

# Employee Vehicle Loss Prevention Program

## 1 GUIDING PRINCIPLES

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- Anyone driving a vehicle on University business shall do so in a safe and responsible fashion.
- Vehicles shall be operated in compliance with applicable laws.
- Vehicles shall be maintained in a good mechanical condition.

## 2 SCOPE

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The requirements outlined by this program should also be considered best practices to be utilized by drivers. University business includes use of vehicles within the scope of driver's employment including all University owned conveyance vehicles and rental vehicles. Use of Police, Facilities Services and electric vehicles are governed by additional policies of their respective departments.

Student use of vehicles is governed by a separate program. (Student Vehicle Loss Prevention Program).

## 3 RESPONSIBILITY

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Heads of departments

- Maintaining compliance with this program
- Reporting all vehicle accidents related to University business as soon as practical to the Risk Management Department.

The Risk Management Department is responsible for:

- Managing the vehicle loss prevention programs.
- Distribution of current insurance cards and information.
- Investigating accidents and managing loss claims.
- Assisting in evaluation of drivers qualifications.

Drivers are responsible for

- Safe, legal operation of vehicles
- Promptly reporting any accident or traffic violation involving any vehicle used on university business including personal vehicle accidents to their department administrator.
- Reporting to their supervisor all license penalties or conditions that may affect their ability to drive under the program qualifications.
- Cooperating fully with the investigation and defense of any claim or suit regardless when such action may be brought.

## 4 INSURANCE

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### University Insurance

- Covers legal liability for personal injury and damage to property of others and for physical damage to University owned vehicles
- Insures faculty, staff, students, and volunteers driving on University business.

## 5 DRIVER QUALIFICATIONS

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### Qualification standards:

- Must have a valid license from state of residence.
- Commercial driver's license when required for operating certain vehicles as specified by law or by program.
- No foreign licenses accepted.
- No existing license restrictions that will conflict with your ability to legally operate a vehicle.
- No conditions that will impair ability to operate a motor vehicle.
- Two years of experience is preferred.

### Minimum age

- Minimum age of 18 for vehicles other than 15 passenger vans.
- Age 20 to operate 15 passenger vans.
- Rental Company requirements apply when driving a rental vehicle.

### Acceptable Driving Record

- No convictions for driving under the influence of drugs or alcohol within the last ten years
- No convictions for driving under the influence of drugs or alcohol if the drivers essential job function includes transporting passengers
- No convictions for major moving violations (hit and run, felony, reckless driving, negligence)
- No license suspension or revocation or two moving violations within the past 12 months
- No pattern of bad driving as evidenced by six or more of the following in the last three years: accidents, license suspension or revocation, speeding or other moving violations.

### Driving Record and License Confirmation

A Motor Vehicle Record check (MVR) will be run for any position for which driving is an essential job function. The department must obtain confirmation from HR that the driving record is acceptable before the driver is allowed to drive a University owned vehicle or on University business. Risk Management will review any record that does not pass on the MVR database and advise HR if the drivers record makes the driver eligible or ineligible to drive based on the DRIVER QUALIFICATIONS. Any job offers should be made contingent on an acceptable driving record.

## 6 OPERATION AND SAFETY RECOMMENDATIONS

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### 15 Passenger Vans

- University owned 15 passenger vans may only be used in the Chicagoland area. Use on highways or at high speeds is discouraged and reviewed with departments that still own the vans.

- It is strongly recommended that users refrain from renting 15 passenger vans for passenger transportation. Utilize bus rental or rental of smaller capacity vans for group travel. You will not be allowed to rent 15 passenger vans in local Chicagoland Enterprise Locations.
- Departmental purchase of 15 passenger vans is no longer allowed.

### **Trip Management**

- For trips in excess of 250 miles one way, no one may:
  1. Operate a vehicle more than three hours without a rest break
  2. Operate a vehicle ten total hours following eight consecutive hours of time off.
  3. Ride in a vehicle more than 16 hours in a given day

### **Best Practices for Safe Driving**

1. Have valid driver's license in their possession.
2. Must use the vehicle only as authorized.
3. Ensure that the lights, brakes, horn and steering are operating properly.
4. Must limit occupancy to the number of seatbelt sets.
5. Must ensure that each passenger is seat belted.
6. Obey all traffic regulations and local ordinances.
7. Observe speed limits.
8. No use of cell phone while driving.
9. Must not operate vehicle when driving conditions are excessively hazardous because of ice, snow, heavy rain or fog.
10. One passenger must remain awake with the driver at all times.
11. Shall remove keys and lock unattended vehicle. Any theft from keys left in the vehicle will not be covered by insurance.

## **7 ACCIDENT INVESTIGATIONS**

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### **Reporting**

Driver must report any vehicle accident immediately in the following priority to:

- Police having jurisdiction
- University Police if accident occurs in Hyde Park area
- Rental company if a rented car
- Private insurance company if privately owned vehicle
- Risk Management Department for all accidents that occur while driving on University business
- Drivers department

Driver must complete all insurance company and state report forms. Investigation is coordinated by Risk Management though investigation by police, insurance company and other sources, as necessary

**Program information, forms and claim information can all be found on the Risk Management [website](#):**