

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO.: IV:06:03:01

DATE: September 2023

REVIEW/REVISION DATES:

SUBJECT: University Driving and Vehicle Use Policy

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

Jacksonville State University (JSU) is dedicated to managing the risks associated with vehicle use. This policy is designed to promote safety and protect people, property, and other JSU resources. Safety is everyone's responsibility and applies to all persons operating a vehicle on JSU business. Concerted efforts to promote vehicle safety are essential for Jacksonville State University to continue its mission of providing quality teaching, research, outreach, and student services.

All persons operating a vehicle on Jacksonville State University business, including Jacksonville State University employees, and student employees must be in compliance with this policy and complete the [New Driver's Registration Form](#).

POLICY

Requirements for Operation of Jacksonville State University Vehicles

JSU owns and leases a variety of vehicles, and as a result is exposed to associated risks. In addition, the University is exposed to risk when employees and student employees use a leased vehicle or personal vehicle if used for JSU related business. All drivers of Jacksonville State University vehicles are expected to conduct themselves in a professional manner when operating a vehicle on JSU business, and should adhere to the following responsibilities, training, and vehicle operation procedures.

Driver License

1. Driver must be in possession of, and maintain, a valid driver license meeting the requirements of the vehicle they will be operating.
2. Driver must be in possession of, and maintain, a valid commercial driver license to operate a vehicle with occupancy greater than fifteen (15) passengers and all other commercial motor vehicles as defined by the U.S. Department of Transportation (DOT) and Alabama Department of Public Safety (ALDPS).
3. Driver must immediately report any changes in the status of their license (restrictions, revocations, suspensions, expirations) to their supervisor prior to driving a JSU vehicle.
Driver's motor vehicle report must meet the standards outlined below.

Vehicle Operations

1. Only JSU [authorized drivers](#) may operate a Jacksonville State University vehicle. Authorized drivers are prohibited from allowing unauthorized drivers access to operate vehicles.
2. Driver must operate the vehicle in accordance with all traffic laws, ordinances, and regulations of the state in which they are driving.
3. Vehicle should be driven at speeds that are appropriate for road conditions.
4. Vehicle should be driven in the environment for which it was designed.
5. Seat belts and other occupant restraint devices must be worn at all times by the driver and all occupants. Malfunctioning seat belts should be reported immediately to the supervisor.
6. 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.
7. Vehicle should not be used to transport unauthorized passengers.
8. Driver should yield to emergency vehicles, bicyclists, pedestrians, and utility vehicles.

9. Driver should not use a cellular phone, two-way radio, PDA, or any other hand-held device when vehicle is in motion (EXCEPTION: Jacksonville State University's Department of Public Safety may need to use the two-way radio.).
10. Driver should not drive if drowsy or under the influence of any substance. This includes, but is not limited to, alcohol, illegal drugs, prescription, and over-the-counter drugs that cause drowsiness or impaired judgment. Use of prescription drugs is permitted only if it does not impair the employee's ability to operate a vehicle in a safe manner. Drivers should notify their supervisor of any medications taken that may affect their driving ability.
11. Driver should not drive for long periods of time without breaks. Breaks are recommended at a minimum of every two hours or every 100 miles. Maximum driving time recommended in a 24-hour period is eight (8) hours.
12. Driver should turn the vehicle off, remove the keys, and lock the doors when the vehicle is left unattended.
13. Driver will assume all responsibility for fines, parking tickets, and traffic violations while operating a vehicle for JSU business.
14. The vehicle owner's manual should be maintained in the glove box.
15. Smoking is prohibited in vehicles owned, leased, or rented by the University.
16. No University vehicle is to be used for non-JSU business except police vehicles, only when approved by the Director, Public Safety and Chief of Police.

Motor Vehicle Report – Driver Eligibility

An initial motor vehicle report and periodic random motor vehicle reports will determine driving eligibility.

Motor Vehicle Report Review

1. The Office of Vice President of Finance and Administration will obtain an authorization for the release of motor vehicle reports from employees for whom driving is required.
2. The Office of Vice President of Finance and Administration, in collaboration with the insurance provider, will order initial and periodic motor vehicle reports on JSU employees for whom driving is required.

3. The Office of Vice President of Finance and Administration, in collaboration with the insurance provider, will review the motor vehicle report and the employee will be given an opportunity to address any areas of concern before action is taken.
4. The Office of Vice President of Finance and Administration will review areas of concern with the employee's supervisor and the supervisor should take appropriate action.

Driving Privilege

Driving privilege is based on the employee's three-year driving history as represented on the motor vehicle report.

The employee's driving status is:

1. Acceptable

Motor vehicle report includes, but is not limited to:

- a. One at-fault accident, or
- b. One minor driving violation.

Action: Supervisor and Employee will be notified of the results of the motor vehicle report. No further action required. Employee is subject to periodic random review.

2. Conditional

Motor vehicle report includes, but is not limited to:

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

Action: Employee will be given a verbal notification and counseled by their supervisor regarding the importance of practicing safe driving habits. A signed copy evidencing this meeting must be kept in the employee's personnel file with a copy forwarded to Human Resources.

The employee will be given a copy of the University Driving and Vehicle Use Policy for their review. The Vice President of Finance and Administration, in collaboration with the insurance provider, will re-order the employee's motor vehicle report in six (6) months to re-evaluate driving privileges and discuss areas of concern with the employee's supervisor. The employee may continue to operate an JSU vehicle.

3. Restricted

Motor vehicle report includes, but is not limited to:

- a. Three or more at-fault accidents, or
- b. Three or more minor driving violations, or
- c. Any combination of minor driving violations and at-fault accidents totaling Three or more,
- d. Any one of the following major violations:
 - i. Driving under the influence or while impaired (DUI) - alcohol or drugs.
 - ii. Driving while intoxicated (OWI).
 - iii. Negligent homicide, manslaughter, or a felony involving a motor vehicle.
 - iv. Evading law enforcement.
 - v. Assault with a motor vehicle.
 - vi. Hit-and-run or leaving the scene of an accident.
 - vii. Reckless driving.
 - viii. Driving on the wrong side of the road.
 - ix. Passing a stopped school bus.
 - x. Speeding - greater than 85 mph or more than 15 mph above the posted limit.

Action: Driving privileges for JSU will be temporarily suspended until the employee's motor vehicle report reflects an acceptable, conditional or watch status. The employee will be counseled by their supervisor regarding the importance of practicing safe driving habits. A signed copy evidencing this meeting must be kept in the employee's personnel file with a copy forwarded to Human Resources.

The employee will be given a copy of the JSU University Driving and Vehicle Use Policy for their review. The supervisor should attempt to re-assign the employee to duties that do not require driving or contact Human Resources Employee Relations for guidance.

The Office of the Vice President of Finance and Administration, in collaboration with the insurance provider, will re-order the employee's motor vehicle report in six (6) months to re-evaluate driving privileges and discuss areas of concern with the employee's supervisor. Prior to reinstating driving privileges, the employee's driving status must be updated to Watch, Conditional or Acceptable and the employee must complete the Jacksonville State University Defensive Driving Course.

Driving history not addressed by the above-described Motor Vehicle Report Review and Driving Privilege process will be evaluated by Risk Management & Safety to determine driving privileges.

It is the authorized driver's responsibility to immediately notify his/her supervisor and the Office of the Vice President of Finance and Administration if his/her license has been suspended or revoked, whether temporarily or permanently. The employee will be required to provide the details of why their license has been suspended or revoked, how, and when it will be rectified and reinstated. An employee's failure to notify his/her supervisor of a license suspension or revocation may result in corrective action, up to and including separation of employment.

Use of Jacksonville State University Vehicles

Vehicles Owned, Leased, or Rented by Jacksonville State University

Vehicles Owned, Leased, or Rented by JSU should be operated in accordance with The Alabama Ethics Law, Code of Alabama, 1975. Chapter 25, Section 36-25-5(a) states:

"No public official or public employee shall use or cause to be used his or her official position or office to obtain personal gain for himself or herself, or member of the public employee or family member or the public official,

or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law. Personal gain is achieved when the public official, public employee, or family member thereof receives, obtains, exerts control over, or otherwise converts to personal use the object constituting such personal gain.”

See JSU’s [Motor Pool](#) website for additional [procedural information](#).

Personal Vehicles

JSU employees and student employees may use their personal vehicles on JSU business at their option and at their own risk. The vehicle owner’s insurance will be in effect in the event of an accident. Jacksonville State University strongly recommends the use of JSU owned vehicles for JSU business.

Transportation of Hazardous Materials

JSU vehicles should not be used to transport hazardous materials by anyone other than an employee of Risk Management & Safety or an employee that has sought guidance from Risk Management & Safety.

Drivers are responsible for operating JSU vehicles in accordance with all traffic laws, ordinances, and regulations, including those applicable to hazardous materials transport. Placarded quantities of hazardous materials, and any quantity of select agent or toxin, require a commercial driver license for transport. Contact Risk Management & Safety for additional information and guidance.

Specialty Vehicles

Emergency Vehicles

Emergency vehicles, including police cars and bicycles should only be operated by police officers or authorized employees. These operators should complete an appropriate vehicle operations class taught by a certified qualified instructor.

Refer to Jacksonville State University's Department of Public Safety's Policy Manual for additional information.

Commercial motor vehicles

Commercial motor vehicles should be operated only by individuals who:

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

Utility Vehicles

Four- wheelers, golf carts, gators, tractors, forklifts, heavy equipment, and other utility vehicles used to service the JSU Campus should be operated according to all traffic laws and the manufacturer recommendations.

Trailers

JSU employees should follow all applicable state laws when towing a trailer.

Vehicle Inspection, Maintenance, and Repair - see [IV.06.03](#)

Annual Vehicle Safety Inspections

1. Annual vehicle safety inspections are required for all University owned or leased vehicles. Inspections may be performed by the authorized dealer (vendor awarded contract by the Office of Procurement and Fixed Assets.
2. All departments are responsible for having their vehicles inspected during their scheduled time period and submitting a JSU Annual Vehicle Safety Inspection Form ([Form 51](#)) to the Office of the Associate Vice President for Auxiliary and Business Services.
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.

Maintenance and Repair

Preventative maintenance should be performed according to the manufacturer's recommendations and include such items as:

- a) Replacement of belts and hoses.
 - b) Tire rotation.
 - c) Brake adjustment.
 - d) Engine tune-up.
 - e) Oil and filter changes.
 - f) Transmission service.
 - g) Windshield wipers.
 - h) Head and Taillights.
 - i) Turn Signals.
1. Repair maintenance is typically performed on an as needed basis. Any problem discovered that compromises safety should be reported to a supervisor immediately and the vehicle withdrawn from service until it is repaired or replaced.
 2. Glass should be free from color tinting except that applied by the manufacturer or according to the Alabama Vehicle Code.

Records

Standardized record keeping is vital to the success of this program. Departments must keep standardized inspection and maintenance reports on all JSU owned or leased vehicles, including tractors, backhoes, bulldozers, and all other utility vehicles.

The JSU Motor Pool Department must develop and maintain a procedure for checking vehicles in and out, and keys should be kept in a secure location.

Automotive Accidents

Procedure to Follow at the Accident Scene

1. Stop immediately and contact the appropriate law enforcement agency.
2. Call 911 if anyone is injured or requires immediate medical attention.

3. Do not leave the accident scene until an accident report has been completed by the law enforcement agency.
4. Take necessary precautions to protect the accident scene. Vehicles should not be moved until after the police arrive unless they present a safety hazard.
5. Obtain name, address, and phone number of the other driver and witnesses. Also obtain other driver's insurance information.
6. Cooperate fully with the investigating law enforcement officer.
7. Obtain the name of the investigating officer, law enforcement agency, and case number.
8. Do not discuss the details of the accident with others at the scene.
9. Do not admit liability or fault, make offers, or agree to settlement on behalf of JSU. It is important that such admissions and decisions be reserved for the insurance carriers.
10. Do not sign any document other than those required by the law enforcement official.
11. Remove keys and University property and lock the vehicle if the vehicle must be towed from the scene.

Other Responsibilities Following an Automobile Accident

1. Immediately report the accident to your supervisor and the Office of the Vice President of Finance and Administration. Reporting must occur on the same day as the accident or the next workday.
2. An employee injured in an automobile accident must report the work-related injury to your supervisor and the Office of the Vice President of Finance and Administration.
3. It may be necessary to complete a [SR-31 CLAIM FORM](#) as required by the Alabama Department of Public Safety.
4. A drug test may be required.

Claim Management & Loss Control

1. The Office of Vice President of Finance and Administration will provide oversight of all claims arising out of accidents involving JSU vehicles. Record keeping of automobile accidents will include name of driver, department to which the vehicle is assigned, date of accident, cause of accident, and related costs.

2. The Office of Vice President of Finance and Administration will monitor accident activity and counsel with the department when an employee has been involved in a serious or excessive number of automobile accidents. Motor vehicle reports will be ordered as needed to analyze driving history based on accident data.

Service of Legal Papers

Occasionally an employee involved in an automobile accident while operating a JSU vehicle may be served legal papers naming that employee as a defendant in a lawsuit. In the event an employee receives legal papers, timely notification is critical. The employee must immediately notify the Vice President, Finance and Administration and the University Counsel and comply with requests for additional information.

Automobile Insurance

Liability Insurance Coverage

JSU's automobile liability insurance applies to all vehicles owned, leased, or rented by the University.

JSU's automobile liability insurance covers claims of bodily injury or property damage, suffered by a third party, arising out of the ownership, maintenance, or use of a vehicle owned, leased, or rented by the University.

Physical Damage Insurance Coverage

JSU's automobile insurance provides physical damage insurance coverage (comprehensive & collision) for JSU owned or leased depending on the age of the vehicles. The department responsible for the vehicle must request this coverage by submitting a Request to Add Insurance Coverage for JSU Vehicle to Risk Management & Safety. A deductible will apply and is the financial responsibility of the department responsible for the vehicle.

JSU's insurance provides no physical damage coverage for personal vehicles.

Insurance for Rented Automobiles

Liability insurance coverage is provided on a primary basis for automobiles rented for Jacksonville State University business.

Physical damage insurance coverage is provided for vehicles rented from a rental agency for JSU business for short term (30 days or less). Physical damage coverage is subject to a deductible and is the responsibility of the department renting the vehicle.

Proof of Liability Insurance

Vehicle insurance cards must be maintained in the vehicle at all times to comply with the Alabama Mandatory Automobile Liability Insurance Law. The insurance card is proof of insurance whenever requested by a law enforcement officer.

Certificate of Insurance

Evidence of JSU's liability and physical damage insurance can be obtained by requesting a Certificate of Insurance. The department needing this proof of insurance should make the request to the Office of the Vice President of Finance and Administration.

Addition, Deletion and Transfer of Vehicles

The JSU department making changes to their vehicle fleet is responsible for notifying the Office of the Vice President of Finance and Administration within five (5) days of all vehicle additions, deletions, or transfers.

Transportation Contracts

Transportation of passengers must be contracted to commercial charter operators whenever possible/practical and a contract for services should be executed. If the contract exceeds a cost of \$15,000 or more annually, sealed bids are required. Reference Policy IV:03:01 - Purchasing Guidelines and Procedures ([IV:03:01](#)) for more information on bid requirements.

Contract for Services: A contract for services should be executed between Jacksonville State University and the entity providing transportation services. The department executing the contract should thoroughly review the contract, understand its requirements, negotiate acceptable terms and conditions, and agree to be bound by the terms of the contract. The contract should request the transportation contractor to indemnify and hold harmless JSU, its Board of Trustees, Faculty, Staff, and Agents for incidents related to transportation services

provided. The final contract must be reviewed and approved by the University Counsel and the Vice President of Finance and Administration prior to execution.

Contractor Selection: When selecting a contractor to provide transportation services, at a minimum, the department should evaluate the following:

1. years in business.
2. Safety record.
3. service provided.
4. Driver selection.

Insurance Requirements: Prior to performing services for JSU, the transportation contractor shall furnish JSU with a certificate of insurance. Following are the minimum acceptable limits of coverage:

1. Certificate of insurance should name JSU, its Board of Trustees, Faculty, Staff, and Agents as Additional Insureds.
2. Minimum limits of automobile liability recommended are \$5,000,000.
3. Workers' compensation insurance with statutory limits required by the State of Alabama is recommended.
4. Insurance companies providing coverage should have an A.M. Best financial rating of A or better.
5. Coverage should be provided by an insurer licensed by the Insurance Commissioner to conduct business in the State of Alabama.
6. Insurance policy should be endorsed to provide that the policy not be cancelled, non-renewed, changed or allowed to lapse for any reason without thirty (30) day written notice to Jacksonville State University.

RESPONSIBILITY

The Senior Vice President of Finance and Administration and CFO is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years by the Senior Vice President of Finance and Administration and CFO.

APPENDIX A: DEFINITIONS

Accident - an incident involving any person driving a vehicle on JSU business that results in bodily injury or property damage.

At-fault Accident – an incident involving any person driving a motor vehicle that results in bodily injury or property damage, in which the police report indicates that in the law enforcement officer’s opinion:

1. The driver violated a specific traffic law, and the violation was the prime contributor to the accident, or
2. The driver’s negligent actions or behavior was the prime contributor to the accident.

Jacksonville State University Business - activities that are performed on behalf of Jacksonville State University and/or within the scope of employment at Jacksonville State University.

Jacksonville State University Employee - any individual currently classified as an employee by the Jacksonville State University Personnel Policies and Procedures Manual.

Jacksonville State University Vehicle - a motor vehicle owned, leased, rented, or hired by Jacksonville State University. This includes personal vehicles used for Jacksonville State University business. This does not include vehicles not licensed for use on public roads.

Authorized Driver - a person granted permission to operate a Jacksonville State University vehicle for university business.

Certificate of Insurance - document prepared by an insurance company evidencing insurance coverage purchased.

Commercial Driver License (CDL) - a license required of any operator of a commercial motor vehicle as defined by the DOT.

Commercial Motor Vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds (11,794 or more kilograms) inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds (4,536 kilograms); or
2. Has a gross vehicle weight rating of 26,001 or more pounds (11,794 or more kilograms); or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

Deductible - the portion of a covered loss that is not covered by insurance.

Hold Harmless - a contractual provision that obligates one party to hold another party harmless from financial responsibility for a loss.

Indemnify - to restore a party who has suffered a loss to the same financial position that party held before the loss occurred.

Liability Insurance - insurance that covers losses resulting from bodily injury to others or damage to the property of others for which the insured is legally liable and to which the coverage applies.

Minor Driving Violation - any moving violation, excluding major driving violations, including, but not limited to, the following:

1. Speeding (less than 15 miles over).
2. Traffic light or stop sign violation.
3. Improper lane change.
4. Following too closely.
5. Improper turn.

6. All other moving violations.

Motor Vehicle Report - report obtained from the state licensing authority documenting a person's driving history.

Physical Damage Insurance - insurance that provides coverage for direct and accidental loss or damage to an insured automobile. Coverage is subject to named exclusions.

Student Employee - Jacksonville State University student who is employed by Jacksonville State University.

Student Employee Driver - Jacksonville State University student who is employed by Jacksonville State University and drives as part of their job responsibilities.

University Business – activities that are performed on behalf of Jacksonville State University and/or within the scope of employment at Jacksonville State University.