

## MEMORANDUM

To: All Departmental Account Holders  
From: Doug Welch  
Risk Manager  
Date: March 1, 2005

### Subject: Procedures for Operating and Renting Vehicles and Reporting Incidents

#### A. General Information Relating to the Attached Procedures

1. Procedure has been added for use of personal vehicles on state business.
2. Field trips (required and optional). Students authorized to participate in field trips will be encouraged to use rented motor pool vehicles. See "Student Travel Policy" attached.
3. Moving Violations Report (MVR). Each driver is evaluated to determine minimum acceptable levels for operating a state vehicle. If any evaluation renders a person ineligible to drive on behalf of the university, the ineligible period is for three years from the date of posted offense that rendered the person ineligible.
4. *UNT Vehicle & Driver Procedure*. This procedure applies regardless of the type of vehicle driven for University business and activities. This includes any departmentally owned vehicle, courtesy vehicles, motor pool rental vehicle, courtesy vehicle, and vehicles rented from a commercial auto leasing/rental company.
5. *Commercial Rentals*. Proof of insurance for commercially rented vehicles normally is affixed to the windshield of the rented vehicles. Accidents or claims involving the use of commercially rented vehicles must be reported to Risk Management within 24 hours after an accident/claim.
6. *UNT General Liability Procedure*. This applies to any incident on campus involving students and/or visitors to campus. The *General Liability Incident Report* is completed for informational purposes only. It should not be used as a prompt to imply the University is responsible for any liability related to any injury or damages.
7. Deans and Directors will select persons for van drivers. No one is authorized to drive a van off-campus until the UNT Van Drivers' Training Program has been completed. Priority for training will be given to persons identified by Deans and Directors to operate 12- and 15-passenger vans. Register for training through Human Resources. The Facilities Safety Compliance & Training officer conducts the van training at the Research Park.

#### B. Specific Instructions.

1. If your department has a vehicle, make a copy of the UNT Vehicle Liability Insurance Claim Procedure and Vehicle Incident Report. Place the copies in the envelope that is located in the glove compartment of your vehicle. You will need to discard any old forms. The insurance identification card is also in the envelope and should remain with the forms. The card and forms are in vehicles rented from the Motor Pool, and a camera is checked out for vehicles used from the Motor Pool
2. The forms attached to this packet have been updated. Please discard all previously distributed forms, make copies of the new forms, and begin using the new ones immediately. Please review the new forms carefully to familiarize yourself with the changes.
3. Employees should be encouraged to use a department vehicle, a vehicle from the University motor pool, or to rent a vehicle from a state contracted rental agency. If employees choose to use their personal vehicles instead, follow the procedure below before granting approval.
  - a. Inform employees that liability and physical damage insurance is advised when using their personal vehicles. If an employee has liability insurance only and no other coverage, use of personal vehicle for state business will be at his or her own risk.
  - b. Inform employees that their insurance is always first pay for any incident.
  - c. Inform employees whose job requires regular, weekly use of personal vehicles for state business that it is advisable to inform their insurance carriers of this requirement.
  - d. Inform employees that any incident involving the use of personal vehicles on state business must be reported to Risk Management immediately.
  - e. Inform non-employees that use of personal vehicles for state purposes will not be covered by the state.

#### Attachments:

UNT Vehicle & Driver Procedure with Form(s)  
UNT Vehicle Liability Insurance Claim Procedure with Report Form  
UNT General Liability Incident Procedure with Report Form  
12- and 15-Passenger Van Information and Procedures (with Addendum and Attachment)  
Crum and Forster Tips on Preventing Vehicle Backing Accidents and Preventing Rear-End Type Accidents  
UNT Policy for Student Travel

# 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 Doug Welch or Becky Wright 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 Doug Welch 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.

**Revised copies of all the above referenced forms are attached. Please discard all copies of previously distributed forms. Begin using the revised ones immediately.**

**If you have any questions, please contact Becky Wright or Doug Welch at ext. 2109.**

**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 3-05

**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 Becky Wright or Doug Welch in the Risk Management Office @ 2109.

# University of North Texas

## Driver Request Form

**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 10-04

### 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: \_\_\_\_\_

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

# UNT Automobile Liability Insurance Claims Procedures

If you are involved in **ANY** incident involving a University-owned or rented vehicle, it is best to contact police so there is an official accident report. A report must be filed with the University Risk Management Department. The enclosed *Vehicle Incident Report* must be completed for both minor incidents, as well as accidents and provided to Risk Management within one business day of when the accident occurred.

Information about the University's automobile insurance is found on the Texas Liability Insurance Card, located in the glove compartment of state vehicles.

After taking any emergency actions that are necessary, please follow the procedures listed below if you are involved in an automobile incident:

1. Immediately contact the following people to provide the details of your incident:

Parker Terrill, Facilities Motor Pool -- 940-369-7359  
Becky Wright or Doug Welch, Risk Management Office -- 940-565-2109

Please be prepared to provide the following details:

Date and time of incident  
Location of incident  
UNT Driver name and department  
UNT vehicle information  
Other Driver name, telephone #, Driver License #  
Other driver insurance carrier name, policy #, and telephone #  
Very specific details of the damages to all vehicles involved

2. **Complete the attached *Vehicle Incident Report*.** This information is necessary to properly and quickly process the insurance claim to protect the University's rights, as well as the other drivers'. Within **one business day**, deliver the **original** completed *Vehicle Incident Report* to the Risk Management Office, 217 N. Texas Boulevard.
  1. Refer all outside inquiries to Becky Wright or Doug Welch in the University Risk Management Office (940) 565-2109. If you are contacted after the accident by anyone other than the University personnel or a representative from the University's Insurance Carrier, please contact Becky or Doug immediately.

Instructions: The UNT driver must collect information and complete both pages of this form immediately after an accident occurs. The original should be hand delivered to the Risk Management Office, 217 N. Texas Blvd, within **one business day** of the accident. A copy should be forwarded to the Facilities Automotive Services. If you have any questions, please call Becky Wright or Doug Welch at (940) 565-2109. Rev 7-04

## General Information:

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ ~ AM ~PM

Location of Incident: \_\_\_\_\_

Authority Contacted: \_\_\_\_\_ Report #: \_\_\_\_\_

Responding Officer (RO): \_\_\_\_\_

Explain any traffic violations/citations given to any drivers. \_\_\_\_\_

\_\_\_\_\_

Weather Condition: \_\_\_\_\_

Road Condition: \_\_\_\_\_ Visibility: \_\_\_\_\_

Detailed description of physical conditions at location of vehicle incident: \_\_\_\_\_

\_\_\_\_\_

Detailed description of activity leading to vehicle incident: \_\_\_\_\_

\_\_\_\_\_

Detailed description of any other factors that contributed to this incident: \_\_\_\_\_

\_\_\_\_\_

Details of injured persons in the UNT vehicle (provide their name, relationship to UNT, and injury):

\_\_\_\_\_

Witness name(s) and telephone #: \_\_\_\_\_

\_\_\_\_\_

Please describe the incident in detail, mentioning any statements made by you or any other involved parties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**UNT Driver Information:**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Driver license #: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Home address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
UNT Department: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Home Telephone #: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_  
Purpose for using the vehicle: \_\_\_\_\_

**UNT Vehicle Information:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Dept: \_\_\_\_\_ UNT #: \_\_\_\_\_  
VIN: \_\_\_\_\_ License Plate #: \_\_\_\_\_  
Describe damage to UNT vehicle: (Be very specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Vehicle Driver Information:**

Driver Name: \_\_\_\_\_ Driver Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_  
Driver DL#: \_\_\_\_\_ DL State: \_\_\_\_\_ Driver DOB: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Owner Telephone #: ( ) \_\_\_\_\_  
Insurance Company Name: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_  
Insurance Policy #: \_\_\_\_\_ Agent: \_\_\_\_\_

**Other Vehicle Information:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_  
Please list passenger names, telephone # and any injury: \_\_\_\_\_  
\_\_\_\_\_  
Describe damage to other vehicle: (Be very specific): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of UNT Driver Date Signature of Supervisor Date

# UNT General Liability Incident Procedure

The University of North Texas is designed and maintained to be a safe and healthful environment for faculty/staff, students and visitors alike. Incidents, however, do occasionally occur that cause bodily injury or property damage to students and third parties. It is important that University employees respond to these types of incidents in an appropriate manner. University employees need to be aware of the importance of prompt and complete reporting of such incidents. Appropriate response and reporting will enable the University to be consistent and knowledgeable in handling claims filed by its students and visitors.

When an injury of property damage does occur, or seems to be a possibility, please follow these guidelines:

## *Aiding the Injured Party*

The initial concern is to ensure appropriate care for the injured party. Always remember to treat the injured party with respect and concern. If the extent of the injury is serious or unknown, call for medical help immediately by telephoning 911. This will alert the University Police Department and EMS of an emergency incident. As a general rule, an injured party will have some type of insurance and should know to contact (or have someone contact) his or her insurance company. For emergency and non-emergency situations, you also need to adhere to the rest of the guidelines outlined herein.

## *Notifying Appropriate Personnel*

Whenever an incident/injury occurs on University premises to a visitor or student, please notify the University Police Department (565-3000) and the Risk Management Office (565-2109) as soon as possible. This includes all types of incidents/injuries; such as students injured while attending Physical Education classes, participating in field trips, attending class or simply walking across campus.

## *Correcting Unsafe Situations or Conditions*

If an unsafe situation or condition exists, it should be corrected immediately by onsite personnel (either Physical Plant or other appropriate personnel). Should you become aware of or you are notified of a potentially unsafe condition or situation, please notify the appropriate office, as well as the Risk Management Office, as soon as possible.

## *Completing the General Liability Incident Report*

A person in the department/area where the incident occurred is responsible for collecting the initial information on the incident and completing the General Liability Incident Report.

**Note: This report is not to be used as a prompt to persons involved in incidents to seek some type of payment. Most incidents do not result in serious injury/damage and may not require anything more than first aid or medical assessment.**

In completing this report, please provide the requested information without assigning fault or blame to a particular party. Please remember it is the responsibility of Risk Management and/or the Office of the Vice Chancellor and General Counsel to determine who is at fault for a particular incident and whether compensation is appropriate. Be sure to use neutral language in completing the *General Liability Incident Report*.

The completed original report should be delivered to the Risk Management Office, 217 N. Texas Boulevard. For assistance in completing the report, call Becky Wright or Doug Welch at 2109.

***Communicating with the Injured Party During the Investigation***

The Risk Manager is the responsible party for corresponding with the claimant and conferring with appropriate campus personnel to determine the merits of a claim. If you have any telephone calls regarding the status of a pending investigation or claim, please refer them to Doug Welch or Becky Wright at 2109. It is important for you to be aware that any communications you have with outside parties may have a negative impact on an investigation and could result in litigation.

***Negotiating Settlements***

No promises of payment or other compensation should be made to anyone. The Risk Management Office will collect the facts of the incident and determine if there is any liability in accordance with the Texas Tort Claims Act. If applicable, the Risk Management Office shall be responsible for coordinating payment for medical expenses/damages and obtaining a release from claimant, if deemed appropriate. The claimant may be notified by the Risk Management Office upon receipt of the completed *General Liability Incident Report* and again after the investigation is complete.

***Questions?*** For any questions, please contact:

Doug Welch, Risk Manager  
Becky Wright, Claims Manager  
Risk Management and Environmental Services  
217 N. Texas Boulevard  
Telephone: (940) 565-2109 Fax: (940) 565-4914

# University of North Texas General Liability Incident Report

**INSTRUCTIONS:** Please complete both pages of this report as soon as possible. Deliver original completed report to the Risk Management Office, 217 N. Texas Blvd. Call Becky Wright or Doug Welch at 940-565-2109 for any questions about the completion of this report. Fax: 940-565-4919 Rev 7-04

## PERSONAL INFORMATION:

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

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

Home Telephone #: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_

Reason on Campus: \_\_\_\_\_

## INCIDENT INFORMATION:

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_ AM PM

Detailed description of location where incident occurred:

\_\_\_\_\_  
\_\_\_\_\_

Detailed description of activity leading to bodily injury or property damage:

\_\_\_\_\_  
\_\_\_\_\_

Detailed description of physical conditions at location of bodily injury or property damage:

\_\_\_\_\_  
\_\_\_\_\_

Detailed information of any other factors that contributed to this incident:

\_\_\_\_\_  
\_\_\_\_\_

Please explain action(s) taken as a result of this incident:

\_\_\_\_\_  
\_\_\_\_\_

Please explain if injured party was involved in, or performing a task for, a sanctioned UNT event, class, or other program when incident occurred: \_\_\_\_\_  
\_\_\_\_\_

**BODILY INJURY INFORMATION:**

Body part injured: \_\_\_\_\_ Type of injury: \_\_\_\_\_

Cause of injury: \_\_\_\_\_

Has medical attention been sought by injured? \_\_\_\_\_

Did injured party request or reject immediate medical attention? \_\_\_\_\_

Is injured party planning to seek medical attention? Please explain in detail: \_\_\_\_\_

Please explain any request that UNT pay for medical expenses or costs associated with this incident: \_\_\_\_\_

Does injured party have medical insurance coverage? Yes \_\_\_\_\_ No \_\_\_\_\_ Carrier \_\_\_\_\_

Policy # \_\_\_\_\_ (Attach a copy of the front and back of insurance card)

**PROPERTY DAMAGE INFORMATION:**

Please describe in detail the property damage:

Please explain any request that UNT pay for property damages or other costs associated with this incident:

Is insurance available for damage? Yes \_\_\_\_\_ No \_\_\_\_\_ Insurance Carrier \_\_\_\_\_

Agent's Name \_\_\_\_\_ Telephone #: \_\_\_\_\_ Policy #: \_\_\_\_\_

**WITNESSES:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTIFICATIONS:**

UNT Police Notified? Yes \_\_\_\_\_ No \_\_\_\_\_ Case #: \_\_\_\_\_ Responding Officer: \_\_\_\_\_

EMS dispatched? Yes \_\_\_\_\_ No \_\_\_\_\_ Transported? Yes \_\_\_\_\_ No \_\_\_\_\_ Hospital: \_\_\_\_\_

**SUBMISSION INFORMATION:**

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

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

# UNIVERSITY of NORTH TEXAS

## Facilities Motor Pool Vehicle Rental Form

### Credit Cards & Emergency Repairs

1. Credit card is to be used only for state vehicles.
2. Credit card is to be used only for fuel and oil purchases.
3. Credit card may be used for emergency road repairs to state vehicles costing up to \$150.00 at points outside Denton County, without prior approval from the Facilities Automotive Services Supervisor. An itemized invoice for the repair work must be presented to Automotive Services (A/S) upon return of the vehicle. An emergency repair is a repair essential for continuing the journey or preventing immediate harm to the vehicle.
4. Emergency repairs in excess of \$150.00 must be approved by the Automotive Services Supervisor or an authorized alternate in order that proper purchasing procedures may be followed. During normal working hours, contact the Automotive Services Supervisor at (940) 369-7359; after hours contact the Police Department at (940) 565-3000.
5. Any person or department abusing credit card privileges will forfeit future use of the credit card and will be required to arrange their own financing for future trips.
6. State sales tax should not be paid since UNT is tax-exempt. Sales tax exemption forms are issued to vendors by Purchasing and Payment Services upon request. If a vendor refuses to give the waiver to an employee, UNT will deduct the sales tax from the invoice before paying the vendor or will reimburse the employee for the amount if paid out of pocket.
7. State vehicles are to be used for official state business only (H.B. 520-42nd Legislature.)

### Insurance, Safety & Liability Issues

- 1) The department sponsoring or approving the rental is responsible for choosing an appropriate driver for the function. The driver must meet the following driver requirements: be at least 18 years of age; have a valid driver's license and carry it when operating a vehicle; and have an acceptable and insurable driving record. The driver must submit a *University Driver Request Form* to the Risk Management Office for approval prior to driving.
- 2) Drivers must comply with the following safety guidelines while operating a University vehicle:
  - Driver and passengers must wear safety belts when operating or riding in a vehicle being used for University business.
  - Driver must have correct driver license for vehicle being used.
  - Driver must comply with traffic safety laws when driving on University business.
  - Driver is responsible for knowing how to operate vehicle before driving. Facilities personnel are available to offer information and assistance to drivers on vehicles rented from the motor pool.
  - A driver shall not permit unauthorized persons to drive, operate ride in or on a vehicle owned by the University or rented for University business.
  - Drivers 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.
  - No smoking is allowed in any University vehicle.
  - No alcohol or illegal drugs are allowed in University-owned vehicles, University-rented vehicles or personal vehicles used on approved University business.
  - Drivers shall not use any alcohol or drugs may impair operation of the vehicle.
  - Driver must comply with all University rules, procedures and guidelines.
- 3) The rented vehicle is covered for both liability and physical damage protection. The insurance premium for this coverage is included in the daily rental rate.
- 4) When renting a Facilities motor pool vehicle to be used in the course and scope of employment or in support of University activity, the renting department and/or the driver may be responsible for any property damage associated with the use of that vehicle. The department approving rental of the vehicle may be held responsible for any and all damage costs that result from the driver's use or misuse of the vehicle. Reimbursement for repairs and damages are payable to the Facilities motor pool account.
- 5) If a driver is negligent in any incident involving the rented vehicle based on a University investigation, the University may choose to pursue the driver's personal automobile insurance to replace or repair any damaged property resulting from or associated with the driver's negligence. The Risk Manager and the Vice Chancellor and General Counsel are responsible for investigating automobile accidents and resolving liability issues.

**Release:** I have read and understand the above rules and policies for fuel credit cards, vehicle usage, insurance, and liability issues. I understand that purchases outside the above guidelines violate State laws and regulations and are punishable by fine and/or imprisonment. 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 company may be held liable.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Printed Name of Driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Account #

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
Vehicle #

\_\_\_\_\_  
A/S Employee

I have been issued:

Camera

Gate Opener

Other: \_\_\_\_\_

This form will be used in conjunction with the University Driver Request Form.  
 Risk Management will complete this form based on the information received from the Department of Public Safety Driver Records Bureau.  
 Driving records will be requested on all UNT drivers to determine their rating.  
 Note: Any fraction of the total points will be rounded down.

Rev 7-04

### Driver Applicant:

Name \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Review Date \_\_\_\_\_

Categories	Points Assignable	Points Assigned
<u>Age:</u> Years of Age: _____		
Under 21 years of age	2	_____
21 years of age to 55 years of age	0	_____
Over 55 years of age	1	_____
<u>Accidents:</u> (within last 3 years)		
1 accident	1.5	_____
2 accidents	3	_____
3 accidents	6	_____
<u>Major Violations:</u> (within last 3 years)		
Hit and Run	6	_____
Driving Under the Influence of alcohol or drugs	6	_____
Any felony, homicide, aggravated assault, or manslaughter involving a motor vehicle	6	_____
Operating a motor vehicle during a period of suspension or revocation of an operator's license	6	_____
Permitting an unlicensed person to drive	6	_____
Racing or unsafe / excessive speed	6	_____
Reckless, negligence or careless driving	6	_____
<u>All Other Moving Violations</u> (within last 3 years)		
Speeding		
(less than 15 mph over limit) _____ violations	x 1.5 each	_____
(more than 15 mph over limit) _____ violations	x 3 each	_____
All other moving Violations:		
1 or 2	1	_____
3 and over _____ violations	x 1 each	_____
<b>Total Points Assigned</b>		_____

### Driver Evaluation and Driving Status:

<u>Total Points Assigned</u>	<u>Driver Evaluation Rating</u>	<u>UNT Driving Status</u>
0	Superior _____	Acceptable _____
1-2	Good _____	Acceptable _____
3-4	Average _____	Acceptable _____
5-6	Probationary <sup>1</sup> _____	Not Acceptable _____
6+	Unacceptable <sup>1</sup> _____	Not Acceptable _____

<sup>1</sup>Drivers receiving a "Probationary" or "Unacceptable" rating are not allowed to operate UNT vehicles.

### Notifications:

Departments Notified: \_\_\_\_\_ Not needed \_\_\_\_\_ Yes \_\_\_\_\_ Date of notification: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Supervisory notified: \_\_\_\_\_ Notified by: \_\_\_\_\_

## INFORMATION AND PROCEDURES RELATING TO 12- AND 15-PASSENGER VANS

### A. BACKGROUND:

#### 1. General

On April 11, 2001, The Chronicle of Higher Education reported that “a federal agency was cautioning colleges...against carrying large groups of passengers in midsize vans.” The federal agency is the National Highway Traffic Safety Administration (NHTSA). They issued a “Research Note” and “Consumer Advisory” with a “cautionary warning.” The subject was “15-passenger” vans, and that such vehicles were more likely to rollover. In September 2003, the NHTSA updated their findings to include 12-passenger vans. “There is growing concern regarding the crash involvement and safety of 15-passenger vans and the resulting injuries and fatalities. There were approximately 500,000 registered 15-passenger vans in 2001, and increase of over 280 percent since 1990. Between 1990 and 2001, 1,441 15-passenger vans were involved in fatal crashes that resulted in 1,003 fatalities. Six hundred and one (601) of the crashes were single vehicle crashes, of which 316 rolled over. Heavily loaded 15-passenger vans are particularly susceptible to rollover. Confounding this problem, the rate of safety belt use among occupants of large vans involved in fatal crashes is very low compared to other types of vehicles. While this plan focuses on 15-passenger vans, the actions identified also relate to 12-passenger vans, which are similar to vans configured for 15 passengers in terms of design, handling characteristics, and safety problems. NHTSA defines vehicles designed to carry more than 10 persons as buses for purposes of the Federal Motor Vehicle Safety Standards (FMVSS).”

Motor vehicle safety standards are under the jurisdiction of NHTSA. They regulate the manufacture and original lease and sale of all motor vehicles, including vans and school buses.

School buses are defined as any vehicle that can carry 10 people (including driver) and is likely to be used significantly to transport preprimary to secondary school-age students. School buses are manufactured to different specific safety requirements, which are more stringent for the most part.

#### 2. Specific

NHTSA regulations would require that a dealer sell only a “school bus” (rather than any other type of vehicle) if the dealer knew it was to be used as a school bus as defined. Federal law does not address the issue of whether a vehicle that does not comply with Federal safety standards can be used to transport school students. Each state is free to impose its own standards regarding the manufacture, sale, and use of motor vehicles, including school buses.

Vans are informally classified as minivans, cargo vans, and full-size vans. Each has special safety requirements. Vans are considered “school buses” when they also meet the school bus definition. The 15-passenger van used at UNT is a cargo van that is fitted with additional seating to raise the capacity to 13 passengers in the rear seats, one in the front passenger seat and one driver.

There is also a distinction made between “15-passenger vans” and larger vans. This is not made for vehicle safety reasons *per se*, but rather for licensing reasons. Drivers of the larger vans are required by Federal law and State laws to carry a “commercial driver’s license” (CDL), with “school bus” endorsement.

NHTSA notes that there are small school buses (“mini buses”) available that seat 14 passengers plus driver and, while school buses are more expensive than large vans, they believe that the cost difference is not so large that it should prevent institutions from acquiring school buses. The cost range for 15-passenger school buses is approximately \$30,000 to \$32,000, compared to \$25,000 to \$28,000 for

15-passenger vans. NHTSA indicates that a longer service life for school buses will offset a part of this difference. It will become the policy of UNT for eventual phase out of existing 15 passenger vans and replace with either “mini buses” or smaller passenger vans.

## **B. DISCUSSIONS:**

### **1. Use of 12- and 15-Passenger Vans**

It is not very clear how much of the NHTSA study is applicable to the use of 12- and 15-passenger vans in the college setting or how significant a problem there really is with 12- and 15-passenger vans, in general. However, UNT will use data from the study for implementing changes. One change will be to phase out the use of 15 passenger vans through attrition. No new 15-passenger vans will be purchased.

### **2. Limiting Number of Passengers**

The report uses a select set of data of single-vehicle crashes to calculate a “rollover ratio.” This is the simple calculation of the number of crashes with reported rollovers divided by the total number of crashes. This is calculated after segregating the crashes by an arbitrary division of the van’s “occupancy level.” The underlying premise is that as occupancy level increases the rollover ratio increases. Consequently, a second change at UNT is to limit the number of passengers to a maximum of 10 for any 12- or 15-passenger van used to transport persons off campus.

### **3. Controlling the Load**

The NHTSA did a relatively simple metrics study of the vehicles, which indicated that a van’s rollover risk can increase up to forty percent in the fully loaded condition (as compared to the lightly loaded condition). There is considerable controversy about what is a safe, reproducible, and meaningful fashion to determine rollover risk. The UNT policy to transport no more than 10 passengers (including driver) in any 12- or 15-passenger van does not address overloading with equipment. Therefore, equipment or luggage in excess of 50 lbs will not be placed in empty passenger van seats. Lightweight items can be best stored under and behind seats and if empty seats are used for items, these items should be secured or not dangerous if becoming airborne. One method for controlling the number of passengers is to remove the rear seat, which allows more room for luggage and equipment.

### **4. Training**

Another change in procedure, which involves UNT Driver Education, is implementation of a two-hour mandatory van driver session. No one will be authorized to drive a 12- or 15-passenger van until this course has been completed. (Exceptions must be coordinated with Risk Management). Any driver assigned to operate a passenger van of any capacity will be required to complete the van driver-training course prior to operating a van.

Based upon the two approaches used currently, NHTSA concluded, “15-passenger vans has almost the same rollover ration as...light trucks and vans.” Furthermore, NHTSA states “[over 90 percent of] rollover crashes occur [after the driver loses control and] when a vehicle runs off the road and hits a ditch, curb, soft soil, or other object causing it to rollover. These crashes are usually caused by driver behavior such as speeding or inattention [leading to over] 10,000 people [dying] each year in all rollover crashes.” Driver responsibilities will be emphasized during van driver training sessions.

## **C. VAN DRIVER RESPONSIBILITIES**

NHTSA drafted an Advisory based upon the Research Note. The Advisory focuses more on the two issues: driver experience and seatbelt usage. The reasons given for issuing the advisory are the actual research and the “highly publicized rollover accidents involving 15-passenger vans loaded with college students.” The news reports indicate that over the past two years five students have

been killed in two crashes, with three additional non-fatal crashes. NHTSA further states, “you can reduce your chance of being killed in a rollover by about 75 percent just by wearing your seatbelt.” The final change is to develop a greater sense of responsibility for persons who drive vans. At UNT, the assigned driver of a van will be responsible for ensuring belts for all passengers are used at all times during operation of a van.

#### **D. CONCLUSION**

Driver training can reduce the likelihood of rollovers and other crashes. The training program at UNT covers safe driving in general. First, Risk Management checks driving records and approves all applicants with less than five points, with no recent suspensions and no alcohol-related violations. Then the driver candidates are given a copy of this procedure, attend a two-hour session on safe driving in various weather conditions and emergency situations, are briefed on the State and University driving regulations, and participate in a skills training session. After classroom training, the candidates maneuver a 15-passenger van through cones to simulate pulling in and out tight parking spaces and backing the van, using only the outside mirrors, and students back the van. The class can accommodate 15 students, but the preferred class size is 10 or less.

**ADDENDUM**  
**15-PASSENGER VANS**

**A. WHAT OTHERS ARE DOING:**

News articles have cited several college sources. Colleges and universities are implementing a wide range of changes, including the following:

- Banning the vans (and hiring charter buses as substitutes or buying the school bus van)
- Splitting large groups, which were to ride in one van, into smaller groups across a number of vans\*
- Restricting the number of persons allowed inside a 12- or 15-passenger van (10 at UNT)\*
- Removing the last seat in all 15-passenger vans dispatched for off campus use\*
- Phasing out the larger vans\*
- Restricting the distance of travel (range)
- Restricting driving to coaches and faculty members
- Requiring driving van safety training\*
- Requiring professional drivers
- Contracting out bus services
- Prohibiting travel in vans by minors

Most appear to be in the process of re-assessing van travel, but some have not yet decided if changes to their policies are needed. Some, like UNT have opted to train van drivers and eventually, phase out the use of “15-passenger” vans.

\*Indicates actions taken by UNT.

**B. ACTIONS REQUIRED BY DEANS AND DIRECTORS**

Deans and Department Directors must select persons to drive vans and ensure those selected have attended the van training before being authorized to operate a van. Registration is coordinated through Human Resources. The Facilities Safety and Compliance Training Officer conducts van training at the Research Park.

**C. SUMMARY OF RISK MANAGEMENT MEASURES (WHICH CORRESPOND WITH NTSHA TIPS)**

It appears that if we attack the problem on the following fronts, we will address the base causes of any propensity for rollovers.

1. Require all passengers to wear seat belts properly. It should be made clear that seat belt usage is mandatory and that a van driver is responsible for checking that all passengers wear seat belts.
2. Evenly load the vans. Luggage should be placed in the rear behind the last seat. Passengers should be seated in an arrangement designed to spread out the load. No luggage or equipment should be allowed on the roof. During the van-training course, drivers will be taught these details.
3. Not overload the vans. Passengers should be seated only in recognized seats, with seat belts. No more than 10 passengers (including the driver) will be authorized in a 12- or 15-passenger van.
4. Choose only drivers with “good” experience and recognized understanding that vans behave differently than other vehicles (and perhaps in a dramatic fashion) based upon the loading. See the Tips attached.

## NHTSA'S TIPS ON REDUCING THE POTENTIAL FOR ROLLOVERS

Since most vehicle rollovers are single-vehicle crashes, the crashes are often preventable. Van rollovers are unlike non-rollover multiple-vehicle crashes involving frontal, side and rear impacts, where another driver may have been responsible for the crash. To minimize the risk of a rollover crash and serious injury, the driver should:

### 1) **Ensure All Wear Seat Belts**

Regardless of vehicle choice, the driver and passengers can dramatically reduce their risk of being killed or seriously injured in a rollover crash by simply using their seat belts. Seat belt use has an even greater effect on reducing the deadliness of rollover crashes than on other crashes because so many victims of rollover crashes die as a result of being partially or completely thrown from the vehicle. NHTSA estimates that belted occupants are about 75 percent less likely to be killed in a rollover crash than unbelted occupants.

### 2) **Avoid Conditions that Lead to Loss of Control**

Common reasons drivers lose control of vehicles and run off the road include driving under the influence of alcohol or drugs, driving while sleepy or inattentive, or driving too fast for road conditions.

### 3) **Be Careful on Rural Roads**

Drivers should be particularly cautious on curved rural roads with slight or no shoulders and maintain a safe speed to avoid running off the road and striking a ditch or embankment and rolling over.

### 4) **Avoid Extreme Panic-like Steering**

Another condition that may cause a rollover is where a driver overcorrects the steering as a panic reaction to an emergency or to something as simple as dropping a wheel off the pavement. Especially at freeway speeds, over correcting or excessive steering may cause the driver to lose control resulting in the vehicle sliding sideways and rolling over. If the vehicle should go off the roadway, the vehicle speed should be gradually reduced and then ease the vehicle back on to the roadway when it is safe to do so. Note: some driving experts recommend that vehicle speed be reduced and then the vehicle can be brought back onto the roadway with a swift motion.

### 5) **Maintain Tires (and Vehicles, in general) Properly**

Since maintaining vehicle control is the most important factor in minimizing the chances of a vehicle rollover, improperly inflated and worn tires can be dangerous. Worn tires may cause the vehicle to slide sideways on wet or slippery pavement, resulting in the vehicle sliding off the road and increasing the risk of rolling over. Improper inflation can accelerate tire wear, and can even lead to catastrophic failures. It is important that tires are maintained properly and replaced promptly, when necessary.

### 6) **Load Vehicles Properly**

Consult the owner's manual to determine the maximum safe load for the vehicle, and the proper distribution of that load. Special attention should be paid to the vehicle manufacturer's instructions and weight limits when using any type of roof rack. Any load placed on the roof will raise the center of gravity of the vehicle and will increase the likelihood of rolling over. NOTE: UNT procedure cautions against using roof racks.



# Policy Manual

## University of North Texas

Classification  
Number: 18.4.5

Date Issued: 11/01

**SUBJECT: STUDENT TRAVEL POLICY**

**APPLICABILITY: UNIVERSITY OF NORTH TEXAS STUDENTS, FACULTY, AND STAFF**

**Purpose.** To promote the health and safety of students by regulating travel that is taken in conjunction with enrollment at the University of North Texas.<sup>1</sup>

**Policy.** It is the policy of the university to promote safety and to encourage students to engage in safe conduct when traveling to and from university activities or events. Accordingly, in addition to encouraging students to use good judgment, the university has adopted this policy and authorized the university Office of Risk Management to approve rules designed to encourage safe behavior on the part of students presently enrolled at the university.

**Application.** This policy applies to all students enrolled in the university who travel to an activity or event that is organized and sponsored by the university when:

- a. the activity or event is located more than 25 miles from the campus from which travel originates;  
and
- b. the travel is:
  - (1) required by a student organization properly registered at the university; or
  - (2) funded by and requires use of a vehicle owned or leased by the university.

For purposes of this policy, an activity or event is organized and sponsored by the university when it has been planned, funded and properly approved by the appropriate university official.

This policy generally does not apply to travel to and from field trips, internships and service-learning activities. However, students are encouraged to follow the guidelines set out in this policy and the safe travel rules established by the university Office of Risk Management whenever travel is university-related.

**General.** Students traveling to and from university organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow common and mode-specific safety precautions. In addition to following federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events

covered under this policy must follow the safe travel rules approved by the university Office of Risk Management.

At a minimum, these rules must include provisions concerning:

- a. Use of Seat Belts and Other Safety Devices. Seat belts and other safety devices must be used at all times.
- b. Passenger Capacity. Travel in vans with a capacity to hold 15 passengers must be approved by the university Office of Risk Management. Passenger capacity in 15-passenger vans is strictly restricted to no more than ten (10) individuals, including the driver.
- c. Required Qualifications and Training. All students who operate vehicles owned or leased by the university must be over eighteen (18) years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history, as determined by the Office of Risk Management. Additionally, these students must satisfy other qualifications and training requirements established by the university Office of Risk Management.
- d. Fatigue and Time of Travel. Students traveling to and from activities or events covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization advisor or department head.
- e. Privately Owned Vehicles. Students who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or leased by the university are required to follow the safe travel rules approved by the Office of Risk Management and applicable state law.
- f. Air and Other Modes Commercial Transportation. Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.
- g. International Travel. Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations. Students can find information about international travel at the university Study Abroad Center.
- h. Alcohol, Illegal Drugs and Weapons Prohibited. Possession or consumption of alcohol or illegal drugs, and possession or transportation of a weapon is prohibited during all travel covered under this policy.

- i. Travel Authorization. Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from its faculty or staff advisor or the department head responsible for funding or organizing the travel before the date of the event or activity. When the university provides transportation, students traveling to events must return in the university provided vehicles unless authorized to do otherwise by the appropriate university official. Students under eighteen (18) years of age are not authorized to return in a vehicle other than one provided by the university.

**Compliance and Enforcement.** Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy and the safe travel rules approved by the Office of Risk Management. Departments that permit students to drive any vehicle owned or leased by the university are responsible for ensuring the student meets the driving requirements established by the Office of Risk Management. Departments must report violations of this policy and safe travel rules to the Office of Risk Management.

University employees who authorize students to drive vehicles rented for any university-related business or activities are responsible for ensuring the student meets driving requirements established by state law and the Office of Risk Management. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the faculty handbook and university policy.

Individual students who violate this policy and the safe travel rules approved by the university Office of Risk Management are subject to disciplinary action, including suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action, to include suspension and loss of funding.

## REFERENCE

1. Texas Education Code, §51.949 (Senate Bill 263, 77<sup>th</sup> Legislature, 2001)
2. University of North Texas Safety Regulations