



UNIVERSITY OF  
SOUTH ALABAMA

# DRIVER SAFETY & VEHICLE MANAGEMENT PROGRAM

Revised March 2025

## **I. Dedication to Vehicle Safety**

The University of South Alabama is dedicated to managing the risks associated with vehicle use. This guide, known as the Driver Safety & Vehicle Management Program, is designed to promote safety and protect people, property, and other University resources. Safety is everyone's responsibility and applies to all persons operating a vehicle on USA business. Concerted efforts to promote vehicle safety are essential for USA to continue its mission of providing quality teaching, research, outreach, and student services.

All persons operating a vehicle on USA business, including USA employees, temporary employees (TES), and student employees must be in compliance with this policy. A student driver must be an employee of USA and have an active PA on file. No University vehicle is to be used for personal purposes.

## **II. Requirements for Operation of USA Vehicles**

The University of South Alabama owns and leases a variety of vehicles, and as a result is exposed to associated risks. In addition, the University is exposed to risk from hired and non-owned vehicles operated by faculty, staff, and students. All drivers of USA vehicles are expected to conduct themselves in a professional manner when operating a vehicle on university business, and must adhere to the following responsibilities, training, and vehicles operation procedures.

### **A. Driver's License**

1. Drivers must be in possession of, and maintain, a valid driver license issued in the United States, meeting the requirements of the vehicle he/she will be operating.
2. Drivers must be in possession of, and maintain, a valid commercial driver license when operating a vehicle with occupancy greater than 15 passengers and all other commercial motor vehicles as defined by the U.S. Department of Transportation (DOT) and Alabama Department of Public Safety (ALDPS),
3. Drivers must immediately report any changes in the status of his/her license (restrictions, revocations, suspensions, expirations) to his/her supervisor prior to driving a university vehicle.
4. Driver's motor vehicle report must meet the standards outlined in Section III.

### **B. Vehicle Operations**

1. Only authorized drivers are allowed to operate a USA vehicle.
2. No University vehicle is to be used for non-University business unless authorized by Administration and or Risk Management.
3. Drivers are to operate the vehicle in accordance with all traffic laws, ordinances, and regulations of the state in which they are driving.
4. Vehicles are to be driven at speeds that are appropriate for road conditions and as posted.
5. Vehicles must be driven only in the environment for which they were designed.
6. Seat belts and other occupant restraint devices must be worn at all times by the driver and all occupants. Malfunctioning seat belts must be reported immediately to the supervisor.
7. Driver must not allow passengers to ride in the bed, or sit on the tailgate or sides of a vehicle when it is in motion.
8. Vehicle must not be used to transport unauthorized passengers.
9. Drivers must yield to emergency vehicles, bicyclists, pedestrians, and utility vehicles.
10. Drivers must not use a cellular phone, two-way radio, PDA, or any other hand-held device when the vehicle is in motion.
11. Drivers must not drive if drowsy or under the influence of any substance. This includes, but is not limited to, alcohol, illegal drugs, prescription, and over-the-counter drugs that cause drowsiness or impaired judgment. Use of prescription drugs is permitted only if it does not impair the employee's ability to operate a vehicle in a safe manner. Drivers must disclose to their supervisor when they are taking medications that may impair their driving ability.
12. Drivers must not drive for long periods of time without breaks. Breaks are recommended at a minimum of every two hours or every 100 miles. Maximum driving time recommended in a 24-hour period is eight hours. Driver breaks for commercial vehicles should follow recommendations set forth by the U.S. Department of Transportation guidelines. [Summary of Hours-of-Service Regulations | FMCSA](#)
13. Drivers must turn off the vehicle, remove the keys, and lock the doors when the vehicle is left unattended.
14. Drivers will assume all responsibility for fines, parking tickets, and traffic violations while operating a vehicle for university business.

15. The vehicle owner's manual and current proof of insurance must be maintained in the glove box.
16. Smoking is prohibited in vehicles owned, leased, or rented by the University. Refer to USA Tobacco/Smoking Policy.
17. Fuel Key assigned to the vehicle must not be utilized for other non-associated vehicles. See attachment (A) for Access to Fuel keys and Fuel System rules.

### III. Motor Vehicle Report (MVR) Driver Eligibility

To be considered for driver eligibility, the driver must be a University of South Alabama employee for a University of South Alabama paid Graduate Assistant. NO student drivers (student workers, undergraduate students, interns, or other forms of student classification at or associated with the University of South Alabama) are allowed to drive university owned or leased vehicles nor can they be approved drivers. Departments are responsible to work with Human Resources when new hires are being "on-boarded".

University of South Alabama employees must submit a valid copy of their state-issued driver's license and a signed copy of the MVR authorization form to the Office of Risk Management and Insurance.

Once the paperwork has been obtained, the Office of Risk Management and Insurance will run an MVR. A decision on the driver's eligibility to drive University vehicles will be made based on the MVR results, as outlined in Section III. Part B. Individuals are not authorized to drive a university owned vehicle until approved.

#### A. Motor Vehicle Report (MVR) Review Process

1. The Office of Risk Management and Insurance will obtain authorization to release motor vehicle reports from employees for whom driving is required as part of their routine job duties via the MVR authorization form.
2. The office of Risk Management and Insurance will order and review annual motor vehicle reports on USA employees who are on the University of South Alabama approved Driver's list.
3. The office of Risk Management and Insurance will review motor vehicle reports. Before action is taken, employees will be allowed to address any areas of concern.
4. The office of Risk Management and Insurance will review all areas of concern with the employee's supervisor, and the supervisor must take appropriate action as outlined in Section III. Part B.

#### B. Driving Privilege

Driving privileges are based on the employee's **three-year** driving history, as represented on the motor vehicle report (three years from the date that MVR is run).

The University of South Alabama Statutes:

##### 1. **Acceptable**

The MVR includes but is not limited to:

- A. NO accidents or moving violations, or
- B. One at-fault accident within three years, or
- C. One minor driving violation

## 2. **Conditional**

The MVR includes but is not limited to:

- A. Two at-fault accidents, or
- B. Two minor driving violations, or
- C. One at-fault accident and one minor driving violation

## 3. **Restricted (Currently Ineligible)**

The MVR includes but is not limited to:

- A. More than two at-fault accidents, or
- B. More than two minor driving violations, or
- C. Any combination of at-fault accidents and moving violations that total more than two.

## 4. **Unacceptable (Not approved)**

The MVR includes but is not limited to:

- A. Driving under the influence, intoxicated, or while impaired (DUI, DWI) alcohol or drugs
- B. Negligent homicide, manslaughter, or a felony involving a motor vehicle
- C. Evading law enforcement
- D. Assault with a motor vehicle
- E. Hit-and-run or leaving the scene of an accident.

An employee's driving status will be shared with his/her supervisor. Employees with a **Conditional** driving status will have their MVR reviewed every six months until determined to be Acceptable. If another violation occurs before the oldest violation drops off the MVR, the employee's driving privileges will be moved to **Restricted**.

Employees with **Restricted** driving status, will remain **Restricted** until the employee's MVR reflects an **Acceptable** or **Conditional** status.

Employees with an **Unacceptable** driving status will remain **Unacceptable** 5 years from the date of the offense.

## C. Drivers Licenses

All University of South Alabama employees MUST submit a copy of their current state-issued driver's license to the office of Risk Management and Insurance. When an employee's state-issued driver's license has expired, the employee must send a copy of the updated license to the Office of Risk Management and Insurance. If an employee does not submit an updated state-issued driver's license, the employee's driving privileges could be suspended.

#### **IV. Use of University of South Alabama Vehicles**

##### **A. Personal Vehicles**

The USA Program does not apply to faculty, staff, or students who operate a personal vehicle on behalf of the University where reimbursement for mileage will be paid in accordance with the University's travel expense reimbursement policy. However, anyone operating a personal vehicle on behalf of the University is obligated to consider the elements of this Program covering safe driving practices, compliance with compulsory insurance laws and traffic laws. Faculty, staff and students choosing to operate their personal vehicle on university business are NOT covered by the University's self-insurance or sponsored insurance program.

##### **B. Transportation of Hazardous Materials**

USA vehicles must not be used to transport hazardous materials by anyone without prior approval from the Office of Safety & Environmental Compliance.

##### **C. Commercial Motor Vehicles**

Commercial motor vehicles must be operated by individuals credentialed through the University's Transportation Department. Each must meet the following:

1. Possess a valid commercial driver's license of appropriate class for the type of vehicle to be operated, with appropriate endorsements current if applicable.
2. Have three (3) years of driving experience with the assigned vehicle type.

#### D. Utility Vehicles / Slow Moving Vehicles

Four-wheelers, golf carts, gators, tractors, forklifts, heavy equipment, and other utility vehicles used to service the USA campus must be operated according to all traffic laws and the manufacturer recommendations. Operators must contact Safety & Environmental Compliance for golf/utility cart and low-speed vehicle safety guidelines and training prior to the operation of said vehicle. Contact Safety and Environmental Compliance for training information. Non-university golf carts and or ATV's must be inspected and permitted by the University Police department prior to use on the campus.

<https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=5035757B-E2CE-47D2-A044-E9BAD842DF2A>

#### E. Trailers

University employees must follow all applicable state laws when towing a trailer. Vehicle utilized for towing must be rated for the tare weight and load of the trailer. Driver to utilize a spotter when parking when necessary.

##### 1. Twelve- and Fifteen-Passenger Vans

Refer to USA's 12- and 15-Passenger Van Policy and Procedure Vehicle

### Inspection, Maintenance, and Repair

#### A. Annual Vehicle Safety Inspections

1. Annual vehicle safety inspections are required for all University-owned or leased vehicles. Inspections may be performed by USA's Transportation Department or an Automotive Service Excellence (ASE) certified mechanic of the department's choice.
2. All departments are responsible for coordinating and having their university assigned vehicles serviced per the manufacture recommended frequency. Damage to an assigned vehicle either physical or mechanical by the operator's failure to properly operate the vehicle may lead to disciplinary action and or termination.
3. The Transportation mechanic service will maintain documentation of the annual inspections and will notify the assigned department when a vehicle have been deemed unsafe to operate.

2. All departments are responsible for having their university-owned vehicles inspected annually during their scheduled time period and submitting a USA Vehicle Safety Inspection Form to Safety & Environmental Compliance.
3. Needed repairs must be promptly scheduled and completed. Vehicles must be placed out of service if a defect is discovered that compromises safety. The vehicle must remain out of service until the defect is repaired or replaced.

**B. Maintenance and Repair**

1. Preventive maintenance must be performed according to the manufacturer's recommendations and include such items as:
  - a. Replacement of belts and hoses
  - b. Tire rotation and balance
  - c. Brake adjustment
  - d. Engine tune-up
  - e. Oil and filter changes
  - f. Transmission service
  - g. Windshield wipers
  - h. Head and taillights
  - i. Turn signals
2. Repair maintenance is typically performed on an as-needed basis. Any problem discovered that compromises safety must be reported to a supervisor immediately by completing the Vehicle Repair Notification and the vehicle withdrawn from service until it is repaired or replaced.
3. Vehicle glass must be free from color tinting except that applied by the manufacturer or according to the Alabama Vehicle Code.

**C. Records**

1. Standardized record keeping is vital to the success of this Program. Departments must keep standardized inspection and maintenance reports on all University-owned or leased vehicles, including tractors, backhoes, bulldozers, and all other utility vehicles.
2. Supervisors must develop and maintain a process for checking vehicles in and out, and keys must be kept in a secure location.

**V. Accident Reporting**

**A. . Procedure to Follow at the Accident Scene**



1. Stop immediately and contact the appropriate law enforcement agency. If on campus contact USAPD at 251-460-6312.
2. Call 911 if anyone is injured or requires immediate medical attention.
3. Do not leave the accident scene until an accident report has been completed by the law enforcement agency.
4. Take necessary precautions to protect the accident scene. Vehicles must not be moved until after the police arrive unless they present a safety hazard.
5. Obtain name, address, and phone number of the other driver and witnesses. Also obtain other driver's insurance information.
6. Cooperate fully with the investigating law enforcement officer.
7. Obtain the name of the investigating officer, law enforcement agency, and case number.
8. Do not discuss the details of the accident with others at the scene.
9. Do not admit liability or fault, make offers, or agree to settlement on behalf of the University of South Alabama. It is important that such admissions and decisions be reserved for the insurance carriers.
10. Do not sign any document other than those required by the law enforcement official.
11. Remove keys and University property and lock the vehicle if the vehicle must be towed from the scene. If it is safe to do so and a camera is available, take a photograph of the damage and accident scene.
12. Employee is required to fill out an incident report at the time of any incident.

**B. Other Responsibilities Following an Automobile Accident**

1. Immediately report the accident to your supervisor and the University's Office of Risk Management at 251-460-6232. Reporting must occur on the same day as the accident or the next work day.

**VI. Automobile Insurance**

**A. Liability Insurance Coverage**

1. USA's automobile liability insurance applies to all vehicles owned, leased, or rented by the University.

2. USA's automobile liability insurance covers claims of bodily injury or property damage, suffered by a third party, arising out of the ownership, maintenance, or use of a vehicle owned, leased, or rented by the University. Refer to Travel and Entertainment Regulations on the USA website.

#### B. Addition. Deletion. and Transfer of Vehicles

The University department making changes to its vehicle fleet is responsible for notifying Risk Management and Insurance and submit a property transfer form electronically via DocRoute to the Property Office within five days for all vehicle deletions and or transfers. Transportation department will notify Property office when new vehicles arrive on campus.

#### Attachment (A)

##### Access to Fuel Keys and Fuel System

The fuel pumps are for use by University of South Alabama owned vehicles and equipment only. Each vehicle must be registered with Risk Management & Insurance before the vehicle will be allowed to receive fuel from the fuel system. Each vehicle is assigned one fuel key for access to the fuel system. Employees must be an approved driver, as noted by Risk Management and Insurance, before access to the fuel system will be granted.

Employees approved for access to the fuel system when they leave the department and or University must be reported to the Maintenance office for deletion from the system. The Maintenance department performs an annual audit for all approved vehicles and employees registered in the system. Vehicles no longer operable or transferred to another department should be processed via Doc Route (Property Control Request Entry). Fuel keys for these vehicles should be returned to Maintenance.

- Risk Management and Insurance
  1. Receive notification of new vehicle purchases
  2. Adds the vehicle information to the University's vehicle insurance list
  3. Forwards vehicle information to the Maintenance office for addition to the Fuel Master System.
- Maintenance
  1. Department notifies Maintenance office of all staff assigned to department vehicles
  2. Driver is approved for operating University vehicles is verified with Risk Management and Insurance office.
  3. Damaged fuel keys are returned to Maintenance office for replacement.