

## Roger Williams University Motor Vehicle Use Policy

### 1.0 Purpose

This Motor Vehicle Use Policy is intended to provide the requirements by which all Roger Williams University and Roger Williams University School of Law employees, students and other authorized individuals are permitted to operate University owned, leased and rented motor vehicles and personal vehicles during the conduct of University business.

### 2.0 Definitions

**University** – Roger Williams University and Roger Williams University School of Law.

**Motor Vehicle** – A motorized form of transportation designed, developed and properly registered for public road transportation and owned, leased or rented by the University. The term “Motor Vehicle” does not include personal vehicles or non-registered vehicles which are not intended for public road transportation, such as golf carts (which are governed by the Roger Williams University Golf Cart Policy). Use of a Motor Vehicle is restricted to University-related activities.

**Personal Vehicle** – A motorized form of transportation designed, developed and properly registered for public road transportation that is not owned, leased or rented by the University, but rather is owned or leased by a driver qualified under criteria established in this policy. The term “Personal Vehicle” does not include rented vehicles.

**Control** – An agent of the University responsible for the Motor Vehicle must be able to reach the Motor Vehicle and prevent unauthorized entry and use for them to be deemed in “control” of the Motor Vehicle.

**Qualified University Driver** - In order to be a Qualified University Driver, individuals must be approved prior to operating a Motor Vehicle utilizing the criteria outlined within this policy.

**Department Head** – A department head is an employee of the University holding the title of Vice President, Dean, Director or above.

**Supervisor** – A supervisor is an employee of the University holding the title of Associate Dean, Associate Director or above and who is authorized by the University and designated by a Department Head to permit Motor Vehicle use and/or use of Personal Vehicles for University Business by Qualified University Drivers.

**Motor Vehicle Record (“MVR”)** - A Motor Vehicle Record, or MVR, details an individual’s past driving history based on accidents and/or citations over a predetermined period.

**Authorized Van Driver** - In addition to being a Qualified University Driver, an Authorized Van Driver must be at least twenty-one (21) years old, have at least three (3) years of driving

experience and specifically be authorized to drive a 9-12 passenger van through the Department of Environmental Health & Safety. Prior to receiving authorization, each driver must undergo University-specified training and satisfactorily have completed a van safety road test, as applicable.

**University Business** – Activities (including travel) engaged in on behalf of and at the request or authorized by the University, e.g., field trips, experiential learning activities, clubs/organization activities and athletic events.

### **3.0 Roles and Responsibilities**

#### **Motor Vehicle Use Administrator**

The Director of Public Safety, or his/her designee, shall serve as the Motor Vehicle Use Administrator to oversee the implementation of the Motor Vehicle Use Policy.

Duties include:

- x Ensuring that all applicable drivers are qualified under the Motor Vehicle Use Policy;
- x Maintaining a current, approved listing of Qualified University Drivers;
- x Maintaining necessary data on all Qualified University Drivers;
- x Assisting the Department of Environmental Health & Safety with investigations of accidents involving Motor Vehicles;
- x Implementing new policies related to motor vehicle use as established by the University; and
- x In cooperation with the Department of Environmental Health & Safety, conducting driver safety training.

#### **Supervisors**

Supervisory responsibility is an important component in monitoring vehicle access by Qualified University Drivers. The Supervisor's role includes:

- x Permitting only Qualified University Drivers to operate Motor Vehicles or, with respect to students, Personal Vehicles for University Business; and
- x Reporting any known changes in Qualified University Driver status to the Motor Vehicle Use Administrator.

#### **Qualified University Drivers**

Qualified University Drivers must comply with the following requirements:

- x Operate Motor Vehicles and, as it relates to students, Personal Vehicles for University Business only after first being authorized through the Motor Vehicle Use Administrator;
- x Operate Motor Vehicles and Personal Vehicles for University Business according to the Motor Vehicle Use Policy;
- x Immediately report Motor Vehicle defects and accidents to their Supervisor; and
- x Immediately report changes in driving status to their Supervisor.

#### **4.0 University Driver Qualification**

It is a privilege, not a right, to be permitted to operate a Motor Vehicle or, with respect to students, a Personal Vehicle for University Businessud-6 04 Tw 12.09 0 Td [(.)-0.f 662 (c)4 6 (e o)-14 (r)]TJ

Public Safety at least two weeks before the expected need for driving authorization.

x Must meet MVR Review Criteria established for Qualified University Drivers as described further in this section.<sup>3</sup>

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### **4.3 Motor Vehicle Record Evaluation Criteria – All Qualified University Drivers**

In its efforts to consistently review MVRs for all Qualified University Drivers, the University has defined a standard threshold for evaluating eligibility for driving responsibilities at the University.

Upon each MVR review, driver records will be classified as Clear, Acceptable, Borderline and Prohibited. **Clear, Acceptable and Borderline** drivers may be eligible to drive under the Motor Vehicle Use Policy, given completion of other criteria. Drivers with a **Prohibited** MVR rating will be ineligible to participate as a Qualified University Driver.

To assist in determining eligibility, MVR classifications are based on at fault accident and citation history over the prior three years. Individuals will not be authorized as Qualified University Drivers and will be classified as Prohibited if they meet any of the following criteria in the last three years:

**Motor Vehicle Record Citations/At Fault Accidents**

<u>Major Citations</u>	<u>Minor Citations</u>
One (1) or more in the last 3 years.	

## **4.5 Driver Authorization**

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Requests for an exception to this criteria may be approved only by the Provost or Vice President of the divisional unit requesting such exception.

Students may not transport passengers while using Personal Vehicles for University Business. Requests for an exception to this restriction may be approved only by the Provost or Vice President of the divisional unit requesting such exception.

## **6.2 Mileage Reimbursement for Use of Personal Vehicles for University Business**

Mileage reimbursement for use of a Personal Vehicle to conduct University Business is outlined in the University's Travel and Entertainment Policy. This reimbursement is intended to cover the costs to operate a driver's motor vehicle, including insurance costs.

## **6.3 Insurance for Use of Personal Vehicles for University Business**

The University's automobile liability insurance is always excess over any personal automobile insurance carried by an operator who uses a Personal Vehicle for University Business. Property and collision damage is the sole responsibility of the motor vehicle's owner. Any damages

## **7.0 Operational Requirements & Safe Practices**

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Policy or the University's Travel & Entertainment Policy. All traffic violations,

- x The necessity of using a Motor Vehicle for the trip (i.e., is there a need to transport equipment, or is there a need to use a Motor Vehicle on site at the destination?);
  - x The potential hazards of driving in severe weather should be assessed depending on the time of year and trip location;
  - x The number of University employees that would be accompanying the trip; no such trip should be authorized in which only students are attending, as there should be sufficient faculty/staff for both chaperone and driving purposes;
  - x Usage should be limited to the newer Motor Vehicles; and
  - x A financial and risk evaluation should be undertaken that weighs the total costs of utilizing the Motor Vehicle (i.e., gasoline and wear and tear), as well as the potential risks of driving such distance as compared to other options (i.e., airplane, train or bus).
- x Additional distance and use restrictions apply to the University's commercial motor vehicles, including that University 16+ passenger commercial motor vehicles may not be

