



## Delaware State University

**University Area(s) Responsible:** Office of Fleet Services

**Policy Number & Name:** 09-03 Drivers Safety Program

**Approval Date:** 02/29/2016

**Next Review Date:** 03/01/18

### **I. Purpose**

To provide operators of all Delaware State University owned motor vehicles and equipment with guidelines and policies relating to safety.

### **II. Scope**

These policies and guidelines apply to all DSU faculty, staff and student workers who operate University owned motor vehicles and equipment.

### **III. Overview**

To ensure safe, accident free operation of all DSU owned motor vehicles and equipment, strict safety measures must be followed. It is the responsibility of each motor vehicle/equipment operator to follow the policies set forth in this program, as well as report violations of these policies to the appropriate department.

### **IV. Driver/Operator Safety Program**

#### **A. Authorized Drivers**

Prior to any University faculty, staff or student worker operating a University-owned motor vehicle, the individual must be an approved Fleet Services Authorized Driver. This is accomplished by completing the Fleet Services Authorized Driver Designation Application and returning it to Fleet Services for processing.

#### **B. Vehicle Operations**

Vehicle operators must remain constantly aware of their vehicle's condition, as well as the condition of the surrounding environment, on and off campus. Safe, defensive driving practices must be followed to ensure successful completion of vehicle operations. These practices include, but are not limited to:

- 1) Obey posted speed limits
- 2) Wear safety belts during operation

- 3) Sound vehicle horn prior to operating vehicle in reverse
- 4) Obtain assistance to the rear of vehicle when moving in reverse with an attached trailer
- 5) Adjust vehicle speed to road conditions; drive defensively
- 6) Do not tailgate other vehicles
- 7) Keep windshield and mirrors clean
- 8) Loose cargo must be secured during vehicle operation
- 9) Vehicle dashboards must be kept free of trash, tools, papers, etc.
- 10) Flammable items must not be stored in vehicles.
- 11) For an on campus emergency contact Public Safety at 302-857-7911

#### C. Inclement Weather Operations

Vehicle operations may be necessary in spite of adverse weather conditions. To continue operations safely, the following directive must be adhered to:

- 1) Receive road condition report from Fleet Services at 857-6274 or call 857-SNOW
- 2) Perform vehicle safety inspection
- 3) Ensure all windows and mirrors are clean
- 4) Notify Fleet Services of travel plans

#### D. Extended Operations

Some trips taken by DSU employees may require travel covering many miles and several days in duration. These trips can lead to fatigue, resulting in unsafe operation of the vehicle. The vehicle operator must remain alert at all times. The following directives relate to trips of extended duration:

- 1) Do not operate vehicles for more than 8 consecutive hours
- 2) Make frequent rest stops, exiting the vehicle
- 3) Assign an assistant Authorized Driver for trips in excess of 500 miles

(Common sense is the rule for extended vehicle operations and individual operators may require more rest, depending on the vehicle type and road conditions.)

#### E. Obey Motor Vehicle Laws

Drivers of University owned vehicles must abide by all motor vehicle laws. Employees utilizing University owned vehicles found in violation of motor vehicle laws shall receive the following violation guidelines:

- 1) 1<sup>st</sup> violation will receive a written warning.
- 2) 2<sup>nd</sup> violation will receive a 90 day suspension of driving privileges.
- 3) 3<sup>rd</sup> violation will result in a 1 year suspension of driving privileges.
- 4) 4<sup>th</sup> violation will result in an indefinite revocation of driving privileges.

Authorized Drivers will be responsible for any violations and/or fines assessed during the time they are operating a University-Owned Motor Vehicle.

Any Authorized Driver whose driving privileges have been suspended or revoked by any state licensing authority shall automatically have their driving privileges suspended at Delaware State University until their state driving privileges have been restored.

F. Careless or Inattentive Driving is Prohibited

- 1) All authorized drivers are charged with understanding and abiding by local traffic laws wherever the vehicle is in operation (posted speed limits, traffic signals, etc.).
- 2) No authorized driver of a University owned motor vehicle shall operate the vehicle in a careless manner or without regard for existing road, weather and traffic conditions.
- 3) No authorized driver of a University owned motor vehicle shall fail to give full time and attention to the operation of the vehicle.

G. Mobile Device Use

- 1) The use of hand-held telephone devices for calls, texting, internet access and other electronic applications is strictly prohibited. Authorized Drivers must use a hands-free device to communicate while driving a University-Owned Motor Vehicle.