CHARLESTON SOUTHERN UNIVERSITY

Driver Safety Program

June 7, 2013
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DRIVER SAFETY POLICY

1. Policy, Many employees operate University owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents, which may result in injuries and/or property loss. It is the policy of Charleston Southern University to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from any injury and property loss. The University considers the use of automobiles part of the working environment. The University is committed to promoting a high level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Driver Safety Policy. Elements of this program include:

   A. Assigning responsibilities at all levels of employment.
   B. Vehicle use and insurance requirements.
   C. Employee driver's license checks and identification of high-risk drivers.
   D. Accident reporting and investigation.
   E. Accident Review
   F. Vehicle selection and maintenance
   G. Safety regulations.

2. Responsibility, Management is responsible for the successful implementation and on-going execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.

3. Scope, This policy applies to employees who operate vehicles on University business and will be reviewed by managers and supervisors to ensure full implementation and compliance.
ORGANIZATION AND RESPONSIBILITIES

1. The Business Office will:
   A. Implement the Driver Safety Program campus-wide.
   B. Establish measurement objectives to ensure compliance with the program.
   C. Provide assistance to implement and maintain the program.
   D. Issue periodic reports of losses for the president's review.
   E. Revise and distribute changes to the Driver Safety Program to managers, supervisors and drivers as necessary.

2. Management will:
   A. Implement the Driver Safety Program in their areas of responsibility.
   B. Report all accidents involving a motor vehicle used in performing University business.
   C. Forward all accident reports to the Driver Safety Coordinator.
   D. Allow employees time to complete any training necessary during normal working hours.

3. Driver Safety Coordinator (DSC):
   A. Perform credentialing process for new drivers.
   B. Review motor vehicle accident reports and update driver files.
   C. Maintain appropriate records.

4. Drivers will:
   A. Be credentialed through the University’s Driving credentialing process.
   B. Always operate a motor vehicle in a safe manner as explained under the section titled, “Driver Safety Regulations.”
   C. Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in University business as described in this policy.
   D. Maintain any assigned vehicles according to established maintenance standards.
VEHICLE USE

1. **All Vehicles**, Drivers of all vehicles must be authorized and credentialed to be eligible for coverage under the University insurance policy. No one under the age of 21 will be permitted to operate the vehicle.

2. **Department Vehicles**, Employees authorized by their supervisors will be permitted to operate a department vehicle. No one under the age of 21 will be permitted to operate the vehicle. Students are not permitted to drive unless a specific exception is granted. Exceptions are reviewed on a case-by-case basis and must be submitted in writing to Jennifer Welch at jwelch@csuniv.edu.

3. **Courtesy Cars**, refer to the CSU Courtesy Car Program.

4. **Golf Carts, Gators, Etc.**, All vehicles requiring a driver are covered under this policy. See additional guidelines in Attachment A.

5. **Personal Vehicles on University-Business**,  
   A. Employees who drive their personal vehicles on University business are subject to the requirements of this program including:
      i. Maintaining auto liability insurance with minimum limits of $100,000/$300,000 for bodily injury and $100,000 for property damage with a combined single limit of $500,000.
      ii. Maintain current state vehicle inspections when required.
      iii. Maintain their own vehicle in a safe operating condition when driven on University business.

6. **Rental Vehicles**,  
   A. Rental vehicles must be leased from a reputable vendor. Please contact the purchasing office for a list of companies for recommendations.

7. **Unauthorized Use of Vehicles**, Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a University vehicle. No Exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible employee will be required to make restitution for the damages.

8. **Contractor’s Employees**, Contractor and temporary employees will be treated as University employees and will comply with the requirements of this program. Failure to meet all requirements will result in the immediate loss of driving privileges.
**DRIVER SELECTION**

1. **Driver Credentialing**, Employees will be evaluated and selected based on their driving ability. To credential employees as drivers, the business office may:
   A. Review past driving performance and work experience through previous employers' reference checks. All new employees and current employees recently assigned to driving duties will be required to complete the driver authorization form.
   B. Review the employee's Motor Vehicle Record (MVR) initially and annually (more frequently if reasons warrant).
   C. Ensure the employee has a valid driver's license.
   D. Ensure the employee is qualified to operate the type of vehicle he/she will drive.
   E. Ensure the necessary insurance requirements are met.
   F. Ensure all required qualifications have been satisfied.

2. **Driver Qualifications**, Effective driver qualification controls are important elements of a successful motor vehicle safety program. Management developed and incorporated standards into this program, which reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal and state regulations. Drivers of a University owned vehicle and rented vehicles:
   A. Must be an employee of the University.
   B. Must have a valid United States license.
   C. Must be 21 years old.
   D. Must be 18 years old (for golf carts and gators only).
   E. Must complete a Driver Authorization form annually.
   F. Must have an acceptable MVR report (requires a 3 year history).
      i. Golf Carts, etc ONLY – if 3 years is unavailable your entire driving record will be reviewed
   G. Must have successfully completed the online defensive driving training course (vehicles only)
   H. Must have reviewed and signed off on the Golf Cart Safety guidelines, Attachment A (golf carts, gators, etc.)
   I. Must meet any specific requirements of the rental company (if applicable).
   J. Must have a current Commercial Driver’s License (if applicable).
   K. Must receive an authorization to drive form from the Driver Safety Coordinator.
   L. Must meet any state regulated driver qualifications.

3. **Driver Performance**, A review of the driver's MVR record is a critical component of the University's Driver Safety Program. Performance will be monitored during the selection/screening process, as well as, at periodic intervals throughout the driver's career using information obtained from motor vehicle records and accident file data.
   A. A formal review of the driver's MVR will be conducted on an annual basis (more frequently where warranted). The review will determine whether additional driver training is warranted. The review will become part of his/her file, as referenced above.
B. This point system was developed to assist in identifying high-risk drivers and evaluate eligibility, but may not coincide with points applied to your driver’s license.

MVR Driver Evaluation

<table>
<thead>
<tr>
<th>Incidents (within last 3 year period)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving Under The Influence of Alcohol or Drugs</td>
<td>8</td>
</tr>
<tr>
<td>Implied Consent Refusal (Refusal to Take Blood Alcohol Test)</td>
<td>8</td>
</tr>
<tr>
<td>Any Felony, Homicide or Manslaughter Involving Use of Motor Vehicles</td>
<td>8</td>
</tr>
<tr>
<td>Hit And Run; Leaving The Scene Of An Accident</td>
<td>8</td>
</tr>
<tr>
<td>License Suspension or Revocation</td>
<td>8</td>
</tr>
<tr>
<td>Racing or Excessive Speeding (greater than 20 mph Over Limit)</td>
<td>6</td>
</tr>
<tr>
<td>Reckless, Negligent or Careless Driving</td>
<td>6</td>
</tr>
<tr>
<td>Each Preventable Accident</td>
<td>4</td>
</tr>
<tr>
<td>Speeding (11-20 mph over limit)</td>
<td>4</td>
</tr>
<tr>
<td>Speeding (no more than 10 mph over limit)</td>
<td>2</td>
</tr>
<tr>
<td>Other Moving Violations</td>
<td>2</td>
</tr>
</tbody>
</table>

Grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best</td>
<td>0 – 4</td>
</tr>
<tr>
<td>Questionable</td>
<td>5 – 7</td>
</tr>
<tr>
<td>Poor</td>
<td>8 – and over</td>
</tr>
</tbody>
</table>

C. Drivers 25 and over with 8 points should not be permitted to operate a vehicle on behalf of the organization until their points drop below the requirement.

D. Drivers between the ages of 21 and 25 with 6 points should not be permitted to operate a vehicle on behalf of the organization until their points drop below the requirement.

E. The total driving record, both business and personal use, of each driver is to be considered in evaluating any risk. Any driver who has violations or accidents on personal business will carry these poor driving habits over into business use.

F. Additional MVR reports may be charged to the individual when trying to clear their record.

G. Management reserves the right to disqualify an employee from driving privileges if the driving record of the individual shows a pattern of poor driving habits even if the MVR Evaluation above falls within the best or questionable grade.
RECORDKEEPING, REPORTING AND ANALYSIS

1. Reporting, This University considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents must be reported to the driver safety coordinator.

   A. University Travel, Accidents occurring during University travel will be investigated, documented and reviewed by the DSC and Business Office to identify needs. The investigation identifies needs for:
      i. More intensive driver training and/or remedial training.
      ii. Improved driver selection procedures.
      iii. Improved vehicle inspection and/or maintenance activities.
      iv. Changes in traffic routes.

   B. Personal Use, Accidents occurring during personal use must be reported to the DSC within 5 business days. If the accident gives you 8 points or more you are no longer permitted to drive for the University.

2. Recordkeeping, Motor vehicle accident recordkeeping procedures consist of the following components:

   A. Documentation of causes and corrective action.
   B. Management review to expedite corrective action.
   C. Analysis of accident history to determine driver preventability, trends, recurring problems and the need for further control measures.

3. Responsibility, Implementation of these procedures remains the responsibility of both the driver and manager.

4. Driver, since the driver is the first person at the accident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible.

5. Driver Safety Coordinator, The DSC will obtain accident data from the driver through the Transportation Accident Report form and/or by verbal communication. It is important for management to determine the extent of the accident, especially if it involves injury or death to the driver, passengers, or other parties.

   A. The DSC will immediately proceed with a formal investigation to determine the underlying causes as well as what can be done to prevent similar occurrences. The accident will be forwarded to the insurance claims office along with any additional support data (e.g. witness statements, photographs, police reports, etc.).
EMPLOYEE ACCIDENT REPORTING PROCEDURE  
(University Travel Only)

1. Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

   A. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.

   B. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Transportation Accident Report form. **Do not discuss fault with, or sign anything for anyone except an authorized representative of Charleston Southern University, a police officer, or a representative of Hartford insurance company.**

   C. Notify the Driver Safety Coordinator at 863-8004 as soon as possible, but no later than the next business day. If any injuries were involved and the Driver Safety Coordinator is not available, contact your supervisor immediately.

   D. Provide a copy of a police report, if applicable, along with the Transportation Accident Report form to the DSC within 5 business days.

   E. You will be contacted by the DSC to advise you how to arrange for repairs to department vehicles only. Do not have department vehicles repaired until you receive authorization from the DSC.

      i. Damages to an employee’s personal vehicle are the employee’s sole responsibility.

      ii. Failure to report accidents in a timely manner may result in disciplinary actions.

2. **When there is theft of or damage to a rental or department vehicle only:**

   A. If you did not witness the damage to the vehicle, you must notify the local police department immediately.

   B. Immediately notify Driver Safety Coordinator at 863-8004. You will be contacted by the Driver Safety Coordinator to advise you how to arrange for repairs to or replacement of the vehicle. Do not have department vehicles repaired until you receive authorization from the Driver Safety Coordinator.

   C. Send a copy of the police report along with a memo outlining any additional information to the Driver Safety Coordinator.
VEHICLE SELECTION, INSPECTION AND MAINTENANCE
(Department Vehicles Only)

1. **Introduction**, Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well-implemented maintenance policy.

2. **Vehicle Selection**, Selection of vehicles begins with understanding the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. The University will purchase vehicles designed for their intended use.

3. **Vehicle Inspection**, The employee responsible for the vehicle will inspect the vehicle quarterly using Vehicle Inspection Report form and forward the report to the Driver Safety Coordinator. More frequent inspections and reports may be required based on heavy use.

4. **Vehicle Maintenance**, Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the Driver Safety Program, the most cost effective control is preventive maintenance. A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.
   
   A. **Preventive maintenance (PM)** is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.
   
   B. **Demand maintenance** is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs, window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can actually be classified within the PM program.
   
   C. **Crisis maintenance** involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

5. **Recordkeeping**, This University's vehicle selection, inspection and maintenance program is only as good as its recordkeeping procedures. Employees will forward all vehicle maintenance records for maintenance performed each quarter as an attachment to the Vehicle Inspection Report form.
DRIVER SAFETY REGULATIONS

1. **Safety Belts.** The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring all federal and state regulations are adhered to.

2. **Impaired Driving,** The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.
   A. Drivers are permitted to drive no more than 6 hours without rest. A mandatory rest period of 1 hour is required after a maximum 6 hours of continuous driving.
   B. Drivers are permitted to drive no more than 12 hours in a 24 hour period.

3. **Traffic Laws,** Drivers must abide by all Federal, state and local motor vehicle regulations, laws and ordinances.

4. **Vehicle Condition,** Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.

5. **Cellular Telephones and MP3 players,** The following procedures apply to employees driving on University business who wish to use cellular telephones in the vehicle.
   A. External speaker and microphone must be included to allow hands-free operation.
   B. Drivers are to refrain from placing outgoing calls while the vehicle is in motion.
   C. Drivers are to refrain from texting while the vehicle is in motion.
   D. Incoming calls should be limited.
   E. If hands-free operation is not an option, use of the telephone is authorized only when the vehicle is safely parked.

6. **Motorcycles,** Employees are prohibited from using motorcycles when traveling on University business.

7. **General Safety Rules,** Employees are not permitted to:
   A. Pick up hitchhikers.
   B. Accept payment for carrying passengers or materials.
   C. Use any radar detector, laser detector or similar devices.
   D. Push or pull another vehicle
   E. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
   F. Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.
   G. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must
restrict his/her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.

8. **University and Personal Property**, Employees are responsible for University property such as computers, work papers and equipment under their control. The University will not reimburse the employee for stolen property.
ATTACHMENT A
GOLF CART GUIDELINES

1. **Policy**, This policy covers motorized vehicles including golf carts and other 3- and 4-wheeled vehicles that are powered by electric or internal combustion motors.

2. **Guidelines**
   A. Golf carts are restricted to streets and designated walkways on the Charleston Southern campus. The following areas are off-limits:
      i. Any grass areas (except for gaining access to intramural/athletic fields without sidewalk access or if impeded by construction projects).
      ii. Any areas off the University campus
      iii. Entryways to all University buildings
      iv. Inside the gated pool area
      v. Inside any University buildings (exception for scissor lift operated by Physical Plant)

3. **Parking**, Parking is preferred on hard, covered surfaces such as asphalt and concrete. The following areas are prohibited:
   A. Entrances to buildings, stairways, or disability ramps
   B. Gas golf carts must be parked at least 10 feet from any building
   C. Interior of campus (except physical plant personnel)

4. **Authorized Use**, The acquisition and use of golf carts is limited to departments with valid business use to include transporting personnel, equipment, and/or supplies for University purposes.

5. **Safety**
   A. Operators shall not exceed 15 m.p.h. Operators must reduce speed on walkways and in pedestrian areas. In crowded areas, such as during class changes, operators must park or proceed at a slow walking pace and always yield to pedestrians.
   B. Travel shall be with the flow of traffic and follow the same protocols as a motor vehicle (ie. Stopping at stop signs, etc).
   C. Vehicles shall not be operated in a manner that may endanger passengers or other individuals or property.
   D. Do not exceed the passenger limit and load capacity designated by the manufacturer. For the most common type golf carts that means two passengers in the front seat and two additional passengers if a back seat is installed.
   E. Passengers must keep their head, legs, feet and arms within the cab. Passengers must stay seated at all times, while the vehicle is in motion.
   F. Golf carts must have headlights when operating after dark (tail lights also recommended).
   G. Supervisors shall ensure that vehicles are routinely inspected, at least every 6 months, and as needed to repair malfunctioning items.
6. **Acquisition**, Procurement of golf cart-type vehicles must be acquired through the Purchasing department and have prior approval from the VP of Business.
   
   A. New vehicles purchased during or after 2012 must include the following safety features:
      i. Rear view mirror
      ii. Turn indicator signals
      iii. Tail lights
      iv. Head lights
      v. Horn
   
   B. Used vehicles purchased during or after 2012 must include (at a minimum) the following safety features:
      i. Rear view mirror
      ii. Horn
      iii. Head light (if used after dark)
   
   C. New golf carts shall be approved by the Driver Safety Coordinator for safety feature inspection and registration within 5 days of delivery to responsible department.
      i. Submit a Registration form to the Driver Safety Coordinator to schedule an inspection date.
   
   D. All vehicles will have an identification number assigned by the Driver Safety Coordinator. This number and the department’s name will be clearly visible on the vehicle.

7. **Enforcement**

   A. Campus Security enforces the appropriate and safe operation and parking of golf carts. They may issue tickets accordingly.
   
   B. Improperly parked vehicles may be towed or otherwise disabled by Campus Security.
   
   C. Failure to follow this policy may result in disciplinary action, and/or loss of golf cart privileges.