



# Policy

## **University Policy ES-07.02-06/15**

**Policy Title:** Risk Management for University Automobiles

**Originator:** Division of Student Affairs

**Responsible Office:** Environmental Health and Safety

### **Reason for Policy/Purpose:**

To specify risk management policies and procedures related to University Vehicles.

### **Who Does this Govern and Who Needs to Know this Policy?**

The University Community, specifically University departments operating University Vehicles.

### **Definition of Terms:**

Authorized drivers – A trustee, officer, employee, agent, contractor, or volunteer authorized by the University to drive a University automobile. Use of the vehicle must be in course and scope of assigned duties, providing direct benefit to the University.

University automobile – a vehicle designed for road use that is owned by or leased, loaned or otherwise assigned to a unit within the University of West Florida.

### **Policy Statement:**

University departments and units should only acquire automobiles when there is sufficient business need to justify the acquisition. All automobiles should be appropriately maintained to ensure maximum service life and safety.

University automobiles are to be used only for official University business. It is the responsibility of the department head authorizing the use of the automobile to determine that such use is official business. University automobiles may only be used for personal use during extended trips where such use is consistent with the completion of the official duties of the operator.

University automobiles may only be operated by an authorized driver. Properly authorized drivers are responsible for operating University automobiles in accordance with all applicable laws and regulations and must possess a valid driver's license of the type required for the automobile to be operated. Any person who is required to operate a University automobile as part of his or her job responsibilities must notify their supervisor immediately if his or her license has expired or been suspended or revoked.

All drivers and passengers in a University automobile are required to wear properly adjusted and fastened seat belts. Capacity of an automobile is limited to the number of available, properly working seats with seat belts. Hand operated cell phone, smart phone, or similar electronic device use (including but not limited to email, web browsing, and texting) is not allowed while operating a University automobile. Additionally, use of tobacco products in any form is not permitted in University automobiles.

All University automobiles must have a copy of the "Know B4 you go" brochure, provided by the Florida Division of Risk Management (DRM), placed in in the automobile. Operators must be trained on the proper procedures to follow in the event of an accident, as outlined in the brochure. In addition, the UWF Risk Manager must be notified of any accident in order to ensure the appropriate forms are filed with DRM.

All traffic and parking citations issued to the University automobile shall be paid by the operator of the automobile whose actions caused the citation to be issued.

In order to ensure Worker's Compensation (WC) coverage for an authorized user of a University automobile not on campus property, a Travel Authorization Request (TAR) should be filled out and approved by the appropriate department head before travel off-campus is undertaken. Please note, completion of a TAR does not automatically provide liability insurance coverage. The State does not provide insurance coverage for individuals occupying a University automobile if they are not employees, registered volunteers, or agents.

University owned automobiles are not insured for collision damage by the state automobile policy. Automobiles are insured for liability only (damage to other automobiles and property). Personal items inside the automobile, attached to, or towed by, the University automobile are not insured. University departments or organizations using a University automobile shall bear all financial responsibility for damages, repairs, or replacement of an automobile damaged during such use if the damage is determined not to be the responsibility of another party.

Vehicles assigned to the Military Science Department or Air Force Department shall be operated in accordance with the procedures of the respective Department.

Vehicles assigned to the University Police Department shall operate in accordance with the procedures of that Department.

**Procedures:**

Departments or units owning, leasing, or being assigned University automobiles are responsible for developing and maintaining appropriate procedures in response to this policy to include:

1. Adequate control over the security of automobiles.
2. Adequate and cost effective preventive maintenance programs.

3. Adequate records of automobile use including, as appropriate, pre-trip and post-trip inspections.
4. Ongoing verification that authorized drivers have valid and appropriate driver's licenses.

The University Department of Environmental Health and Safety is responsible for providing ongoing education and resources related to automobile risk management and insurance issues and requirements.

The University's Office of Human Resources is responsible for documenting approved volunteers.

The University CFO (or designee) is responsible for coordinating initial and periodic review of need analysis documentation for all automobiles.

**Change Justification:**

This policy is being revised as the result of a five year review to reflect current regulatory requirements. This revision also incorporates content from a separate policy regarding seat belt usage (University Policy P-03.00-11/00), which is being repealed.

**APPROVED:** Dr. Judith A. Bense, President

**Date:** 6/5/15

**History:**

PS-03.01-03/11 University Owned Vehicles, adopted March 2011; renamed, renumbered, and revised hereby.