

**Roger Williams University
Motor Vehicle Use Policy**

1.0 Purpose

This Motor Vehicle Use Policy is intended to provide the requirements by which all Roger

4.0 University Driver Qualification

It is a privilege, not a right, to be permitted to operate a Motor Vehicle or, with respect to students, a Personal Vehicle for University Business. Before being allowed to drive a Motor Vehicle or, with respect to students, a Personal Vehicle for University Business, individuals must first become a Qualified University Driver.

Supervisors must ensure that all subordinates with University Business driving responsibilities are qualified to drive in accordance with the Motor Vehicle Use Policy and that, as applicable, driving responsibilities are outlined in employee job descriptions. In order to be a Qualified University Driver, individuals must be approved by the Motor Vehicle Use Administrator utilizing the criteria outlined in this section.

4.1 Qualification Requirements - Qualified University Driver

To be authorized as a Qualified University Driver, individuals must meet the following criteria:

Must be a University employee or student. Absent written permission from the Department of Environmental Health & Safety, third parties (i.e., non-employees, non-students and/or volunteers) are not permitted to operate Motor Vehicles or Personal Vehicles for University Business.

Must be at least twenty (20) years of age and have possessed any of the United States or the District of Columbia for a minimum of three (3) years.

Students also must (1) be enrolled full-time¹, and (2) have attained sophomore status.²

Students who have driving responsibilities as part of employment with the University must comply with all student conditions of the Motor Vehicle Use Policy.

Must complete the Roger Williams University Driver Authorization Form, which form
supervising
department.

For employees: Once an employee obtains the approval of the Department Head, the employee should submit the Driver Authorization Form to the D 0 1 an

Must meet MVR Review Criteria established for Qualified University Drivers as described further in this section.³

Must participate in vehicle-specific training (e.g., vans, utility vehicles) as required by the Motor Vehicle Use Administrator.

As it relates to students, must comply with insurance requirements before using Personal Vehicles for University Business as outlined further in this section.

Must follow appropriate procedures when renting or leasing vehicles for University Business.⁴

Must comply with all requirements set forth in the Motor Vehicle Use Policy.

Notwithstanding the above-listed criteria, the University reserves the right to grant or deny driving authorization to any driver.

4.2 Motor Vehicle Record Review and Frequency

An MVR _____ time period. Since driving eligibility is subject to change without University notice at any given time, it is critical that MVRs are reviewed on a predetermined basis. At a minimum, MVRs will be reviewed for each Qualified University Driver at the following intervals:

4.3 Motor V

4.5 Driver Authorization

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5.2 10,001+ lbs. GVR/GVW/GVCW Commercial Motor Vehicle Drivers

In addition to the requirements of this Motor Vehicle Use Policy, drivers of University-owned 10,001+ GVR/GVW/GVCW commercial motor vehicles must be specifically authorized to drive such vehicles and must comply with all applicable requirements of the Federal Motor Carriers

5.3 9-12 Passenger Van Drivers

In addition to the requirements of this Motor Vehicle Use Policy, drivers of University-owned 9-12 passenger vans must be at least twenty-one (21) years old, have at least three (3) years of driving experience and be specifically authorized to drive such vehicles through Motor Vehicle Use Administrator to be designated as Authorized Van Drivers. Prior to receiving such authorization, each driver must undergo University-specified training and, as applicable, satisfactorily complete a van safety road test.

Driving To and From Sports Events Student Drivers

Coaches who are Authorized Van Drivers should drive all sports teams whenever possible. If a coach is not available, then a student who is an Authorized Van Driver may drive, provided that said driver is not a participant in the athletic event for which transportation is required.

Requests for an exception to this criteria may be approved only by the Provost or Vice President of the divisional unit requesting such exception.

Students may not transport passengers while using Personal Vehicles for University Business. Requests for an exception to this restriction may be approved only by the Provost or Vice President of the divisional unit requesting such exception.

6.2 Mileage Reimbursement for Use of Personal Vehicles for University Business

Mileage reimbursement for use of a Personal Vehicle to conduct University Business is outlined
reimbursement is intended to cover

6.3 Insurance for Use of Personal Vehicles for University Business

Personal automobile insurance carried by an operator who uses a Personal Vehicle for University Business. Property and/or liabilities arising out of the unauthorized use, in violation of the Motor Vehicle Use Policy, of a Personal Vehicle for University Business is the sole responsibility of the driver.

6.4 Use of Rented Motor Vehicles

use of rented Motor Vehicles, drivers of rented Motor Vehicles also must abide by this Motor Vehicle Use Policy and meet the same requirements noted above for those driving University-owned vehicles. Such drivers must obtain authorization from the University before renting Motor Vehicles to conduct University Business. Students may not rent Motor Vehicles to conduct University Business.

The rental of fifteen (15) passenger vans is strictly prohibited. The rental of other commercial motor vehicles requires prior authorization from the University and compliance with all applicable Federal Motor Carriers Safety Regulations.

6.5 Exclusive-Use Motor Vehicles

The University provides a limited number of Motor Vehicles for exclusive-use by certain employees. Such employees are authorized to use exclusive-use Motor Vehicles for University Business only. Personal use of exclusive-use Motor Vehicles is not permitted, except for commuting to and from work, which is considered taxable income and must be reported to the University as such on a quarterly basis. Accessory or after-market items (i.e., trailer hitches, roof racks, etc.) may not be installed on such vehicles.

7.0 Operational Requirements & Safe Practices

The following guidelines have been established to reduce the risk of incident and injury in the operation and use of Motor Vehicles by

Policy

including parking and speeding tickets, are the sole responsibility of the driver. Any citations received while operating a Motor Vehicle should be immediately reported to the Motor Vehicle Use Administrator.

Drivers may not tow anything behind a Motor Vehicle without prior authorization.

Drivers are prohibited from transporting DOT-regulated hazardous materials in a Motor Vehicle.

Drivers shall not drive on grass, landscaping, sidewalks or other unapproved vehicle

The necessity of using a Motor Vehicle for the trip (i.e., is there a need to

Do not sign any document other than those required by a law enforcement official.
If the Motor Vehicle must be towed from the scene, remove keys and University property,