

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Vehicle Operations Policy**

**Regulation and Procedure  
Number: URP: 04.520**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

The purpose of this policy is to provide the responsibilities, requirements and procedures that must be met by individuals who drive Texas Woman's University ("TWU") owned, rented, or leased vehicles.

## **APPLICABILITY**

This policy is applicable to TWU Students, Faculty, Staff, Guests, and University Affiliates.

## **DEFINITIONS**

1. "Authorized Driver" means regular employees who receive approval from their supervisor and meet the requirements. Only authorized drivers are allowed to operate University owned, rented, or leased vehicles.
2. "Authorized Passenger" means an individual who falls into one of the following categories and is riding in a University vehicle or motorized cart on University business (defined below):
  - a. Members of the Board of Regents,
  - b. Employees and emeriti faculty and staff members,
  - c. Students and prospective students,
  - d. Guests, and
  - e. University affiliates who have received approval by a department head.

3. "Motorized Cart" means any university owned, rented, or leased vehicle that has at least three (3) wheels and operates at a speed of 30 mph or less. This includes but is not limited to the following:
  - a. Golf carts and similar utility vehicles, and
  - b. Utility task vehicles ("UTVs")
4. "Regular Employee" means an individual 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.
5. "University Affiliate" means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
  - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
  - b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
  - c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
  - d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
  - e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.
6. "University Business" means any activity or event that is either funded by the University or furthers the mission and strategic plan of the University.
7. "University Vehicle" means any vehicle that is owned, leased, or rented by the University.

## REGULATION AND PROCEDURE

### I. General Guidelines

- A. Only authorized drivers are permitted to drive University vehicles. The exception to this requirement are employees who only drive motorized carts. Employees who only drive motorized carts do not have to have a driver's license, have their driving record checked, or submit an authorized driver form.
- B. All drivers of University vehicles and motorized carts are considered representatives of the University and as such must extend every courtesy to both traffic and pedestrians.
- C. All Commercial Driver's License drivers will be tested for possible controlled substance and alcohol in compliance with University Policy.
- D. All drivers must have a cell phone number on file when transporting students in University vehicles.
- E. All drivers are personally responsible for any traffic violation they receive while operating a University vehicle.
- F. University vehicles will not be driven beyond the United States borders.

### II. Authorization of University Drivers

- A. Only "Regular Employees" that receive approval from a department head are permitted to be authorized drivers. No temporary employees will be permitted to be authorized drivers.
- B. To receive authorization to drive University vehicles, department heads must submit the TWU Authorized Driver Form at least two (2) weeks before the regular employee is expected to drive. Failure to submit the form in a timely manner could result in delays to drive University vehicles on University business.
- C. All authorized drivers of University vehicles must be at least 18 years of age and have had a valid state or District of Columbia issued driver's license for at least two (2) years for the class of vehicle being operated prior to the date they are authorized to drive University vehicles.

D. Motor Vehicle Records and TWU Accident Reports are checked by Risk Management prior to authorization, and annually thereafter to ensure continued good driving habits.

1. Drivers who have two (2) or more moving violations or at-fault accidents within the most recent three (3) years will not be allowed to be an authorized driver. If upon annual review it is found that a current authorized driver has incurred two (2) or more moving violations or at-fault accidents in the previous year, their authorization will be suspended until no more than one (1) offense is on the driver's record.

2. Drivers who have a conviction of a DWI, DUI, or other vehicular misdemeanor or felony within the most recent three (3) years will not be allowed to be an authorized driver for seven (7) years post-conviction. If upon annual review it is found that a current authorized driver has incurred a conviction of a DWI, DUI, or other vehicular misdemeanor or felony in the previous year, their authorization will be suspended for seven (7) years.

E. Risk Management has authority to approve or revoke authorized drivers as necessitated by policy or at their discretion when deemed to be in the best interest of TWU.

### III. Proper Use and Operation of a University Vehicle

A. All authorized drivers of University vehicles, as well as those operating vehicles on University grounds for the purpose of conducting business on behalf of the University, are considered representatives of the University and as such must extend every courtesy to both traffic and pedestrians.

B. Drivers must be familiar with and obey all state motor vehicle moving and parking laws.

C. Use of car-top luggage carriers or equipment racks is not allowed on University vehicles.

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

- E. Maximum gross luggage and equipment allowed for storage behind the back seat is five hundred (500) pounds. No luggage or equipment will be stored above the top of the seat backs.
- F. An authorized driver may commute to their personal residence in a University vehicle when it is in the best interest of the University for the authorized driver to retain the University vehicle during non-duty periods. Requests to take a vehicle to a personal residence must be approved in advance by both the department head and the vehicle fleet manager.
- G. Coaches, student-athletes, team managers, athletic trainers, band members, responsible faculty, and other authorized passengers are responsible for loading and unloading luggage, equipment, instruments, etc. into vehicles. Materials and equipment must be loaded so as not to cause a hazard if they were to shift during operation of the vehicle. Heavy equipment and material must be securely restrained.
- H. Authorized passengers must limit movement within University vehicles to only that which is necessary to secure persons or property, or utilize the facilities provided, while the University vehicle is in motion.
- I. Authorized drivers must ensure that authorized passengers are seated and are wearing seatbelts (when the vehicle is so equipped) at all times, and ensure that passengers do not attempt to exit the vehicle until it comes to a complete stop.
- J. 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 on the material when traveling during the day, and red lights must be used on the material when traveling at night.
- K. Trailers must only be used by authorized drivers with adequate experience with similar vehicle and trailer combinations. Trailers must always be securely coupled to a vehicle when being towed.
- L. Users of TWU fleet vehicles must complete the Daily Use Form (State Auditor's Form 376-P) located in the vehicle at the conclusion of each day the vehicle is checked out. Failure to supply the information is a violation of state law.
- M. When a University fuel card is issued to a driver, it must be returned immediately with receipts upon return of the University vehicle.

#### IV. Improper Use and Operation of University Vehicle

- A. Drivers must not permit unauthorized persons to drive University vehicles.
- B. Personal use of a University vehicle, other than commuting as detailed in Section II.F, is prohibited.
- C. Using a University vehicle to transport individuals who are not authorized passengers as noted above is prohibited.
- D. Passengers must not change clothing while riding in University vehicles if the action could result in the bodily exposure that could be considered indecent or offensive to other persons.
- E. University vehicles must not be used for travel or tasks that are beyond the rated capability of the vehicle.
- F. University vehicles may not carry authorized passengers that exceed the number of seats in the University vehicle. Passengers must wear seatbelts when the vehicle is so equipped. Riding in the bed of a truck or riding on the running boards, fenders, trailers, towed equipment, or any part of the vehicle except on the seats is prohibited.
- G. Materials and equipment must be loaded so as not to cause a hazard by shifting. Heavy equipment and material must be adequately secured.
- H. Drivers must not permit persons to jump on or off vehicles in motion.
- I. University vehicles must not be used to transport hazardous substances or materials off campus.
- J. Smoking or using tobacco products in University vehicles is prohibited.
- K. Drivers must not consume nor permit riders to consume or transport alcoholic beverages and illegal drugs in University vehicles.
- L. Trucks must not be operated with tailgates in the open position unless necessary to carry a load and in accordance with the above requirements regarding securing and flagging.

#### V. Distracted Driving

- A. All employees must avoid distractions while operating any vehicle for University business. This includes University vehicles, motorized carts, and personal vehicles.
- B. Employees are prohibited from using earphones and earbuds, cellular telephones, or mobile electronic devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:
  - 1. When operating a University vehicle, or
  - 2. When operating a personal vehicle while conducting University business.
- C. If a phone call or text must be answered, the driver must find a safe spot to pull off the road and park the vehicle before engaging in communication.

#### VI. Operation of Motorized Carts

- A. All individuals who will be operating motorized carts on campus will be required to complete a training program covering operation and rules applicable to such vehicles.
- B. All purchases of motorized carts must be approved through, and registered with, Facilities Management and Construction ("FMC") as FMC is responsible for the initial set up of motorized carts, as well as maintaining them throughout their useful life.
- C. Each motorized cart registered with FMC Fleet Services shall receive a TWU ID, asset number, and slow-moving vehicle signage.
- D. Operators must either be an employee or an official volunteer, as outlined in University policy, with the University.
- E. Operators must avoid city streets and heavy traffic areas as much as possible.
- F. Operators must follow all traffic laws when operating a motorized cart.
- G. Operators must yield and provide right-of-way to pedestrians on any sidewalk or roadway.
- H. Operators shall not park on or block sidewalks or building entrances.

- I. Operators must check their surroundings in all directions prior to reversing a cart and do so at slow speeds.
- J. Operators must not park a cart in areas in which they may not be seen by other vehicles (e.g., parking behind or alongside a large object like a dumpster).
- K. All motorized carts shall be properly secured and keys removed when the cart is not in use.
- L. All motorized carts shall be equipped with a working alarm when the cart is reversing.
- M. All motorized carts used on city streets must be equipped with horn, lights, turn signals, and windshield.
- N. Occupancy of the motorized cart is limited to the number of available seats and all passengers must be seated during operation of the motorized cart.
- O. Only authorized passengers are allowed to ride in a motorized cart.
- P. Use of handheld electronic devices and hands-free devices is prohibited while operating a motorized cart.
- Q. Operating a motorized cart under any influence of alcohol, controlled substance, or illegal substance is prohibited.
- R. The cost of repairing damage to motorized carts will be charged back to the responsible department by FMC.

## VII. Commercial Driver Procedures

- A. Unless requesting use of a University bus, University vehicles shall not be assigned a driver.
- B. Itineraries should be received by FMC from the requesting department at least five (5) business days before departure and provide adequate time for coordination with FMC Automotive Services regarding necessary construction detours, breaks, etc.
- C. All CDL drivers are subject to random testing for possible controlled substances and alcohol in accordance with University policy



- D. CDL drivers operating University vehicles are permitted to stop the University vehicle for at least one (1) fifteen-minute break after two (2) consecutive hours of driving.
- E. When a CDL driver is transporting students, it is necessary for a responsible party (e.g. professor, adjunct professor, or graduate assistant) to accompany students when the vehicle is being loaded for both the departure and return trips. The responsible party must be a regular employee.
- F. Buses and motor pool vehicles must be treated appropriately by authorized passengers. Authorized passengers are responsible for removing their own trash as they exit the vehicle.
- G. CDL drivers' lodging and meal expenses will be paid for directly by the department for which the CDL drivers are providing transport. CDL drivers must be provided single occupancy lodging accommodations.

#### VIII. Reporting University Vehicle and Motorized Cart Accidents

- A. As soon as an accident occurs, individuals shall obtain medical aid for the injured, if necessary.
- B. If a collision occurs on University property:
  - 1. Immediately notify TWU Department of Public Safety at the campus on which the collision occurred:
    - a. Denton: (940) 898-2911
    - b. Dallas: (214) 689-6666
    - c. Houston: (713) 794-2222
  - 2. Notify supervisor(s) of the employee(s) involved.
  - 3. Each respective supervisor must complete the Office of Human Resources ("OHR") Worker's Compensation paperwork (if injury occurred) and complete the TWU Incident Report Form from Risk Management within 24 hours.
  - 4. Employee(s) involved, and any witnesses, need to complete the TWU Incident Report Form within 72 hours.

C. If a collision occurs off University property:

1. Immediately notify the local law enforcement agency and notify the TWU Department of Public Safety within 24 hours.
2. 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.
3. If a collision occurs in a University vehicle, make sure to provide the TWU auto liability insurance card which is either located in the visor pocket or glovebox.
4. 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. The rental agency should provide roadside assistance and further instruction regarding the vehicle.
5. If it is a personal vehicle and the accident occurs as the employee is conducting University business, the employee who owns the vehicle needs to report the accident to their insurance carrier.
6. Each employee involved must notify their supervisor of the accident.
7. Each respective supervisor must ensure the appropriate OHR Worker's Compensation paperwork (if an injury occurred) and the Risk Management Incident Report Form are completed within 48 hours.

IX. Inoperative University Vehicles

A. If a University owned or leased vehicle is experiencing issues:

1. During business hours, call Denton Fleet Services at (940) 898-3166. In Dallas, call (214) 689-6600; in Houston, call (713) 794-2331.
2. After business hours, call the Denton TWU Department of Public Safety at (940) 898-2911.

- B. For rented vehicles, contact the rental agency for assistance. Do not use your personal roadside assistance service or insurance for inoperable vehicles.

X. University Vehicle Assignment

Pursuant to state law, a vehicle may be assigned to an individual administrator or executive employee only if the University makes a written documented finding that the assignment is critical to the needs and mission of the University. Current vehicle assignments may be found in the FMC Knowledge Base article, "University Assigned Vehicles."

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

[Texas Government Code 2171.1045](#)

[URP 05.650: Drug and Alcohol Testing for TWU Drivers of Commercial Motor Vehicles](#)

[URP 04.450: Volunteer Participation](#)

[FMC Procedure - University Vehicle Rentals](#)

[FMC Knowledge Base – University Assigned Vehicles](#)

## **FORMS AND TOOLS**

[TWU Authorized Driver Request Form](#)

[TWU Incident Report Form](#)

[FMC Vehicle Rental Inspection Form](#)

[SORM Preliminary Accident Report](#)

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