

**DRIVER  
SAFETY &  
VEHICLE  
MANAGEMENT  
PROGRAM**

**University of Montevallo**

## **PROGRAM DESCRIPTION**

The University of Montevallo maintains several vehicles for use by qualified employees and students for the purpose of conducting University business and providing services to the University community. These vehicles include: cars, trucks, vans, golf carts, low-speed vehicles, utility and all-terrain vehicles. Employees of the University of Montevallo may need to utilize University vehicles, rented vehicles or personal vehicles on a regular or periodic basis to perform the functions of their job. It is essential that these vehicles be operated as safely as possible. All operators of these vehicles should meet University requirements, adhere to traffic laws and follow the procedures/guidelines contained in the program.

## **DEPARTMENTAL VEHICLES**

Some departments have their own vehicles for use by their departments. Department Heads are responsible for confirming with Risk Management that a driver meets the standards listed under the “Driver Requirements” section of this document. Department Heads are expected to provide the authorized driver with a copy of this document (Driver Safety & Vehicle Management Program) to understand their obligation to operate a vehicle in a safe manner, comply with traffic laws, and practice defensive driving. Accidents involving departmental vehicles are to be reported immediately by the Department Head to Risk Management. Vehicles used exclusively by departments should receive routine preventative maintenance. It is the responsibility of the Department Head to ensure the vehicle is maintained properly. Examples of departments owning vehicles are: Physical Plant, Admissions, UMPD, Student Life, Athletics, Art, In-service/AMSTI, Outdoor Scholars and Theatre.

## **MOTOR POOL VEHICLES**

The Auto Mechanic Shop maintains a small fleet of vans, trucks and golf carts. For a rental charge, these vehicles are available for official University business. Motor pool vehicles are also used to supplement departmental vehicles.

**Requesting a vehicle** - Prior to a driver requesting a vehicle, all driver requirements within this document should be met. It is important that drivers fill out a [“Motor Vehicle Record Release”](#) form the first time the use of a vehicle is requested so that an MVR can be obtained and approval of request will be determined through best practice by industry standards. The form must be submitted to Risk Management, Station 6055, Will Lyman House, at least seven days before desired pick-up date. All drivers are required to watch an on-line driver safety video. The training may be done in a group setting or individually as applicable. The Risk Management department will coordinate this training at the first time a vehicle is requested and annually thereafter. Upon completion of the video, the driver shall take a quiz and the results will be sent to Risk Management. A “Motor Pool Vehicle Request” form must then be completed and processed at least seven days before desired pick-up date. The form may be obtained by clicking the link (insert hyperlink), emailing Tim Nash, Auto Services Supervisor at <mailto:tnash1@montevallo.edu>, or calling him at 205-665-6160. The [Auto Mechanic Shop](#) is responsible for processing the form and assigning a vehicle from the motor pool.

**Picking up a vehicle** - After the Auto Mechanic Shop has assigned a vehicle for your use, you may pick up the keys on the day of your departure from the University Police Department. Take the completed Motor Pool Vehicle Request form, signed by you and your Department Head to the UMPD dispatcher’s office and request the keys to the vehicle that was assigned to you. UMPD dispatcher will examine your driver’s license and make a copy of the Motor Pool Request form before issuing keys. Also, a UM Vehicle Record Policy Acknowledgement form is to be reviewed and signed by the driver requesting a vehicle.

**Returning a vehicle** – After parking the vehicle in the lot you picked it up from, return the keys to the University police dispatcher.

## **GOLF CART, UTILITY, ALL-TERRAIN, and LOW SPEED VEHICLES**

See the section below for specific requirements when operating these vehicles

### **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 should 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. In addition to meeting the "Driver Requirements" listed above, 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. Driver should control the actions and activities of passengers to prevent distractions.
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.

## **DEPARTMENT HEAD RESPONSIBILITIES**

1. **Program Compliance** – Confirm with Risk Management that a driver meets the Program requirements and is authorized by Risk Management to operate a University vehicle.
2. **Policy Awareness** – Provide the authorized driver with a copy of this Program to understand their obligation to operate a vehicle in a safe manner, comply with traffic laws and practice defensive driving.
3. **Accident Reporting** – If a driver fails to self-report an accident or a serious driving/traffic violation, Department Heads are required to report this matter to Risk Management immediately.
4. **Authorization** - Department Heads are responsible for authorizing travel. The Motor Vehicle Request Form has a signature line for the Department Head to sign indicating his/her approval.
5. **Student Drivers** – Where Vice Presidents have authorized students to drive other students in vehicles on and to University properties, Department Heads will ensure that each student driver has fulfilled the requirements of this Driver Safety & Vehicle Management Program, specifically, requirements 1-6 under the above heading of Driver Requirements and items under the headings Driver Responsibilities and Accident Reporting.

## **ACCIDENT REPORTING**

1. All accidents should be reported immediately. Even seemingly small fender benders.
2. Call "911" if anyone is injured and requires immediate medical attention.
3. If there is no need for medical care, contact the appropriate law enforcement agency, or if on-campus or the general vicinity of campus, contact UMPD at 665-6500.
4. Do not discuss the accident with others until law enforcement arrives.
5. Never offer to pay for any damage, medical bills, towing, rental cars, taxi service or any other charges incurred by another party resulting from the accident.
6. If the vehicle is towed from the accident scene, determine where the vehicle will be taken and what may be necessary to retrieve the vehicle.
7. Ask the investigating law enforcement officer to provide the accident report number and how/where a copy can be obtained.
8. Report the accident to Risk Management. This should be done within 24 hours of the accident. If anyone was injured and/or substantial property damage occurred, call Risk Management immediately at 205-665-6055 and report the accident verbally. The accident must also be reported to the driver's direct supervisor or manager. If the vehicle is provided by the University motor pool as a short-term rental or lease, the accident must also be reported to Auto Mechanic Shop at 205-665-6160.

## **RENTAL OR LEASED VEHICLES**

These procedures apply to faculty, staff, or students who utilize a rental or leased vehicle on behalf of the University.

The University maintains coverage for liability and physical damage (comprehensive and collision) to automobiles and other vehicles leased or rented by the University and its employees on official University business. Such coverage is subject to a \$1,000 deductible, which will be charged to the employees department in the event of a claim. Therefore, purchasing insurance from the rental agency may prove more cost effective. However, the University may be eligible for this coverage at reduced or no cost when renting from a state approved vendor; please contact the Purchasing Office for current offerings before reserving rental cars. Individuals should always carefully inspect rental vehicles for existing physical damage before and after use of a rental car.

## **USE OF PERSONAL VEHICLES**

These procedures do 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 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 compliance with traffic laws.

Employees who operate their personal vehicle on University business must have adequate vehicle insurance as required by the State of Alabama Mandatory Liability Insurance Law (Section 32-7A-4.) Also, when driving a personal, privately owned automobile on University business, it is important to note that the employee's insurance coverage for their vehicle shall be primary and the University, both liability and physical damage (comprehensive and collision) shall be secondary to the coverage applicable by the insured of the privately-owned automobile.

# ***GOLF CART, UTILITY, ALL-TERRAIN, and LOW SPEED VEHICLE PROCEDURES***

## **1.) Introduction**

This part of the program provides guidelines for the operation of electric or gas-powered carts, golf carts, and/or all-terrain vehicles owned by the University or personally owned and operated on the University of Montevallo campus, including traveling to/from campus locations that may be separated by property owned by others or require travel on public roadways to reach the desired campus location. These procedures establish safe operating practices, compliance with traffic laws, and provides our students, faculty, staff, alumni and visitors a safe environment.

**Other than certain carts (meeting Standard 500 criteria), operating a cart on public roadways except when crossing from one side of the street to the other is prohibited.** If you are uncertain if the cart you are operating is designed and approved for road use, always assume it is for off-road use only unless advised otherwise by your supervisor. Only cross roadways at designated crosswalks and obey traffic signals, signs and rules when crossing. **Refer to the attached campus map for guidance on where non-Standard 500 carts can operate.**

In addition to compliance with traffic laws and the safety of cart operators, passengers and others, the purpose of this program is to primarily define when carts may be used, which includes, but may not be limited to:

- Transportation of persons with physical disabilities
- Transportation of items that are too large/bulky to be carried by hand when transported by a traditional vehicle
- Transportation of University guests or VIPs
- Emergency response
- Provide access to areas where a traditional vehicle may have difficulty navigating or parking
- To support essential University operations (i.e. Grounds, Facilities, Athletics, Classroom Technology, etc.) where a cart is the optimal tool as compared to a traditional vehicle
- To avoid damage to sidewalks, landscaping or other property that may occur with traditional vehicles

## **2.) Procedures**

All members of the University community are governed by these procedures to include students, staff, faculty, and others working on behalf of the University. All operators of carts must meet the following criteria before operating a cart owned, leased, rented or borrowed by the University of Montevallo:

- Meet the minimum driver requirements explained in the Driver Safety and Vehicle Management Program - Refer to the Risk Management website for the current Driver Safety and Vehicle Management Program. Have knowledge and comply with the State of Alabama motor vehicle laws.
- The operator must provide authorization for Risk Management to obtain a motor vehicle report (MVR) prior to operating a University vehicle. Risk Management will review the MVR of the individual and accept or reject the driver. Approval to operate a cart is the same as any licensed University vehicle and if approved to drive a University vehicle, specific approval to drive a cart is not required.
- Successfully complete a Cart Safety Training Program, which may be done in a group setting or individually as applicable, coordinated by the Risk Management department.

Any failure to adhere to this program, including following all motor vehicle laws and safe driving practices may result in appropriate disciplinary action or suspension/revocation of the cart drivers' privileges. This includes common safe practices and courteous operations knowing the carts will be operated where pedestrian, bicycle and vehicle traffic is common.

For use on public roads, all carts acquired after the effective date of this policy must meet the National Highway Safety and Traffic Administration (NHSTA) Standard 500 (49CFR Part 571.500), which is applicable to low-speed vehicles. The Standard 500 vehicles may also be known as *neighborhood electric vehicles* or NEV. The Standard 500 requires the cart be equipped with certain features including, but not limited to:

- Headlights (2)
- Front/rear turn signals
- Rear stoplights/ tail lamps
- Reflectors/reflective tape - 360 degree visibility
- Mirrors - rear view driver side and either a passenger side rear view or interior rear view
- Parking Brake
- Windshield - DOT AS-1 or AS-4 identification
- Vehicle Identification Number – 17 Digit
- Seat Belts – Either Type 1 (lap belt) or Type 2 (lap and shoulder harness)
- Certification Label – To indicate the Gross Vehicle Weight Rating (GVWR) not to exceed 1,361kg. or 3,000 lbs.
- In addition to the items listed above, certain safety equipment such as flashing hazard lights, a strobe/beacon light, doors and steering wheel locks may be specified by the University.

**The minimum safety equipment/design specification on all non-Standard 500 carts must include:**

- No fewer than four wheels touching the ground/roadway at all times.
- All original equipment must be in good working order.
- The rear must have a reflective triangle, including trailers attached to a cart.
- If operated after dusk and before dawn, headlights, taillights and brake lights (2 of each).
- A yellow or amber flashing light(s) visible from 360 degrees shall operate while the vehicle is in motion.
- A horn with an activation button/switch within reach of the driver.
- The vehicle must have an ignition/on-off key to allow removal of the key to prevent unauthorized use.
- Parking-brake with adequate strength to hold the cart at least a 15 degree angle.
- An audible (at least 80 decibels at 10 feet) back-up alarm when placed in reverse if there is a cargo box or other attachment blocking the driver's rearward view.

Carts meeting Standard 500 criteria may operate on University roadways and other public roads connecting the campus no differently than any other traditional licensed and registered vehicle. However, the operation of Standard 500 carts is

limited to public roads with a speed limit of 35 miles per hour or less. **Except for agricultural, construction and maintenance use, all other non-licensed carts are prohibited from use on public roads.**

### **3) Cart Registration/Signage/Operator Approval**

The University's automobile liability program extends to all licensed carts.

Each cart operated will be clearly marked with white (or a color that is visible against the background color) block lettering in a standard format with the department name displayed on the front and rear of the vehicle. The size, style and location(s) be used will be determined by the available space on the cart.

Each department will be responsible for maintaining a list of persons authorized to operate the cart and other records as required. The authorization/approval process to drive a cart is the same as any other University vehicle.

### **4) Cart Operator Rules**

Carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians and other motorists. **Pedestrians shall be afforded the right-of-way at all times.** Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

Carts shall be operated in accordance with the University's Driver Safety & Vehicle Management Program and to also follow specific rules as follows:

- Carts shall not be parked within 20 feet of the entrance or exit of any building, except at loading docks and in designated parking spaces.
- Carts may operate on university roadways, but must adhere to posted speed limits. Carts must operate only on and when traveling to and from university campus/property. The attached map will designate the outer boundaries
- When traveling from campus to the baseball field, track, or traffic safety, cross County Road 10 at designated pedestrian crossings.
- When traveling from campus to the Lake, cross County Road 10 at designated pedestrian crossings and continue to the Montevallo Parks walking trail behind the Track. Follow the trail toward the lake, crossing County Road 204 to gain access to University Lake Road.
- All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion.
- Operators shall stop carts at all blind intersections and sound their horns before proceeding.
- Operators should avoid all walkways less than six feet wide. The recommended speed on walkways and congested area is not more than 5 miles per hour. However, the speed should be no faster than pedestrians walking in the same area.
- Cart operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.
- Special care shall be taken while driving carts through parking lots to observe traffic and vehicles pulling in/out of parking spaces. Carts should be operated at speeds of less than 10 miles per hour in parking lots.



- Operators may not wear headphones, use cell phones or use/operate any other device that may cause a distraction.
- Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or the combined weight of the passengers and load.
- Operators shall not use carts registered to other departments unless approval has been granted by the department considered to be the *owner* of the cart.
- Operators of vehicles that are not equipped with turn indicators shall use appropriate hand signals.
- All accidents involving carts vehicles shall be reported immediately to University Police, the supervisor of the department to which the vehicle is registered and to Risk Management, regardless of whether property damage or personal injury occurred. Each operator shall be responsible to provide timely notification of safety and maintenance concerns to the supervisor of the department to which the vehicle is registered.
- In the event a cart is decorated for a special event, the decorations must be securely attached in a manner that will not cause damage or obstruct the driver's vision in any direction.
- Carts shall be parked and/or operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, parking lots, ramps, stairs or sidewalks.
- Keys should never be left in an unattended cart.
- The cart batteries should never be used to power other devices or removed for any reason other than to perform maintenance or replacement by a person trained and authorized to perform such work. Never attempt to check or add fluid/electrolyte to a battery.

## **5) Repairs & Maintenance**

Every cart shall be periodically checked to confirm the proper operation of critical equipment including:

- Lighting – headlights, taillights, brake lights, turn signals, flashing strobe light
- Brakes/Parking Brake
- Reflector & Signage
- Steering
- Horn
- Tire Inflation

In the event a cart has critical equipment that is not operational or is not functioning as intended, the cart shall be placed “out-of-service” and the key kept by an authorized individual to prevent the use of the cart until repairs can be completed.

Unless otherwise specified by the manufacturer, the cart should be taken to Auto Services for a more extensive check and to provide routine preventative maintenance every 6 months. In certain cases, carts used in more extreme operating conditions such as use in temperature extremes, operating in dusty/dirty areas, frequent starting /stopping or hauling loads that are near the manufacturer's maximum rating may need to be placed on more frequent preventative maintenance routines to monitor wear and assure the cart receives adequate preventative maintenance.

## 6) Operator Training

All cart operators must view a Cart Safety Training Program prior to operating a cart. Any person currently authorized to operate a cart as of the effective date of the policy will have 30 days to complete the required training. The training program, which may be done in a group setting or individually as applicable, is coordinated by the Risk Management department. Upon completion of the video, the driver must take a quiz and the results will be sent to Risk Management.

## 7) Storage & Battery Charging

The storage of each cart will be the responsibility of the department to which the unit is registered. Whenever possible, the carts should be stored in an area to allow for battery recharging and to shield the cart from foul weather. Some unauthorized persons may find the cart enticing for a joy ride, and thus, a secured storage area and/or the use a chain and padlock or steering wheel lock should be considered.

Carts that are powered by rechargeable batteries shall have dedicated charging stations with a ground-fault electrical outlet designed and rated for such use. The recharging outlets must be designed to be locked when not in use. Just as with the cart, the keys to the charging station should be controlled and only provided to persons authorized to operate a cart.

If available, the carts should be ordered with sealed or gel batteries that do not have caps to allow the fluid to be checked. The fluid in a battery is acidic and will result in an injury if it comes in contact with the skin or eyes. Any batteries that can have the fluid check by removing the caps shall only be done by personnel that are familiar with proper procedure to check the fluid and personal protective equipment such as eye/face protection and acid-resistant gloves must be worn.

### Contact Information:

Kathy Bailey 205-665-6194	HR, Risk Management & Training Coordinator	<a href="mailto:kbailey4@montevallo.edu">mailto:kbailey4@montevallo.edu</a>
Barbara Forrest: 205-665-6055	Director, HR, Risk Management & Title IX	<a href="mailto:forrestb@montevallo.edu">mailto:forrestb@montevallo.edu</a>
Tim Nash 205-665-6160	Auto Services Supervisor	<a href="mailto:tnash1@montevallo.edu">mailto:tnash1@montevallo.edu</a>
Chief Tim Alexander 205-665-6155	UM Chief of Police	<a href="mailto:talexand@montevallo.edu">mailto:talexand@montevallo.edu</a>

# LIMITS OF TRAVEL FOR STAN

