



**TEXAS SOUTHERN UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Human Resources**  
**AREA: Safety**

**Procedure 02.06.04**

<b>SUBJECT: Driver Safety Policy</b>
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**I. PURPOSE AND SCOPE**

The purpose of this directive is to outline the policy covering business use of vehicles owned, leased, or rented by Texas Southern University's (University or TSU) employees and to outline the proper maintenance of University vehicles.

**II. DEFINITIONS**

- A. Vehicle: Any truck, automobile, van and/or bus owned, leased, or rented by Texas Southern University or University employees for conducting University business. A vehicle may also include a University employee's personal vehicle if used for University business.

**III. POLICY PROVISIONS**

- A. Only persons authorized by Texas Southern University may drive vehicles owned, leased or rented by the University. Vehicles may be used for University business only, except where special exceptions are authorized. Authorized persons are responsible for complying with all guidelines set forth in this safety directive.
- B. All drivers certified to drive shall be 21 years of age or older.
- C. No TSU student is authorized to operate a TSU vehicle that requires a Texas Driver's License.
- D. Where job positions may require driving TSU vehicles, employment in those positions shall be contingent upon receipt of an acceptable driving record.
- E. To verify driving record, the Motor Vehicle Record (MVR) will be checked.
- F. Authorization of drivers shall, in all cases, be restricted to university employees. No TSU student is authorized to operate a TSU vehicle that requires a Texas Driver's License.

- G. When traveling outside the University for University business, the employee is required to have a completed Request for Authorization to Travel at University Expense form on file in their department prior to the travel.
- H. When operating a vehicle while conducting TSU business, all drivers shall be required to have a valid Texas Driver's License and TSU Driver Certification card in their possession.
- I. All TSU drivers shall be required to have a valid license to operate the vehicle being driven.
- J. All TSU drivers shall receive a TSU Driver Certification card by attending a driver certification class, conducted by the Safety Department. The Driver Safety training must be completed prior to driving any vehicle on University business.
- K. Each vehicle shall be loaded only to its stated passenger capacity.
- L. All passengers shall be seated. No passenger will be allowed to stand while vehicle is in motion.
- M. All passengers are required to wear seat belts while vehicle is moving.
- N. Drivers shall take the necessary breaks when traveling and shall drive no more than eight (8) hours in one stretch.
- O. There shall be planned rest stops scheduled on all out-of-town trips.

#### IV. STANDARDS FOR AUTHORIZED UNIVERSITY DRIVERS

- A. Authorized or Acceptable Driver: An applicant or employee who demonstrates all of the following:
  - a. Valid driver's license;
  - b. No at-fault accidents within the past three years, and
  - c. No more than one moving violations within the past three years
- B. Probationary Driver: An applicant or employee who demonstrates the following:
  - a. Valid driver's license, and
  - b. No more than one at-fault accident within the past three years, and
  - c. No more than two moving violations within the past three years
- C. Unacceptable Driver: An applicant or employee who demonstrates the following:
  - a. No valid driver's license, or
  - b. Two or more at-fault accidents within the past three years, or
  - c. Three moving violations within the past three years, or
  - d. Any conviction for driving while intoxicated, within the last ten years, or

- e. Any conviction for driving while under the influence of drugs, or
- f. Any conviction for vehicular homicide.

V. **INSURANCE COVERAGE FOR AUTHORIZED DRIVERS WHEN DRIVING UNIVERSITY VEHICLES**

- A. Comprehensive automobile liability coverage is provided for authorized drivers of University-owned or leased vehicles. Details on coverage and limits may be obtained from Fleet Management.
- B. When a University employee rents a vehicle in the University's name or uses his/ her personal vehicle while traveling on University business and the proper Travel Request is submitted in advance, University coverage includes death and dismemberment, University liability, and workers' compensation. The employee's personal insurance is expected to cover driver liability, comprehensive, and collision damage to the vehicle. Should the employee's insurance carrier deny coverage, or should any legal actions by a third party exceed the primary liability limit, the University's automobile coverage will provide liability protection.
- C. The University's automobile insurance does not provide comprehensive or collision coverage for an employee's personal vehicle.
- D. University employees are covered by Workers' Compensation insurance.
- E. The University is not responsible for damage or loss of personal property in University-owned or leased vehicles.

VI. **REPORTING ACCIDENTS AND LOSSES WHEN ON UNIVERSITY BUSINESS**

- A. Texas Southern University employees driving University-owned or leased vehicles are required to report all accidents; or other losses, in accordance with these guidelines.
- B. Failure to report accidents and losses in accordance with the prescribed guidelines may result in loss of authorization to drive University vehicles, and may result in disciplinary action up to and including dismissal.
- C. University drivers are required to comply with State laws while driving and when involved in accidents or losses.
- D. Texas Southern University "Safety Department" will review and make recommendations on accidents that involve authorized University drivers.

VII. REVIEW AND RESPONSIBILITIES

Responsible Party: Executive Director of Human Resources

Review: Every three years, on or before September 1

VIII. APPROVAL

*Kenneth Huewitt*

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Vice President for Finance

*[Signature]*

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President

Effective Date: 11/13/2017