

Use of University Vehicles

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FACILITIES OPERATIONS AND MAINTENANCE GUIDELINES AND PROCEDURES

Date Issued: 03/01/09

Guideline # _____

USE OF UNIVERSITY VEHICLES

- PURPOSE:** To establish guidelines for the use of Facilities Operations and Maintenance's vehicle fleet. This vehicle fleet includes cars, light load and heavy load pick-ups and other trucks, electric carts, electric cars and jeeps, lift-gate trucks and forklifts.
- To comply with University vehicle/driver policy requirements.
- To minimize the number of vehicle accidents that may cause injury; to protect the safety of FMS employees and passengers; and to prevent injury to third parties and property damage associated with the use of university vehicles.
- APPLICABLE TO:** Applies to all employees who routinely operate and drive university vehicles as part of their employment duties. All individuals who are authorized by the department to operate a vehicle designated as 'fleet vehicle' to be used for university business only and not for personal use.
- GUIDELINE:** Facilities O&M Motor Pool will keep all vehicles in safe working condition and will assign University vehicles to units to be driven only by employees with safe driving records.

Department of Motor Vehicle Pull Notice Program

Every employee who drives a university-owned vehicle as part of their employment is required to sign an 'Authorization for Release of Driver Record Information' form, which authorizes the DMV to disclose driving record information to the university

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Completion of this form will be initiated by FHR and submitted to CAPS; The current 'Commercial Employer Pull notice Enrollment or Deletion of Driver's Form will be kept in FHR.

Upon notification from CAPS that an FMS employee may have a driving record that precludes him/her from operating a university-owned vehicle, FHR will notify the employee's supervisor via email of the violation. The supervisor will be expected to follow up with the employee and the employee will be expected to resolve any compliance issues and may be disciplined if appropriate.

Training Requirement

All employees must attend and successfully complete a 4-hour National Safety Council Defensive Driving Course provided by USC Office of Transportation Services or Department of Public Safety as a condition of performing any university-related driving. New employees must complete the course within 90 days of their employment or assigned as a driver. All Drivers must take a refresher defensive driving course every three years.

Each FMS unit using University-owned vehicles is responsible for enforcing this Guideline and FHR will be responsible for keeping records of employees taking the Defensive Driving Course.

FMS Fleet Vehicles will be assigned by the unit. The supervisor in conjunction with O&M Motor Pool is responsible for making sure that employees have completed all requirements before assigning a university vehicle for work purposes.

Vehicle Regulations

When operating university vehicles, employees are responsible for abiding by all applicable federal, state and local laws, as well as university policies and will follow safe driving practices when operating fleet vehicles.

All Drivers who drive a university vehicle must wear their seat belts at all times on and off campus and must ensure that all passengers wear their seat belts.

All drivers and passengers must sit in designated seats; there is no standing or riding allowed in or on beds of vehicles.

No employee shall drive a University vehicle in an unsafe manner.

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This includes the use of any communication device (cell phones, pagers, etc.) that is not 'hands free'. All electronics that are not hands free are unacceptable. Employees are expected to pull the vehicle over if there is a need to use a two way radio, cell phone, pager, etc. that is not hands free.

All drivers of University vehicles will stop for all posted stop signs located on and off campus, and will give all pedestrians the right-of-way when in crosswalks.

Employees who operate university vehicles should NOT:

- Park in a disabled zone or at disabled ramps at any time
- Park or drive on lawns or block driveways or loading zones
- Park in areas which obstruct the front entrance to buildings and elevators
- Park in areas, which obstruct University fire lanes
- Park within 30 feet of a building
- Disregard posted stop signs
- Disregard right-of-way to pedestrian traffic
- Smoke in University Vehicles

Driver Qualifications:

All employees who drive a University Vehicle as part of their routine duties shall meet the following conditions:

Must carry on their person a valid California Driver's License of the proper class for the type of vehicle he/she is driving.

Must not have any medical problems or conditions that preclude him/her from driving.

Prior to beginning employment or the assumption of any university-related driving or while already driving a university-owned vehicle as part of their employment must not have had:

- Three or more moving violations in the previous 12 months;
- Any suspension or revocation of license for any reason. It is the driver's responsibility to inform his/her supervisor of a revocation of license. It is the driver's responsibility to recover his/her driving privileges from the DMV. No employee is allowed to drive under any circumstances with a suspended or revoked license.
- Participated in any Deferred Entry of Judgment Program

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- Any drug or alcohol conviction while driving in the previous five years.

Personal use of university-owned vehicles on or off campus is strictly prohibited. This includes, but is not limited to any activity not directly related to university business during, before or after work or during breaks. This includes using vehicles to drive off-campus for breakfast, lunch or dinner. Exceptions may be granted in an emergency situation with the approval from employee's supervisor.

PROCEDURE: **Maintenance**

Facilities O&M Motor Pool Services will conduct maintenance checks performed on University vehicles and shall maintain records of these checks and any special maintenance problems.

Each employee is responsible for doing a safety check on a vehicle before using it. Employees must immediately report unsafe conditions or hazards in vehicles to their supervisor.

Employees are expected to keep University vehicles clean. This pertains to unused parts and trash on or in the vehicle. Tools must be neat and organized while in the vehicle. Employees are expected to contact their supervisor if their assigned vehicle needs cleaning.

Accidents & Traffic Violations

Employee Drivers must immediately report all accidents, moving violations, license suspensions and driving-related arrests to their department supervisor, whether or not the incident occurred while driving a university vehicle. The department must then report such incidents to Career and Protective Services.

In the event of an accident, the Driver MUST complete an Accident Form and provide a copy to his/her supervisor; Supervisor will forward copies to O&M Motor Pool & Career and Protective Services. Go to: capsnet.usc.edu/ehs

Vehicle Security

All employees are responsible for protecting departmental vehicles. All vehicles will be locked and all windows closed when vehicles are left unattended. Do not leave tools or equipment in unattended trucks or scooters, including toolboxes. This also includes

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overnight parking in the Facilities yard.

The University is not responsible for stolen personal tools or equipment taken from University vehicles. Each employee is responsible for all tools in their possession.

Accidents and Traffic Violations

Employees are personally responsible for any/all citations issued to them for either moving or parking violations while driving a University vehicle.

Employees must immediately report University vehicle related accidents, moving violations, license suspensions and driving arrests, to their department. Failure to do so may result in disciplinary action, including termination.

Employees must immediately report loss or damages to vehicles of any type to their supervisor.

A “What to do in case of Accident” form must be kept in the glove compartment of each vehicle. If the form is not in the vehicle, please contact Facilities O&M Motor Pool Services. This form should be filled out by the vehicle driver and given to their supervisor. The supervisor should forward the completed form to Facilities O&M Motor Pool Services.

It is the responsibility of the Facilities Motor Pool Services department to repair any damaged vehicles.

Disciplinary Action

At-fault accidents are to be considered violations of the policy and the employee will be subject to appropriate disciplinary action depending on the magnitude of the accident.

Appropriate disciplinary action up to and including termination will be taken when any policy or procedure is violated.

The unit supervisor’s are expected to consult with FHR when determining appropriate disciplinary action. Violations of the policy should be documented in employee performance evaluations.

Any employee who violates the USC Vehicle/Driver Policy #003 is subject to having his/her privilege to drive university vehicles

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suspended and is subject to disciplinary action up to and including termination, in accordance with university policies and procedures.

<http://policies.usc.edu/policies/safety060108.pdf>

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