

## Policy on the Use of University-Owned and Rented Vehicles

<b>Policy Title</b>	<b>Policy on the Use of University-Owned and Rented Vehicles</b>
<b>Policy #</b>	02.114.2
<b>Policy Owner</b>	Assistant Vice President for Enterprise Risk Management
<b>Contact Information</b>	Questions about this policy should be directed to the Office of Risk Control and Insurance at (401) 874-2591
<b>Approved By</b>	Administrative Policy Committee
<b>Effective Date</b>	November 9, 2021
<b>Next Review Date</b>	December 31, 2026
<b>Who Needs to Know About this Policy</b>	All students, faculty, and staff of the University as well as University Affiliates (including volunteers) who use a University Vehicle for any purpose.
<b>Definitions</b>	<p><b>Authorized Driver.</b> A driver who meets the University's Authorized Driver qualifications and completes the required approval process.</p> <p><b>Auxiliary Service Center.</b> Auxiliary Service Centers at the University of Rhode Island include: Dining Services, Housing and Residential Life, the Memorial Union, Student Health Services, and the URI Campus Store. Per RIGL §16-59-9(d), all Auxiliary Service Centers at public institutions of higher learning in Rhode Island shall be self-supporting, with no funds appropriated by the general assembly to pay operating expenses.</p> <p><b>Motor Vehicle Record (MVR).</b> A report that typically contains information about a person's driving history including traffic violations, accidents, etc.</p> <p><b>University Business.</b> Activities (including travel) engaged in on behalf of the University.</p> <p><b>University Affiliate.</b> Any individual who is not a faculty member, staff, or student who otherwise has a formal relationship with the University, including but not limited to visiting scholars, visiting students, research fellows, professional program participants, club sports coaches, and volunteers as well as employees and associates of the URI Foundation and Alumni Engagement, URI Research Foundation, and members of the University of Rhode Island Board of Trustees. Vendors and contractors are not considered University Affiliates, except for those with an ongoing presence on the University campus as regular operations support staff.</p> <p><b>University Vehicle.</b> Any motorized form of transportation that is owned, leased, rented, or otherwise under the control of the University of Rhode Island and licensed for use on public roadways. For the purposes of this policy, a State-owned vehicle assigned to or used by the University is considered a</p>

	University Vehicle. Rental vehicles under the control of University personnel and procured with University funds from any source are considered University Vehicles for the purposes of this policy.
<b>Statutes, Regulations, and Policies Governing or Necessitating This Policy</b>	State of Rhode Island, Rules and Regulations Governing the Office of State Fleet Operations and the Management and Use of State Owned Motor Vehicles by State Agencies  University of Rhode Island Travel Policy
<b>Reason for Policy/Purpose</b>	The purpose of this policy is to deter injuries and property damage by promoting the safe operation of University Vehicles. Accidents may cause injuries, fatalities, and property damage and may also result in claims against the University arising from third-party liability, property damage, worker's compensation injuries, and business interruption. This policy is intended to reduce the risk of personal injury, liability, and property loss to the University.
<b>Forms Related to this Policy</b>	<i>Authorized Driver Responsibility Acknowledgement Form</i> <i>State Fleet Accident Statement</i> <i>URI Driver Request Form</i>

## Policy Statement

### Appropriate Use

All University Vehicles must be operated in a safe and courteous manner and in compliance with all applicable laws and University policies. University Vehicles may only be used to conduct University Business. *De minimis* personal use of a University Vehicle is allowable subject to the conditions and limitations stated in this policy. *De minimis* personal use is defined as insubstantial, minor, and/or incidental use that is brief, incurs little or no cost to the University, and is not regular or frequently repeated. Examples of such use include minor detours for personal use while en route on University Business (e.g., lunch, a small errand) or occasional commuting due to an associated University Business activity. The use of University Vehicles by non-University parties or any non-Authorized Drivers is prohibited, as is the transportation of individuals in University Vehicles for non-University Business. Overnight use of a University Vehicle is allowable when demanded by specific University Business and approved in writing by the head of that employee's department or unit.

### **Applicability**

All terms of this policy apply to Authorized Drivers and University Vehicles used on any University campus (intra-campus travel) or used for permitted inter-campus or off-campus travel.

### **Authorized Driver – Minimum Qualifications**

Only Authorized Drivers are permitted to drive a University Vehicle.

Individuals must be formally approved by the Office of Risk Control and Insurance as an Authorized Driver and must meet the minimum Authorized Driver qualifications defined below:

1. At least eighteen (18) years old (see exception for 12-15 passenger vans below);
2. A valid United States or Canadian driver's license held for a minimum of two (2) years;
3. An acceptable low-risk Motor Vehicle Record (MVR) check on file with the Office of Risk Control and Insurance, completed every two (2) years;
4. To operate a University-owned 12-15 passenger van, drivers must be at least twenty-one (21) years old and undergo annual training as prescribed in the Procedures accompanying this policy. These trainings will be made available to Authorized Drivers no less than three (3) times per calendar year.

Employee drivers who require a Commercial Driver's License (CDL) to perform their job duties for the University must meet the Rhode Island requirements for the type of license needed and have a minimum of two (2) years of general driving experience prior to driving in a CDL capacity for the University.

Any change to an individual's driving record that affects their ability to meet the Minimum Driver Qualifications must be reported to both the individual's supervisor and the Office of Risk Control and Insurance within forty-eight (48) hours. Examples of such changes include, but are not limited to moving violations, accidents, license suspension and revocation, or medical restrictions that may interfere with the ability to drive. Failure to report such changes may be cause for the University to revoke an Authorized Driver authorization and disallow the use of any University Vehicles for that individual.

### **Driver Authorization**

The Office of Risk Control and Insurance is responsible for the approval of and recordkeeping related to Authorized Drivers, for performing MVR checks; and for determining the criteria for acceptable driving records (see MVR Scoring Grid below). The Office of Risk Control and Insurance pays the cost for all MVR checks across all units of the University, though Auxiliary Service Centers will be charged back associated costs on an annual basis.

The University reserves the right to secure an MVR check at any time on any driver who operates a University Vehicle and to disallow any person to operate a University Vehicle for any valid reason, subject to the University's obligations to make reasonable accommodations under the Americans with Disabilities Act or other applicable laws. The University may also require a driver to complete additional on-line driver training as a prerequisite or continuance of approval as an Authorized Driver.

### **Seatbelt Usage**

All drivers and occupants of University-owned or rented vehicles must wear seatbelts while operating or travelling in the vehicle. The number of occupants may not exceed the number of operational seatbelts in any vehicle.

**MVR Scoring Chart**

<b>Green</b> (Acceptable)	<b>Yellow</b> (Acceptable but Monitored)	<b>Red</b> (Unacceptable)
No violations in past three (3) years	Minor violations in past three (3) years but violations do not meet the unacceptable criteria <ul style="list-style-type: none"> <li>• Driver may be required to complete online driving training courses</li> </ul>	One (1) or more major violations in the past three (3) years. <ul style="list-style-type: none"> <li>• Alcohol or drug related offense</li> <li>• Reckless operation of a vehicle</li> <li>• Refusal to submit to a blood alcohol test</li> <li>• Operating a vehicle more than 30 mph over the speed limit</li> <li>• Leaving the scene of an accident</li> <li>• Any felony committed with a vehicle</li> <li>• Three (3) or more moving violations in the past three (3) years</li> <li>• One (1) at-fault accident and two (2) or more moving violations in the past three (3) years.</li> <li>• Two (2) or more at-fault accidents in the past three (3) years.</li> </ul>

**University-Owned 12-15 Passenger Vans**

Occupancy of 12-15 passenger vans is limited to twelve (12) occupants, including the driver. The rear seat of all 15 passenger vans must be removed prior to use.

Departments with 12-15 passenger vans under their control will schedule regular inspections and maintenance of the vehicles and their tires as described in the Procedures. The tire pressure and condition of the tires must be checked prior to each use as worn or underinflated tires can increase the risk of vehicle rollover.

**Accident Reporting**

In the event of an accident with a University Vehicle, the driver must notify the local police department regarding the accident location. Additionally, these accidents must be reported to the Office of Risk Control and Insurance and the University Fleet Manager within forty-eight (48) hours. For at-fault accidents involving a University Vehicle, the department responsible for the University Vehicle will be charged a deductible if the vehicle has collision coverage or charged the full repair costs if the vehicle only has liability coverage.

## Violations

All violations incurred while using a University Vehicle, including parking and speeding tickets, will be the responsibility of the driver. Violations are not considered reimbursable costs.

## Enforcement

Individuals who knowingly operate a University Vehicle without complying with the provisions of this policy and its supplemental procedures, or otherwise fail to adhere to this policy and its supplemental procedures, may have their Authorized Driver authorization revoked and may be disallowed from using University Vehicles for any purpose. Additionally, individuals who fail to adhere to any component of this policy and its supplemental procedures may be subject to disciplinary actions. Sanctions for violations of this policy will depend on the circumstances and the nature of the violation but may include suspension, dismissal, or termination. Individuals out of compliance with the policy and its supplemental procedures may be deemed not to qualify for indemnification from the University,

## Exceptions

Departments may seek an exception to the requirement that Authorized Drivers hold a valid United States or Canadian driver's license from the Office of Risk Control and Insurance for any drivers who do not hold a driver's license issued in the United States or Canada. These drivers must still meet all other requirements, including holding their current license for a minimum of two (2) years.

## Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

Policy #	Effective Date	Reason for Change	Changes to Policy
02.114.1	January 4, 2021	n/a	n/a
02.114.2	November 9, 2021	Request for review	Change in age requirement and occupancy for 12-15 pass. vans; Canadian licenses allowed; add'l language on maintenance and training; exception added.