



BUSINESS AND FINANCE POLICY

NUMBER/TITLE: BO-216 VEHICLE USAGE POLICY

Covered Individuals: All University Employees

Covered Locations: All Locations

Effective Date: 4/15/2025

Strategic Priority: SP 4

HLC:

Consultations: Business Office, Human Resources Office, Facilities Management & Services

POLICY STATEMENT

To establish consistent vehicle usage rules, manage and mitigate risk, and promote safety for all employees traveling for official University business.

PURPOSE

As a representative of Upper Iowa University (UIU), there are safety standards and responsibilities that must be completed in a professional manner. All those traveling on University business are expected to adhere to applicable University policies and procedures, as well as traffic laws. The ability to drive a University vehicle, or any other vehicle, on University business is granted to drivers who maintain acceptable driving records and follow the provisions found in this policy. The Vehicle Usage Policy outlines the proper procedures for University fleet vehicle checkout and driving instruction, guidelines for travel utilizing personal or rental vehicles, identification/management of high-risk drivers, Motor Vehicle Reports (MVR), driver reporting responsibilities, protection of property, steps involved in reporting an accident, safety measures to follow while driving, and consequences of actions.

DEFINITIONS

POLICY IMPLEMENTATION

University Vehicles

All University vehicles are for use while performing official University business only. University owned/leased vehicles, including fleet, are not available for personal use. When available, employees located on the Fayette campus must use a fleet vehicle before renting or using their own vehicle.

Every effort will be made to accommodate vehicle requests by the campus community. Student organizations may be allowed to use University vehicles with prior authorization of their faculty or staff advisor. **Reservations are made on the date of application (first-come, first-served).**

Upper Iowa University's auto insurance applies to all vehicles owned, leased, borrowed, or rented by the college. However, in the case of personal vehicle usage, UIU's insurance is secondary.

Items Prohibited On/In University Vehicles

Alcohol and/or smoking and tobacco use, including smoke-less devices are prohibited in University vehicles. No driver shall, within eight hours prior to operation or during operation of vehicle, use medications, alcohol, drugs, or other substances that may cause drowsiness or other physical or mental impairments.

While University vehicle drivers are required to have access to a cell phone for emergency purposes, **cell phones or other hands-free devices are prohibited to be used while driving a vehicle on University business.** The use of cell phones and other electronics by a driver have been shown to increase the risk of motor vehicle accidents and can distract drivers. Usage of these devices by the driver is prohibited while vehicle is in use. Employees must comply with all federal, state, and local laws and regulations regarding the use of mobile technology. The Governors Highway Safety Association (www.ghsa.org) maintains a list of all state and local restrictions on mobile devices. Texting is never permitted while driving a vehicle for University business.

Drivers are required to obey speed limits and all traffic signs. Drivers need to be aware of road and weather conditions and adjust speed as necessary. Follow at an assured pace, leave distance and watch for other vehicles and pedestrians. Plan your trip to allow enough time to arrive at your destination safely.

Animals, with the exception of service animals, are not allowed in University vehicles at any time.

Picking up hitchhikers can be dangerous and is never allowed. Additionally, employees are not allowed to accept payment for carrying passengers or materials.

Pushing or pulling of another vehicle is prohibited.

Drivers must not transport flammable liquids or gases unless in a DOT or Underwriters' Laboratory-approved container is used, and only then in limited quantities.

Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.

Drivers should not 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. Driver safety and well-being is to be protected at all times.

Reserving University Fleet Vehicles

University fleet vehicles may be reserved online through the EMS Portal or by contacting the Facilities Management & Services Department at 563-425-5796. The EMS Portal can be found on myUIU, Employee Tab, Facilities Management and Services, EMS Virtual Reservation Portal.

If your reservation involves special circumstances (such as a trailer, etc), please contact the Facilities Management & Services Department at 563-425-5796. The Facilities Management & Services Department can confirm if/when the requested special reservations are available and assist with the reservation.

Fleet Vehicle Pick up and Return

The keys, transportation form, and the appropriate fleet gas card will all be included in the provided key bag, available at pick up. The key bag should be picked up at the Facilities Management & Services Department front desk. Pick up times are Monday-Thursday from 7:00 am-3:00 pm, Fridays from 7:00 am – 11:00 am. Vehicle requests for the weekend must be made before Friday at 9:00 am. If the vehicle is needed prior to 7:00 am, the key bag must be picked up the prior working day. The vehicle should ONLY be driven during the reserved times.

Drivers should familiarize themselves with the assigned vehicle and perform an exterior inspection of the vehicle before taking it, including:

- Walk around the vehicle to check for any damages, scratches, dents, etc to avoid potential charges.
- Make sure the license plates are current and updated.
- Inspect all tires for proper inflation, good tread, etc.
- Check headlights, brake lights, turn signals, and interior lights.

- Check windshield wipers and ensure windshield washer system is working.
- Inspect interior of vehicles of damages, stains, odors, etc to avoid potential charges.
- Check the trunk for spare tire and proper equipment.
- Ensure owner's manual, registration, and proof of insurance (including log book if required) are in the glove box.

Please report any discrepancies and/or concerns to the Facilities Management & Services Department at 563-425-5796 or facilities@uiu.edu.

Vehicles must be returned to the appropriate fleet parking area (South Campus Parking Lot O) at the date/time specified on the reservation. It is important to return vehicles in a timely manner as to ensure the next booking is available on time. **Please ensure that the gas tank is full and the interior of the vehicle is clean when the vehicle is returned.**

The keys, completed transportation form (including ACCURATE beginning, ending, and total mileage), gas card, and gas receipts must all be **immediately** returned in the key bag provided to the Facilities Management & Services Department. An after-hours return slot is available to the right side of the main door, if needed. Please put a note in the bag or notify the front desk upon return if there are any issues with the vehicle such as a low tire, dashboard warning, etc.

Driving/Operating Requirements

To operate any University owned or fleet vehicles, drivers must:

- Be a licensed (at driver's personal expense) driver at least 21 years old or older.
- Must hold a valid U.S. Driver's License, which has been held for a minimum of one year.
- An Iowa Class D Chauffer's license (or driver's licensing state equivalent) is required for operations of the transits. It is the driver's responsibility to ensure their out-of-state license endorsement matches what is needed as an equivalent to the Iowa Class D Chauffer's license.
- Be a University staff, faculty, or student-employee.
- Read and Sign the *Upper Iowa University Driver Responsibility Form* upon first time driving, followed by completing annually.
- Consent to a Motor Vehicle Records (MVR) check.
- Successfully complete the Defensive Driving course upon hire and then annually.
- Provide a copy of current driver's license to be placed on file with the Facilities Management & Services Department. Driver is responsible for providing an updated copy of their license as a new one is received.
- If driving transits out of the state of Iowa, the driver must have an up-to-date DOT physical on file and also complete proper log book documentation.

All individuals in vehicles **MUST** wear safety belts at all times. Accordingly, vehicles may only transport the appropriate number of passengers that there are seat belts for.

Drivers must operate vehicles in accordance with all applicable local, state, and federal laws at all times.

All accidents and acts of vandalism MUST be reported promptly to the local law enforcement agency within the jurisdiction of the vehicle location, (noted in the key bag for fleet vehicles). Additionally, these, along with any vehicle service issues on fleet vehicles must be reported to the Facilities Management & Services Department.

Drivers are limited to a maximum driving time of eight (8) hours or 500 miles per day. A minimum 15-minute break is required every four (4) hours. Trips of over eight (8) hours or 500 miles in one day will require an overnight stay or an additional qualified driver.

Motorcycles are prohibited as a form of transportation for University business.

Protection of University and Personal Property

Employees are responsible for University property such as computers, work papers, and equipment under their control. The company will not reimburse the employee for stolen personal property.

Personal Vehicle Usage

For Fayette employees where fleet vehicles are available, employees must use fleet vehicles before renting or using their own. Exceptions are reviewed on a case-by-case situation by the employee's appropriate PC Member.

Employees who choose to use their own vehicle for travel will travel at their own risk. The University does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her car on company business includes the allowance for the expense of automobile insurance and fuel.

All drivers must have a valid driver's license. The vehicle's owner must have adequate insurance, as personal insurance is primary in the event of an accident using a personal vehicle. Employee will be responsible for any deductibles. Proof of insurance and registration must be available in the vehicle at all times. Employees must have a copy of their license and proof of insurance on file with the University before any reimbursements for mileage will be paid. Employees are required to have insurance coverage with minimum liability limits of \$100,000/\$300,000 or \$300,000 combined single limits on their personal automobile insurance policy.

MVR Review

All drivers will have their MVR reviewed to ensure that only drivers with a safe driving record are allowed to operate a vehicle for the University. MVRs will be obtained for every employee whose job requires driving a vehicle on company business. **There is no exemption to this requirement.** MVRs will be obtained on the following schedule:

- During hiring and consideration for an offer of employment, or prior to assignment of driving responsibilities
- Annually
- After involvement in an accident
- Any other time management deems it advisable

High-Risk Drivers

A driver will be classified by the University as a high-risk driver if indicated on the MVR, **OR** if it is otherwise determined that the driver has any of the following violations within the noted time frame. High-risk drivers will not be allowed to operate vehicles for the University.

- Any combination of three or more moving violations, including camera citations, preventable accidents, or at-fault accidents within the last three years **OR** two at-fault accidents within the last three years **OR** any combination of three or more moving violations, at-fault accidents, or preventable accidents within the **last 12 months**.
- The driver has one or more of the following violations within the last **FIVE** years:
 - Conviction for an alcohol and/or drug-related driving offense.
 - Refusal to submit to a Blood Alcohol Center (BAC) Test.
 - Conviction of speeding in excess of 25 MPH.
 - Felony, assault, hit-and-run, or homicide, etc arising out of the operation of a motor vehicle.
- The driver has one or more of these violations occurring in the last **THREE** years:

- Conviction of the sale, handling, or use of drugs.
- Conviction for Reckless driving.
- Citation for leaving the scene of an accident.
- At-fault in a fatal accident.
- License suspension or revocation.
- Failure to stop or report when involved in an accident.
- Having personal auto insurance at high-risk, as classified by an insurance carrier, or having personal insurance canceled, declined, or not renewed by insurance company.

Driver Reporting Responsibilities

Drivers are responsible for, and required to, notify their supervisor/advisor (and Facilities Management & Services if using a University-owned/leased vehicle) immediately of:

- Any illness, injury, physical condition or use of medication, which may impair or affect the ability to safely drive a college-provided vehicle or a personal vehicle on college business.
- Any accident involving a University-provided vehicle or a personal vehicle being used on University business. (Refer to “If Driver Has an Accident” section for additional responsibilities.)
- Any charge of a moving violation by an employee, which might result in being classified as a high-risk driver according to this policy.
- The suspension, revocation or administrative restriction of the employee’s driver’s license. If this occurs, the employee must discontinue use of the University-provided car and/or driving a personal car on University business. Otherwise, University-driving privileges will be permanently revoked.
- Any citations issued via traffic cameras.

If a Driver Has an Accident

- When conditions and/or regulations permit, move onto the shoulder or side of roadway to prevent further damage or potential accidents. Turn on the hazard lights.
- Summon police. If injured, summon medical assistance, as necessary. Keep calm. Be courteous. Don’t argue. Make no statement concerning the accident to anyone except a police officer. Get the officer’s name and badge number. Do not accept responsibility. Law enforcement and/or insurance claim adjusters will determine fault.
- Obtain the names, addresses, and contact information of all persons injured regardless of how minor the injury.
- Obtain the names, addresses, and contact information of all applicable witnesses.
- Do not administer first aid, unless qualified to do so.
- If using a University owned/leased vehicle, report the accident immediately to the Facilities Management & Services Department at 563-425-5796 or to the Director of Facilities at 563-425-5760. If outside of work hours, please notify the on-call Facilities Management & Services 563-419-4176 (cell). Accidents involving personal vehicles while on University business should be reported to the employee’s supervisor.
- Before leaving the accident scene, the driver should check to see that he/she has all the facts.
- The vehicle should not be left unattended except in an extreme emergency.
- Do NOT “make a deal” for damages, including cash, check, or other private settlement.
- Do NOT offer to pay anything even if you think you are at fault.

Vehicle Breakdown

Pull vehicle as far to the side of the road as possible and turn on the vehicle hazard lights. The drivers should use a cell phone to call for assistance if unable to fix the problem. If the driver is in an unsafe area, turn on the vehicle hazard lights and do not leave the car. Lock the doors, roll up the windows, and call police for help.

Numbers to use when calling for assistance:

- Emergency 911
- Facilities Management & Services 563-425-5796
- Emergency On-Call Cell (Facilities) 563-419-4176

Hazardous Road Conditions

When an employee is scheduled to leave and weather conditions are hazardous, the driver/advisor should use their discretion to delay or cancel travel plans to ensure the safety of all occupants.

If drivers should encounter hazardous conditions while traveling, they must exercise good judgment at all times. Hazardous conditions include, but are not limited to, fog, heavy rain, snow and icy conditions.

CONSEQUENCES

The replacement cost of any lost keys/fobs for fleet and University-owned vehicles will be charged to the department using the vehicle at the time of check out.

Failure to refill the gas tank on fleet and University-owned vehicles before returning the vehicle will result in a \$100 fine to the applicable department.

Failure to complete the transportation form out entirely before returning fleet or University-owned vehicle will result in a \$100 fine to the applicable department.

Failure to clean the interior of trash, spills, and stains prior to returning the fleet or University-owned vehicle will result in a \$100 fine to the applicable department.

Failure to return the fleet or University-owned vehicle and/or vehicle bag *immediately* upon return of your reserved trip will result in a \$100 fine to the applicable department.

The cost of the any insurance deductible on all incidents occurring with fleet or University-owned vehicles will be the responsibility of the applicable department using the vehicle.

Any University member knowingly violating this policy is subject to University disciplinary action up to, and including, termination. The University reserves the right to deny or revoke individual driving privileges should an employee exhibit poor judgment while driving University Vehicles.

It is the financial responsibility of the driver to pay all costs and fines associated with receiving a citation, ticket, or the like while operating the vehicle. **Under no circumstances will the University be responsible for these types of costs.**

CUSTODIAN

Business Office

RELATED DOCUMENTS, FORMS, AND POLICIES

HR-313 Background Check Policy

Travel Expense Form

Upper Iowa University Driver Responsibility Form

Transportation Form

BA-207 Travel Policy

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
BO-216	4/15/2025	Replaces 8-29-2022 Fleet Vehicle Procedures