

PURPOSE AND SCOPE

The purpose of this procedure is to establish standards which shall:

1. Help ensure the safe operation of vehicles used on RIT business, including mobile equipment.
2. Help ensure the safety of drivers and passengers.
3. Help minimize losses, damages, and claims against the university.

Drivers can be faculty (including adjunct faculty), staff (regular and temporary), and students who:

1. Operate RIT vehicles (or personal vehicles) as an essential part of their job or RIT sponsored activity or
2. Rent RIT vans or other rental vehicles.

Third party temporary employees must have their Motor Vehicle Record (MVR) cleared by that agency, and the results communicated to the department prior to their hire date if operating a vehicle is an essential function of the position.

This procedure applies to the use of vehicles including mobile equipment. These procedures do not apply to lawn mowers operated by RIT personnel. For information regarding travel, refer to the Travel Policy & Procedures Manual maintained by the Controller's office. The Travel Policy & Procedures Manual is on-line at <http://finweb.rit.edu/controller/travel/>.

1. USE OF RIT OWNED OR LEASED VEHICLES

- 1.1 RIT owned, leased or rented vehicles (RIT vehicle) may be used for RIT business by authorized drivers only.
- 1.2 Authorization of drivers shall be restricted to RIT faculty and staff, except in those cases where students may be authorized for limited use of certain vehicles.
- 1.3 An authorized driver is an individual who has met the requirements of Section 3 and who has been granted permission by a college or department to use an RIT vehicle.

2. NEW FACULTY AND STAFF

- 2.1 Prior to extending the offer of employment to any person whose job responsibilities involve operating a motor vehicle as an essential function of their job, the hiring college or department is to notify Human Resources. Human Resources will run an MVR to verify that the eligibility requirements of Section 3.1 have been met.

3. ELIGIBILITY REQUIREMENTS FOR AUTHORIZED DRIVERS

- 3.1 Drivers must:
 - a. Possess a valid U. S. driver's license. Drivers of commercial vehicles must possess a valid commercial license.
 - b. Have a safe driving history as defined in Section 4.

3.2 Faculty, staff or students who do not meet the eligibility requirements, will not be permitted to drive for RIT business. If current duties cannot be performed without driving responsibility, the individual may be reassigned to another open available non-driving position for which operating a motor vehicle is not an essential function and for which the individual is otherwise qualified. In the absence of a reassignment, failure to meet the eligibility requirements of a position shall result in the termination of the individual.

4. SAFE DRIVING HISTORY AND MVR REVIEW

4.1 A safe driving history is determined by Human Resources for employees and by The Facilities Management Services (FMS) Transportation Services Manager for students (including student employees). Motor Vehicle Records (MVRs) which include motor vehicle accident reports (including RIT Public Safety reports) and other reports may be used to make the determination. MVRs are reviewed upon hire. For faculty and staff, new violations are reported to RIT by the Department of Motor Vehicles (DMV) on an ongoing basis through an automated program. Motor vehicle accidents involving RIT owned and rented vehicles are reviewed quarterly by RIT's Safety Committee.

4.2 New York State MVRs are obtained by Human Resources or the FMS Transportation Services Manager. Out of state MVRs are to be provided by the driver, on state letterhead, from their state of residence.

4.3 A safe driving history will not include conviction of any of the following:

- a. A currently suspended or revoked license.
- b. Driving While Intoxicated within the past 5 years.
- c. Driving While Ability Impaired within the past 5 years.
- d. Reckless driving within the past 3 years.
- e. Using a motor vehicle to commit a felony.
- f. Leaving the scene of an accident.
- g. 3 or more moving violations or preventable accidents within the past 3 years.
- h. 2 or more moving violations or preventable accidents within the past year.

Accidents which occur on RIT business will be reviewed by the University Safety Committee to determine whether the accident could have been prevented by the RIT driver.

5. DRIVING HISTORY IMPROVEMENT

5.1 Drivers who have lost driving privileges or have not been granted driving privileges because their history includes g. or h. above *may* be able to obtain or restore driving privileges upon satisfactory completion of additional driver training, as prescribed by Human Resources. Additional driver training may include an accredited Defensive Driving course or other training. The cost of the additional training is paid by the driver and must be taken on the driver's own time.

6. DRIVER'S RESPONSIBILITIES

6.1 Drivers of vehicles used for RIT business are required to:

- a. Report any change in safe driving history, per section 4.3, immediately to Human Resources (for employees) or the FMS Transportation Services Manager (for student van users). If the license is revoked or suspended, operating privileges will be terminated.
- b. Wear seat belts at all times and require passengers to wear them. Under no circumstances should the number of passengers exceed the number of seat belts.
- c. Possess the legal class license required for the vehicle being driven.
- d. Not allow drinking of alcoholic beverages and/or use of controlled substances in an RIT vehicle at any time.
- e. Not be under the influence of controlled substances and/or alcohol.
- f. Operate RIT vehicles in accordance with applicable local and federal laws and RIT regulations.
- g. Never transport passengers, such as hitchhikers, family members or friends for unauthorized use.
- h. Use hands-free technology with cellular phones
- i. Refrain from texting and other use of electronic devices while driving.

- j. If you are in an accident do NOT admit fault. Follow the instructions in Appendix B.
- k. Immediately report all accidents/damages to your supervisor and Public Safety at (585)475-3333 if you are in an accident while on RIT business.

6.2 Traffic or parking violations and citations incurred while driving on RIT business are the sole responsibility of the driver.

7. DEPARTMENT RESPONSIBILITIES

7.1 A department staff member will be the designated coordinator for the oversight and supervision of the use of department vehicles and approved drivers. All trip planning will be reviewed and approved by the designated department coordinator. Strict attention will be paid to safety in planning, including proper driver rest, layovers as necessary, limits on miles and hours per day, emphasis on daylight driving as much as feasible. Long trips should begin in the a.m. rather than in the evening after a full day of classes or work. For further guidelines for long trips, see section 7.7.

7.2 Department Vehicle Coordinator Responsibilities:

- a. Only those individuals who have met the eligibility requirements are permitted to operate a vehicle on RIT business. (See Section 3)
- b. RIT vehicles are utilized in "as is" condition. Under no circumstances are modifications (temporary or permanent) of RIT vehicles and their equipment allowed. This includes all manner of trailers, cargo racks and other devices which have not been provided by the vehicle manufacturer and/or RIT.
- c. Each department must keep a current list of drivers. Lists must be purged annually to remove drivers who are no longer at RIT or in a driving capacity.
- d. Establish an ignition key control system
- e. Require operators to conduct daily vehicle inspections.
- f. Conduct quarterly department vehicle inspections.
- g. Authorize a responsible individual to maintain ignition keys and review the daily log.
- h. Maintain a daily log of all persons within the department who operate an RIT vehicle and verification of the following:
 - i. Name of eligible driver
 - ii. Trip destination and estimated duration
 - iii. Activity being attended or reason for use
 - iv. Date and time motor vehicle was taken
 - v. Date and time motor vehicle was returned
 - vi. Mileage
- i. Maintenance: Each department must ensure proper maintenance of RIT vehicles including inspections. Maintenance is performed or arranged by the Facilities Management Garage or a properly licensed and insured garage. Proper documentation must be kept and made available upon request.

7.3 Documentation: Department Vehicle Coordinators are responsible for ensuring that the materials listed below are maintained in each RIT vehicle:

- a. Vehicle Registration (A copy should also be retained in the department).
- b. "If an Accident Happens" (Appendix B)
- c. Insurance Identification Card (Obtained from the FMS Fleet Manager).

7.4 Accident Response: In the event of an accident involving an RIT vehicle, the affected department shall notify Public Safety within 24 hours of the accident. An Accident Review is to be conducted as outlined in Section 12.

7.5 Automobile Insurance Deductible: In the event of an accident to an RIT vehicle, the responsible department may have to pay a deductible amount for damages.

7.6 Large Groups: Groups requiring charter services please refer to the [Parking & Transportation web site](#) for the list of approved charter services and contact information.

7.7 Trips Exceeding 800 miles round trip: Two or more university authorized drivers must be in any vehicle traveling over 800 miles roundtrip. An overnight stay is required every 8 hours.

8. RENTED VEHICLES

8.1 Faculty & Staff authorized to rent a vehicle for use on RIT business are required to follow the same policies and procedures set forth in this document.

8.2 RIT's automobile insurance policy provides Excess Liability Insurance for RIT rented vehicles. When a vehicle is rented using your RIT or NTID corporate credit card, physical damage insurance is provided by the credit card company. Do not purchase a Collision Damage Waiver (CDW) or Liability insurance from the car rental agency except when renting a vehicle outside of the U.S. Contact Risk Management for evidence of insurance for rentals in California or Texas. For more information regarding insurance coverage, visit the [Risk Management & Insurance web page](#) or call Risk Management.

If you are involved in an accident with a rental vehicle, you must notify Risk Management within 24 hours of the accident. You must complete an accident form which is available on the [Rental Car Accidents/Losses web page](#).

8.3 Rental of 12 or 15 passenger vans is strictly prohibited. These vans are susceptible to roll-over accidents and have a high rate of roll-over related injuries and fatalities. This exclusion includes the rental of 12 and 15 passenger vans converted to seat less than 12 passengers.

8.4 Most countries require, by law, insurance coverage provided by licensed resident insurers. Faculty & staff renting vehicles outside of the U.S. are required to purchase the minimum legally required insurance coverage offered by the rental car company if the coverage is not included in the rental agreement. Contact Risk Management prior to any foreign travel.

9. RIT VANS

9.1 The FMS Transportation Services Manager shall be responsible for coordinating the use of RIT vans. All van drivers must meet the criteria below. The FMS Transportation Services Manager will make decisions pertaining to the safe use of vans with regards to inclement weather or other safety concerns.

9.2 Van Drivers:

- a. Must be current student, faculty, staff or athletic coach who meets the minimum driver eligibility requirements.
- b. Must have a safe driving history as outlined in section 4.3.
- c. Must complete the Parking & Transportation Van Driver Certification training program.

9.3 Parking & Transportation Van Driver Certification Program:

- a. Successfully complete a written exam administered by Parking & Transportation.
- b. Successfully complete a driver test administered by Parking & Transportation. The driving skills test includes:
 - i. Exterior check of vehicle condition: tires, lights, and windows.
 - ii. Interior check of emergency brake, gages, lights, wiper controls, cruise control, electric windows and door locks.
 - iii. Drivers are familiarized with the vehicle tendencies in cold weather, at night, of excessive speed and improper loading.

9.4 Student Government Vans are managed by the FMS Transportation Services Manager and approved for use by student groups who are registered with and approved by Student Government.

- a. Trips may be local or long distance.
- b. All drivers must be certified by Parking & Transportation.
- c. Trips over 800 miles round trip must have two certified drivers.

Contact Student Government for availability, rates and required documentation

9.5 Parking & Transportation Vans are managed by the FMS Transportation Services Manager and approved for use by RIT University Athletics (local only), Club Sports, Academic Classes, or other approved student organizations.

- a. Trips may be local or long distance.
- b. All drivers must be certified by Parking & Transportation.
- c. Trips over 800 miles round trip must have two certified drivers.

Contact Parking & Transportation for availability, rates and required documentation

10. USE OF PERSONAL VEHICLES ON RIT BUSINESS

10.1 According to RIT's travel policy, RIT advises the use of your personal automobile only if the itinerary or other aspects of university business make it the most practical method of travel. A personal vehicle is recommended for local travel within a radius of approximately 100 miles from RIT. Mileage reimbursement should be claimed by the employee for such use. Parking & Transportation maintains a fleet of vans for university use. They also maintain a list of authorized commercial transportation vendors when travel involves a group of RIT employees and/or students. RIT encourages faculty/staff to utilize these services whenever practical for the nature of the travel

10.2 Employees who use their personal vehicles on RIT business are subject to the same policies and procedures set forth in this document. Maintenance, insurance and registration of personal vehicles are the responsibility of the employee.

10.3 When it becomes necessary (with department's approval), for an RIT employee to use his/her own car for RIT business travel, the employee's personal auto insurance policy is the primary insurance coverage. In the event of an accident, this insurance should respond to bodily injury or property damage claims made by third parties. It may also cover the physical damage to the employee's car if the employee has elected to maintain that type of coverage. Any deductibles become the responsibility of the employee.

RIT maintains a business auto liability policy that provides excess liability coverage for third party claims. This coverage is triggered after limits are exhausted under the employee's personal auto insurance policy. RIT's auto insurance policy is not intended to cover damage to the employee's personal auto nor will RIT pay for the employee's deductible expense incurred as a result of the accident.

In the event of an accident involving the use of an employee's personal vehicle on University business, please report this accident to your supervisor and Public Safety as soon as possible.

11. USE OF MOTORIZED UTILITY CARTS (including but not limited to Gators, golf carts, etc.)

11.1 Motorized utility carts will only be driven by RIT certified drivers except for Imagine RIT, Brick City Homecoming, Student Orientation and Commencement. For those events, volunteers must show a valid driver's license. Students and volunteers must sign the **Motorized Utility Cart User Agreement** (Appendix A), which outlines the way in which the carts will be operated.

12. ACCIDENT REVIEW

12.1 The RIT Safety Committee, under the oversight of the AVP of GRMS, shall review accidents on a quarterly basis, and determine if they are preventable or not preventable. As a result of the findings, Human Resources may recommend one or more of the following when it is appropriate:

- a. A cautionary letter;
- b. Enrollment in a defensive driving course;

- c. Restricted use of RIT vehicles;
- d. Transfer to non-driving assignment;
- e. Other disciplinary action, up to and including dismissal.

12.2 The Accident Review Board Guidance and Procedure is found in the Appendix C of this policy.

13. PURCHASING, LEASING, SELLING OR DISPOSING OF RIT VEHICLES

13.1 Any vehicle to be acquired or disposed of by RIT must first receive approval from the Finance & Administration Department. The Purchasing Department will facilitate the transaction.

Appendix A - Motorized Utility Cart User Agreement

Motorized Utility Cart User Agreement

The following are basic rules of operating and maintaining motorized utility carts used for work and transportation on the RIT Campus. *Golf carts / people movers should be used only for the activity for which they were rented. Joy riding is not permitted. Horseplay endangers passengers and pedestrians and will not be tolerated. Golf carts / people movers must be operated safely at all times.*

1. Drive on **paved surfaces only** unless authorized for other use. Certain exemptions exist based on usage. For example, carts may be driven on athletic fields if required and authorized by the Athletics Department. Otherwise, driving on grass, fields, and trails is prohibited.
2. Do not operate on the quarter-mile unless authorized to do so.
3. Pedestrians have the right of way and may not hear you approaching from behind. Always approach slowly and yield to pedestrians. If the cart is being operated on a sidewalk, the operator will pull off the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass.
4. Maintain a safe speed at all times and avoid making any sharp turns. Motorized utility carts will be operated on campus at a speed equivalent to a well-paced walker and **no faster than 20 miles per hour**, where speedometers are present to indicate speed. This maximum speed is subject to the terrain over which it is being driven, the weather conditions, and the total weight of the utility vehicle, passengers and any equipment being carried. The parking lot speed limit is 5 mph.
5. Motorized utility vehicle operators shall observe all RIT campus rules and New York State vehicle traffic laws such as lane travel, stop signs etc.
6. Motorized utility vehicles without headlights shall not be operated after dusk or before dawn.
7. All utility vehicles will be operated from the driver's side only.
8. Vehicle malfunctions shall be reported immediately to the department owning/renting the vehicle. Vehicle shall not be used until malfunction or problem has been corrected. Drivers shall not repair vehicles.
9. When your cart is occupied with passengers or materials the weight distribution increases and stopping distance is increased. Go slow.
10. **No motorized utility vehicle is to be operated with more passengers than seating is provided.** Utility boxes on 2 person carts shall not be used to transport additional riders.
11. **If you are involved in an accident with injuries or property damage, call Public Safety at (585) 475-3333. Employees should also notify their supervisor and complete an employee accident report.**
12. Refrain from texting and other use of electronic devices while driving.

I understand and agree to abide by the safety rules listed above with regard to operation of this motorized utility vehicle. I have received the appropriate instruction to operate this vehicle safely. I understand that misuse of the vehicle while it is signed out to me, may result in disciplinary action, and denial of future use.

Sign Name

Date:

Print Name

Appendix B

If an Accident Happens

1. STOP – New York state law requires that you stop when involved in an accident for the purpose of exchanging information.
2. Notify Police – Call 911 and request police assistance. Give your precise location and request whatever emergency equipment is needed.
3. Protect the Scene – Prevent further accidents by moving off the roadway, if possible.
4. Comfort the Injured.
5. Cooperate – Assist the police. Do not admit fault. Do not argue with other involved parties.
6. Exchange Information – Get a copy of the police report. If for some reason the police do not respond, exchange name, address, phone number, vehicle make, model and year, insurance company and policy number with the other driver(s).
7. Notify Public Safety at 475-3333 and your supervisor immediately.

APPENDIX C – ACCIDENT REVIEW BOARD GUIDANCE and PROCEDURE

Overview: The RIT Safety Committee shall review accidents on a quarterly basis, acting as the University's Accident Review Board. The Committee consists of employees from various departments of the Division of Finance and Administration. A designated member of the EHS department reviews the accident reports and collects the documentation for the committee. The Executive Director of Risk Management & Insurance will oversee the committee's vehicle review findings. The results of the findings will go to Human Resources, or their designee, for follow up with the employee.

Accident Reviews:

1. a The review consists of a presentation of documentation including the accident report (per section 6.1.k and Appendix B) provided to Public Safety, and any additional police agency records, photos, weather conditions, driver statements, etc. The reports are redacted of personal driver information before being presented to the committee. The group discusses the circumstance of the accident, the likely cause, and then votes whether the accident was preventable or not preventable. In the event of a tie or inconclusive finding, the accident review and discussion is forwarded to the Executive Director of Risk Management & Insurance for decision.

1. b Preventable accidents are those which the driver could have avoided the accident by being more careful. Examples include striking stationary objects like rocks, signs, or parked vehicles, failing to slow down in worsening weather conditions, or distracted driving. Accidents which are not preventable are those that the actions of the driver would not make a difference. Examples include being hit in traffic by another driver, vandalism in a parking lot, or acute medical emergencies.

1. c The resulting finding is then recorded as part of the RIT Safety Committee meeting minutes and Human Resources, or their designee, is informed of the accident and the resulting finding to follow up with the driver per the next section.

2.a As a result of the findings, Human Resources, or their designee, may recommend one or more of the following when it is appropriate:

1. A cautionary letter- This is for accidents such as minor damage as the result of inattention, where weather was a significant factor, or the resulting accident was contained to the vehicle in action of trying to prevent the accident.
2. Enrollment in a defensive driving course- This is for accidents such as where another vehicle was involved, for repeated minor accidents, or other more serious offenses.
3. Restricted use of RIT vehicles- This is for accidents such as where major damage to vehicle and property occurs, or others were injured due to improper driving.
4. Transfer to non-driving assignment- This is for accidents such as where license suspension occurs, major damage and or injury, or where driver impairment was a factor.
5. Other disciplinary action, up to and including dismissal- This is for accidents such as driver impairment was a factor that led to injury or death, or other egregious failure to operate a vehicle in a safe manner.

2. b If the accident is deemed preventable, the recommended follow-up will be communicated to the employee and their supervisor by Human Resources, or their designee.

Appeals:

The employee may appeal the finding and resulting follow-up to their Human Resources representative and the Executive Director of Risk Management & Insurance.