



“Creating an excellent college experience”

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Section: Operations	
Subject: Use of University Vehicles	

Use of University Vehicles:

This policy describes the mandatory training required as well as the minimum rules to follow regarding operating a vehicle as part of your job at Dining Services. These rules are not intended to be all inclusive. In addition to the following, each department shall implement driver’s training specific to each job that requires employees to drive a vehicle.

Per Utah State University Policy, violations of vehicle policies will be considered a moving violation against the vehicle operator and enforceable in the same manner as other traffic violations. University police will issue citations to the operators as the offender.

Policy:

Use of University Vehicles (USU Policy 514.1)

- 1) Driving a university vehicle is for authorized university purposes only. Non employees will not be allowed to ride in a university vehicle.
- 2) Drivers of University vehicles must be at least 18 years old and have a valid driver’s license.
- 3) Drivers of University vehicles must complete an approved Driver Safety Program at initial employment and every two years thereafter. In the event of a moving violation citation or accident in a University vehicle, the Driver Safety Program must be retaken prior to driving a University vehicle again.
- 4) Drivers of University vehicles must observe all state and local laws, including those stated in Utah Code Annotated 1953, as amended, Title 42, Chapter 6 (Traffic Rules and Regulations).
- 5) Drivers and all occupants must wear a seatbelt at all times and observe all posted speed limits including reduced speed construction zones and road hazard warnings. All seatbelts need to be fastened before the vehicle is put in motion.
- 6) Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle safety equipment. Vehicle problems or concerns should be promptly reported to: (a) Motor Pool if the vehicle is a Motor Pool vehicle or (b) appropriate department personnel if the vehicle is a departmental vehicle.
- 7) Unauthorized Commute or Take Home use may result in loss of driving privileges and possible disciplinary action.

Campus Walkway Safety (USU Policy 509)

Unsafe conditions occur on campus walkways when wheeled vehicles are operated near pedestrians. This policy establishes regulations for safe operation of vehicles on walkways. Inherent in the policy is the fact the **Pedestrians ALWAYS have right of way.**

Walkways for pedestrians are the principal means of travel between buildings and activities on the central campus. People should be able to walk on the campus without being threatened by wheeled vehicles. Where possible and practical, the university will provide a safe environment for persons walking the campus and will minimize hazardous conditions.

- 1) Maximum Speed Limit on sidewalks or in the vicinity of pedestrians shall be 5 miles per hour.

- 2) Within the pedestrian zone, no vehicle (moving or parked) may impede pedestrian movement or cause unsafe conditions on walkways, stairways, or ramps. No vehicle may impede pedestrian access to building entrances or exits.
- 3) When within 20 feet of any person, the speed of vehicles shall be no greater than the speed of the majority of moving pedestrians. Operators may not overtake or pass moving pedestrians, except when pedestrians voluntarily yield to vehicles.

Driver Training

All employees, students and volunteers who drive for USU, whether in a USU vehicle or in their personal vehicle, is required to pass this 25 question, multiple choice test and be entered into the Approved Driver's Database. All Certificates must be sent to Fleet Services in order for information to be updated.

- 1) Go to <http://risk.utah.gov/driver-video-and-test1.html>
- 2) View the Video. (The video makes reference at the end to 12/15 passenger vans. Please ignore this as the University prohibits the use of these vehicles.)
- 3) Take the online test. (Warning - the test is challenging, reference the Utah driver's handbook when taking the test.)
- 4) A "Certificate of Completion" will be emailed to you. Please print it and keep the certificate on file with your department. Departments are responsible for insuring compliance with the training requirement. Also, send a copy to Fleet Services through email to alden.erickson@usu.edu, mail to UMC 7100, or fax it to 797-3476.
- 5) If you are a new USU driver you must also complete the [Driver's Representation Form](#). Send this form and a copy of your Certificate of Completion of Driver training to Fleet Services through email to alden.erickson@usu.edu, or mail to UMC 7100 or fax it to 797-3476.

Utah Driver Handbook

<http://risk.utah.gov/drivertraining/utahdriverhandbook2011.pdf>