

PROCEDURE TITLE:	DRIVING RULES FOR UNIVERSITY SPONSORED ACTIVITIES
PROCEDURE NO:	4.10:2
RELATED POLICY:	4.10REV TRAVEL AUTHORITY
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	VPF&A / DIRECTOR OF HR
EFFECTIVE DATE:	11/08/19
NEXT REVIEW DATE:	11/2022
APPROVED BY:	PRESIDENT

1.0 PURPOSE

- 1.1 Shawnee State University is committed to the safety of faculty, staff, students and visitors. These procedures establish rules for drivers for University-sponsored activities. Drivers may include employees, students, or volunteers.
- 1.2 Drivers are to have in their possession a valid driver's license at all times and proof of insurance as required by applicable law.

2.0 MOTOR VEHICLE RECORD CHECKS

- 2.1 A motor vehicle record (MVR) will be obtained every 12 months for:
 - 2.1.1 Drivers of a university vehicle
 - 2.1.2 Drivers transporting students on any university business/activity
 - 2.1.3 Drivers using a university-sponsored rental vehicle (e.g. van)
 - 2.1.4 Drivers whose positions require driving as an essential/integral part of assigned responsibilities
- 2.2 MVRs will be evaluated against the driving violations outlined in paragraph 4.0 of this procedure.
- 2.3 The Department of Human Resources will retain MVR's separately from the employee's personnel file.
- 2.4 MVRs will be retained for a period of 12 months.

3.0 POSITIONS REQUIRING DRIVING

- 3.1 An MVR will be obtained and reviewed prior to employment of an individual seeking a position that requires driving students or whose position includes driving as an essential component.
- 3.2 Applicants for such positions who have driving violations as identified in paragraph 4.0 will be ineligible for hire.

4.0 DRIVING VIOLATIONS AND PENALTIES

- 4.1 Any driver (as defined herein) whose current-year MVR contains one of the following violations will have University driving privileges temporarily revoked until the driving record is deemed acceptable as determined by the Director of Human Resources:
 - 4.1.1 Driving while license is suspended or revoked
 - 4.1.2 Knowingly leaving the scene of an accident
 - 4.1.3 Driving while intoxicated or impaired by liquor, drugs, chemicals, or organic solvents, etc.
 - 4.1.4 Reckless driving
 - 4.1.5 Felony with Vehicle
 - 4.1.6 Involuntary Manslaughter
 - 4.1.7 Speeding (3 or more in 36 month period)
 - 4.1.8 Any other moving violations (3 or more in 36 month period)
- 4.2 In instances of speeding and/or other moving violations as identified in section 4.1.7 and 4.1.8, the Director of Human Resources has the discretion to permit the completion of an acceptable driver improvement program as an alternative to the temporary revocation of driving privileges.
- 4.3 If driving is an essential function of a particular position, it will be stated in writing as a requirement on the official job description, job analysis questionnaire, internal posting and/or external announcement. Anyone who applies for a position with driving as an essential function will be given notice of this requirement prior to acceptance of the position.
- 4.4 During the period of temporary revocation any additional citations received by the driver could lead to the permanent revocation of university driving privileges. A second temporary revocation will normally result in the permanent revocation of university driving privileges, unless exceptional circumstances are presented.
 - 4.4.1 The decision to permanently revoke driving privileges will take into consideration the severity and frequency of the violations and will be made by the Director of Human Resources in consultation with the vice president or President (for directly reporting staff). Any necessary employment action as a result of the permanent revocation will be in accordance with policy, procedure, and/or labor agreement.

- 4.5 Refusal to release information necessary to conduct a motor vehicle record check when requested will result in loss of University driving privileges.
 - 4.6 Employees may appeal an action resulting from an MVR check to the applicable vice president or President (for directly reporting staff).
 - 4.7 These rules are in addition to any applicable federal, state or local mandates regarding the attainment and ongoing use of Commercial Driving License (CDL).
- 5.0 DRIVING RULES FOR ACADEMIC FIELD TRIPS/STUDENT ACTIVITIES/ATHLETICS
- 5.1 Students who are 21 years or older, with a valid driver's license, and acceptable driving record as demonstrated via an MVR check as described above, may be pre-approved as a driver by the appropriate Dean or second-level administrative manager (Director, Associate Director, etc.).
 - 5.2 Academic field trips are trips which are part of an academic course offered by the University for credit and where the participants are accompanied by the faculty member assigned to teach that course.
 - 5.3 Trips associated with University sponsored athletic events require that the participants are accompanied by an approved administrative coach.
 - 5.4 Student activities trips, including trips by student organizations, require the submission of a Student Organization Travel Authorization Form. Furthermore, every student participating must complete the Release from Liability form. The forms must be on file in the Student Life Office, University Center 222, prior to the departure date.
 - 5.5 Commercial buses will be the normal mode of transportation for trips over eight hours traveling time or 400 miles round trip. Pre-approval is required by the supervising vice president or president to use vans in lieu of buses. If vans are approved for the trip, at least two drivers will be designated per van for trips longer than 400 road miles one way.
 - 5.6 In no event will the use of 15-passenger vans and other vehicles that may be prohibited as determined by the University's Risk Manager be permitted to be used for University-sponsored travel.

- 5.7 Except in emergency situations, only a designated driver with a University-approved MVR may operate a van or serve as a driver for University-sponsored travel. No University driver should have a duty day, including driving time, longer than 14 hours. Duty time includes time spent riding as a passenger.
- 5.8 The supervising vice president or president may make an exception to these driving rules when necessary and as long as student and faculty safety are not compromised.

History

Effective: 01/17/14

Revised: 11/8/19; 04/03/14