



## Clarkson's Vehicle-Usage Policy

### I. Introduction

Qualified Clarkson University employees and students have several options for meeting their business and/or educational transportation needs. These options include the use of a Clarkson University fleet vehicle, or a rental vehicle. No matter which option is selected, approved drivers will be required to adhere to Clarkson's Vehicle-Usage Policy.

Clarkson University employees, officers, and students are provided with automobile insurance protection while using a university vehicle, or renting a vehicle from a rental company while on University business and/or educational business. The department's supervisor or student advisor involved with this travel in conjunction with Human Resources and Risk Management have the responsibility to monitor the use of the vehicle so as to minimize risks and for safety purposes. This exposure can, most effectively, be controlled through the driver approval and authorization process.

Vehicle use entails a wide variety of issues including injury, property damage, and worker's compensation. Therefore, the exposures created by this driving must be controlled since the losses can be extreme.

The issues in this Vehicle-Usage Policy include driver authorization; vehicle restrictions; drivers with out-of-state driver's licenses; driving in other states; international drivers and vehicle use in Canada; the use of personal vehicles for University business and accident reporting.

The content of this procedure will be periodically reviewed and subject to change.

**This policy does not apply to Clarkson's Commercial Driver's License Program which is addressed in the Employee Handbook.**

### II. Components of Clarkson University Driver Safety Program

The Clarkson University's Vehicle-Usage Policy shall be followed by all approved drivers and shall form the basis for Clarkson's Driver Safety Program. Only approved drivers who have completed the online computer driver safety-training program and who have been authorized by Human Resources and their supervisor shall operate vehicles on University business or educational business. Individuals shall operate only those vehicles for which they are licensed. The Driver Safety Program applies to all approved drivers on University business or educational business using leased or rented vehicles, and University vehicles. There is a special policy for unlicensed motor vehicles e.g., snow mobiles, four wheelers, etc. Please check with advisors of special programs when using unlicensed motorized vehicles.

### III. Driver Authorization

The purpose of this section is to provide driving requirements necessary for any applicant to be authorized to use a Clarkson vehicle or lease a vehicle while on University business or for student educational purposes. These regulations will give Clarkson University the ability to evaluate and authorize drivers with the goal of assuring driver safety. This policy applies to anyone driving on University business, including times when the University rents or leases vehicles.

Use of Clarkson University vehicles is limited to approved Clarkson University drivers with a valid driver's license and two years of licensed driving experience with an acceptable driving record. Drivers must be at least **19 years of age** to drive for the University. Exceptions may be made for University students and other agents of the University when their use is deemed to be in the interest of the University. However, any exception must be approved either by Human Resources or Risk Management. Clarkson University requires that all drivers are subject to the same criteria. If supervisors are aware of any driver with health or related physical problems that may affect driving safety, authorization should be denied to this individual.

It is a requirement that all drivers must sign a Clarkson University Vehicle-Usage Policy Form which signifies that the driver has read and understands Clarkson's Vehicle-Usage Policy. The Driver Information Application contains space for the driver's license number and it informs the driver of the obligation to reveal any changes in the status of their license. This information allows Human Resources to check the individual's driving record and, based on their record, determine if they can be authorized to use or lease a vehicle. Driving applicants are expected to provide Human Resources with an authorized driving record, which they can obtain from their state's Motor Vehicle Department. Final authorization for driving applicants is dependent on completion of the computer-based driver safety course overseen by the Human Resources department.

#### **Before A Vehicle Can Be Used By Any Clarkson University Driver The Following Is Required:**

1. The Vehicle-Usage Policy form must be completed before a decision will be made on authorization of vehicle use.
2. Clarkson University drivers will only be authorized to use Clarkson University vehicles or lease a vehicle while they are on University business. Automobile insurance will be provided to vehicle drivers on authorized business or student authorized trips.
3. All approved drivers must have a valid current driver's license with **2 years driving experience and an acceptable driving record.**
4. Automatic denial of vehicle use will occur if any one of the following conditions exists:
  - a. The driver has **six points** on their driving record within eighteen months at the time the motor-vehicle usage is requested;

b. Frequency of moving violations and/or at fault accidents of more than one within eighteen months; (These guidelines apply no matter what state the violation occurred in.)

c. Violations within the past 12 months for any of the following:

- (1) Drunken driving
- (2) Driving under the influence of drugs
- (3) Reckless driving

d. Driver's experience – Denial will also occur when someone has:

- (1) Less than two years licensed driving experience. (Note: Having a learner's permit does not apply toward this requirement).
- (2) A reinstated license in effect for less than one year after revocation or suspension.

**Drivers with learner's permits cannot drive or lease a vehicle while on University business.**

It is important to note that these requirements apply to all driving applicants. Requests for exceptions for employees who are required to operate a University vehicle as part of their job should be referred to the Human Resources Department; which will in turn, work with the appropriate Director, Dean, Senior Vice President for Finance and Administration and/or the Risk Management Department to resolve the situation.

**IV. Vehicle Restrictions**

Where necessary, mini-vans or sports-utility vehicles should be used rather than large passenger vans. The use of large passenger vans is prohibited. No trailers are to be used unless authorized by Risk Management.

**V. Vehicle Use**

Vehicle use should only be given for official University business or authorized educational purposes.

No individuals shall abuse or misuse a University vehicle. Persons using a Clarkson vehicle are responsible for safety, careful operation of a University vehicle, and for observing all laws and directives. University vehicles should be used for the purpose for which they are intended (i.e. no sedans or vans should be used for, towing, or off road purposes.)

**VI. Approval of Sponsored Events Both On and Off University Property**

When student events other than those associated with an academic course are planned for students either by a Clarkson department or a CUSA-recognized club or organization, an approval process must be followed. This approval process is required for competitions in which clubs or organizations might participate, with the exception of intercollegiate varsity athletic competitions or SPEED programs. The SPEED director must approve all SPEED events and transportation for all intercollegiate sporting events will be handled by the Athletic Department.

Note: the Director of the SPEED Program approves all vehicles being used for the SPEED Program.

**VII. Revocation of Authorization to Use University Vehicles**

1. A Clarkson University driver who receives a traffic citation for driving under the influence of alcohol or drugs is subject to the revocation or suspension of his or her University driving privileges.
2. The failure to obey any applicable traffic laws while driving or occupying a vehicle may result in suspension or revocation of their University driving privileges.
3. Drivers of University owned, leased, rented or loaned vehicles are required to observe all city, county, state and country traffic regulations, and are personally responsible for any citations or fines.

### **VIII. Drivers with Out-of-State Driver's Licenses**

Any driver who has an out of state driver's license and is requesting approval to drive a Clarkson University vehicle must attach a completed certified statement of Driving Record from the state in which they are licensed. This must be done prior to their submission of the Vehicle-Use Agreement. This statement must list any moving violations and describe any accidents they have been involved in during the past three years. This also applies to drivers who have been licensed elsewhere, but have a New York State driver's license less than three years.

### **IX. Driving Clarkson Vehicles in Other States**

Authorized drivers who take a University vehicle into another state should be aware that many states require proof of insurance in the event of an accident or traffic violation. The proof of insurance card should be in the glove compartment of the vehicle. Please verify that this certification is with the vehicle before the start of the trip.

### **X. International Faculty, Staff and Students**

As requested by New York State, all international drivers need a valid international driver's license or international permit. Similarly, international faculty, staff and students can be approved to drive University vehicles if they have a valid international driving permit and are expected to obtain a New York driver's license within a year of when they began their affiliation with Clarkson (required by New York State Motor Vehicle Department). The procedures to follow when approving a driver from a foreign country are the same as those for drivers with a license from other states with authorization expiring at the end of a year unless a New York driver's license is obtained or at the time a driver's license expires.

### **XI. Passengers in University Vehicles**

In general, non-employee and non-agent passengers are not allowed to ride in University-owned vehicles due to the additional liability. Exceptions to this arise when transportation is necessary or convenient for individuals who are dealing directly with, or are involved in, University business. Providing transportation to hitchhikers is prohibited.

Nothing in this section shall be construed to prohibit the use or occupancy of a University vehicle to provide assistance to any person, or the use or occupancy by private sector mechanics, or repair personnel in the course of performing required maintenance or repairs.

**XII. Accident Reporting**

The following should occur when a driver is involved in any accident. An accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object or animal.

1. All accidents shall be reported to the Risk Management Department as soon as possible or no later than 24 hours after the accident (518) 631-9847 – then fill out the Accident Information form, which can be found in the glove department of the vehicle being driven.
2. A driver involved in an accident is responsible to report this accident to their immediate supervisor.
3. The involved driver, if physically able, shall call the police and make a report. The University driver shall also request that all parties and properties concerned remain at the scene of the accident until a law enforcement representative has released them.
4. Each University driver should refrain from making statements regarding the accident with anyone other than the investigating officer, Clarkson’s officials, and Clarkson’s insurance investigator. Statements shall be confined to factual observations.
5. Failure of a driver to report any accident may be cause for disciplinary action, up to and including suspension of driving privileges. All accidents will be subject to review by the Safety Committee comprised of the Director of Legal Affairs, Safety Manager, Director of Facilities and Services, Human Resources (if an employee), and the department head of the individual involved in the accident. If the University driver is found to be at fault the department in question will be charged all unrecoverable costs related to the accident, including insurance deductibles. The driver at fault could receive penalties up to and including suspension of the privilege of driving University vehicles.

**I understand and will comply with the above:**

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name