

# UNT Vehicle & Driver Procedure

**Departmental Account Holders** may authorize an employee or volunteer with a valid driver license to drive any vehicle that the person is lawfully licensed to operate. Lists of drivers authorized to take vehicles home for on-call and emergency reasons will be updated annually with justification and provided to Risk Management in September of each year. The vehicle number will be included.

Prior to driving a vehicle, the employee must be given a copy of the *Driver Safety Requirements* and *Driver Request Form*. The **Account Holder** will ensure the *Driver Request Form* is completed and signed by the employee and appropriate supervisor.

The completed **original** *Driver Request Form* must be sent to the Risk Management Office, 217 N. Texas Boulevard. A copy of the form should be kept in the employing/related department files.

The Risk Management Office will order a copy of the driver's Moving Violations Report (MVR) from the Department of Public Safety (DPS) after the completed *Driver Request Form* is initially received. Subsequent copies will be ordered at least once a year on **all** drivers of UNT vehicles. MVRs cover the immediate past three years. When these reports are received from DPS, if warranted, a *Driver Rating Evaluation Form* will be completed for the driver. By completing the *Driver Request Form*, the employee/volunteer driver expressly authorizes the Risk Management Office to obtain his/her MVR to disclose the information as set forth in this procedure.

When the standard for a good driving record for **any** driver is not met, the **Account Holder** (or representative) will be notified and provided with the details from the MVR that renders an employee/volunteer ineligible to drive a UNT vehicle. The **Account Holder** will disseminate information on a need to know basis and decide what accommodations or employment options are most feasible for the driver and the department.

Any employee who believes the MVR is incorrect may furnish the Risk Management Office with documentation and the information will be verified.

If necessary, the **Account Holder** may consult the Director of Human Resources and/or the Risk Manager to evaluate the options available to an ineligible driver whose job requires driving.

Vehicles may be rented from the Physical Plant Motor Pool. (See attached copy of rental form for more information). Anyone driving a vehicle rented from the Motor Pool must have a Driver Request Form on file in the Risk Management Department prior to driving a vehicle. The Motor Pool will require signature for rental acknowledging an understanding by the driver(s) that the vehicle will be used for state business only, that driver(s) understand when and how to report accidents, and that disposable cameras are to be used in the event of accidents while using Motor Pool rented vehicles.

Motor Pool vehicles have physical damage insurance coverage. There is a deductible the department will be held responsible for paying if damages occur to the motor pool vehicle.

Employees, volunteers, or students who rent from a commercial rental company during the course and scope of employment or in support of university approved activities need to (1) use a state-contracted vendor if possible; (2) sign for Loss/Damage Waiver (LDW) if it is not included in the rental contract; and (3) adhere **strictly** to all terms and conditions of the rental contract. If there is any possibility of more than one driver, always list **all** potential drivers. Unless an approved driver is traveling alone, an alternate driver should **always** be listed in case of an illness or other emergency where the primary driver could not drive the vehicle.

Departments should not ask or allow employees to use their personal vehicles for University business without reimbursing them for mileage. If an employee uses his or her personal vehicle for University-related business, the employee is responsible for damage caused to and by their vehicles. This is the case regardless whether the employee is reimbursed for mileage. According to state reimbursement rules, the mileage payment reimburses for operation and maintenance. This includes the cost of the employee's automobile insurance.

Departments should make sure employees are aware of the consequences of using their personal vehicles for University-related business. Call Vickie Coffey or Jerri Duncan in Risk Management if this procedure is not understood.

If using a personal vehicle for University business, the Department should:

- (1) Inform employees that their insurance company is always responsible for any incident when using personal vehicles for state business.
- (2) Inform employees that liability AND physical damage insurance coverage is advisable when using personal vehicles on state business. If an employee has ONLY liability coverage, use of personal vehicle for state business will be at his or her own risk.
- (3) Inform employees with jobs requiring regular, weekly use of personal vehicles for state business that it is advisable to inform their insurance carriers.
- (4) Inform employees that any incident involving the use of personal vehicles on state business must be reported to Risk Management immediately (940) 565-2109.
- (5) Inform non-employees that the use of personal vehicles for state purposes will not be covered by the State.

**In the event of an accident**, there is a copy of the *UNT Automobile Liability Insurance Claims Procedures*, *Vehicle Incident Report*, and insurance ID card in the glove compartment of all UNT vehicles. The *Vehicle Incident Report* must be completed immediately and delivered to the Risk Management Office within 24 hours of the accident. Drivers should get **all** the driver, vehicle, and insurance information that will be necessary to file a claim from the driver of the other vehicle. It is advised to call the police or other authority so there is an official report of the accident. Any inquiries about the University's insurance and/or responsibility in the accident should be directed to Becky Wright or Keesha Trim in the Risk Management Office. All communication with the rental company or insurance carrier will be made through Risk Management or the Office of the Vice Chancellor and General Counsel.

If a driver is involved in an accident in a University vehicle or one that is rented for University business/activity, and is found to be negligent, the driver and/or his/her personal insurance carrier may be held liable.

**INSTRUCTIONS:** This document must be given to all driver applicants when completing the Driver Request Form. The driver will be held responsible for reading, understanding, and abiding by the safety requirements. If you or the driver have any questions, please contact the Risk Management Office, 217 N. Texas Boulevard. Telephone: 565-2109 Rev 3-06

**Safety requirements for operating UNT vehicles include, but are not limited to, the following:**

Driver must wear safety belt and ensure all passengers wear safety belts when operating or a vehicle being used for University business/activity.

Driver must have and maintain a valid driver license. Driver must comply with all restrictions issued with driver license. Driver is responsible for having and maintaining the appropriate class of driver license for the vehicle being operated.

Driver must comply with traffic safety laws when driving on University business/activity.

Driver is responsible for knowing how to operate vehicle before driving. Physical Plant personnel are available to offer assistance in training drivers on vehicles rented from the motor pool.

Driver shall not permit unauthorized persons to drive, operate, ride in or on a vehicle owned by the University or rented for University business/activity.

Driver shall not permit anyone to ride on the running boards, fenders, or any part of any motorized vehicle or equipment except on the seats or inside the body walls.

Driver shall not leave keys in a vehicle. It is against the law to leave a vehicle unattended with the engine running.

No smoking is allowed in any University vehicle.

No alcohol or drugs are allowed in University vehicles, University-rented vehicles, or personal vehicles used on approved University business/activity, and may not be used by the driver prior to the operation of the University vehicle that would in any way impair judgment or the driver's ability to operate the vehicle safely.

Drivers must comply with all University rules, procedures, and guidelines. Note: All employees have a work rule requirement to disclose any criminal behavior other than minor traffic violations to their supervisor. See Policy Manual, Personnel, Volume 1, Classification 1.7.1, Definitions of Major Rule Violations, number 27.

**If a driver is involved in an accident in a University vehicle or one that is rented for University business/activity, and is found to be negligent, the driver and/or their personal insurance company may be held liable.**

A moving violations report (MVR) is ordered for all drivers of University vehicles. A *University Driver Rating Evaluation* form will be completed by the Risk Management Office for each driver based on the information received from the Department of Public Safety on the MVR. If a driver is found to be ineligible to drive a University vehicle, the account holder in the driver's department will be notified immediately.

A copy of the *University Driver Rating Evaluation* form used by the Risk Management Office has been sent to each account holder for reference.

By signature (and date) on this document, you acknowledge receipt of the Driver Safety Requirements and that you understand:

1. The state vehicle you drive or the vehicle you rent is to be used for state business, and in the course and scope of what is reasonably required during the exercise of that business.
2. State property is not to be used in conjunction with personal business.
3. When and how to complete vehicle incident report.

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Printed Name

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Signature

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Date

If you have any questions, please call **Vickie Coffey** or **Jerri Duncan** in the **Risk Management Office @ 2109**

**INSTRUCTIONS:** The driver applicant and supervisor must complete and sign this form before the applicant will be considered for driving privileges of university owned and/or rented vehicles. The *University Driver Safety Requirements* must be provided to the driver applicant for review and consideration when completing this form. All required information needs to be printed. If you have any questions, call ext. 2109.

Deliver completed *original* to the Risk Management Office, 217 N. Texas Boulevard.

Rev 03-06

## Action Requested:

\_\_\_\_\_ Add Driver      \_\_\_\_\_ Delete Driver      \_\_\_\_\_ Change Driver Information      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Driver Information: (Please clearly print all information)

Name (as it appears on driver license): First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

DL #: \_\_\_\_\_ DL State of Issue: \_\_\_\_\_ DL Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

DL Class (circle):    A    B    C    M    CDL    Other: \_\_\_\_\_      UNT student?    \_\_\_ No    \_\_\_ Yes

Personal Auto Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_

## Driver Employment & UNT Affiliation (This section must be completed and signed by Supervisor)

UNT allows both employees and volunteers to drive UNT vehicles as long as the driver has proper approval and agrees to comply with UNT rules and regulations and all applicable laws. Please indicate the status (employee or volunteer) and complete the necessary information:

### EMPLOYEE DRIVER:

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Is employee's job at UNT contingent upon him/her maintaining an acceptable driving record for insurance and safety purposes?      \_\_\_ No      \_\_\_ Yes

If employee has a CDL license, will he/she be driving UNT vehicles requiring a CDL?      \_\_\_ No      \_\_\_ Yes

### VOLUNTEER DRIVER:

UNT Department/Club: \_\_\_\_\_ Phone #: \_\_\_\_\_

Approved by: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Drivers' Affiliation to UNT Department/Club: \_\_\_\_\_

Purpose/Need for Driving Privileges: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Release

The information represented on this form is true and correct. I understand that this information may be used by the University's automobile liability insurer and/or the Risk Management Office to access, review and evaluate my driving history record from the Department of Public Safety for granting and/or revoking driving privileges as an employee and/or a volunteer driver for the University of North Texas or affiliated entities. I also acknowledge that I have read, understand, and agree to abide by the University Driver Safety Requirements. I understand that failure to do so may result in revocation of my driving privileges of UNT vehicles and/or disciplinary action. **If I am found to be negligent in an accident involving a University vehicle or one rented for University business/activity, I understand that I and/or my personal auto insurance carrier may be held liable.**

Signature of Driver Requesting Driving Privileges \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

For Risk Management Use Only - Driver Rating:    \_\_\_ Superior    \_\_\_ Good    \_\_\_ Average    \_\_\_ Probationary    \_\_\_ Unacceptable