PURPOSE

This policy provides information concerning the requirements that must be met and the responsibilities which persons who drive University owned, rented, or leased vehicles must assume.

GENERAL

1. All drivers of University vehicles are considered representatives of the University and as such must extend every courtesy to both traffic and pedestrians.

2. All Commercial Driver's License drivers may be tested for possible controlled substance and alcohol (see HR Operating Policy 50.30).

3. All drivers must provide a cell phone number on documentation when transporting students in University owned, rented, or leased vehicles.

4. All drivers are personally responsible for any traffic violation they receive while operating a University owned, rented, or leased vehicle.

5. University owned, rented, or leased vehicles will not be driven beyond the United States borders.

DRIVER AUTHORIZATION

Only authorized drivers are permitted to drive a University owned, rented, or leased motor vehicle used in the transaction of University business. In the case of rented vehicles, authorization is only required if the employee will be using the rented vehicle to transport students.

1. Only “Regular Employees“ are permitted to be authorized drivers. A Regular Employee is defined as one who is employed to work one-half time or more for a period of at least four and one-half months. Regular employment includes full-time employees and part-time employees working at least 20 hours per week or student workers employed at least 10 hours per week. No “on-call” or temporary employees will be permitted to be authorized drivers.
2. To receive authorization to drive University owned, rented, or leased vehicles, departments must furnish Risk Management with the name, date of birth, and driver’s license number of the pending driver at least two weeks before the person is expected to drive.

3. All drivers of University owned, rented, or leased vehicles must have a valid Texas driver’s license or license from another state or the District of Columbia appropriate for the class of vehicle being operated. The driver must have held the license for at least two (2) years, and have attained 18 years of age.

4. Driving records of authorized drivers will be checked by Risk Management prior to authorization, and annually thereafter to ensure continued good driving habits. Drivers who have two (2) or more moving violations within the last three (3) years, have been involved in an at-fault accident, have been convicted of a DWI, DUI, or have had their driver’s license suspended, will have their driver authorization suspended.

5. Risk Management will issue a “Driver Authorization” card that must be carried by the driver when driving a University owned, rented, or leased motor vehicle; and presented in addition to a valid driver’s license upon request of a university official.

TRAVEL DISTANCE LIMITATIONS

1. When transporting students, a University-owned van can only be driven within a 100 mile radius from point of departure from the Denton campus or Dallas and Houston Institutes. Travel beyond a 100 mile radius requires the use of a University bus with a University driver employed by Facilities Management. A University bus is limited to a 300 mile radius of the Denton campus.

2. When students are not passengers in a University-owned van, the van can only be driven within a 300 mile radius from point of departure from the Denton campus or Dallas and Houston Institutes.

3. Departments may rent vans or hire buses for trips beyond a 300 mile radius from point of departure from the Denton campus or Dallas and Houston Institutes.

OPERATION OF POOL VANS

1. Use of car-top luggage carriers or equipment racks is not allowed.

2. Trip requests for vans must denote number of passengers, length of trip, and anticipated luggage requirements.

3. Maximum gross luggage and equipment allowed for storage behind the back seat is 500 pounds. No luggage or equipment will be stored above the top of the seat backs.

4. A plaque listing the maximum vehicle occupancy, maximum gross luggage and equipment weight allowed, and the prohibited use of car-top luggage carriers will be permanently displayed in the vehicles.
OPERATION OF ALL UNIVERSITY OWNED, RENTED OR LEASED VEHICLES

1. Drivers will be familiar with and obey all state motor vehicle moving and parking laws.

2. Drivers must not permit unauthorized persons to drive or ride in a University owned, rented, or leased vehicle.

3. Seat belts must be used by the driver and all passengers.

4. Drivers must not permit anyone to ride on the running boards, fenders, or any part of the vehicle except on the seats.

5. Drivers must not allow persons to ride on loose material or equipment carried on a truck, nor to ride on trailers or towed equipment.

6. Drivers must not permit persons to jump on or off vehicles in motion.

7. Drivers must not consume nor permit riders to consume or transport alcoholic beverages and/or illegal drugs in University owned, rented, or leased vehicles.

8. Drivers must not operate University owned, rented, or leased vehicles while wearing earphones or other devices that impair the operator's ability to operate the vehicle or equipment safely. Mobile phones may be used only with Bluetooth, hands free technology.

9. Windshield and windows must be kept clear of anything that may obstruct the vision of the driver.

10. Drivers must inspect the vehicle before each trip or at the start of each day. Drivers must report all defects to the Auto Service Shop. Repairs must be made before the vehicle is put into operation.

11. Materials and equipment must be loaded so as not to cause a hazard by shifting. Heavy equipment and material must be securely fastened.

12. If material extends more than four (4) feet beyond the back of the vehicle, or two (2) feet beyond the front of the vehicle, red flags must be used during the day and red lights must be used at night.

13. Trailers must be securely coupled to a vehicle when being towed.

14. Trucks must not be operated with tailgates in the open position.

RETURN OF UNIVERSITY OWNED, RENTED OR LEASED VEHICLES

1. When a vehicle is returned during business hours in Denton, it should be parked at TWU Denton Facilities Management (Physical Plant). All doors should be locked and the keys returned to the Auto Service Shop. In Dallas and Houston, the vehicle is to be parked in designated spaces and keys returned to the issuing office.

2. When a vehicle is returned after business hours in Denton, it should be parked at the TWU Physical Plant and keys placed in the glove compartment. All vehicle doors must
be locked. In Dallas and Houston, keys should be returned the next business day to the issuing office.

3. When a University gasoline credit card is issued to a driver, it must be returned to the issuing office and never left in the vehicle.

4. The driver is to complete the Daily Use Form (State Auditor’s Form 376-P) located in the glove compartment of the vehicle. Failure to supply the information is a violation of state law. This procedure is to be followed regardless of the time of day, night, weekend, or holiday when the trip is completed.

5. A University owned, rented, or leased vehicle may be taken to the person’s residence if such action facilitates essential work, late arrival, or early departure on official University business.

GUIDELINES FOR REPORTING VEHICLE COLLISIONS

1. Obtain medical aid for the injured, if necessary.

2. If a collision occurs on University property in Denton, immediately notify the Denton TWU Department of Public Safety at 940/898-2911. In Dallas, notify the TWU Department of Public Safety at 214/689-6666 and Houston Center, notify the TWU Department of Public Safety at 713/794-2222.

3. If a collision occurs off University property, immediately notify the local law enforcement agency and notify the TWU Department of Public Safety within 24 hours. Drivers must note the police agency that investigated the collision and the other driver’s name, driver’s license number, insurance information, and vehicle license plate number.

4. Furnish the police agency with the automobile liability insurance card located in the visor pocket.

5. If a collision occurs in a rented vehicle, immediately notify the rental agency as well as TWU Department of Public Safety, and the local law enforcement agency.

INOPERATIVE UNIVERSITY VEHICLES


2. After business hours, call the Denton TWU Department of Public Safety at 940/898-2911.

USE OF VEHICLES DURING INCLEMENT WEATHER

Authorized University drivers that provide on-call emergency services are permitted to drive university vehicles to their place of residence during such times that the university is closed or due to inclement weather and other potentially hazardous road conditions. Approval of vehicle assignment for these temporary periods will be the responsibility of the Associate Vice President of Facilities Management and Construction.
**VEHICLE USE CHARGES AND DRIVER CHARGES**

1. Vehicle Use Charges will be calculated at the beginning of each fiscal year based on current fuel costs, insurance rates, estimated costs of maintenance and repairs. Departments will be notified of the Vehicle Use Charges at the beginning of each fiscal year.

2. Driver costs will be charged separately from Vehicle Use Charges. If the trip is funded from a designated tuition account (Fund 11), no driver charges will be incurred if the trip begins and ends within a normal eight-hour day. Driver time beyond a normal eight-hour work day will be charged to the department at the driver's overtime rate. Please note that the driver cannot drive more than eight (8) hours each day.

   If the trip is funded from auxiliary funds, the department will be charged the driver's hourly rate for trips occurring during a normal eight-hour work day. Driver time beyond a normal eight-hour work day will be charged to the department at the driver's overtime rate. Please note that the driver cannot drive more than eight (8) hours each day.

**REVIEW**

The Vice President for Finance and Administration will review this Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.

**REFERENCE**

HR Operating Policy 50.30 – Drug and Alcohol Testing for TWU Drivers of Commercial Vehicles