UNIVERSITY OF VERMONT
DRIVER SAFETY AND MOTOR VEHICLE USE POLICY
ADAPTED FOR STUDENT GOVERNMENT ASSOCIATION

Reason for Policy
To establish policy, procedure and safety guidelines for UVM faculty, staff and student use of University owned, leased and rented vehicles

Statement

Authorization to Drive a University Vehicle

Only authorized drivers affiliated with the University of Vermont in the capacity of student, staff or faculty shall be permitted to drive a University vehicle. Use of a University vehicle is restricted to authorized University related activities. Any liability arising out of the personal use of a UVM owned or rented vehicle is the sole responsibility of the driver. UVM will expect the drivers' personal auto insurance to respond in the event of an accident, arising out of personal use.

All drivers of UVM vehicles must be 19 years old and hold a valid U.S. or Canadian license. They must attend UVM Risk Management’s Driver Training and have their motor vehicle record checked BEFORE being authorized to drive. (This can take up to ten working days). Call X63242 to schedule.

UVM Driver and Passenger Safety Guidelines

1. Driver must be at least 19 years old and be in possession of a valid United States or Canadian driver's license at all times when operating a vehicle as a UVM employee, student or volunteer.
2. Driver shall observe all rules and regulations for safe driving as defined by the State of Vermont Motor Vehicle Department, or by the department in whose state the vehicle is operated.
3. Available safety belts shall be used by all occupants traveling either in a vehicle owned, leased, or rented by UVM or private vehicles while on University business. Seats should be occupied from front to back.
4. Drinking, possession of intoxicating liquor, illegal drugs in vehicles or driving while under the influence of alcohol or drugs is prohibited.
5. For long distance trips, drivers should rotate every two hours. Every vehicle should have at least two certified drivers who have an acceptable motor vehicle record and have attended Risk Management training. No Driver should drive more than 10 hours during a 24 hour period. If there are not enough drivers to rotate, an overnight stay should be planned. Avoid driving past midnight.
6. Front passenger should remain awake to help keep the driver alert.
7. Avoid conditions that lead to loss of control - driving while sleepy or inattentive, or driving too fast for road conditions.
8. If the weather is inclement, stop and stay overnight in a safe place. The additional lodging cost is worth avoiding the risk.
9. Stop the vehicle in a safe area to use a cell phone or have a passenger operate it.
10. All off-campus accidents should be reported immediately to the local police department. If an accident occurs on campus, UVM Police Services should be notified. All accidents should also be reported to UVM's Department of Risk Management (x63242).
11. Drivers who anticipate towing a trailer are required to attend the Trailer Towing Operations course offered by Risk Management.
12. Maintain vehicles and their tires. Worn or under-inflated tires can increase the risk of rollover.
**Area of Operation**

The use of UVM owned or leased vehicles for SGA use is limited to 300 miles of the Burlington City limits. Organizations must provide an itinerary and list of qualified drivers before each trip.

Trips that are within a 50 mile radius from campus only require one certified driver per vehicle. Trips exceeding 50 miles require a minimum of two certified drivers per vehicle.

Trips beyond 300 miles must obtain special approval by the SGA, which will determine whether there are enough drivers for rotation and that overnight accommodations have been planned.

**Charter Buses/Coach**

Any student organization traveling more than 200 miles round trip to the same destination and needing three or more 12-passenger vans will use a bus or coach with a hired driver. Any club sport that falls into the category of high risk activity will use a bus/coach for ALL their travel for off campus competitions, where three or more 12-passenger vehicles would be needed.

1. Whenever possible organizations should use a bus company who is a preferred vendor of the University. The Universities preferred vendors are: Premier Coach Bus and First Student Inc. (School bus only).
2. When a preferred vendor is not available the organization should seek companies who carry insurance of 10 million dollars.
3. If no companies are available with 10 million dollars in insurance than 5 million will be acceptable in the following instances:
   a. When traveling within Northern New England (MA, NH, VT, ME)
   b. When the radius of travel is approximately 250 miles or less
   c. If requiring transportation to and from venues, airports, etc. in close proximity to one another.
4. In situations where these criteria cannot be met, organizations will have to contact Risk Management and Procurement Services to explore additional options and may be prohibited from traveling.

**Van Capacity**

15 passenges vans will not be permitted at any time. 12 passenger vans may carry up to that many occupants, including the driver, with the exception of instances where luggage and equipment being carried exceeds a reasonable amount. In these instances, occupancy should be reduced to avoid a dangerous amount of weight in the vehicle.

**Trailer Towing**

Towing a trailer adds a significant risk to automobile operations. Certain activities require transporting bulky or oversize equipment. Unfamiliarity with a large van or truck, plus the increased demands of pulling a trailer necessitates that drivers complete the Trailer Towing Operations safety course offered by Risk Management. (call x6-3242 to schedule). All vehicles towing a trailer are restricted to 55 mph.

**Roof Racks**

Roof racks are not permitted at any time on any rental vehicle.
Motor Vehicle Records Check Criteria

Anyone with the following violations within the last three years should not be permitted to drive a University vehicle:

- DWI  
  Driving under the influence
- Negligent homicide
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s consent
- Permitting an unlicensed driver to drive
- Reckless driving
- Hit and run

SGA reserves the right to do a visual check of students’ driver licenses to assure they possess a valid drivers license. A motor vehicle record check is recommended every three years, or when violations are suspected. (This can be done through Risk Management – x63242).

Traffic Violations are not considered reimbursable costs under UVM’s Travel Policy. All violations, including parking tickets and speeding tickets will be the responsibility of drivers, not UVM.

Insurance/Indemnification

The University of Vermont, as per the terms of its Officers and Employee Indemnification Policy, will provide its officers and employees a legal defense and pay judgments or settlement expenses incurred in connection with claims brought against such persons, provided that the individual was acting within the scope of University employment and in good faith.

University insurance or self-insurance shall be used to finance such protection. Any student with claims or actions brought against him/her and resulting from the authorized use of a UVM owned or leased vehicle, will be indemnified only to the extent that insurance coverage applies, and as long as the student follows the driver safety guidelines noted above. UVM reserves its right to subrogate its interest against any personal auto insurance a student may have that would respond to such claims.

All physical damage claims are subject to a $1,000 deductible to be borne by the department or unit.

Use of Personal Vehicles

Students may be reimbursed for mileage by the SGA for use of their personal vehicles in transporting fellow students to authorized events. This reimbursement is intended to cover the costs to operate the student’s vehicle, including insurance costs. The student’s personal automobile insurance is primary over any other collectible insurance, including the University’s. Students should maintain personal auto liability insurance limits of at least $100,000 for third party bodily injury claims, arising out of the use of their own vehicles.

If an Accident Occurs:

Procedures:

1. If there are injuries, always call 911.
2. Notify local police. If on campus, notify UVM Police Services at 656-3473. Risk Management must have a UVM or local police report verifying that an accident occurred.
3. Call the Risk Management Department within THREE days at 656-3242.
4. Notify SGA and your advisor.
5. In the case of car rentals, be sure to contact the rental agency to report the accident.

**To file a Claim:**

1. The driver of the UVM vehicle should submit a written statement to Risk Management detailing the accident, parties involved, and estimates of cost to repair the UVM vehicle.
2. Damage to UVM-owned and long-term lease vehicles are subject to a $1,000 deductible per occurrence. (Department to whom vehicle is assigned is responsible for deductible.)
3. If short-term rental vehicle, and Department did not buy collision damage waiver from the rental company, the $1,000 deductible applies. Otherwise, submit bill to rental company.
4. If vehicle is a leased or rented vehicle, notify the rental company immediately. Failure to do so will void the terms of your rental contract, including any insurance coverage provided under the contract. This may in turn jeopardize UVM's insurance coverage, making the Department responsible for the entire loss.
5. **In all claims situations, do not admit fault, or liability. Do not sign a statement admitting responsibility for damages or injury.** Obtain the facts of the situation and submit them in writing to the Risk Management Department.

**Related Documents**

- UVM Indemnification Policy: [http://www.uvm.edu/~uvmppg/ppg/riskmgm/indem.htm](http://www.uvm.edu/~uvmppg/ppg/riskmgm/indem.htm)
- Accident Claim Procedures: [http://www.uvm.edu/~uvmppg/ppg/riskmgm/Autoacc.htm](http://www.uvm.edu/~uvmppg/ppg/riskmgm/Autoacc.htm)
- Incident Reporting Form: [http://www.uvm.edu/~uvmppg/ppg/riskmgm/inciform.htm](http://www.uvm.edu/~uvmppg/ppg/riskmgm/inciform.htm)
- General University Insurance Protection: [http://www.uvm.edu/~uvmppg/ppg/riskmgm/genins.htm](http://www.uvm.edu/~uvmppg/ppg/riskmgm/genins.htm)

Department of Risk Management
Vehicle safety sga.doc
10/17/02; updated 11/9/05