



## VAN USAGE AND SAFETY POLICY

### **I. OWNERSHIP**

All Campus Vans are the property of Fairleigh Dickinson University. The ownership responsibilities for the vans at the Metropolitan Campus and the Florham Campus are under the direction of the following two departments:

- A. Department of Public Safety
- B. Department of Athletics

### **II. MAINTENANCE AND REPAIR**

All maintenance and repairs of the vans are the responsibility of the custodial departments. Vans may have to be taken out of service due to safety issues or for extended repairs.

### **III. VAN USAGE AND SAFETY REQUIREMENTS**

- a. The vans are not to exceed more than twelve (12) passengers per van which includes the driver.
- b. Vans are to be used for passenger transports only. Transport of cargo of any nature must be pre approved by the appropriate Ownership Division Director.
- c. Vans are to be utilized for University business only, for transport to and from University sanctioned events and activities. Vans will **not** be authorized as a daily or weekly shuttle for classes between the campuses. Use of the Vans for non-University/personal use is strictly prohibited.
- d. All Vehicles are equipped with seatbelts, and Authorized Drivers and all occupants are required to wear seatbelts at all times. It is the Authorized Drivers responsibility to enforce seatbelt usage.
- e. The University prohibits use of handheld cell phones/devices while operating a vehicle whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to emails, viewing or responding to instant messages, and/or text messages. All Authorized Drivers must pull over to a safe location to use any device.
- f. Vans cannot be utilized for any event or activity that exceeds the transport of twenty two (22) passengers. These transports will require bus rental. Athletics Exemption: Vans in the custodial possession of the Athletics departments are exempt from this requirement for local team practices and local competition.
- g. Van transports exceeding **one way mileage of 200 or more miles** must receive approval from the appropriate Ownership Division Director. Any approved trip

that exceeds **six (6) hours of one way driving** will require a second **authorized driver**. The second driver will be counted in the passenger total.

#### IV. **IDENTIFICATION OF AUTHORIZED DRIVERS**

In order to be considered for Authorized Driver Status, all applicants must be at least 21 years of age and be a current faculty or staff member or a Graduate Assistant or Student Worker in good standing. In addition, all applicants must have Applicants must have at least two (2) years of driving experience in the United States and complete the Application for Authorized Driver Status, to be considered for Authorized Driver Status.

#### V. **APPROVAL PROCESS TO BECOME A UNIVERSITY AUTHORIZED DRIVER**

All van drivers that meet the qualifications listed in Section IV are to be officially authorized on an annual basis. The authorization process requires **a minimum of four (4) weeks** and includes the following steps:

- Eligible employees of the University must complete an FDU Application for Authorized Driver Status for University Owned, Leased, or Rented Vehicles, and secure their supervisor's/director's sign-off on the application. A valid United States driver's license with photo must be presented. A copy of the license must be provided and attached to the Application for Authorized Driver Status. No international driver's license will be accepted. The FDU Application for Authorized Driver Status can be obtained by contacting the Office of Risk Management.
- Eligible applicants must also complete a Sterling Consent to a Criminal and Motor Vehicle Record check form found on Human Resources webpage.
- Both the Application and Consent Form must be sent to the Office of Risk Management (Mailcode: H-DH1-01) in a sealed, envelope marked "Confidential."
- Risk Management will review all completed applications and Consent forms, and if there are no questions, concerns, or clarifications required, Human Resources will be provided the Consent form to initiate required criminal and motor vehicle background checks. The applicant's records will be reviewed, and the Motor Vehicle Record assessed by Human Resources in accordance with the University's DMV Records Checking Policy.
- Upon satisfactory completion of the background check review, Human Resources will inform Risk Management, and Risk Management will contact the applicant(s) to advise that he/she can proceed with required Van Driver Safety Training including a written test, and Van Road Test conducted by Public Safety.
- Upon eligible applicant's successful completion of screening, training, and testing requirements, the applicant will be required to read and execute the University's Safe Driving Practices Acknowledgement Statement, at which time the applicant will be extended University Authorized Driver Status and added to the University's Authorized Driver List.

#### VI. **VAN RESERVATION AND RESPONSIBILITIES**

Van reservations are coordinated by the appropriate Ownership Division Director. Vans **must** be reserved **at least seven (7) days before** the requested date of use.

Vans are not always available. They are reserved on a first come first reserved basis.

The van reservation process includes the following steps:

- An e mail is sent to the Ownership Division Director requesting the reserving of van(s). The e mail must include the date of the van trip, location of trip, departure time and approximate return time. If an approved driver is needed, it must also be noted.
- The e mail request will be reviewed for approval and availability.
- A return e mail will be sent to the requesting individual confirming the request.

#### **VII. RENTAL FEES**

There is a rental charge of \$50.00 per van per day. There also may be a cost for a driver which would be billed at \$25.00 per hour. (Not applicable for athletics as they are for athletic use only.)

#### **VIII. ACCIDENT REPORTING**

It is the responsibility of all Fairleigh Dickinson University Authorized Drivers to report all accidents, regardless of damage. Accidents that occur on University property must be reported immediately to Public Safety (Metropolitan Campus, 201-692-2222, or Florham Campus 973-443-8888). Accidents that occur off University property must be reported immediately to the appropriate law enforcement agency and to the Risk Management Office as soon as practical.

If an accident occurs on University property:

- Call or have someone call Public Safety and provide information about the accident. Do not leave the scene or move the vehicle until advised to do so by a Public Safety Officer.
- All injuries should be treated immediately by paramedics at the scene or if not an emergency, then by a doctor or local hospital.
- Report the accident to your supervisor as soon as practical.
- Obtain the names of witnesses, insurance information and other pertinent facts. Forward the information to the Risk Management Office as soon as possible. An accident report form will be placed in the glove box of all University-owned vehicles.
- Notify Public Safety if you strike an unattended vehicle or object while on campus, but do not leave the scene until given permission by a Public Safety Officer.

If an accident occurs off campus property:

- Contact the appropriate law enforcement agency. All injuries should be treated immediately by paramedics at the scene.
- Obtain the name, address and insurance company of any and all drivers and witnesses involved in the incident. Also record the name and badge number of the officer who takes the report.
- Request a copy of the incident report or obtain the case number associated with the accident if a copy is not immediately available.

- Report the incident to Public Safety, Risk Management and your supervisor immediately.

**IX. Accident Review and Insurance**

The Risk Management Office will review each accident that involves a University-owned vehicle and each incident where a vehicle operator has been cited for a violation of Motor Vehicle Law, or the University Vehicle Safety Policy, while operating a vehicle on University business.

Risk Management will maintain a driving record on each employee driver. Risk Management will notify the appropriate department head in writing to schedule a Vehicle Safety Class for any employee who:

1. Has been involved in an accident and was cited by the investigating police officer or was determined to be at fault in the accident by Risk Management.
2. Has received two tickets for moving violations within one calendar year.

University insurance:

1. Covers liability for personal injury and damage to the property of others. It does not cover deductibles associated with comprehensive or collision damage. Departments with vehicles assigned to them are responsible for any uninsured loss.
2. Covers University Authorized Drivers while they are driving University-owned, leased or rented vehicles.
3. A contracted chartered bus service must maintain liability limits of at least \$5 million and must name the University as additional insureds. They must also provide an acceptable certificate of insurance to Risk Management prior to service.

**X. DAMAGE AND VIOLATION FEES**

Any damage to the van will be the responsibility of the reserving department or organization. Costs of damage repairs will be billed to the reserving department or organization. Parking and moving violations will be the exclusive responsibility of the driver.

**XI. DISCIPLINE**

Drivers who violate the University Vehicle Safety Policy are subject to disciplinary action as outlined in the Employee Handbook. Documentation of any disciplinary action associated with the enforcement of this policy will be included in the employee's Human Resources file.

**XII. POLICY ADMINISTRATION**

This policy is administered by the Office of Risk Management, and questions regarding this policy should be referred to the University Risk Manager.