

University of Montevallo Motor Vehicle Safety Policy & Acknowledgement

DRIVER REQUIREMENTS

All drivers utilizing a vehicle for conducting University business must meet these requirements.

1. License – A valid driver’s license issued in the United States. The license must be appropriate for the type of vehicle the driver is seeking authorization to operate.
2. Minimum Age – No less than 18 years of age.
3. Driving Experience – No less than 1 year.
4. Motor Vehicle Record (MVR) Review – Any driver seeking to operate a University owned, leased or rented vehicle should submit their driver’s license information and authorize the University to access the driver’s MVR by completing a “Motor Vehicle Record Release”. The on-line form can be found on the [“Risk Management”](#) web page. Risk Management will access the MVR annually for drivers who are required to drive on a regular basis for their position.
5. Driver Training –Every driver is required to participate at least annually in an on-line driver safety training program; this training may be done in a group setting or individually as applicable coordinated by the Risk Management department. Additional training is required for drivers who plan to operate vehicles towing trailers. Special training is also required for golf/utility cart operators. Upon completion of the video, the driver should take a quiz and the results will be sent to Risk Management. Other training may be required in certain circumstances.
6. Physical Limitation or Restrictions - Any person intending to operate a University vehicle should have the physical ability to do so without endangering themselves, their passengers, other motorists, pedestrians or any other person or property. Any restrictions (i.e., corrective lenses, not operating after dark, special controls, etc.) indicated on the license of an approved driver should be followed. Regarding any such license restrictions, Human Resources will provide assistance to employees and the Office of Disability Services will assist any students (not employed by the University) where a reasonable accommodation might be needed for the safe operation of a University vehicle.
7. Student Drivers – Students are not allowed to drive vehicles while the vehicle is occupied by other students except in the following instances: 1). Graduate Assistants may drive other students as a part of group/team travel. In this instance, students 20 years of age or older, who have more than 3 years driving experience may drive vehicles occupied by other students provided the driver successfully completes an online defensive driving course, in addition to the driver training requirements outlined above. 2). With the divisional Vice President’s approval, students meeting Driver Requirements 1-6 outlined above may drive vehicles occupied by other students or guests, provided travel is limited to main campus, or travel to and from The Observatory, College Lake, Ecological Preserve, Softball Field, and UMOM. A Motor Vehicle Request form designated for this use may be found at ([hyperlink to form](#)).

DRIVER'S RESPONSIBILITIES

1. All drivers are expected to practice safe driving methods, as would be expected of any lawful driver, when driving any vehicle for University business.
2. Vehicle Inspection and Condition – The driver should confirm the critical equipment and operation features (i.e., engine, transmission, steering, defroster, brakes, tires, mirrors, lights, signals, wipers, horn, etc.) are functioning properly before every trip. If you are uncertain how to check critical equipment, Auto Services will provide a pre-trip inspection.
3. Traffic and Parking Violations – Drivers are responsible for all fines, penalties, legal fees, or other costs resulting from a citation or traffic/parking violation issued while operating a University owned, leased, or rented vehicle.
4. Attention on Driving – A driver should not engage in any activity that would distract from the safe operation of the vehicle.
5. Cell/Smartphone or Communication Device Use - Cellular telephones or other wireless telecommunication devices (i.e. text message devices, PDAs, smartphones, tablets, voice-activated devices, etc.) may not be used by the driver while the vehicle is in motion. *The driver should rely on a passenger to use such devices or pull off the road to a safe location.*
6. GPS Units - GPS units are allowed in University vehicles to assist the driver in navigating a suitable route and locating destinations. However, the driver should remain focused on driving and not allow the GPS unit to be a distraction from the safe operation of the vehicle.
7. Audio Equipment - Wearing audio equipment headsets/ear plugs while operating a vehicle is not allowed. The volume level of vehicle or other audio equipment should be kept at a level that allows the driver to hear horns, sirens, and other noise-making devices from emergency and other vehicles.
8. Alcohol or Substance Use - Alcoholic beverages may not be consumed by the driver or passengers while in a University vehicle. No driver may operate a University vehicle or any other vehicle for university business while under the influence of any substance, such as drugs or alcohol.
9. Driver/Passenger Safety – All occupants should be seated and secured with seat belts. Drivers should not allow a passenger to ride in the bed or cargo area of the vehicle, sit on the tailgate or sides of a truck/utility bed, or allow passengers to extend their arms or legs beyond the vehicle while it is moving. Passengers may not ride in a trailer while it is being towed.
10. Smoking and Tobacco Products - Smoking and the use of smokeless tobacco products are not allowed in University vehicles.

The University of Montevallo is concerned about the safety and well-being of its employees. This is so important that violations of the policy will be considered serious and may result in the imposition of discipline up to and including termination. Attached is a Statement of Acknowledgement that says you have read and fully understand the University of Montevallo's policy. Please sign it and return it to HR/Risk Management at hr@montevallo.edu. If you have any questions about this policy please contact HR/Risk Management at hr@montevallo.edu or 205-665-6055.

I have received a written copy of the University of Montevallo's Motor Vehicle Safety Policy. I fully understand the terms of this policy and agree to abide by them.

Employee Signature

M Number

Date

Employee Name (Printed)