of Licensing or the state where the valid driver's license is issued from. Public Safety may conduct spot checks of driving records for existing employee and student drivers, but no less than every three years.

If a past record or driving behavior is discovered indicating a driver is a risk, the driver is not permitted to drive a university vehicle or any other vehicle used for approved SMU purposes.

3. Vehicle Condition

Any person assigned to drive a university vehicle is responsible for all matters pertaining to the safe operation of the vehicle. Motor vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.

3.1 Inspection

The driver is encouraged to conduct an inspection of the vehicle before operation. Use the inspection form in Appendix B to guide the inspection and log any deficiencies or defects found. Defects or needed repairs must be reported promptly to Facilities. *The vehicle shall be removed from service for any problem that renders the vehicle unsafe until repairs are made.*

3.2 Cleanliness

It is the driver's responsibility to keep the vehicle interior clean and free of loose tools and other debris. The windshield must be kept clean for good visibility. **A \$75.00 charge against the program using a vehicle returned not clean for the next scheduled use.**

4. Vehicle Loads/Cargo

4.1 Cargo

Transporting cargo, personal property, and/or team equipment is allowed in University – owned or rented vehicles; however, cargo, personal property, and/or equipment may not exceed the rear seat back height and may not be transported forward of the rear seat.

4.2 Roof-top Carriers

Roof-top carriers are not allowed on any University – owned or rented vehicles.

4.3 Personal Property

Personal property may be carried (when legal) in University – owned or rented vehicles; however, University insurance does not provided for personal property carried in University – owned or rented vehicles. Personal property may not be attached to the vehicle in any way that might cause vehicle damage. Equipment that attaches to, or alters the performance of University – owned or rented vehicles is not allowed.

4.4 Trailers

Towing trailers of any kind by University – owned or rented vehicles is not allowed.

5. Vehicle Operation

University vehicles represent Saint Martin's University and should be driven in a manner so as to create a favorable impression to the public. Show more than ordinary courtesy and consideration for other drivers and pedestrians.

Secure all doors, end gate enclosures, and equipment before driving. Drivers and passengers must not throw objects from the vehicle. All materials being transported must also be secured to prevent material from being blown off of the vehicle.

5.1 Speed

Drivers must operate equipment at a safe speed for roadway conditions.

The on-campus speed limit is a maximum of 20 miles per hour. A good "rule of thumb" is to drive at a fast walking pace. On campus drivers of vehicles shall stop at blind intersections and then proceed slowly while looking for pedestrians or other vehicles.

Off campus drivers of vehicles must also comply with the following Vehicle Code requirements governing speed regulations:

- Basic Speed Law requires a speed that is safe for all conditions including traffic, surface and width of roadway, weather conditions, and visibility.
- Observe Speed Limits established by Code for certain situations such as blind crossings, business and residential districts, and other special zones established by the posting of speed limit signs, as well as Special Speed Restrictions as established to cover various types of vehicles, trailers or combinations.

5.2 Parking

Drivers must comply with State and County parking regulations and PLU parking designations except when exemption is granted for work involving construction, operations, entrance or egress.

At any time a university vehicle is parked, it is the driver's responsibility to make certain that the:

- Wheels are turned into the curb when parked on an incline.
- Vehicle is taken out of gear and put in park position in those vehicles having automatic transmission. Whenever possible, vehicles with standard transmission will be left in gear.
- Parking brake is set.

Drivers shall not park vehicles:

- In fire lanes.
- On soft surfaces.
- In front of building entrances, stairways, ramps, or main thoroughfares or other no parking zones.

5.3 Seats and Seat Belts

When driving or riding in a university vehicle or other vehicle used to conduct SMU business, one must sit in a seat designed for this purpose and seat belts must be worn in accordance with state regulations.

Persons may not ride in the back of trucks, golf carts, vans, trailers or in other parts of a vehicle that do not have seats. If there are not enough passenger seats and seat belts for all passengers, then some people must walk or the driver can make more trips to transport all of the passengers.

The seat belt must be adjusted so that it is snug enough to afford the maximum protection without being uncomfortable. Fasten the seat belt before moving the vehicle. Do not attempt to fasten the seat belt while the vehicle is moving.

5.4 Driving Conditions and Times

Advisors, coaches, instructors, and/or trip leaders are responsible for assessing the conditions for safe driving. It shall be the responsibility of the driver and the advisor, coach, instructor, or trip leader to cancel the trip, if the conditions indicate that it is unsafe to proceed. The following are some of the factors that should be evaluated prior to travel:

- Physical fitness of the driver. Is your driver sick, tired, or injured?
- Weather conditions. Is it icy, snowy, or foggy with poor visibility?
- Driver skill. Is this a young or new driver or a driver that has seldom driven a large vehicle?

It is the driver's responsibility to be fully rested and alert before driving. The passenger who is riding in the front seat position is responsible for watching the driver for signs of decreased driver ability, such as nodding off during the trip. The passenger must also be fully rested and alert.

It is recommended that the driver stop every 90 minutes of travel for a rest period and exchange with a different certified driver for the next 90 minutes.

Driving is prohibited between 12:00 a.m. and 5:30 a.m. for all drivers less than 25 years of age. A Saint Martin's University certified driver who is 25 years of age or older, and is well-rested and alert may drive during these restricted hours provided the driver complies with the other conditions of this program. Early departures are authorized within the prohibited period providing they are departing from the SMU campus. The team or group is required to stay overnight when they cannot comply with these conditions.

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5.5 Communications

All student groups who use a Saint Martin's University vehicle must have among them at least one cell phone or other two-way communication device for emergency purposes.

6. Moving Violations

The driver is responsible for all moving violations and parking tickets, including the payment of fines or penalties. Parking tickets, including Sno-pass, Good-To-Go pass or other permit violations, issued to the university vehicle and not paid for by the responsible driver, will be traced back to the department and charged to the department. The department is encouraged to seek reimbursement from the driver.

7. Accident

Immediately call local authorities to report an accident occurring off-campus. Follow that by notifying Saint Martin's Public Safety. Follow the instructions in the insurance packet located in the vehicle glove box.

On-campus accidents, regardless of severity, must also be immediately reported to Public Safety and to your supervisor or advisor.

7.1 Medical Care

It is the trip leader's responsibility to determine whether individuals involved in a vehicle crash must be evaluated at a medical facility. This shall be determined based on the severity of the accident, consultation with emergency response personnel, and potential for injury.

7.2 Driving Privileges

Drivers who are involved in an accident shall discontinue driving a Saint Martin's University vehicle or their own vehicle when conducting SMU activities, until an investigation of the accident is complete. The Director of Public Safety will notify the driver and driver's supervisor or advisor when driving privileges are restored. Driver improvement training may be required for drivers involved in a vehicle accident.

Drivers who are off-campus at the time of an accident must follow accident reporting procedures in Appendix A. Upon return to campus, the driver must provide the police report and statements to the Director of Public Safety and the Vice President of Finance.

Student drivers who cannot meet the criteria described in section 2.2 item # 3 will not be permitted to resume driving privileges.

8. Scheduling

8.1 Reservations

Reserve SMU Motor Pool vehicles through the Athletics Office, located in the Marcus Pavilion/Norman Worthington Conference Center, 360-438-4305/360-438-4296 or by following this link to the [online form](#). Include the number of passengers (Large passenger vans are restricted to 12 passengers maximum plus driver), anticipated departure/return date/times, and destination.

If a SMU vehicle is unavailable, the requesting entity may need to rent from a private vendor; all private vendor vehicles will be treated the same as University owned vehicles when used for University functions. Driver names, passenger limits and names, destination, departure and return dates and times, are the same as for University owned vehicles.

8.2 Cancellation

Cancel SMU Motor Pool Vehicle reservations as soon as it is known it is not needed so someone else may use the vehicle(s), and to prevent being charged for its use. Make arrangements with SMU Public Safety to pick-up Motor Pool keys, preferably during work hours (7:00 AM – 5:00 PM Monday – Friday). However, after hour pickup and delivery of Motor Pool key can occur by calling 360-438-4555 and requesting a security officer meet you at the office. Reserved Motor Pool keys will be held for (1) hour past scheduled departure time, after which the vehicle will be considered available.

9. General Requirements

9.1 Alcohol

Alcohol **use and or possession** is prohibited in University – owned or rented vehicles. No employee or student will operate University – owned or rented vehicles, personal vehicles used on University business, or University customer/guest vehicles while under the influence of alcohol or any other substance that impairs his or her ability to drive. Please arrange for another approved driver if you take medication that may cause drowsiness, dizziness, or otherwise impairs normal function when you are planning to drive a University – owned, rented, or personal vehicle for University business.

9.2 Tobacco

The **use of all tobacco products is prohibited** in University – owned or rented vehicles.

9.3 Fueling SMU Motor Pool Vehicles

All Saint Martin's University Motor Pool vehicles will be refueled upon return to campus, regardless of how many miles were driven. A **\$25.00** charge will be assessed for vehicles returned without being refueled.

9.4 Reimbursable Expenses

When out of town, the approved driver of a University – owned or rented vehicle has the authority to approve repairs necessary for a safe trip back to the University if they are unable to contact the appropriate University Official. For example, it would be appropriate to replace a dead battery or replace damaged wiper blades, but not appropriate to repair a radio, etc.

9.5 Personal Use

University-owned vehicles are not for personal use. Drivers using University-owned or rented vehicles for personal use may lose University driving privileges.

APPENDIX A

TRAVELING ON SAINT MARTIN'S UNIVERSITY BUSINESS

RENTING A CAR

If cars are rented by a University or Abbey employee, in the name of the University or Abbey, staff, students and faculty would be covered by the car rental company liability insurance and Saint Martin's University insurance. To ensure you have this coverage, please use a credit card issued by Saint Martin's when renting a vehicle or by have the rental company bill the University. There should be a section in the rental agreement, or an insurance card in the vehicle, noting with whom the rental company insures their vehicle. Ask for the insurance information when picking up the rental vehicle.

If someone rents a car under their personal name (e.g., using their personal credit card) it is covered by the individual's personal insurance regardless of use. However, if the vehicle is damaged and the rental company cannot rent the vehicle out because of the damage sustained in an accident, you most likely will be charged for what is called Loss of Use. You can purchase Loss of Use insurance at the time of renting the vehicle from the rental company.

Recommendation:

- Rent a car in the name of Saint Martin's University using a university issued credit card.
- In foreign countries purchase insurance through the rental company.
- **ALWAYS check for pre-existing damage** to the rental vehicle before leaving the lot.
- In the event of an accident, follow the accident reporting instructions provided below.

TRAVELING IN YOUR PERSONAL VEHICLE

Make sure your auto insurance is current. Unfortunately, the insurance industry requires that the insurance follows the car - in other words - your own insurance is primary.

In the event of an accident, notify your own insurance company and then follow the accident reporting instructions below.

TRAVELING IN A SAINT MARINT'S UNIVERSITY VEHICLE

While driving a SMU owned vehicle or rental vehicle, SMU's insurance company provides coverage for vehicle accidents.

In the event of an accident, follow the accident reporting instruction below.

WHAT TO DO IN THE EVENT OF A VEHICLE ACCIDENT WHILE ON SAINT MARTIN'S UNIVERSITY BUSINESS

1. ALWAYS CALL THE POLICE TO THE SCENE OF THE ACCIDENT

- a. Make sure they record a report for Saint Martin's University
- b. **OBTAIN THE FOLLOWING INFORMATION FROM THE OTHER DRIVER:**
 - i. Full Name of Driver
 - ii. Driver's License Number
 - iii. Driver's phone number and address
 - iv. Insurance Company Name and Phone Number
 - v. Insurance Policy Number and the Name of the Insured (may not be the driver of the vehicle at the time of the accident)
 - vi. Vehicle License Plate Number And State The License Plate Is From

2. GIVE THE OTHER DRIVER AND POLICE THIS INFORMATION

- a. NEVER give the other driver YOUR home address and phone number; substitute the Saint Martin's University Public Safety phone number and address;
 - i. 360-438-4555
 - ii. Saint Martin's University Office of Public Safety
5000 Abbey Way SE
Lacey, WA 98503-7500
- b. Saint Martin's insurance company card and information is in the Driver's Responsibility packet. Provide this information to the other driver and the police.

3. ALWAYS CALL PUBLIC SAFETY IMMEDIATELY TO REPORT THE ACCIDENT

Public Safety will ask you if there are any injuries, if the police have been called, if the vehicle is drivable, what happened, and the other driver's information.

Public Safety will work with the SMU driver to obtain alternative transportation and assistance for the group.

4. PUBLIC SAFETY WILL NOTIFY APPROPRIATE UNIVERSITY OFFICIALS

APPENDIX B

VEHICLE CHECK LIST

DO NOT operate the vehicle if a problem is found warranting the vehicle unsafe to drive

Vehicle Number		Date
Driver's Name:		
ITEMS TO INSPECT	√	COMMENTS
Look under body for oil & water leaks		
Check hood latch		
Open hood & check oil and water level		
Check drive belts for cracks or wear		
Check front tires for inflation and wear		
Check front of vehicle for damage		
Check left side of vehicle for damage		
Check left side door handle and latch		
Check rear of vehicle for damage		
Check rear tires for inflation and wear		
Check right side for body damage		
Check right side door handles and latches		
Start engine		
Adjust left and right outside mirrors		
Adjust interior mirror(s)		
Check headlights		
Check turn signals, break lights, 4-way flashers		
Check steering		
Check horn		
Check all gauges		
Check windshield wipers		
Check foot break – no more than 2" of play		
Check emergency break		

Saint Martin's University Motor Pool Driver Application

To be approved as a Saint Martin's University Motor Pool driver, please complete the following:

Name SMU ID Number

Address

City State Zip Code

Email address

Home Telephone Number Cell Phone Number Work Telephone Number

Drivers License Number State Issued Date Expiration Date Date of Birth

**Be sure to include a readable copy of your current driver's license. I acknowledge that I have read, understand, and will adhere to the SMU Motor Pool Policy for use of Saint Martin's University – owned, rented, or personal vehicles.

Signature Date

Please print name

Copy Driver's License here: