

Policy Title:	Vehicle Use and Operation
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Policy Number:	FAD.020	Date Approved:	April 11, 2023
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A. Description

This policy establishes guidelines for safe vehicular transportation for SOU employees, students, and official volunteers traveling on university-approved business. This rule applies to state-owned vehicles, hired vehicles, and borrowed vehicles used for university business travel.

B. Definitions

1. Vehicles

- a. Vehicle means cars, vans (capable of transporting 7-12 passengers), SUV’s, trucks, buses (capable of transporting more than 12 passengers), and other motorized equipment (including electric vehicles).
- b. State-owned vehicle means a vehicle owned by or registered in the name of the State of Oregon, Southern Oregon University or any of its departments.
- c. Hired vehicle means a vehicle that is leased, hired or rented by the State, the Board of Trustees, Southern Oregon University or any of its departments. This definition excludes borrowed vehicles.
- d. Borrowed vehicle means a vehicle used on university business travel that is not a state-owned vehicle or a hired vehicle. Borrowed vehicle includes vehicles owned by employees, students, and others participating in Southern Oregon University activities and used on university business travel.

2. University business travel means travel that is directly related to a university-sanctioned department, program, or unit. Motor vehicles covered by this rule shall not be used to transport Southern Oregon University students, faculty staff, or volunteers when that use is not directly related to an officially-sanctioned program.

3. Drivers

- a. Faculty and staff are those persons on Southern Oregon University payroll and volunteers registered with Risk Management.
- b. Student means a person currently enrolled/registered at Southern Oregon University.
- c. Member of Board of Trustees means a current active gubernatorial appointee.

4. Officially-Sanctioned Programs

- a. Officially-sanctioned program means any activity or program that is: (a) undertaken to further the instructional, research, service or administrative support mission of

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Southern Oregon University; or, (b) found by the President or designee upon the recommendation of the recognized student government to be advantageous to the cultural or physical development of Southern Oregon University students. Qualifying as an officially-sanctioned program for purposes of state-owned vehicle usage, hired vehicle usage or borrowed vehicle usage does not constitute an admission or an indication that any such program necessarily is carrying out state business or acting as an agent of the state in any other activity engaged in by the program or organization.

- b. Officially sanctioned programs include those related to the following:
 - Curricular programs;
 - Co-curricular programs;
 - Recreational sports and club sports; and
 - Student activities or student programs identified by the Southern Oregon University president or an administrator designated by the president to identify such groups (hereafter Approving Officials). Examples of such activities or student programs include Stevenson Union, ASSOU Executive and Student Senate, University Housing and student activities, and student organizations or activities that have been so approved by any of the Approving Officials.

C. Policy Statement

All vehicles in use for SOU business must be used legally, courteously, and safely. Smoking is not permitted in state-owned vehicles. Those who have a valid driver's license and are acting at the direction and control of SOU may drive for any purpose that is lawful and necessary to carry out the official business of the university; those who do so otherwise are personally liable for all driving costs and related risks. When a borrowed or hired vehicle is used contrary to this policy, the driver and vehicle are not covered by SOU insurance or self-insurance coverage. When a state vehicle is used contrary to this policy, the vehicle and its use are the personal liability of the driver; the driver is personally liable for any damage to the state vehicle or harm to any other parties or property; and state tort liability indemnification or self-insurance does not apply. Anyone who does not conform to this policy is prohibited from driving on SOU business.

1. Driver Qualifications and Regulations

- a. The following are authorized to drive motor vehicles on SOU business. They are authorized only while driving in conformance to this policy:
 - Adults under the direction and control of SOU;
 - Anyone specifically authorized by state statute;
 - Students who are participating in an officially sanctioned program; and
 - Anyone authorized by this policy.
- b. Drivers must possess a valid driver's license and have a minimum three-year certified driving record. Persons convicted in the past five years of a major traffic offense as defined in Oregon Statute **or** convicted of a number of offenses that total 35 or more points as defined in the Southern Oregon University driving evaluation scale are not

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permitted to drive on university-approved business.

- c. Major traffic offenses as defined in Oregon Revised Statutes include:
 - Reckless driving;
 - Driving while under the influence of intoxicants;
 - Failure to perform the duties of a driver involved in an accident or collision;
 - Driving while license is suspended or revoked;
 - Fleeing or attempting to elude a police officer; and
 - Driving after being declared to be a habitual offender.
 - d. Drivers are expected to observe all applicable speed limits and to operate their vehicles in accordance with all applicable laws and regulations.
 - e. Drivers are responsible for immediately notifying their supervisors of any accident, or other activity that causes loss of the driver's license. Drivers must report all collisions or accidents occurring to any vehicle while on university business to the Risk Manager within 72 hours. SOU reviews each collision or accident involving any vehicle in use on state business. The purpose of the review is to determine whether the collision or accident was preventable by reasonable safe driving techniques and recommend action to prevent recurrences.
 - f. Passengers, other than a family member(s), are not permitted in state-owned vehicles unless they are traveling on university business.
 - g. When carrying passengers on institution-approved business in borrowed vehicles, drivers must carry insurance at the minimum legal level of \$25,000 single person and \$50,000 single occurrence for public liability, and \$10,000 for property damage. The qualified driver's (employee's) insurance is the primary coverage. No collision or comprehensive coverage is provided by the state for borrowed vehicles, and medical coverage is limited to any coverage provided through SAIF. For purposes of all state insurances or self-insurance coverage, while transporting prohibited passengers or material in a borrowed vehicle or otherwise using a borrowed vehicle contrary to this policy, the driver is deemed in all respects to be driving on personal business not official state business.
2. Vans. The use of 15-passenger vans is prohibited.
 3. Driver Certification. The SOU Service Center is responsible for certifying drivers. The Service Center may verify drivers' qualifications at any reasonable schedule or time, and by any reasonable means. Means might include direct checks or review of certified records. Drivers must present evidence of meeting qualifications upon request.
 - a. Driver records are scored according to the Southern Oregon University driving evaluation scale. Drivers with records totaling 35 points or more are not permitted to drive on university-approved business. Drivers with records totaling 20 – 34 points will receive written notification from Service Center that they are deemed high risk and further infractions may cause revocation of driving privileges.
 - b. Faculty & staff will be enrolled in DMV's auto-reporting system. Student drivers must

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be recertified every two years. Departments are responsible for requesting and paying for certification and recertification. Based upon a reported pattern of inappropriate driving, Risk Management and Human Resources reviews the record of any certified driver. Failure to successfully pass the review at a minimum may result in cancellation of the driver's certification.

- c. Travel reimbursement requests for uncertified drivers are not processed until drivers successfully complete the certification process. Drivers who do not successfully complete the certification process are not authorized to use vehicles for official business and are ineligible for travel reimbursement costs incurred when using a vehicle for official business.
 - d. Vehicle Operation Certification. Drivers transporting or operating state-owned or rented vehicles that can safely carry five (5) or more passengers (not including driver) must receive the Vehicle Operation Certification prior to traveling on university business. Vehicle Operation Certification can be obtained through FMP <https://inside.sou.edu/fmp/van-training.html>.
 - e. Drivers must complete the State Van Vehicle Operation Certification course which may include a driving test administered by SOU Facilities Management and complete an online video and written test. Drivers must successfully complete all three (3) parts of the training to receive certification.
4. Vehicle GPS Monitors. SOU Motor Pool vehicles are equipped with GPS monitors that report live data such as: diagnostic trouble codes, vehicle miles traveled, maximum speed driven, routes taken, hard braking events, idle times etc. The purpose of the monitors is to provide real-time fleet management to monitor the performance and location of state-owned vehicles. While the primary purpose of these devices is not to monitor driver behavior, the data provided may be reviewed for patterns of unsafe vehicle operation. Removing or tampering with a GPS monitor is not permitted.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Relevant Authority

Service Center, Human Resources, Risk Management, Facilities Management and Planning, and Business Services. Posted for public comment on March 21, 2023.

E. Other Information

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.