

## UT Martin Environmental Health & Safety – Safety Procedure

### MOTOR VEHICLE SAFETY

EFFECTIVE DATE: 03/15/86, REVISED: 09/14

#### 1. GENERAL

- A. All drivers for the University are considered as representatives of the University and shall extend every courtesy to both traffic vehicles and pedestrians.
- B. In case of an accident:
  - (1) Obtain medical aid for the injured.
  - (2) Call the police for an investigation of the accident.
  - (3) Give the other party involved any information so desired on request, but under no circumstances admit liability for the accident. If the party is insistent for immediate action, refer that party to the Director of Transportation Services.
  - (4) Get necessary information for filing the Automobile Accident forms, which are placed in the glove box of each vehicle.
  - (5) Render the written report to the Transportation Services supervisor as soon as possible following the accident.
- C. Only those employees who are specifically authorized and who possess a valid driver's license shall be allowed to operate University owned vehicles while conducting University-related business.
- D. Drivers shall be familiar with and shall obey all state, county and city motor vehicle laws which apply.
- E. A driver shall not permit unauthorized persons to drive, operate or ride in or on a University vehicle.
- F. Seat belts shall be used by both the driver and passengers.
- G. Employees shall not permit anyone to ride on the running boards, fenders or any part of any motorized equipment. They are only permitted in the seats or inside the body walls. Passengers shall not stand in moving vehicles.
- H. Employees shall not ride on equipment or loose materials carried on trucks.
- I. Employees shall not ride on trailers, except when performing a job function.
- J. Employees shall not jump on or off of vehicles in motion.
- K. Transmitters in trucks and cars shall not be used while the gasoline tank of the vehicle is being filled.
- L. All ignition systems shall be turned off and no smoking is permitted while refueling vehicles.

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### 2. POLICY FOR MOTOR VEHICLE USE

- A. University of Tennessee (UT) vehicles shall be used only for university business in accordance with the policies and procedures of the University.
- B. Personal use of UT vehicles is prohibited.
- C. University vehicles may not be driven to or from an employee's home except as specifically authorized by the University policies and procedures.
- D. A form shall be signed by all drivers acknowledging the policies and procedures for the operation of UT vehicles. This form shall be retained on file by Transportation Services.
- E. Authorized drivers and employees (including part-time student employees and Board of Trustees members) are the only individuals eligible to operate a UT vehicle. Student employees may operate a vehicle provided they have departmental approval, the driving is related to job responsibility, and the student employee is receiving pay for the driving time.
- F. The motor vehicle operator is responsible for the protection and safe operation of the vehicle; therefore, the operator shall observe all traffic laws and rules of safe driving. If, however, a traffic law or rule of safe driving is violated, the operator has the responsibility for any traffic violations and fines that might be incurred. This includes parking violations. Further information is outlined in the Driver's Reference Manual which is located in the glove box of each UT vehicle or may be obtained from Transportation Services.

### 3. POLICY FOR MOTOR VEHICLE ASSIGNMENT

#### A. CLASS A - CUSTODIAL ASSIGNMENT

University vehicles assigned as Class A, Custodial Assignment, must be approved by the Special Assistant to the Vice Chancellor for Finance and Administration for Strategic Initiatives. Custodial assigned vehicles may not be driven to an employee's home during non-working hours, unless the employee is departing for or returning from an official trip away from headquarters or is conducting official University business after or prior to regular working hours. UT vehicles assigned in the Custodial Assignment category must meet one of the following criteria:

- (1) A UT passenger vehicle is required for full-time use during regular working hours but remains parked at the office overnight and whenever it is not in use.
- (2) A UT non-passenger vehicle (such as maintenance trucks, tractors, mail trucks, etc.) is required by an employee, position or department to conduct official University business during regular working hours. Such vehicles will be parked in a designated area overnight or whenever it is not in use.

#### B. CLASS B -- SPECIAL ASSIGNMENT

University vehicles assigned as Class B Special Assignment, must be approved by the Vice Chancellor for Finance and Administration. Vehicles in this category may be driven to and from an employee's home with proper written approval. Copies of this approval will be retained by

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Transportation Services. UT vehicles assigned in the Special Assignment category must meet one or more of the following criteria:

- (1) Required by an employee after normal duty hours to perform duties of the position to which the employee is assigned (i.e., the President of UT and/or his immediate staff at the chancellery level).
- (2) Assigned to an employee whose home is the official base of operation or duty station and whose duties require the regular daily use of a vehicle.
- (3) Equipped to perform in public safety, maintenance or law enforcement functions and assigned to an employee whose duties require the regular use of such equipment.
- (4) Employees in a continuing travel status (defined as an individual in the office a maximum of one day per week). These vehicles must be parked at the duty station on Saturdays, Sundays and holidays unless required for official business or the employee is departing on or returning from an official trip away from the employee's headquarters.

### C. CLASS C -- MOTOR POOL ASSIGNMENT

All UT vehicles not categorized in Class A or Class B will be given a Class C, Motor Pool Assignment, classification. These vehicles will be utilized on a trip-by-trip basis. General guidelines for UT vehicles in the Motor Pool Assignment category are as follows:

- (1) Motor Pool assignment vehicles obtained for periods longer than one week for in-state travel must be approved by the Vice Chancellor for Finance and Administration, the Chancellor, or their official designee.
- (2) No personal use is permitted.
- (3) The conditions under which a UT motor pool vehicle may be retained overnight are as follows:
  - a. The employee's home is located some distance from the University and such retention would result in substantial savings in time and distance traveled.
  - b. If an employee must depart prior to Transportation Services' operational hours the vehicle may be procured and retained the preceding night, provided arrangements have been cleared for early departure through Transportation Services.
  - c. If an employee is required by reason of University duties to return from a trip after working hours, that employee may retain the vehicle at home overnight provided it is returned to the Transportation Services motor pool early the following morning in consideration of others who may have scheduled to use the vehicle that morning.
- (4) All employees are encouraged to use a UT vehicle if one is available. If a UT vehicle is not available, or if the employee elects to use his or her personal vehicle, the reimbursement rate will be in accordance with the prevailing University policies and procedures.

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### 4. MOTOR VEHICLE INSPECTION

- A. Windshields and windows shall be kept clear of anything which may obstruct the driver's vision.
- B. Brakes shall be tested by the driver at the start of each day. The driver shall report any defects which may have developed while using the vehicle. If brakes are not working safely, they shall be adjusted or repaired before the vehicle is issued to another person to use.
- C. Lights and other signaling devices shall be inspected daily. If they are found defective, they shall be repaired before the vehicle is placed in operation. No motor vehicle shall be operated at night unless equipped with properly working headlights, taillights and other necessary safety devices as required by law.
- D. No employee shall be required to operate a vehicle which is not safe.

### 5. MOTOR VEHICLE OPERATION

- A. The motor vehicle operator shall clearly signal his or her intention of turning, passing or stopping.
- B. Drivers shall be prepared to stop and shall yield the right-of-way in all necessary instances so as to avoid an accident.
- C. Drivers following other motor vehicles shall remain a safe distance behind in order to stop successfully.
- D. Drivers shall keep a sharp lookout for pedestrians, especially in our campus area, and for cyclists and be prepared to make an immediate stop if necessary in order to avoid an accident.
- E. No one shall smoke or use tobacco in a University vehicle.

### 6. ESTABLISHMENT OF A SAFE DRIVING PROGRAM

If an employee is involved in or causes a significant number of accidents and it is determined that training in defensive driving would be beneficial for that person, the employee may be enrolled in a defensive driving program by personally requesting the course, or the employee's department head or the campus Safety Officer may, after completely reviewing the accident reports, request the program for the employee.

The defensive driving program will be offered on an "as needed" basis. Attendance records will be sent to the employee's supervisor, Personnel Services, and to the Safety Officer.

### 7. MOTOR VEHICLE ACCIDENT INVESTIGATION AND REVIEW

A list of all motor vehicle accidents will be provided to the Safety Officer by the Risk Management Officer on a quarterly basis.

The Transportation Services supervisor shall send a copy of the Motor Vehicle Accident Report and all police reports to the Safety Officer for review. If the employee sustains injury from the accident, the Supervisor's Report of Accident form will be completed with copies sent to Human Resources and to the Safety Officer.

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The Safety Officer will review all accidents, except those involving less than two hundred dollars (\$200.00) in damages or those involving no injury and no third party participation.

The investigating police officer will assess the fault at the accident site and will file a written report. The Safety Officer shall decide which accidents are to be further investigated as priority and time allow. Any findings of trends or patterns or corrective action required will be forwarded to the employee's department head and to the Transportation Services supervisor. The review of the accident conducted by the Safety Officer will also examine circumstances of the accident and possible recommendations to avoid similar accidents in the future. Violation of University policy can result in restricted use of UT vehicles, or the employee can be banned from the use of University vehicles.