



University of Rochester Safer Driver Program

June 23, 2003 – revised April 20, 2011

Introduction

Many employees use University vehicles in order to do their jobs. Other University-affiliated people also use University vehicles as part of University sanctioned activities. A bad driving record or failing to follow this program can result in losing permission to drive University vehicles and can adversely affect your eligibility to participate in activities or even your employment with the University up to and including termination. The prospective driver acknowledges the privileges, requirements and responsibilities of driving University vehicles and the consequences of not abiding by the program.

The safer driver program is a combination of supervisor or program manager involvement, training, driver qualifications, and driver participation. This program also includes procedures to follow if you should have an accident in a University vehicle. The Safer Driver Program is mandatory for all drivers of University owned or leased vehicles, but it does not apply to work use of personal vehicles or to rental vehicles used for personal transportation (e.g., a rental car for an out of town conference). Routine use of rental commercial vehicles (e.g., rental utility or passenger vans, rental delivery trucks, etc.) *is* covered. Depending on the type of vehicle and cargo that you drive, specific state and/or federal regulations may apply. This program is in addition to these requirements and does not replace them.

Driver Qualification

All drivers must be qualified by their supervisor or department administrator before they may drive a University vehicle. Driver qualifications, except for provisional or probationary qualifications, are valid for one year. **No one will be allowed to drive a University vehicle unless they have been successfully qualified or re-qualified.**

Drivers include employees, students, and contract employees who drive occasionally or on a normal basis any licensed University vehicle. All drivers must be qualified annually by July 1 and for new employees as they are hired. Drivers may be subject to random MVR checks. Some drivers may be selected for routine MVR checks, as needed, based on provisional driving clearances, department's driving history, driver's history or other loss control or risk reduction needs.

A Motor Vehicle Report (MVR) from the state where the driver's license has been issued must be obtained and reviewed. It is the supervisor's responsibility for determining if a driver is to be deemed qualified on a case by case basis; however, the University has developed the following guidelines:

- Three or more moving violations and/or accidents within 3 years
- Two or more moving violations and/or accidents in any one year
- A recorded instance of driving without insurance, suspended license, or failure to appear in court within 3 years
- A major conviction including but not limited to:
 - Driving while intoxicated/impaired
 - Leaving the scene of an accident
 - Reckless driving
 - Homicide or assault by a motor vehicle
 - Driving under the influence of drugs (including certain prescription or over the counter medicines that have driver warnings) or alcohol
- Any reason that the driver cannot safely operate a motor vehicle
- A recorded instance of driving in a way that is not consistent with any limitations or restrictions that have been determined by the issuer of the driver's license

The Office of Counsel will assist in the making of recommendations to the department about a driver's qualification. Each department is then responsible for making the decision about a driver's qualifications and suitability for driving University vehicles. In some cases, a provisional or probationary qualification may be appropriate. In these cases, the department will determine what additional requirements are needed and will include these on the driver's qualification. The qualification will be automatically revoked if any condition of the provisional or probationary qualification is not met. Driver's Qualifications can also be revoked at any time if the department, supervisor, Human Resources, or the Office of Counsel feels it is warranted.

Other factors to consider when qualifying a driver are:

- What type of vehicle will be used?
- Will the driver be carrying cargo or people? What types of cargo will the driver transport? If the driver is transporting people, will they be staff, students, visitors, patients, etc.?
- How much driving will the driver do? Is driving an essential task for the job?

Finally, considering all of the above factors and guidelines, does the driver seem to be a higher than usual risk to him or herself, passengers, the public, or University property? If the answer to this question is yes, the driver should not be qualified and should not be allowed to drive a University vehicle. If the driver is a new employee, contact Human Resources to have the offer of employment rescinded (note: the driver's MVR must be reviewed *after* the offer of employment has been made, but should be done *before* the driver assumes his or her duties). If the driver is an existing employee, assign tasks or positions that do not involve driving. If this is not possible, it may be necessary to terminate the employee or place him or her on leave until the driving problem is resolved. Contact your Human Resources representative, the main River Campus Human Resources office at x5-7756 or the main Medical Center Human Resources office at x5-4989 for more information.

Driver Training and Experience

Driver training is the responsibility of the driver's department and at the department's expense. All drivers must complete the University Defensive Driving Class and should attend the first available session. All drivers must successfully complete the University Defensive Driving Class every 1-3 years (time frame at the discretion of the department). All drivers must be familiarized on the specific vehicle they will be driving before being allowed to drive. Refresher training should be offered at the discretion of the department. Departments may choose to use Defensive Driving courses from local vendors. It is preferable that drivers have (3) years of driving experience but this will be left to the discretion of the individual departments.

Impaired Drivers

Even qualified drivers may suffer from short or long-term problems that can impair their ability to drive. Fatigue, illnesses, injuries, prescription or over-the-counter drugs, drug or alcohol abuse, etc., can all affect an employee's ability to drive safely. Drivers must immediately report to their Supervisor any reason why they may not be able to operate a motor vehicle safely.

Fatigue is one of the most common driving impairments. Concentration and reaction time suffer when a driver is even mildly fatigued. Drivers are responsible for assessing their own level of fatigue and taking additional breaks as needed.

If there is reason to believe that a driver cannot operate a motor vehicle safely, the department must prohibit the employee from driving a University vehicle until the impairment is resolved. University Health Service is available

to assist with assessments of driving impairments, if needed. Consult the University's Human Resources policy manual, your Human Resources representative, the main River Campus Human Resources office at x5-7756, or the main Medical Center Human Resources office at x5-4989 for guidance on sick leave, disability, drug and alcohol abuse, etc. if necessary.

Supervisor Responsibilities

Supervisors who oversee qualified drivers are responsible to:

- Start and complete the driver qualification process in a timely way
- Monitor the performance of his or her drivers and include driver performance as part of their regularly scheduled performance reviews
- Discuss and review any driving incidents with his or her drivers
- Ensure that all driver qualifications and training are up to date
- Maintain all records to show compliance with the Safer Driver program
- Work with Human Resources to resolve issues with problem drivers
- Evaluate their department's compliance with this program and make suggestions on ways that the program might be improved

Driver Responsibilities

It is the responsibility of drivers to:

- Have a valid state license in his/her possession
- Comply with the UR Safer Driver program
- Become a Qualified Driver and meet the criteria listed above
- Immediately report any accidents, tickets, etc.
- Immediately report change in facts or circumstances that may affect your ability to drive a motor vehicle safely
- Follow the Accident Procedure
- Report immediately to their supervisor if the vehicle is not properly licensed or inspected.

Driving in Adverse Weather

The University has issued a policy titled "Operation of the University in Adverse Weather and Similar Emergencies." This policy says, in part:

It is the policy of the University of Rochester to remain in operation and to continue regular services and schedules regardless of adverse weather conditions, transportation or utility problems, or similar situations. Exceptions to the policy may be made on a case-by-case basis and can include decisions to reduce services and/or staff levels.

Each department should designate those driving tasks that are essential to the operation of the department and the University, and should plan for ways to allow these tasks to continue. Unnecessary travel, on the other hand, should be curtailed during adverse weather. Going to or returning from events *is not* considered to be essential travel. Departments must make arrangements to accommodate students or employees that are stranded by adverse weather by providing for motel rooms, meals, etc. as needed.

Vehicle Laws and Citations

All drivers and passengers must follow NYS laws, including seat belt, cell phone and texting regulations. Any vehicular citation will be the responsibility of the person receiving it.

Accident Procedures

All motor vehicle accidents, no matter how slight, involving a University-owned, leased, or rented vehicle used on University business, **MUST** be reported immediately to the University Security Division; phone #: (585) 275-3333. Additionally, the Office of Counsel **MUST** be notified of the accident within one business day; phone #: (585) 758-7600.

If you are involved in an accident, you should stay calm and:

1. Stop the vehicle immediately.

- If the accident occurs on University premises, contact University Security at (585) 275-3333 and wait for an officer to arrive.
- If the accident occurs off University premises, have someone call 911 and wait for a law enforcement officer to arrive. Contact University Security and file an accident report immediately upon returning to your department.

2. Do NOT discuss the accident with anyone until a law enforcement officer or officer of the Security Division arrives.

3. Do NOT leave the scene of the accident until the police officer or Security officer has filed a report and has given you permission to leave.

4. Wait until help arrives if the driver or passengers are unable to telephone.

5. Collect and exchange the following information if another vehicle is involved:

- Name of owner and driver involved (ask for registration);
- License number of the other vehicle(s) involved;
- Name and addresses of the other passengers;
- Name of insurance company (ask for insurance card);
- Name, address, and phone number of any witnesses;
- Tell the other driver that a representative of the University's insurance company will contact them.

6. Your safety is important to the University. Should you believe that leaving the vehicle to gather information may prove to be unsafe, such as in cases of road rage, accidents in high-traffic areas, etc. do not do so. Notify the police as soon as possible.

7. Provide information to the investigating officer. Show your driver's license, vehicle registration, and insurance card (located in the glove compartment). If your vehicle is unable to move under its own power or if, in your judgment it is unsafe to move, ask the law enforcement officer or Security officer to assist.

8. Inform your supervisor immediately of the accident.

9. An account of the accident, by the driver and supervisor, must be faxed to the Office of Counsel within one business day of the accident. The accident summary must include the date and time of the accident, the University vehicle involved (including serial number), location of accident:

Office of Counsel Fax number: (585) 272-9311

10. Obtain an estimate of repair for the damaged vehicle and fax it to Office of Counsel:

**Estimate of repair must clearly state the accident date and serial number of the vehicle.

11. Risk and Insurance Management will report the loss to the University's insurance carrier.
12. If the damage to the vehicle exceeds \$700, an insurance adjuster will contact the department supervisor and arrange a time to view the vehicle. The adjuster will contact the collision repair vendor (from which the estimate was written), and negotiate an agreed figure to repair the damage. Generally, this is completed within 24 hours of the adjuster's inspection.
13. The collision repair vendor will contact the department supervisor to bring the vehicle in for repair.
14. If the damage to the vehicle is less than \$700, an insurance adjuster will not schedule a time to view the vehicle.
15. The University's insurance carrier will issue a check for the vehicle's repair to Office of Counsel, minus the applicable deductible.
16. Office of Counsel will notify the department when the repair money has been deposited into the department's operating account. It is the department's responsibility to pay the collision repair vendor.
17. "Certification of Vehicle Repair" form will be sent from the Office of Counsel for completion after the vehicle has been repaired. Part I is to be completed by the department's supervisor and forwarded to the vehicle repair vendor. Part II is to be completed by the repair vendor and mailed to the University's insurance carrier.

University of Rochester Driver's Statement

I have reviewed and understand the requirements of the University Safer Driver program. I hereby give permission to the University of Rochester, its employees or agents, to obtain and examine my driving record as a routine and/or random check of my driving history. I understand that these checks are required as part of the Safer Driver Program.

I have reviewed, understand, and will follow the guidelines set forth in the Safer Driver Program.

I am familiar with the types of vehicles I will be driving on behalf of the University.

Employee Name (Please Print)	
Employee Signature	Date
Signature of Responsible Person (ie. Supervisor, Faculty Sponsor, etc.)	Date