



ST. JOHN FISHER UNIVERSITY VEHICLE AND DRIVER SAFETY PROCEDURES

ST. JOHN FISHER UNIVERSITY

VEHICLE AND DRIVER SAFETY PROCEDURES POLICY

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St. John Fisher University Vehicle and Driver Safety Procedures

January 6, 2025

PROCEDURE STATEMENT

St. John Fisher University (SJF) Vehicle and Driver Safety Procedures Manual establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on university business. Protecting our drivers, their passengers and the general public is of the highest priority at SJF.

GOALS

The primary goals of these procedures are to establish standards which:

1. Help ensure the safe operation of vehicles used on St. John Fisher University (SJF, University) business.
2. Help ensure the safety of drivers and passengers.
3. Help minimize losses, damages, and claims against the University.

ALL University employees who:

1. Operate SJF vehicles (or personal vehicles) as an essential part of their job or for SJF sponsored activities
2. Operate SJF vehicles or other rental (Enterprise or National) vehicles.

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

This procedure applies to the use of road vehicles. These procedures do not apply to lawn mowers operated by SJF personnel.

1. USE OF SJF OWNED OR LEASED VEHICLES

1.1 SJF owned, leased or rented vehicles (SJF vehicle) may be used for SJF business by authorized drivers only.

1.2 Authorization of drivers shall be restricted to SJF employees; faculty and staff only, unless a student position requires use of vehicle.

1.3 An authorized driver is an employee who has met the requirements of Section 3 and who has been granted permission by their supervisor to use an SJF vehicle.

2. NEW EMPLOYEE

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 manager/supervisor is required to notify Human Resources. A third-party agency 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.
- c. Participate in the DMV License Event Notification Service Program (LENS)
- d. Sign a Motor Vehicle Authorization release form.

3.2 Employees or students who do not meet the eligibility requirements, will not be permitted to drive for SJF business. In the absence of available reassignment opportunity for an employee, failure to meet the eligibility requirements of a position may result in termination.

3.3 Employees who drive students for any university related business or activity must complete safe driving training through our Safety & Security department.

4. SAFE DRIVING HISTORY AND MVR REVIEW

4.1 A safe driving history is determined by Human Resources for employees (including student employees). Motor Vehicle Records (MVRs) which include motor vehicle accident reports and other reports may be used to make the determination. MVRs are reviewed upon hire. New violations are reported to SJF thru the NYS LENS program. Motor vehicle accidents involving SJF owned and rented vehicles are reviewed quarterly by SJF's Controller's Office.

4.2 Examples of unsafe driving may include but are not limited to:

- 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 within the past 3 years.
- h. 2 or more moving violations within the past year. All accidents which occur on SJF business will be reviewed by the University.

5. DRIVING HISTORY IMPROVEMENT

5.1 Drivers who have lost or have not been granted driving privileges due to reasons outlined in sections g. or h. may be eligible to regain those privileges upon satisfactory completion of additional driver training, as determined by their manager or supervisor. Reinstatement of driving privileges will be contingent on further risk assessments, including feedback and references from the driver's manager. Additionally, a probationary period may be implemented, during which the driver's performance will be monitored by their supervisor prior to full reinstatement of driving privileges.

The required additional driver training may include, but is not limited to, an accredited Defensive Driving course or other relevant training programs. All associated costs for the training will be the responsibility of the driver and must be completed during their personal time.

6. DRIVER'S RESPONSIBILITIES

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

- a. Report any change in safe driving history, per section 4.2, immediately to their supervisor (for employees). If the license is revoked or suspended, operating privileges will be terminated.
- b. Wear seat belts always 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 a SJF vehicle at any time.
- e. Not be under the influence of controlled substances and/or alcohol.
- f. Operate SJF vehicles in accordance with applicable local and federal laws and SJF 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 Campus Safety & Security at (585)385-8000, if you are in an accident while on SJF business.

6.2 Traffic or parking violations and citations incurred while driving on SJF 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 staff member responsibilities:

- a. Only those individuals who have met the eligibility requirements are permitted to operate a vehicle on SJF business. (See Section 3)
- b. SJF vehicles are utilized in “as is” condition. Under no circumstances are modifications (temporary or permanent) of SJF 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 SJF.
- c. Each department must keep a current list of drivers. Lists must be purged annually to remove drivers who are no longer at SJF or in a driving capacity.
- d. Require operators to conduct regular vehicle inspections.
- e. Authorize a responsible individual to maintain ignition keys.
- f. Maintenance: Each department must ensure proper maintenance of SJF vehicles including inspections. Maintenance is performed at an Enterprise Fleet Management Certified Repair 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 SJF vehicle:

- a. Vehicle Registration (A copy should also be retained in the department).
- b” If an Accident Happens” (Appendix B)
- c. Insurance Identification Card.

7.4 Accident Response: In the event of an accident involving an SJF vehicle, the affected department shall notify Safety and Security and the Controller’s Office within 24 hours of the accident. An Accident Review is to be conducted as outlined in Section 12. If an accident occurs, please refer to steps in Appendix B.

7.5 Automobile Insurance Deductible: In the event of an accident to an SJF vehicle, the responsible department will be charged deductible amount for damages.

8. RENTED VEHICLES

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

8.2 SJF's automobile insurance policy provides Excess Liability Insurance for SJF rented vehicles. When a vehicle is rented using Enterprise or National Rent-A-Car, physical damage insurance is provided. 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 the Controller's Office for evidence of insurance for rentals in California or Texas.

If you are involved in an accident with a rental vehicle, you must notify the Controller's Office within 24 hours of the accident. You must complete an accident form which is available on the Rental Car Accidents/Losses web page.

9. USE OF PERSONAL VEHICLES ON SJF BUSINESS

9.1 SJF 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 campus. Mileage reimbursement should be claimed by the employee for such use.

9.2 Employees who use their personal vehicles on SJF 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.

9.3 When it becomes necessary (with department's approval), for an SJF employee to use his/her own car for SJF 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. SJF 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. SJF's auto insurance policy is not intended to cover damage to the employee's personal auto nor will SJF pay for the employee's deductible expense incurred because 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 the Controller's Office as soon as possible and refer to Appendix B.

10. Exceptions to this Policy:

Any exceptions to this policy need to be approved in writing by the VP of Finance and Administration.

11. Signature of Consent

I understand and agree to abide by the safety rules listed above regarding 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 A

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.

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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 Campus Safety & Security (585) 385-8000 and your supervisor immediately.

Appendix B

St. John Fisher University Vehicle and Driver Safety Procedures

Driver Acknowledgment Form

I hereby acknowledge that I have received and read a copy of the St. John Fisher University Vehicle and Driver Safety Procedures. I agree to comply with the policies and procedures.

(Employee/Student Signature)

(Date)

DRIVER SUBMISSION FORM

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REQUIRED

Affix a legible copy of the FRONT Of
your driver's license here.

Tape all found sides. Do not staple.

Please print legibly:

Name _____

License ID # _____ **Issue Date**

Expiration Date _____ **Date of Birth**

E-Mail

Address _____

Have you had any motor vehicle violations in the last three years? _____

If yes, please explain

_____ **SJF Status** _____ **EMPLOYEE** _____

Student _____

What in your SJF responsibilities requires you to operate SJF vehicles?

Signature of sponsoring department head or club advisor

I give authorization for my driving record to be checked through the NYS Department of Motor Vehicles LENS program to determine my eligibility as a driver. I also understand that if I am

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allowed to drive a SJF motor vehicle, my driving record will be checked regularly to maintain my eligibility.

Signature_____Date_____
