

**WAKE FOREST UNIVERSITY
REYNOLDA CAMPUS
VEHICLE SAFETY POLICY**

1. Policy

Wake Forest University maintains a fleet of University vehicles for the purpose of conducting University business and services to the campus community. It is essential that these vehicles be operated as safely and economically as possible. All operators of these vehicles must meet University requirements and follow University procedures. Each department head is responsible for ensuring that drivers are in compliance and guidelines are followed.

2. Procedures

a. Operator Requirements

- (1) A list of drivers expected to drive University vehicles must be approved by the department head each semester and kept in departmental administrative files. A copy will be forwarded to Human Resources and Insurance Coordinator for review and retention.
- (2) Anyone operating a passenger vehicle must have a valid North Carolina Class C driver's license or an approved Class C type valid driver's license from their state of residence.
- (3) Anyone operating a vehicle that exceeds 15 passengers which includes vans and buses must have a valid NC Class B driver's license or an approved Class B type valid driver's license from another state.
- (4) Anyone operating vehicles in excess of 26,000 pounds or vehicles designed for more than 15 passengers must have a valid NC Class B driver's license or an approved Class B type valid driver's license from another state. Mandatory drug and alcohol screening and physical examinations that comply with Federal Transportation Regulations will be required of these drivers. Departments that have such vehicles will facilitate this screening and examination. The Human Resources Department will assist in such arrangements.
- (5) The driver's licenses of all employees who are assigned a University vehicle(s) or who may be expected to drive a University vehicle must be visually verified by department heads or Human Resources.
- (6) Employee licenses must be photocopied in Human Resources and included in the departmental personnel files in Human Resources and kept confidential.

- (7) Drivers are required to report any change in driver's license status to their department head within 5 working days.
- (8) If requested by a department head or supervisor, drivers must provide a certified copy of their driving history.
- (9) Attachment B represents the standards of driving performance required by the University. Drivers who exceed these parameters may lose their privileges unless the insurance provider grants special permission.
- (10) Employees who drive WFU vehicles must sign a statement (Attachment C) indicating they have read and understand the Vehicle Safety Policy.
- (11) If a spouse will be driving the auto, they must also provide a driver's license. The University may check the driving record of a spouse as necessary.
- (12) All employees who drive a University automobile as a part of their job duties, or who are assigned a University automobile must complete an auto safety training class. This class is also required for any employee who may rent a car while on University business, or check a car out of the motor pool.

3. Normal Operations

- a. Vehicles must be operated in accordance with all North Carolina and University traffic regulations.
- b. Vehicles should be routinely inspected for mechanical problems, exterior and interior damages, safety inspections on tires, lights, wipers, etc., and routine maintenance performed such as cleaning, fuel, oil, water, battery, etc. All problems should be individually reported as soon as possible to Facilities Management or another approved maintenance facility to initiate repair action.
- c. Use of University provided vehicles is limited to the employee and the spouse of the employee responsible for the vehicle.
- d. All motor pool vehicles signed out must comply with Attachment D, Facilities Management Motor Fleet Policy.

4. Rental

An employee who rents a vehicle (from a commercial agency) for Wake Forest University business purposes must meet all operator requirements above and must be listed on the department's driver's license log. Additional insurance coverage is not required.

5. Student Drivers

- a. Students must be 18 years of age or older and meet the operator requirements above to drive a University vehicle.
- b. Student drivers must also be listed on the department's driver's license log.

6. Vans

Volunteer Service Corps, WFU Student Emergency Response Team, and Student Shuttle (every driver must complete a van driver safety course and receive certification from the University Police Department).

7. Accidents

If you are involved in an accident driving a University vehicle:

- a. **Do not move the vehicle.** Call University Police Department if on the Wake Forest Reynolda campus.
- b. Call the local police department if you are not on the Reynolda campus or you are out of state.
- c. Consult the packet of instructions in the glove compartment of all University vehicles.
- d. Notify your supervisor as soon as possible.
- e. Claims must be filed with WFU Financial and Accounting Services.
- f. Any employee involved in an accident may be subject to a drug test.

8. Roles and Responsibilities

- a. Department
 - (1) Using Attachment A, verifies the driver's license of each departmental vehicle operator.
 - (2) Forwards a copy of Attachment A to the Human Resources Department and Insurance Coordinator on a biennial basis (February 1 and September 1).
 - (3) Notifies Human Resources and Insurance Coordinator when violations are reported.

b. University Police Department

Investigates accidents involving University vehicles (within UPD jurisdiction).

c. Human Resources

- (1) Maintains a copy of departmental driver's license log sheets.
- (2) Maintains confidential files of driving record information.
- (3) Advises department heads of driving record information which violates the standards of Attachment B.
- (4) Revokes driving privileges of individuals violating the standards of Attachment B.

d. Safety and Environmental Affairs

Reviews and evaluates accidents involving University vehicles.

e. Financial and Accounting Services

- (1) Manages all claims pertaining to accidents involving University vehicles.
- (2) Assesses the appropriate department the amount of loss up to the deductible amount (\$500).

f. Individual

- (1) Maintains driving record within the standards outlined in Attachment B.
- (2) Reports loss of driver's license immediately to department head.
- (3) Provides certified copy of driver history to department head upon request.
- (4) Reports all accidents as specified in this policy.
- (5) Provides an annual statement of driving record.
- (6) Ensures updated information is kept in the glove compartment of assigned vehicle.

8. Use of Personal Car for University Business

To the extent possible, employees are to refrain from using their personal vehicles for University Business. If an employee is in an accident in their personal car while on University business, the University's auto insurance will not cover it.

Drafted by the Controller

Approved by the Vice President for Finance and Administration, September 25, 2002.

ATTACHMENT B

DRIVER PERFORMANCE STANDARDS

Wake Forest University drivers may lose driving privileges if any of the following conditions apply. The individual:

1. Has a suspended, revoked, expired, or otherwise invalid driver's license.
2. Was at fault in two (2) or more accidents in the past 36 months.
3. Has acquired eight (8) points on driving record in the past 24 months.
4. Has three (3) or more convictions for moving violations within the past 36 months.
5. Has been convicted of reckless disregard for life or property within the past 48 months.
6. Has had a DWI/DUI conviction within the past 72 months.
7. Has been at fault in one (1) or more accident(s) resulting in fatality or bodily injury.
8. Has failed to report or has left the scene of an accident within the past 48 months.
9. Has operated a vehicle without insurance or without a valid license within the past 48 months.
10. Has permitted others to use vehicles without a license or without insurance within the past 60 months.
11. Has been convicted of possession of a stolen vehicle or ever used a vehicle to commit a crime within the past 48 months.
12. Has had license suspended, cancelled, or has been denied a license within the past 36 months.
13. Has had two (2) or more incidents of failure to respond to fines.
14. Has had two (2) incidents of insurance cancellations.

ATTACHMENT C

STATEMENT AND SIGNATURE

I, _____, certify that I have read
(PRINT NAME)

and understand, and will abide by the Wake Forest University Vehicle Safety Policy.

(SIGNATURE)

(DATE)

ATTACHMENT D

TO: Faculty and Staff

FROM: Bill Sides, Jr.

SUBJECT: Motor Pool Policies (Revised February, 1997)

The Facilities Management Department maintains a limited number of motor pool vehicles for use by university employees for the purpose of university business. The expense for operation of the vehicles is born by the user's department.

➤ **The Policy For Use Of These Vehicles Is As Follows:**

- All drivers must show a valid driver's license from the state of their residence when signing out a vehicle. The Facilities Management Department will make a photocopy of the license every time a vehicle is rented and keep it on file. No exceptions are allowed to this requirement.
- All drivers must be 21 years of age or older.
- If a foreign faculty member uses a vehicle, a valid driver's license from their homeland must be presented.
- Student drivers are not normally allowed the use of motor pool vehicles. In the event that this is necessary, written approval from their department head must be presented to Facilities Management stating that the student is 21 or older and has authorization to use the vehicle. The student must possess a valid driver's license, and it must be presented and photocopied at the time the vehicle is signed out.

➤ **When Making Reservations, Provide The Following Information:**

- Name of individual who will be using the vehicle.
- The budget code charges to be assigned.
- Destination.

- The department and telephone extension where the individual can be reached.
- Time and date vehicle will be checked out. Vehicles may be picked up at the Facilities Management office between 8:00 a.m. and 4:30 p.m. only, Monday through Friday (holidays excepted).
- Date Vehicle will be returned. (Note: If the vehicle is not returned by 8:00 a.m. on the return date, the department will be assessed a late penalty equivalent to the daily rate for said vehicle. This penalty does not apply if there is a documented emergency accounting for the late return.)
- **Details Of Your Rental:**
 - A trip ticket will be provided when you pick up a vehicle. Make sure that all information on the ticket is complete and accurate before you sign for the vehicle. Record on the back of the trip ticket, any service you think the vehicle might need.
 - You will be given a packet with a description of the vehicle and its assigned number on the outside, which contains keys, insurance carrier information, and a copy of your trip ticket.
 - All vehicles have a full tank of gas and should be returned with a full tank of gas. Facilities Management will fill any vehicle returned with less than a full tank of gas and the cost of the fuel will be charged to the department using the vehicle.
 - Motor Pool vehicles are parked across from Facilities Management garage, against the wall. You may park your personal vehicle in the space vacated by your rental vehicle until your return. Note: Personal vehicles should not be left at any other Facilities Management location.
 - If any part of the rental dates fall on a weekend, the department will be charged for the full weekend. Vehicles needed on Saturday or Sunday must be picked up on Friday and will be charged through the weekend. Vehicles returned on Saturday or Sunday will be charged to Monday.
 - Vehicles may be returned at any time if you follow the instructions in the paragraph directly above.
 - Non-assigned vehicles (cars) will be charged at a rate of \$42.00 per day with unlimited mileage.
 - Assigned vehicles will be charged at \$0.31 per mile.

➤ **Van Reservations:**

- The 11-passenger van is available to faculty and staff only when not being used by the Debate Team. This vehicle is for passenger use only and will not be used as a cargo vehicle.
- The 7-passenger van is available to faculty and staff at all times.
- Vans will be charged at \$70.00 per day with unlimited mileage.

➤ **Cancellations:**

- Cancellations must be made 24 hours in advance. If a cancellation is made less than 24 hours in advance, the department will be charged a penalty equivalent to the daily rate for the vehicle. This penalty will not apply if there is a documented emergency.

➤ **Gas Purchased From Facilities Management Pumps:**

- Gas purchased from Facilities Management pumps to refill the vehicle after a trip will be debited to the same departmental budget code to which the vehicle is being charged.