



UNIVERSITY OF
SOUTH ALABAMA

I. Dedication to Vehicle Safety

The University of South Alabama is dedicated to managing the risks associated with vehicle use. This policy, known as the Driver Safety & Vehicle Management Program, is designed to promote safety and protect people, property, and other University resources. Safety is everyone's responsibility and applies to all persons operating a vehicle on USA business. Concerted efforts to promote vehicle safety are essential for USA to continue its mission of providing quality teaching, research, outreach, and student services.

1. Only authorized drivers are allowed to operate a USA vehicle.
2. No University vehicle is to be used for non-University business except police vehicles, only when approved by the University Chief of Police.
3. Drivers are to operate the vehicle in accordance with all traffic laws, ordinances, and regulations of the state in which they are driving.
4. Vehicles are to be driven at speeds that are appropriate for road conditions.
5. Vehicles must be driven in the environment for which they were designed.
6. Seat belts and other occupant restraint devices must be worn at all times by the driver and all occupants. Malfunctioning seat belts must be reported immediately to the supervisor.
7. Driver must not allow passengers to ride in the bed, or sit on the tailgate or sides of a vehicle when it is in motion.

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15. The vehicle owner's manual and current proof of insurance must be maintained in the glove box.

16. Smoking is prohibited in vehicles owned, leased, or rented by the

- a. Two at-fault accidents, or
- b. Two minor driving violations, or
- c. One at-fault accident and one minor driving violation

Action: Employee and supervisor will be notified of conditional status. The motor vehicle report will be reviewed every six months. If another driving violation occurs during that time prior to the oldest violation dropping off the motor vehicle report, driving privileges will be terminated.

3. **Restricted (Currently Ineligible)**

Motor vehicle report includes, but is not limited to:

- a. More than two at-fault accidents, or
- b. More than two minor driving violations, or
- c. Any combination of minor driving violations and at-fault accidents totaling more than two

Action:

96.3g189.89 / Driving privileges shall be suspended for 90 days (02/02/2018) 0 Td91po50457(m

University is obligated to consider the elements of this Program covering safe driving practices, compliance with compulsory insurance laws, and compliance with traffic laws. Faculty, staff, and students choosing to operate their personal vehicle on University business are **NOT** covered by the University's self-insurance or insurance program.

B. Transportation of Hazardous Materials

USA vehicles must not be used to transport hazardous materials by anyone without approval from the Office of Safety & Environmental Compliance.

C. Commercial Motor Vehicles

Commercial motor vehicles must only be operated only by individuals who:

1. Possess a valid commercial driver's license of appropriate class for the type of vehicle operated, with appropriate endorsements if applicable.
2. Have experience driving this type of vehicle.

D. Utility Vehicles

Four-wheelers, golf carts, gators, tractors, forklifts, heavy equipment, and other utility vehicles used to service the USA campus must be operated according to all traffic laws and the manufacturer recommendations. Operators must contact Safety & Environmental Compliance for golf/utility cart and low-speed vehicle safety guidelines and training prior to the operation of said vehicle.

5. Trailers

University employees must follow all applicable state laws when towing a trailer.

6. Twelve- and Fifteen-Passenger Vans

Refer to USA's 12- and 15-Passenger Van Policy and Procedure attached.

V. Vehicle Inspection, Maintenance, and Repair

A. Annual Vehicle Safety Inspections

1. Annual vehicle safety inspections are required for all University-owned or leased vehicles. Inspections may be performed by USA's Transportation Department or an Automotive Service Excellence (ASE) certified mechanic of the department's choice.

2. All departments are responsible for having their University-owned vehicles inspected annually during their scheduled time period and submitting a USA Vehicle Safety Inspection Form to Safety & Environmental Compliance.
3. Needed repairs must be promptly scheduled and completed. Vehicles must be placed out of service if a defect is discovered that compromises safety. The vehicle must remain out of service until the defect is repaired or replaced.

B. Maintenance and Repair

1. Preventive maintenance must be performed according to the manufacturer's recommendations and include such items as:
 - a. Replacement of belts and hoses
 - b. Tire rotation and balance
 - c. Brake adjustment
 - d. Engine tune-up
 - e. Oil and filter changes
 - f. Transmission service
 - g. Windshield wipers
 - h. Head

