

**Villanova University  
Fleet Management Program**

**A. INTRODUCTION**

Safe drivers know how to operate a vehicle properly. They do not make the common driving errors that cause most accidents. They also have learned to compensate for the lack of skill and attention of other drivers on the road who may otherwise involve them in an accident. Safe drivers can recognize accident causing situations and take corrective actions to prevent them.

Our Fleet Management Program has three main objectives:

1. To select and utilize operators of University-owned or controlled vehicles who have satisfactory or better driving records.
2. To create mechanisms to assist in the safe and proper maintenance, registration and insurance of University-owned or controlled vehicles.
3. To create mechanisms to assist the University to select qualified drivers to operate fleet vehicles in a safe and courteous fashion that reflects positively on Villanova University.

We ask for cooperation and compliance from each employee and manager who operates or supervises a work unit in which University vehicles are operated.

**B. DEFINITIONS**

**The Fleet**

The Fleet consists of all university-owned or leased motor vehicles. It includes all automobiles, station wagons, pick-up trucks, vans, large trucks and all other classes of vehicles that are operated routinely on public roads.

**Fleet Driver**

A Fleet Driver is any employee, student or other authorized operator assigned or allowed to operate a Fleet vehicle.

**DOT (Department of Transportation) Driver**

Specialized individual operator, who by virtue of function or vehicle operated is subject to additional federal regulatory restrictions. Will possess a CDL (Commercial Driver's License) to operate fleet vehicle(s).

**MVR (Motor Vehicle Record)**

A certified copy of an individual's driving record for at least the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued.

**C. CLASSIFICATION OF DRIVERS**

Drivers are classified according to vehicle use and the amount of time spent driving. All drivers fall into one of the following three categories:

**Category I**

**Incidental Drivers:** Includes automobile and light truck drivers who operate vehicles for transportation to and from work locations or for light or incidental pickup and delivery work. Intended for employees whose job classification requires operation of a vehicle for less than 50% of total time.

**Category II**

**Regular Drivers:** Includes any employee classified as a driver, or primarily functions as a full-time driver. Also, employees who regularly spend more than 50% of their time operating and loading or unloading vehicles.

**Category III**

**DOT Drivers:** Includes ONLY employees subject to Department of Transportation, Federal Motor Carrier Safety Regulations. Intended primarily for operators of oversized or specialized equipment, or tractor-trailer combinations. Includes holders of CDL (Commercial Driver's License), primarily the Trash Truck Driver. Specific instructions regarding the location, frequency and types of pre-assignment and post-accident drug and alcohol testing will be provided to each DOT driver prior to assignment.

**D. PROGRAM REGULATIONS**

**1. Use of Fleet Vehicles**

University-owned or controlled vehicles are provided and maintained primarily for University business use. Employees assigned to operate or allowed control over a University vehicle are expected and required to follow the Fleet Management Program regulations and maintain a satisfactory or better driving record.

**Employees who lose the privilege of operating University vehicles subject themselves to possible reassignment, disciplinary action or termination.**

With the exception of specific senior exempt-employees, who by virtue of their position are provided access to University vehicles, no personal use of University-owned or controlled vehicles is permitted.

In cases of senior exempt-employees provided a University vehicle, the employee must be at least 25 years of age, and use of the vehicle by other than the employee (including family members) is strongly discouraged.

Non-exempt employees are not permitted to use assigned University vehicles for personal business unless prior authorization from the operating unit manager or supervisor is obtained.

**2. Fleet Driver Responsibility**

Each operator of a University vehicle is responsible for the following:

- a. Participation in fleet safety training program and successful completion of corrective driving program(s), if required.
- b. Operation of University vehicles in compliance with University, local, State and Federal regulations.
- c. Reporting of all unsafe vehicle conditions immediately to his/her supervisor.
- d. Prompt and accurate preparation and submission of all required vehicle reports to his/her supervisor.
- e. Immediate written notification to his/her supervisor of all accidents and traffic violations, whether involving University or privately-owned vehicles.

**3. Operating Unit Manager's Responsibility**

Each manager who has Fleet vehicles assigned to his/her operation is responsible for the following:

- a. Equitable and consistent application of the Fleet Safety regulations throughout his/her operation.
- b. Ensuring that his/her Fleet vehicles are properly licensed, inspected and maintained.
- c. Ensuring that only properly licensed and qualified drivers are selected and assigned University vehicles to operate.
- d. The identification of program violators and/or poor drivers and issuance of corrective, or if necessary, disciplinary action.
- e. The issuance and replenishment of "glove-box" accident reporting kits.

**4. Fleet Safety Coordinator**

The coordinator of Fleet Safety is responsible for the following:

- a. Training of operating unit managers in regard to their role in the Fleet Safety program.
- b. Preparation and maintenance of program monitoring records.
- c. Coordination of the reporting, investigating and claims management of all fleet driver accidents and vehicle related damage or property loss incidents.
- d. Identification of program violators and poor drivers and the coordination of associated disciplinary action.
- e. Classification as "preventable" or "non-preventable" of:
  - 1. accidents involving a fleet vehicle where damage only to the fleet vehicle or to other University property is involved or
  - 2. accidents involving a fleet vehicle causing minor damage to property of a third party.

For any accident involving significant property damage to a third party or any physical injury, however minor, to anyone, the Fleet Safety Coordinator will cooperate with the University's insurance carriers, their investigators and counsel to the University in any investigation. Judgments with respect to preventability in these instances will be reached with full consultation with the University's insurance carrier and counsel.

- f. The preparation of program status reports and the reporting of program violations and problems to senior University administrators.

**5. Fleet Safety Investigator**

Members of the Investigative Unit of the Department of Public Safety will serve as Fleet Safety Investigators and will be responsible for the following:

- a. Acquisition of certified driving records for each new employee assigned as a regular driver, and the annual acquisition/review of certified driving records for a sample of current employees assigned as incidental drivers.
- b. Completion of the new employee/new driver certification paperwork.
- c. Investigation and review of each accident involving University fleet vehicles. Submission of recommendation(s) to prevent reoccurrence.
- d. Coordination of the delivery of the University Safe Driver Program to new fleet operators. Utilization of the program on VCR tapes may be used in lieu of attendance by certain employees. See Appendix A for program content.

- e. Providing assistance to Fleet Safety Coordinator, preparing reports as needed or requested, and providing assistance to operating unit managers as needed or required.

## **E. DRIVER SELECTION PROCESS**

Each new employee or individual who is being assigned to operate a fleet vehicle must follow the following procedure:

### **1. New Employee**

Each applicant must complete an Employment Application and have it on file with the Personnel Services Department prior to the start of the driver selection process.

Each applicant for a position in which he/she might be required to operate a fleet vehicle must produce a valid operating license issued by the state in which he/she resides. A photocopy of the license should be attached to the employment application.

Each candidate who is being considered for assignment as an incidental or regular driver must complete a Driving Record Certification Report form (Appendix D) which should be attached to the application.

A copy of the employment application, photocopy of the driver's license and driving record certification form should be sent to the Public Safety Department Investigative Unit for processing.

A new employee may be assigned as an incidental driver PRIOR to his/her Motor Vehicle Record check only if the employee has certified on the driving record questionnaire that he/she was not involved in any accidents or cited for moving traffic violations in the previous 3 years.

Regular and DOT drivers must not be assigned to operate fleet vehicles until the MVR check is completed and found acceptable.

### **2. Current Employees Seeking Assignment as Fleet Driver**

A current employee who is seeking assignment as an incidental or regular driver must complete a Driving Record Certification Report form (Appendix D). The completed report along with a copy of the employee's driver's license should be sent to the Public Safety Department Investigative Unit for processing.

Current employees may be assigned as incidental drivers after certification on the Driving Record Certification Report that he/she has not been involved in any accidents nor cited for moving traffic violations within the last three years.

Regular and DOT drivers must not be assigned to operate Fleet vehicles until the MVR check is completed and found acceptable.

### **3. Eligibility Requirements for New Fleet Drivers**

A complete list of eligibility requirements is contained in Appendix B.

### **4. Safe Driver Program**

## **Incidental Drivers**

Satisfactory completion of the Villanova University Safe Driver Program within **90 days of employment or assignment**. This program consists of a three and one-half hour lecture/film presentation using the National Safety Council's module on "Coaching the Experienced Driver".

**Regular Drivers and DOT Drivers:** Satisfactory completion of the Villanova University Safe Driver program **prior to assignment as a Fleet Driver**.

### **5. Fleet Driver Operating Status**

A record of each Fleet Driver's status will be maintained by the Fleet Safety Coordinator.

No separate operating permit will be issued for operation of University Fleet vehicles.

The Fleet Safety Coordinator will assure that the operating unit manager is notified in writing at any time a Fleet Driver's operating status within their unit is withdrawn or negatively impacted.

## **F. FLEET SAFETY REGULATIONS**

1. No employee may operate a University-owned or controlled vehicle without a valid state operator's license for the particular class of vehicle. Each Fleet Driver must produce at least annually or upon demand a valid state operator's license.
2. No employee may operate a Fleet vehicle without being in the ACTIVE Fleet Driver operating status, as maintained by the Fleet Safety Coordinator.
3. Each driver must attend initial driver orientation and other Fleet safety presentations as scheduled or required.
4. No driver shall operate a Fleet vehicle at any time without wearing a seat belt and requiring all passengers to wear a seat belt.
5. No employee shall operate a Fleet vehicle in violation of University, local, State or Federal regulations. (Employees are responsible for paying all parking and traffic violation fines and associated costs incurred while operating or in charge of a University vehicle.)
6. No employee may operate a Fleet vehicle while under the influence of alcohol or illicit drugs.
7. No driver shall allow any other Fleet driver to operate an assigned Fleet vehicle without his/her supervisor's approval. No other persons (non fleet drivers) may be permitted to operate the vehicle without the prior written permission of the Fleet Safety Coordinator.
8. No employee shall use or permit use of an assigned vehicle in any unauthorized manner.
9. No driver may operate a Fleet vehicle with identified unsafe conditions. All unsafe conditions must be immediately reported to his/her supervisor.
10. Each driver must report every accident and property damage incident involving the Fleet vehicle to his/her supervisor within one work day. Immediate notice is required in all cases involving bodily injury, regardless of how slight.
11. No employee shall falsify, withhold, or suppress any Fleet related reports or information.
12. Each driver must remove the ignition key and lock all doors on his/her assigned Fleet vehicle whenever it is left unattended and unsupervised.
13. No employee shall refuel a Fleet vehicle with the engine running, or smoke near any vehicle that is being

refueled or serviced.

14. No driver shall prematurely leave the scene of an accident involving the driver or vehicle being operated, except temporarily to summon police or medical assistance.
15. No employee shall cause physical damage to a Fleet vehicle, or allow physical damage or loss to occur by his/her failure to act.
16. Fleet vehicles must be properly registered and inspected for operation upon streets or highways. Golf carts, utility vehicles or other equipment not specifically designed for street use must be operated on University grounds and sidewalk areas only.

#### **G. PROGRAM ENFORCEMENT**

Policies and procedures outlined in the University Employee Handbook(s) will be used to implement disciplinary action.

The Personnel Services Department and the Operating Unit Manager must be informed in writing when any disciplinary action is undertaken relating to the Fleet Safety Program.

All written warnings or suspensions of operating status will be approved by the Fleet Safety Coordinator, prior to their issuance to the driver.

#### **H. ACCIDENT REPORTING**

Each Fleet Driver is required to report every accident and property damage incident involving a Fleet vehicle as noted above in Section F10.

Each Fleet vehicle has been provided a "glove-box" accident reporting kit by Royal Insurance Co. which should be completed at the accident scene.

In the event of an accident involving a Fleet vehicle:

##### **ON-CAMPUS ONLY:**

1. Dial x 96979 (519-6979) to report the accident to the Department of Public Safety. Be prepared to give your name, the location of the accident, a brief description of the accident, a brief description of any injuries and your location at the time of call.
2. If safe, return to the scene of the accident to await the responding officers. Provide as much information as possible to the investigating officer. He/she will complete all needed accident reports. If unsafe at scene, warn bystanders and withdraw to a safe distance to await responding officers.

##### **OFF CAMPUS ONLY:**

1. Dial local law-enforcement authority to report the accident. Dial 911 first, then "O" if 911 is not available. Check inside cover of phone book, if available, for Police telephone number.

If the accident occurs within Radnor Township, call (610) 688-0500.

2. Be prepared to give your name, a description of the accident location, cross-streets or local landmarks to help locate the scene, a brief description of the accident, a brief description of any injuries and the location from which you are calling. Remain calm and stay on the line - let the dispatcher terminate the call.

3. As soon as possible, telephone the **Department of Public Safety (610) 519-6979 24 hrs/day, 7 days/week** to report the accident or gain assistance in completing any accident reports or paperwork.

Drivers should not discuss accidents with anyone except University managers and representatives of our insurance company or their attorneys, or investigating Police or Public Safety Department Officers.

Each Fleet driver must immediately notify his/her supervisor of all accident related contacts by representatives of other insurance companies or their attorneys or by any "outside" investigators.

## **APPENDIX A**

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### **VILLANOVA UNIVERSITY SAFE DRIVER PROGRAM**

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The core of the University Safe Driver Program is the use of the interactive VHS tape presentation from the National Safety Council entitled:

#### **COACHING THE EXPERIENCED DRIVER**

This program is designed to be presented in a total of three and one-half hours of classroom lecture/discussion format. It is composed of a series of 200 computer-generated slides produced on video. Topics in the video are reinforced by group discussions, workbook examples and material presented by the facilitator.

Topics include:

- In-Car Distractions
- Occupant Restraints
- Blind Spots
- Proper Passing Techniques
- Tailgaters
- Right-Turn Procedures
- Pedestrians

## **APPENDIX B**

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### **LIST OF ELIGIBILITY REQUIREMENTS FOR NEW FLEET DRIVERS**

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Candidates for fleet driving assignments will not be deemed acceptable if any of the following conditions exist:

1. Falsification or omission of personal or fleet information, including experience, accidents and driving violations.
2. If driving privileges were either temporarily or permanently revoked, suspended, withdrawn or denied at any time during the past three years.
3. Conviction, or pleading guilty to, or forfeiture of bond or collateral for operating a vehicle while under the influence of alcohol, a narcotic drug or its derivatives, an amphetamine or its formulations, or any other illicit drugs.
4. Conviction, or pleading guilty to, or forfeiture of bond or collateral for vehicle hit and run or leaving the scene of an accident involving personal injury or death.
5. Confirmed clinical or admitted diagnosis of alcoholism, coupled with current use of alcohol or confirmed use of illicit drugs.
6. A record of three or more moving violations in the previous twelve months or a total of five or more during the previous three years.
7. A record of three or more preventable vehicle accidents or property damage or loss incidents in the previous twelve months or a total of five or more during the previous three years.
8. Any physical or mental condition which may interfere with the safe operation of a motor vehicle. In making this determination, the University will take into account whether reasonable accommodations for the proposed driver would correct the potential safety concern.

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## **APPENDIX C**

### **EMPLOYEE/VOLUNTEER VEHICULAR TRAVEL ON UNIVERSITY BUSINESS**

Employees driving their own automobile while traveling on business within the scope of employment for the University would be covered by worker's compensation for bodily injury to the employee.

Damage to the employee's personal vehicle while traveling on business within the scope of employment for the University would be covered by the employee's own insurance as primary coverage.

Injuries to other persons or damage to others' vehicles would be treated for insurance purposes in most cases with the employee's insurance as primary coverage and the University's insurance as excess coverage with the potential in some circumstances to drop down as primary coverage.

The duty to defend the employee if the employee were sued would typically belong to the appropriate insurance carrier as described above.

Volunteers are generally covered by the University's general liability policy for bodily injury or property damage caused to third parties arising out of their activities in the course of University-sponsored volunteer work. Although the University does not provide health insurance to volunteers, the University's general liability coverage may respond to situations where the volunteer himself or herself is injured in the course of volunteer work where the University was negligent in some fashion.

***Information above was provided by the Office of the General Counsel and the University's insurance consultants Johnson & Higgins of Pennsylvania, Inc. based upon the University's insurance program in effect and current as of 12/94.***

APPENDIX D

DRIVING RECORD CERTIFICATION REPORT

1. Instructions to new employees, or new Fleet drivers: Please list the information requested below for the last three (3) years and promptly return the completed report to your manager or the individual who gave it to you.

2. Instruction to current Fleet drivers: Please list the information requested below for the period: 19\_\_ to Date. Return this form to your supervisor not later than 19\_\_

MOTOR VEHICLE ACCIDENTS

Include all accidents in which you were involved regardless of the ownership of the vehicle.

Table with 3 columns: Accident Date, Description of Accident, Injuries

MOTOR VEHICLE VIOLATIONS

List all violations of motor vehicle laws or ordinances (exclude Parking Violations) for which you pleaded guilty, were convicted, or forfeited bond or collateral. Include all citations currently pending disposition.

Table with 4 columns: Date, Jurisdiction, Description of Offense, Fine/Penalty

I certify that all pending violations or citations are included and that the above is true and accurate to the best of my knowledge.

Driver's License Number

State

Expiration Date

Print Name

Signature

Date

Report reviewed by Fleet Safety Coordinator

Date