

***Anderson University Personnel Driving Policy
For Insurance Liability
(Faculty, Staff and Students)***

In order to assist in reducing liability claims and control premium costs, the university has developed the following driving policy. This policy provides guidelines for anyone assigned a university owned vehicle, anyone wishing to drive a university-owned or rented motor pool vehicle. This policy also speaks to persons who drive their personal vehicle while on company business. Student procedures are also stated in this policy. Questions may be addressed to the Executive Director of Facilities.

University Personnel (faculty and staff):

1. Any persons assigned a university owned vehicle, including use of a vehicle during regular working hours, must supply a driving record from the Bureau of Motor Vehicles. This record will be obtained through the university's insurance carrier for the State of Indiana and by the Physical Plant for those persons who are not residents of Indiana.

Persons assigned a vehicle will have their driving record reviewed each year in January. Persons not assigned to a car, but wishing to drive a motor pool or rental vehicle must make application for driving. A driving record must be obtained from University personnel for authorization to drive a motor pool vehicle. Once the driving record is received, and determined to be satisfactory, the staff/faculty person will be issued a driving pass for one year. The card will be valid for that year only. In years following the receipt of the initial driving record, University personnel must sign an affidavit each year stating the application and driving record are correct and current.

2. University personnel may provide driving record information at the time of employment, if they are not assigned a university owned vehicle. This voluntary application, if approved, will allow the person to drive motor pool vehicles as needed. Persons who do not provide this information at the time of employment must provide this information prior to reserving a university vehicle for conducting business of their department or the university.
3. Under direction of the university's liability carrier, a person will be authorized to drive a university owned or rented vehicle only if they have a valid U.S. drivers license and the following conditions are met:
 - A. Have no more than two (2) moving violation for the prior three (3) years.
 - B. Have no major moving violations.
 - C. Have no more than one (1) at-fault accident for the prior three (3) years.
 - D. Do not have the combination of one (1) At-Fault accident and one (1) violation within the last three (3) years when not the same accident.

(Definitions of major violations, moving violations and At-Fault Accident appear at the end of this policy)

Any violation which occurs after a driving pass has been issued, and which changes the eligibility of the violator may result in loss of authorization to operate said vehicles. It is the responsibility of any faculty/staff or student with an authorized driving pass to notify the Physical Plant immediately if, between annual driving record checks, driving infractions occur which cause the driver to fall outside the guidelines of this policy. Notwithstanding the policy discussed herein, the university reserves the right to refuse a driving pass or rescind a driving pass to any individual whose driving record or driving conduct, in the university's sole discretion, is unacceptable. This may include, but is not

limited to, multiple moving violations, negligent driving, open container, DUI, reckless driving, hit and run, or driving with a suspended license. (See Drug Free Workplace and University Policies in University Handbooks.)

4. University personnel driving their own vehicle on university business must also meet the eligibility standards as listed in Section 3. This is due to the fact that the University's Workers' Comp insurance is in effect for said drivers. Ineligible drivers doing so on university business may be subject to disciplinary procedures, up to and including termination. Additionally, it should be noted that University insurance does NOT cover damage to personal vehicles, even being used on company business.

Student Personnel:

1. Freshman students will not be permitted to drive university owned or rented vehicles.

A freshman may be granted limited use of a vehicle if extenuating circumstances arise and are verified with the Physical Plant. Extenuating circumstances are normally related to employment requirements.

(Adult students, age 22 or older, who are freshman are exempt, but must comply with item two: a, b, and c, and item three and four of this section.)

2. Students (sophomore, junior and senior) may be granted driving privileges on a yearly basis provided the following:

A. a driving record and application are on file with the Physical Plant prior to the date needing to drive a university vehicle.

B. student complies with the standards listed under item 3 in the University Personnel section. Notwithstanding the policy discussed herein, the University reserves the right to refuse a driving pass or to rescind a driving pass to any individual whose driving record or driving conduct, in the University's sole discretion is unacceptable. This may include, but is not limited to, multiple moving violations, negligent driving, open container, DUI, reckless driving, hit and run, or driving with a suspended license. (See Drug Free Workplace and University Policies in University Handbooks.)

C. after application and driving record are received, and determined to be acceptable, student will be issued a driving pass for the academic year. The card will be valid for that academic year only. Students must sign an affidavit each subsequent year stating the application and driving record are correct and current.

3. A sophomore, junior or senior with limited driving experience for a van, will be required to take a driving test. This test will be conducted by our Physical Plant, prior to the use of the van. If a student does not pass the driving test, they will not be approved to drive a university van.

Temporary Passes:

No temporary passes will be issued for driving privileges. University application and Motor Vehicle Record (MVR) from the issuing state of the applicant's driver's license must be on file with the Physical Plant Office prior to receiving a University Driving Pass.

Please note: Physical Plant will not provide keys to any person without an authorization card to drive a university owned vehicle

Multiple Drivers:

Uses of university owned vehicles which result in the need for multiple drivers require all drivers to have a valid university drivers pass.

Definitions

Major Violations - (This list is not all inclusive.)

- Criminal Type Conviction within the last 5 years.
 - Negligent Homicide
 - Manslaughter
 - Failure to Stop and Identify (Hit and Run)
 - Suspended or Revoked License
 - Drag Racing
- Driving Under the Influence within last 5 years.
- Driving while Impaired within last 3 years.
- Reckless Driving within last 5 years.
- Careless Driving within last 3 years.
- Assault involving a motor vehicle.
- Passing a stopped school bus.

Moving Violations - (This list is not all inclusive.)

- Speeding violations
- Improper or excessive lane changes
- Following the vehicle ahead too closely
- At fault accidents
- Running a red light or stop sign
- Failure to yield
- Etc.

Not at fault accidents, seat belt, and failure to register vehicle are not considered moving violations but may be unacceptable.

At-Fault Accident

- Any accident where the driver is cited with a violation, or negligently contributes to the incident;
- OR
- Any single vehicle accident that is not caused by (actual) equipment failure.

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Current Revision 2/14/05 Physical Plant Director

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