



UTD Office of Risk Management General Requirements for the Use of Vehicles

STATEMENT

The purpose of this guidance document is to outline insurance for University-owned and operated vehicles, requirements for authorized drivers, accident reporting procedures and general requirements for the use of vehicles.

DEFINITIONS

Authorized driver: An Employee of The University of Texas at Dallas who is eligible to operate a University-Owned or rental Vehicle for Official University Business is an Authorized Driver.

Commercial Motor Vehicle (CMV): The U.S. Department of Transportation - Federal Motor Carrier Safety Administration defines a CMV as any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle

- a) has a gross combination weight rating of 11,794 kilograms or more (26,001 pounds or more) inclusive of a towed unit(s) with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds);
- b) has a gross vehicle weight rating of 11,794 or more kilograms (26,001 pounds or more);
- c) is designed to transport 16 or more passengers, including the driver; or
- d) is of any size and is used in the transportation of hazardous materials as defined in 49 U.S.C. 5103 and is required to be placarded under 49 CFR, Part 172, Subpart F.

Employee: A person employed in the service of the University under an appointment or oral or written express contract for hire whose name appears on the payroll of UT Dallas.

Institution: The University of Texas at Dallas

Official University Business: Driving a Vehicle during the course and scope of employment for the University regardless of the frequency of driving or operating duties.

University-Owned vehicle: A Vehicle to which the University holds title or a Vehicle leased by the University for more than six months. This includes golf carts, utility vehicles, tractors, and other equipment covered under the University's insurance program. All staff who drive on Official University Business must observe all applicable laws and have a valid driver's license issued in the state where they permanently reside that is not currently suspended or revoked.

Vehicle: Equipment of a motorized, vehicular nature. This includes golf carts, utility vehicles, tractors, and other equipment. All staff who drive on Official University Business must observe all applicable laws and have a valid driver's license issued in the state where they permanently reside that is not currently suspended or revoked

AUTOMOBILE INSURANCE

Liability Coverage

The University of Texas System Office of Risk Management provides automobile liability insurance coverage for University drivers conducting Official University Business through the Systemwide Automobile Insurance Program.

Hired (rental) Vehicles

With limited exceptions, when an employee rents a Vehicle from a rental company under The UTS Rental Agreement, liability, comprehensive, and collision insurance coverages are automatically provided. The Traveler or Travel Coordinator should refer to the list of exceptions/non-participating locations ([Rental Cars](#)) and, as applicable, purchase the Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW); (this is a reimbursable expense).

The Hired/Non-Owned insurance coverage is in excess of the insurance secured through the rental agreement.

When a provider under the UTS Rental Agreement is not used, employees should purchase the Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW). This is a reimbursable expense. Please contact the U. T. System Office of Risk Management for an explanation of other coverage options, as some of these coverages are not reimbursable.

UT System has agreements in place with Avis, Enterprise, Hertz and their affiliates, i.e. Alamo, Budget and Dollar. These companies all include CDW or LDW on

passenger vehicles as a part of their daily rental rate when the rental is reserved in advance by the institution. They will also provide the CDW or LDW on vehicles that are not classed as passenger vehicles, i.e. Box Trucks, at an extra cost to the institutions. UT System requires the purchase of this insurance. When an employee (institution) does not purchase the CDW or LDW the Hired/Non-Owned insurance coverage will provide excess liability, comprehensive, and collision coverage after applicable deductibles. In the event of a loss, funds disbursed in excess of applicable deductibles up to \$50,000 will be repaid by the Institution over a five (5) year period. This repayment will be waived if the institution contacts The UT System Office of Risk Management at least 48 hours in advance of the rental to discuss options for risk control.

Personal (Non-University-Owned) Vehicles

Employees are strongly discouraged from using personal Vehicles for conducting Official University Business. An employee's personal auto insurance will be primary at all times when the employee utilizes their own Vehicle to conduct Official University Business.

Physical Damage Coverage

Insurance covering physical damage to a University-Owned Vehicle (including long-term, greater than six months, leased vehicles) is also available. The Office of Risk Management recommends that Institutions purchase physical damage insurance coverage for Vehicles that are two (2) years old or newer, or when lease terms require physical damage insurance.

REQUIREMENTS FOR AUTHORIZED DRIVERS

Motor Vehicle Record Checks

Before employing a person as an Authorized Driver, the institution shall request a Motor Vehicle Report showing a history going back at least thirty-six (36) months that lists all convictions for traffic violations issued to the potential employee and a verification that the person has a valid driver's license issued by the state in which the person permanently resides. Incumbent Authorized Drivers will have their MVR checked by their respective Institution:

- i. at least every twelve (12) months after initially authorized; or
- ii. promptly after the employee has been involved in an automobile accident while driving on Official University Business; and
- iii. promptly after the employee receives a moving traffic citation while on Official University Business.

If an employee currently lives or previously lived outside the state of Texas or recently moved to Texas, the institution should obtain the Motor Vehicle Record check from the appropriate state or states as required. The total number of months included in the review history should total at least thirty-six (36).

- a) Authorized Drivers and persons seeking a position that requires authorization to operate a University-Owned Vehicle for Official University Business will be evaluated on the most recent thirty six (36) month history reflected on their MVR and points will be assigned by the Institution according to [Appendix B](#). If the total points equal four (4) or more for the immediately preceding thirty-six (36) months, the person shall not be authorized to operate a University-Owned Vehicle for Official University Business. As noted above, if an Institution is unable to obtain a driving record for the preceding thirty-six (36) months, the Institution's CBO may use his/her discretion to authorize the employee to operate a University-Owned Vehicle for Official University Business.

Reporting Responsibilities.

- a) Authorized Drivers shall immediately report to their supervisor a suspension or revocation of their driver's license or any Type A violation as listed in [Appendix B](#) including the nature of the charge, the pleas entered by the driver, the scheduled court date, and the findings of the court. An employee who fails to provide required notice shall be subject to disciplinary action up to and including dismissal. Additionally, an Authorized Driver shall promptly report to his or her supervisor if the driver has been involved in a Type B violation as defined by this policy or an at-fault automobile accident.

DRIVER TRAINING

SafetySkills

SafetySkills is a Learning Management System (LMS) that provides on-line safety training. Risk Management will utilize the Defensive Driver, Golf Cart and 12-Passenger van training video courses.

All UTD employees who are cleared to drive UTD owned vehicles, will be automatically enrolled in SafetySkills and receive email invitations for video training. Video training will be assigned every three (3) years.

ACCIDENT REPORTING

All vehicle accidents, no matter how minor, must be reported to UTD Police, or other local police department, and UTD Risk Management.

Procedures:

1. Report the accident to the police;
2. Report the accident to employee's supervisor;
3. Take photos of the damage and other vehicle involved in the accident;
4. Obtain the contact information and insurance coverage information for the other driver involved in the accident; and
5. Complete an Incident Report <https://www.utdallas.edu/ehs/files/student-visitor-incident-report.pdf> and send to UTD Risk Management along with the police report number.

UTD Risk Management will investigate and communicate with the employee and supervisor. UTD Risk Management will handle claims as appropriate.

OPERATION OF 12 and 15-PASSENGER VANS

12 and 15-passenger vans be operated only by experienced, Authorized Drivers who understand and are familiar with the handling characteristics of the vans, especially when the van is fully loaded. This shall include having all operators of 12 and 15-passenger vans attend van-specific training, including behind-the-wheel on-the-road training. Each institution shall require specialized driver training for each driver of University-Owned, rented, or leased 12 and 15-passenger vans at least every thirty-six (36) months;

- a) 12 and 15-passenger vans shall not be used to carry more than nine (9) occupants (including the driver) at any one time, except as provided in the following sentence. At the discretion of the Institution's CBO, an Institution may use a 12 and 15-passenger van to carry between ten (10) and a maximum of fifteen (15) occupants (including the driver) on inner-campus, nonpublic streets only, provided that: (1) the van does not cross over or travel on public streets; and (2) the van is not driven at a speed in excess of the posted campus speed limit, or in excess of 15 mph if there is no posted campus speed limit;
- b) require seat belt use at all times by all occupants of 12 and 15-passenger vans;
- c) require proper loading of Vehicles. Consult the owner's manual to determine the maximum load for the Vehicle and the proper distribution of that load. Passengers shall be seated only in recognized seats and in an arrangement designed to spread out the load. Luggage shall be placed in the rear behind the last seat and shall not be allowed on the roof when the van is being operated;
- d) require that tires be inspected to assure they are properly inflated and not worn before each trip;

- e) limit the number of total hours a driver may operate the Vehicle to no more than 10 hours in any 24-hour period. Trips requiring more than 10 hours driving time to reach a point of destination will require overnight lodging;
- f) van drivers shall take a mandatory 30-minute rest break every four hours; and
- g) for trips scheduled for longer than two hours, assign a navigator to assist each driver. The navigator must stay awake while on duty.

Special 12-Passenger Van Provisions for Newer Vehicles. Institutions that purchase or rent a 12-passenger van that meets all of the following criteria may forgo the nine (9) passenger only limitation:

- a) 12-passenger vans must not be a converted, modified, or otherwise altered 15-passenger van;
- b) 12-passenger vans must have a wheel base of approximately 135 inches or more;
- c) 12-passenger vans must not have the ability to seat more than 12 passengers including the driver and have assigned seatbelts for each seat;
- d) 12-passenger vans must be equipped with an Electronic Stability Control (ESC) or Traction Control System (TCS); and
- e) 12-passenger vans should also be equipped with other safety features, such as front and side curtain air bags, antilock brakes, and a tire pressure monitoring system.

COMMERCIAL DRIVER'S LICENSE (CDL)

A CDL is required of Authorized Drivers who operate Commercial Motor Vehicles (CMVs) for Official University Business if one of the following conditions is met:

- a) Vehicle has a gross combination weight rating of 11,794 kilograms or more (26,001 pounds or more) inclusive of a towed unit(s) with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds);
- b) Vehicle has a gross vehicle weight rating of 11,794 or more kilograms (26,001 pounds or more);
- c) Vehicle is designed to transport 16 or more passengers, including the driver; or
- d) Vehicle is of any size and is used in the transportation of hazardous materials as defined in 49 U.S.C. 5103 and is required to be placarded under 49 Code of Federal Regulations (CFR), Part 172, Subpart F.