

Vehicle Policy

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Purpose and Scope

The purpose of this policy is to outline the guidelines for transportation and travel. The policy is applicable to the following:

- All full-time, part-time, and student employees of Lake Superior State University who are required to travel and/or operate University-owned, privately-owned, rental vehicles, or vehicles on loan to the University to perform business-related tasks in the course of their job duties
- All students, volunteers, or other persons who travel and/or operate University-owned, rental, private vehicles, or vehicles on loan for any University-related and/or funded activities
- All University- and privately-owned vehicles, as well as all vehicles leased by, rented by, or on loan to the University, for any purpose related to or funded by the University

POLICY

In accordance with the Policy Guidelines, full-time, part-time, student employees, and volunteers as well as members of Registered Student Organizations or athletic teams, who meet the necessary requirements, may operate University-owned vehicles, as well as vehicles rented by or on loan to the University. Travel (and related expenses) by University personnel and others defined in the following procedures must be in support of University operations, a specific program of instruction, research or public service, or more general programs of professional improvement. Travel expense guidelines, limitations, and reimbursement rates apply to all units of the University, regardless of the source of funds. When travel and related expenses are funded by a grant or contract, the use of these funds will be governed by the more restrictive of either the grant/contract or the University policies. The account managers also have the option of imposing more restrictive guidelines than those set forth in this policy for their individual units.

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POLICY GUIDELINES

I. USE OF VEHICLES

- A. Driver's License Requirements. All operators of University-owned vehicles (vehicle powered by an internal combustion engine), as well as vehicles leased by, rented by, or on loan to the University, must be approved, in advance of use of a vehicle, the Motorpool or Safety and Risk Office. The Motorpool or Office of Safety and Risk Office will verify that the Driver's License Requirements have been met for the class of vehicle being requested or operated and will provide said verification to the University Motor Pool and/or the applicable hiring/requesting department(s).
- Driver's License Requirements for Full time employees, Part time employees, Student Employees, volunteers, or other persons who travel and/or operate University-owned vehicle.
 - Must possess a valid driver's license, i.e., a license that is not expired, suspended, restricted, or revoked.
 - Must have less than 6 points on their driver's license.
 - Must not have had an OUIL, DUID, Driving Impaired, or Reckless Driving offense in the last three years.
 - Must not have had their driver's licenses suspended or revoked for a traffic- related violation in the last three years.
 - Must not have had two or more at fault accidents in the last three years.
 - Must not have been convicted of a crime using a motor vehicle.
 - Persons applying for positions that require motor vehicle operation will not be hired if they do not meet the requirements set forth in the applicable Section A1 above.
- B. All vehicles must be authorized and obtained in accordance with the University's Vehicle Policy.
- C. All persons are required to operate University-owned vehicles and vehicles rented by or on loan to the University in accordance with State motor vehicle regulations. Any liability incurred by unauthorized or illegal acts while operating a state or university vehicle is the responsibility of the individual involved.
- D. All persons are required to wear seat belts when operating and/or riding in University-owned vehicles and vehicles rented by or on loan to the University.
- E. A vehicle which is scheduled to return in the evening **MUST BE RETURNED** on that evening and **NOT** the following morning. If returning after office hours, the driver must return the keys by depositing them in the key drop box located at the Physical Plant main entrance.

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II. TRANSPORTATION

A. University-owned Vehicles or Vehicles Obtained via Long-term Lease or Loan

- Vehicles owned by the University, vehicles obtained via long-term lease, or vehicles on loan to the University may be used by University employees, provided that the requirements set forth in this policy have been met. Students or volunteers who are not University employees are not allowed to operate University-owned vehicles or vehicles rented by or on loan to the University unless they meet the following criteria:
 - Are a member of a Recognized Student Organization or are a member of a Varsity Athletic team
 - Have been approved by the Director of Campus Life, Assistant Director of Housing or Safety and Risk Office, as applicable.
 - Have met the Driver's License Requirements described in Section I of this policy. The Director of Campus Life and/or the Assistant Director of Housing is required to obtain verification from the Office of Safety and Risk Office that the student or volunteer has met the Driver's License Requirements. Where applicable, said verification will also be provided to the University Motor Pool.
- Insurance Coverage for University-owned Vehicles, Vehicles Obtained via Long-term Lease, or Vehicles on Loan to the University
 - a) The University provides coverage for vehicles owned by the University, vehicles obtained via long-term lease, or vehicles on loan to the University.
 - b) To ensure coverage, University departments obtaining vehicles must notify the Safety and Risk Office before obtaining the vehicle and when the vehicle is sold or returned.

B. Rented Vehicles

- Rental cars should be the most economical class available to accomplish the business purpose of the trip.
- Insurance Coverage for Rented Vehicles
 - a) Employees should rent vehicles in the University's name so they are protected by liability insurance carried by the University; therefore, the employee should sign the rental agreement as "*your name* for Lake Superior State University". Evidence of the University's liability insurance can be obtained through the office of Safety and Risk Office.
 - b) In the case of travel related to University business, the University Departmental Purchasing Card may be used to rent vehicles, in an emergency situation. If the vehicle is rented using the University Purchasing Card, the Purchasing Manager shall be notified to remove proper Purchasing Card restrictions.
 - c) Employees who rent vehicles in their own names, and not as directed above, may be covered by their personal automobile insurance, employees will not be covered by the university. Employees should check with their automobile insurance carrier to ensure that coverage is provided.
 - d) NOTE: Employees who rent vehicles in foreign countries should purchase both liability and collision damage/loss of use insurance from the vehicle rental agency.

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C. Private Automobiles

- Transportation by private vehicles may be authorized, if a University-owned vehicle is not available. If a University-owned vehicle is not available a written notice needs to be obtained from the Motorpool office indicating as such and forwarded to the office of Safety and Risk office.
- Insurance coverage for Private Automobiles
 - a) Employees, students, or volunteers who are using a privately-owned vehicle for University-related business or travel must comply with the Policy Guidelines in this policy.
 - b) If an accident occurs when any Lake Superior State University employee or student is using their personal vehicle for University-related business or travel, the employee's or student's personal insurance will be the primary coverage utilized. University liability coverage is the secondary coverage in this case; the University does not provide comprehensive or collision damage coverage nor cover deductibles for privately-owned vehicles.

D. 15-Passenger Vans

The use of 15-passenger vans, owned by the University or rented by/loaned to the University, must comply with the following requirements:

- Occupancy of the van must be limited to 10, including the driver of the vehicle. The rear seat in all University-owned 15-passenger vans will be removed prior to such vans being put into service. Drivers of 15-passenger vans must meet the Driver's License Requirements stated in Section A of the Policy Guidelines.
- In addition, drivers of 15-passenger vans must be at least 21 years of age.
- Under certain circumstances **and with the approval in advance by the Office of Safety and Risk Office**, exceptions **may** be made to the above requirements.
- All drivers and occupants of 15-passenger vans must wear a seat belt at all times.
- Cargo in 15-passenger vans must not be loaded in a manner that obstructs vision, i.e. above the bottom of the windows.
- No cargo should be loaded on the top of the vans.
- Only persons possessing a valid Commercial Driver's License (A, B, or C with a P endorsement) will be eligible for approval to tow a trailer with a van.

E. Reporting Accidents

- All accidents involving vehicles owned or leased by the University, or vehicles on loan to the University, must be reported immediately to the police department in the enforcement jurisdiction.
- The driver of the vehicle or an authorized representative of the department must also report the accident to the University Motor Pool office and the Office of Safety and Risk within one working day. An [M.U.S.I.C. Motor Vehicle Loss Report](#) must be completed to process the claim.
 - All accidents are investigated with the emphasis concentrated on the root cause of the incident to help prevent the event from happening again. The purpose is

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to find facts that can lead to corrective actions, not to find fault. Once the investigations is complete if the facts determine:

- Employee did not follow applicable traffic laws or used poor judgement which lead to the vehicle damage.
- Did not follow or abide by the Lake Superior State University vehicle policy.
- Have had one or more accidents previously to a Lake Superior State University vehicle in the last 3 years.

The office of Safety and Risk and Human Resources to reserve the right to revoke all driving privileges pertaining to Lake Superior State University Vehicle Policy.

If the investigation shows that the employee was not at fault and proper laws, procedure and the Lake Superior State University Vehicle Policy was followed it will not result in the loss of privileges.

F. Use of Cellular Phones While Driving

The following guidelines should be applied regarding the use of cell phones while Operating University- or privately-owned vehicles, as well as vehicles rented by or loaned to the University:

- Make driving safely your first priority. Always keep your hands on the wheel and your eyes on the road.
- Make sure the phone is positioned where it is easy to see and reach.
- If in the event you need to answer your phone it must be used with the speaker mode option.
- Never take notes when driving.
- Avoid making calls and let the voicemail feature pick up your calls when you are driving during inclement weather, heavy traffic, or other dangerous/distracting conditions.
- If your conversation looks like it will take a good deal of time, agree to call back when you are off the road.
- Texting, use of data on smart phones, and all tablet use is prohibited while driving.

G. Accident Insurance for Travelers

- The University carries a group travel accident insurance policy that provides coverage for accidental death or dismemberment to full-time employees and members of the Board of Trustees while traveling on authorized University business.
- The University also carries accidental death and dismemberment coverage for part-time and student employees, as well as students, volunteers, and other persons who are authorized to travel for any purpose related to or funded by the University. The following persons or circumstances are **excluded** from coverage:
 - a) Employees commuting to and from work, on vacation travel, on sick, sabbatical, or terminal leave; consulting leave; or leave with or without pay. However, sabbatical leave travel, with approved travel plans related to the sabbatical leave assignment, will be covered.
 - b) Persons who are traveling to the University for Job Interviews, even though reimbursed by the University.

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- c) Persons whose salaries are paid by other organizations or persons under contract to the University via personal service agreements (i.e., independent contractors).
- d) Losses caused by or resulting from suicide or intentionally, self-inflicted injuries; war or losses sustained while in the armed services; or piloting or serving as a member of the crew of any aircraft.