ALVERNIA UNIVERSITY
Driver and Vehicle Use Policy

PURPOSE
This policy sets forth the requirements applicable to all drivers conducting Alvernia University business and is designed to promote safety and protect people, property, and other University resources. The University is dedicated to appropriately managing the risks associated with business use of vehicles, whether University or personally owned, rented, or leased.

POLICY SCOPE AND APPLICATION
This policy applies to all persons operating a motor vehicle on University business, regardless of vehicle ownership, including Alvernia employees (faculty and staff), authorized student drivers and/or volunteers.

Students may only drive vehicles if operating on behalf of: a University office or program; a registered student organization; or an athletic team; and with the signed approval of the appropriate faculty or staff member. Any questions regarding this policy and the procedures and responsibilities outlined herein shall be referred to the Director of Procurement & Risk Management. For Athletic vehicle use, consult the Athletics and Recreation Coaches Manual for additional information.

All drivers are expected to conduct themselves in a professional manner when operating a vehicle and must adhere to the following responsibilities, training, and vehicle operation procedures.

DEFINITIONS – See pages 10-11.

I. DRIVER’S MUST

A. Have a valid driver’s license.
B. Be at least 21 year old to drive University, rental or leased vehicles (excluding Facilities Department employees).
C. Register as a University driver at least 2 weeks prior to driving.
D. Be trained as required under section VI. Training.
E. Immediately report any changes in license status (restrictions, revocations, suspensions, expirations) to their supervisor.

II. REGISTRATION PROCEDURE
To become a registered driver, drivers must complete the MVR Release Forms (available in the S:\Human Resources\EMPLOYEE INFORMATION—SHARED\Employee Handbook and Policies folder) and return them to Human Resources (HR) for processing. These forms allow HR to order and review the driver’s Motor Vehicle Record (MVR), see Section IV for MVR review details.

III. DRIVER CATEGORIES

Tier 1 – Essential Drivers – Motor Vehicle Records rechecked annually.

- Drive University vehicles as an essential part of their job, and/or
- Drive a primary assigned University vehicle, and/or
- Need medical certification for Commercial Driver’s License (i.e. health physical) to drive, and/or
- Transport students repeatedly, and/or
- Holds a select position from the following offices: Admissions, Athletics, Graduate & Adult Education, Holleran Center, and University Life.
**Tier 2 – Frequent Drivers** – Motor Vehicle Records rechecked every 3 years.

- Mid to senior level administrators and other staff who with some regularity drive during their work day to meetings, conferences, appointments, etc.
- Those who occasionally transport students

**Tier 3 – Occasional Drivers** – Motor Vehicle Records rechecked at the discretion of HR.

- Sporadic drivers- e.g. those who drive at the discretion of their supervisors.
- Authorized students with Acceptable driving records.

Human Resources will maintain a list of approved University drivers and their driving tiers. MVR rechecks may be performed more frequently at the discretion of Human Resources. Departments are responsible for notifying Human Resources immediately if the driving frequency of an employee changes.

**IV. MOTOR VEHICLE RECORD REVIEWS**

A. Human Resources will review the MVR driving history using the points system below to determine eligibility to drive University owned, rented, leased or personally owned vehicles to conduct University business.

B. Employees will be given an opportunity to address areas of concern before action is taken.

C. Human Resources will review areas of concern with the employee’s supervisor and the supervisor must take appropriate action as outlined in Section E.

D. Human Resources will recheck MVRs as required based on the driver’s Tier level and may order periodic and random rechecks.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving with a suspended license</td>
<td>10 points</td>
</tr>
<tr>
<td>Driving while impaired</td>
<td>10 points</td>
</tr>
<tr>
<td>Refusal to submit to chemical and/or blood alcohol testing</td>
<td>10 points</td>
</tr>
<tr>
<td>Operating a vehicle without permission</td>
<td>10 points</td>
</tr>
<tr>
<td>Careless/reckless driving; leaving accident scene</td>
<td>10 points</td>
</tr>
<tr>
<td>Speeding greater than 25 mph over the posted speed limit</td>
<td>10 points</td>
</tr>
<tr>
<td>Speeding 15-25 mph over the posted speed limit</td>
<td>7 points</td>
</tr>
<tr>
<td>Open intoxicants in vehicle</td>
<td>7 points</td>
</tr>
<tr>
<td>All at-fault accidents</td>
<td>5 points</td>
</tr>
<tr>
<td>All other moving violations</td>
<td>4 points</td>
</tr>
<tr>
<td>Failure to comply with yearly vehicle inspections</td>
<td>3 points</td>
</tr>
</tbody>
</table>

The accumulation of ten (10) or more points may affect the ability to drive a University owned or rental vehicle.

E. Driving privilege is based on the employee, student, and volunteer’s driving history as represented on the MVR. The driving status categories and actions are as follows:
1. **Acceptable** - MVR includes, but is not limited to:
   
   a) One at-fault accident, or  
   b) One minor driving violation.  

   **Action**: Supervisor and employee or student will be notified of the results of the motor vehicle record. No further action required. Employee or student is subject to periodic and random review.  

   **Note**: Students who fall outside the Acceptable category will not be allowed to drive University owned, rented, leased or personal vehicles while on University business.  

2. **Conditional** - MVR includes, but is not limited to: 
   
   a) Two at-fault accidents, or  
   b) Two minor driving violations, or  
   c) One at-fault accident and one minor driving violation.  

   **Action**: Employee will be given a verbal notification and counseled by their supervisor regarding the importance of practicing safe driving habits. A signed copy of employee’s MVR evidencing this meeting will be kept in the employee’s personnel file by forwarding documentation to Human Resources. Refer to the Motor Vehicle Record Review Form. The employee will be given a copy of the Driver and Vehicle Use Policy for their review.  

   Human Resources will recheck the employee’s motor vehicle record in six (6) months to re-evaluate driving privileges and discuss areas of concern with the employee’s supervisor. The employee may continue to operate a University vehicle.  

3. **Watch** - MVR includes, but is not limited to: 
   
   a) Three at-fault accidents, or  
   b) Three minor driving violations, or  
   c) One at-fault accident and two minor driving violations, or  
   d) Two at-fault accidents and one minor driving violation.  

   **Action**: Employee will be given a written notification and counseled by their supervisor regarding the importance of practicing safe driving habits. A signed copy of employee’s MVR evidencing this meeting will be kept in the employee’s personnel file by forwarding a copy of the documentation to Human Resources. Refer to the Motor Vehicle Record Review Form. The employee will be given a copy of the Driver and Vehicle Use Policy for their review.  

   Human Resources will recheck the employee’s motor vehicle record in six (6) months to re-evaluate driving privileges and discuss areas of concern with the employee’s supervisor. The employee may continue to operate a University vehicle but only with supervisor approval.  

4. **Restricted** - MVR includes, but is not limited to:  
   
   a) Four or more at-fault accidents, or  
   b) Four or more minor driving violations, or  
   c) One or more major driving violations, or  
   d) Any combination of minor driving violations and at-fault accidents totaling four or more.  

   **Action**: Driving privileges for the University will be temporarily suspended until the employee’s motor vehicle record reflects an acceptable, conditional or watch status.
The employee will be counseled by their supervisor regarding the importance of practicing safe driving habits. A signed copy of employee’s MVR will be kept in the employee’s personnel file by forwarding a copy of the documentation to Human Resources. Refer to the Motor Vehicle Record Review Form. The employee will be given a copy of the Driver and Vehicle Use Policy for their review. The supervisor should attempt to re-assign the employee to duties that do not require driving and contact Human Resources for guidance.

Human Resources will recheck the employee’s motor vehicle record in six (6) months to re-evaluate driving privileges and discuss areas of concern with the employee’s supervisor. Prior to reinstating driving privileges, the employee’s driving status must be updated to Watch, Conditional or Acceptable and the employee must complete a driver safety training course.

Driving history not addressed by the above described Motor Vehicle Record Review process will be evaluated by Human Resources to determine driving privileges.

V. DISCIPLINARY PROCEDURES

Any employee placed on a Restricted Driving Status could be subject to disciplinary actions and/or termination as per the Employee Handbook. Any situations falling outside these specifications will be reviewed by Human Resources for appropriate action.

VI. TRAINING

A. The following personnel will be required to complete an online driver safety training course within the specified time frame:

1. All drivers of University vehicles – within 30 days of hire.
2. All student employee drivers – within 15 days of hire.
3. All drivers over the age of 21 but under the age of 25 – within 15 days of hire.
4. All drivers who are not Alvernia employees (i.e. students & volunteers) – within 15 days of beginning to drive on University business.
5. All drivers involved in any automobile accident while on University business – within 30 days following the accident.

B. The Environmental Health & Safety Manager and/or Human Resources will provide information on training options.
C. Proof of attendance at another driver safety course taken within one year may be substituted, with approval by Human Resources, for categories 1) or 4) above.
D. All operators of 12-passenger vans must complete an online van safety training course before operating a 12-passenger van.
E. Supervisors must review the Driver and Vehicle Use Policy with all employees, student employee, and volunteers before allowing that person to operate any University vehicle.
F. Documentation of these meetings must be retained in the employees’ personnel file.
G. Refresher training will be conducted after three years or within 30 days of a vehicular accident.

VII. VEHICLE OPERATIONS

A. Only authorized drivers may operate University vehicles.
B. Drivers must operate vehicles in accordance with all traffic laws, ordinances, and regulations of the states in which they are driving.
C. Vehicle must be driven at speeds that are appropriate for road conditions.
D. Vehicle must be driven in the environment for which it was designed.
E. Seat belts and other occupant restraint devices must be worn at all times by the driver and all occupants, where equipped.

F. Malfunctioning seat belts or other safety and maintenance components in University vehicles must be reported immediately to the Facilities Department.

G. Truck drivers must never allow passengers to ride in the truck bed or sit on the tailgate or sides when the truck is in motion.

H. Vehicle should not be used to transport unauthorized passengers.

I. Drivers must yield to emergency vehicles, bicyclists, pedestrians, and utility vehicles.

J. Drivers must not drive if drowsy or under the influence of any substance. Substances include, but are not limited to: alcohol, illegal drugs, prescription and over-the-counter drugs that cause drowsiness or impair judgment. Use of prescription drugs is permitted only if it does not impair the employee’s ability to operate a vehicle in a safe manner. Drivers must notify their supervisor of any medications taken that may affect their driving ability. Doctor’s certification may be required.

K. Drivers must not drive for long periods of time without breaks. Breaks are recommended at a minimum of every two hours or every 100 miles. Maximum driving time recommended in a 24 hour period is eight (8) hours. CDL drivers must obey state guidelines.

L. Drivers must turn the vehicle off, remove the keys, and lock the doors when the vehicle is left unattended.

M. Drivers assume personal responsibility for fines, parking tickets, and traffic violations while operating a vehicle for University business.

N. The vehicle owner’s manual, vehicle registration, and insurance identification card should be maintained in the glove box.

O. Smoking is prohibited in vehicles owned, leased, or rented by the University.

VIII. MOBILE TECHNOLOGY USAGE WHILE DRIVING

The use of mobile technology devices distracts drivers and increases the risk of accidents. Mobile technology devices include: cell phones, laptops, personal digital assistants, navigation systems, and portable digital audio and video players. To reduce the possibility of vehicle accidents, Alvernia University has adopted the following policies for all employees conducting University business while driving University, rental, leased, borrowed or personally owned vehicles:

A. Employees must comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cellular phones. The Governors Highway Safety Association provides state and local cell phone regulations at www.ghsa.org.

B. The use of hand held cell phones while driving is prohibited. Use of handheld cell phones to contact law enforcement or emergency services or if safely pulled over to the side of the road is allowed.

C. Cell phone calls using hands-free technology while driving is discouraged. To minimize the impact of distractions while driving, calls, if any, must be brief. Extended cell phone conversations should take place when the individual is not driving.

D. The following actions are prohibited while driving:

1. Sending or reading text messages or e-mails.
2. Dialing cellular phones.
3. Inputting data into laptop computers, personal digital assistants or navigation systems. Employees who use their smart phone for GPS or navigation must program their phone when not driving.
4. Viewing television, videos or DVDs.
IX. PERSONAL VEHICLES

A. Employees, authorized students and volunteers with Acceptable MVRs, may drive their personal vehicles while on University business at their option and at their own risk. The vehicle owner’s insurance will be in effect in the event of an accident.

B. If a driver chooses to use his/her own vehicle for transportation of co-workers and/or students, the driver’s personal auto insurance (and possibly liability insurance) will be the primary insurance for any accident or incident that occurs during such usage. Alvernia makes no representations concerning the safety of personal vehicles or the qualifications of the operators of those personal vehicles.

C. The Pennsylvania Vehicle Code requires that all drivers carry a valid driver’s license and proof of auto insurance. It is the responsibility of the driver to make certain that the driver’s license has not expired or been suspended and that auto insurance premiums have been paid and the policy is active.

X. SPECIALTY VEHICLES

A. Commercial Motor Vehicles - Commercial motor vehicles must be operated only by individuals who:
   1. Possess a valid commercial driver license of appropriate class for the type of vehicle operated, with appropriate endorsements if applicable.
   2. Have experience driving this type of vehicle.

B. Utility Vehicles - Must be operated according to all traffic laws and manufacturer recommendations.
   1. All operators must receive training in the safe operation of the utility vehicle.
   2. Student operators of these carts must be a minimum of 18 years old and possess a valid driver’s license.
   3. The keys must never be left in the ignition when unattended. When the cart is not in use, the operator must place the cart control lever in the park or neutral position, remove and secure the key and set the parking pedal brake.
   4. Use common sense while using carts – they are not toys. No horsing around is permitted.
   5. A cart must be operated on campus at a speed equivalent to a well-paced walk and no faster than 10 mph. This maximum speed may be subject to the terrain over which it is being driven, the weather conditions, and the total weight of the vehicle and passengers and any equipment being carried.
   6. Carts are not to be operated with more passengers than seating is provided.
   7. All occupants in the cart shall keep hands, arms, legs and feet within the confines of the cart at all times when the cart is in motion.
   8. When using the cart to carry packages or merchandise, be sure to not overload the cart. It is recommended that loads not extend more than one foot from either side or front of the cart. Loads need to be secured, tied down, and/or strapped.
   9. Never back up without making sure there is no person or obstruction behind the cart.
   10. Reduce speed to compensate for inclines, pedestrians, and weather conditions.
   11. Maintain adequate distance between vehicles and pedestrian.
   12. Approach sharp or blind corners with caution and reduce speed.
   13. Use extreme care at building entrances and upon entering/exiting enclosed areas.
   14. Carts shall not block exits, entrances, stairs, sidewalks, fire hydrants, fire lanes, or handicap ramps.
   15. Utility vehicles may not be driven on roadways with posted speed limits of 25 mph or greater. Local roads with speed limits greater than 25 mph include Route 10 (Morgantown Road), Mountain View Road, and High Boulevard.
16. Utility vehicles must be equipped with appropriate lights and warning signals. These vehicles should also be equipped with a “slow moving vehicle” emblem.

C. Trailers - Employees must follow all applicable federal and state laws when towing a trailer.

D. Vans & Buses - All drivers must have taken and passed a van driver training program approved by Human Resources or the Environmental Health & Safety Manager.

1. All passenger vehicles with a capacity greater than 15 passengers require a CDL (commercial driver’s license) with a passenger endorsement.
2. The occupancy of the van/bus (including the driver) shall be no greater than the vehicle’s rated passenger capacity, i.e. 12 persons for 12 passenger vans.
3. All vehicle occupants, including the driver, must wear seat belts at all times; the only exception is for shuttle passengers during trips of less than 3 miles.

XI. ACCIDENT REPORTING

A. ACCIDENT SCENE PROCEDURES

1. Stop immediately and contact the appropriate law enforcement agency.
2. Call 911 if anyone is injured or requires immediate medical attention.
3. Be calm, courteous, and do not argue.
4. Do not leave the accident scene until an accident report has been completed by the law enforcement agency.
5. Take necessary precautions to protect the accident scene. Vehicles must not be moved until after the police arrive unless they present a safety hazard.
6. Obtain name, address, and phone number of the other driver and witnesses. Also obtain other driver’s insurance information.
7. Cooperate fully with the investigating law enforcement officer.
8. Obtain the name of the investigating officer, law enforcement agency, and case number.
9. Do not discuss the details of the accident with others at the scene except for the police officer.
10. Do not admit liability or fault, make offers, or agree to settlement on behalf of Alvernia University. It is important that such admissions and decisions be reserved for the insurance carriers.
11. Do not sign any document other than those required by the law enforcement official.
12. Be aware of potential fraud from others arriving at the scene, such as a tow truck you did not contact or fake investigators. Be sure to verify all identification.
13. If the vehicle must be towed from the scene, remove keys and University property and lock the vehicle.

B. OTHER PROCEDURES FOLLOWING AN AUTOMOBILE ACCIDENT

1. Report the accident as soon as possible to the following:
   a. Supervisor
   b. Rental company if it is a rented vehicle
   c. Personal automobile insurance carrier if it is a personally owned vehicle
   d. Director of Facilities at 610-796-8239 or 610-587-5178 if it is a University owned vehicle
   e. Public Safety 610-796-8350
   f. Human Resources 610-796-8317
2. Complete a “Vehicle Accident Report” form found in the S:\Business Office\Driver and Vehicle Use Policy Documents folder and forward it to the Director of Procurement & Risk Management within 24 hours of the accident.
3. All employees involved in any type of accident that causes property damage (regardless of the monetary value) or those individuals injured while operating machinery (utility vehicle, company vehicles, etc.) are required to be tested for the use of controlled substance and alcohol immediately after the incident. Employees must immediately contact Human Resources to receive instructions on when and where to report for such testing. Any employee who is seriously injured and cannot immediately report for such testing must provide the necessary authorization for obtaining hospital records or documents that would indicate whether there was alcohol or controlled substances in the employee’s system.

C. CLAIM MANAGEMENT AND LOSS CONTROL

1. The Director of Procurement & Risk Management will provide oversight of all claims arising out of accidents involving University vehicles. Recordkeeping of automobile accidents will include: name of driver, department to which the vehicle is assigned, date of accident, cause of accident, and related costs.
2. The $1,000 automobile insurance deductible will be charged to the department of the employee that was driving the University vehicle at the time of the accident.
3. Human Resources will monitor accident activity and counsel with the department when an employee has been involved in a serious or excessive number of automobile accidents. Motor vehicle records will be ordered as needed to analyze driving history based on accident data.
4. All drivers involved in an automobile accident with a University vehicle are required to complete a driver safety training course. This training must be completed within thirty (30) days following the accident.

D. SERVICE OF LEGAL PAPERS

Occasionally an employee involved in an automobile accident while operating a University vehicle may be served legal papers naming the employee as a defendant in a lawsuit. In the event an employee receives such legal papers, timely notification to the University is critical. The employee must immediately notify the Director of Procurement & Risk Management and comply with requests for additional information.

XII. AUTOMOBILE INSURANCE

A. LIABILITY INSURANCE COVERAGE

1. Alvernia’s automobile liability insurance applies to all vehicles owned, rented, and leased by the University.
2. Personal vehicles must be covered by the owner’s personal automobile insurance and that coverage is primary in the event of an accident.
3. Alvernia’s automobile liability insurance covers claims of bodily injury or property damage, suffered by a third party, arising out of the ownership, maintenance, or use of a vehicle owned, leased, or rented by the University. Liability insurance is provided on an excess basis for personal automobiles used on University business.

B. PHYSICAL DAMAGE INSURANCE COVERAGE

1. Alvernia’s automobile insurance provides physical damage insurance coverage (comprehensive & collision) for University owned or leased vehicles.
2. Alvernia’s insurance provides no physical damage coverage for personal vehicles.
C. INSURANCE FOR RENTED VEHICLES
   1. Liability insurance coverage is provided on a primary basis for automobiles rented for University business.
   2. Physical damage insurance coverage is provided for vehicles rented from a rental agency for University business for short term (30 days or less).
   3. Physical damage coverage is subject to a deductible and is the responsibility of the department renting the vehicle.

D. CERTIFICATE OF INSURANCE
   Evidence of the University’s liability and physical damage insurance can be obtained by requesting a Certificate of Insurance from the Purchasing Clerk in the Office of Procurement & Risk Management.

XIII. TRANSPORTATION CONTRACTS

When contracting for transportation services, use only approved vendors on the “Bus & Transportation – Alvernia University Approved Vendors” list, which is available in the S:\Business Office\Bus & Transportation Safety Information folder.

A. Contract for Services: A contract for services must be executed between the University and the entity providing transportation services. The department executing the contract must thoroughly review the contract, understand its requirements, negotiate acceptable terms and conditions, and agree to be bound by the terms of the contract. The contract must request the transportation contractor indemnify and hold harmless Alvernia University, its Board of Trustees, Faculty, Staff, and Agents for incidents related to the transportation services provided. The contract must be reviewed, approved and signed by the Director of Procurement & Risk Management.

B. Contractor Selection: The contractor must be on Alvernia’s current Bus & Transportation – Alvernia University Approved Vendors list.

C. Insurance Requirements: Prior to performing services for Alvernia, the contractor must have a certificate of insurance on file with the Director of Procurement & Risk Management that names Alvernia University, its agents and employees as Additional Insureds under its comprehensive general liability coverage. The minimum acceptable limits of coverage are:

   1. Business Automobile Liability insurance with a combined single limit of not less than $1,000,000.
   2. Worker’s Compensation insurance in statutory limits.
   3. Comprehensive General Liability insurance covering bodily injury and property damage with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate.
   4. Umbrella/Excess Liability insurance with limits of not less than $2,000,000 per occurrence and $2,000,000 aggregate.
   5. The insurance companies providing coverage must have an A.M. Best financial rating of A or better.
   6. Coverage must be provided by an insurer licensed by the Insurance Commissioner to conduct business in the State of Pennsylvania.
   7. The insurance policy must be endorsed to provide that the policy will not be cancelled, non-renewed, changed or allowed to lapse for any reason without thirty (30) day written notice to Alvernia University.

The Director of Procurement & Risk Management can provide assistance with contract negotiation and insurance terms and conditions.
XIV. DEFINITIONS

**Accident** - an incident involving any person driving a vehicle on Alvernia University business that results in bodily injury or property damage.

**At-fault Accident** – an incident involving any person driving a motor vehicle that results in bodily injury or property damage, in which the police report indicates that in the law enforcement officer’s opinion:

a. The driver violated a specific traffic law and the violation was the prime contributor to the accident, or

b. The driver’s negligent actions or behavior was the prime contributor to the accident.

**Alvernia University Business** - activities that are performed on behalf of Alvernia University and/or within the scope of employment at Alvernia University.

**Alvernia University Employee** - any individual currently classified as an employee by the Alvernia University Employee Handbook.

**Alvernia University Vehicle** - a motor vehicle owned, leased, rented, or hired by Alvernia University, or a personal vehicle used for Alvernia University business. This does not include vehicles not licensed for use on public roads.

**Authorized Driver** - a person granted permission to operate an Alvernia University vehicle for University business.

**Certificate of Insurance** - document prepared by an insurance company evidencing insurance coverage purchased.

**Commercial Driver License (CDL)** - a license required of any operator of a commercial motor vehicle as defined by the DOT.

**Commercial Motor Vehicle** - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

a. Has a gross combination weight rating of 26,001 or more pounds (11,794 or more kilograms) inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds (4,536 kilograms); or

b. Has a gross vehicle weight rating of 26,001 or more pounds (11,794 or more kilograms); or

c. Is designed to transport 16 or more passengers, including the driver; or

d. Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

**Deductible** - the portion of a covered loss that is not covered by insurance.

**Defensive Driving Course** – a course designed to teach safe driving techniques.

**Hold Harmless** - a contractual provision that obligates one party to hold another party harmless from financial responsibility for a loss.

**Indemnify** - to restore a party who has suffered a loss to the same financial position that party held before the loss occurred.

**Liability Insurance** - insurance that covers losses resulting from bodily injury to others or damage to the property of others for which the insured is legally liable and to which the coverage applies.
**Major Driving Violation** - any moving violation that includes but is not limited to:

- a. Driving with a suspended license
- b. Driving under the influence of alcohol or controlled substance
- c. Refusal to submit to chemical and/or blood alcohol testing
- d. Operating a vehicle without permission
- e. Careless/reckless driving
- f. Leaving the scene of an accident
- g. Speeding greater than 25 mph over the posted speed limit
- h. Fleeing or attempting to elude the police
- i. Accidents involving death or personal injury
- j. Vehicle theft
- k. Reckless driving
- l. Failure to stop for school bus with flashing red lights
- m. Driving in unauthorized lane of travel
- n. Two (2) speeding violations over 86 mph will be considered one major driving violation

**Minor Driving Violation** - any moving violation, excluding major driving violations, including, but not limited to, the following:

- a. Exceeding posted speed limit by 16 to 25 mph
- b. Restriction of alcoholic beverages
- c. All at-fault accidents
- d. All other moving violations
- e. Operating vehicle without official inspection certificate
- f. Failure to obey traffic control device
- g. Improper lane change violations
- h. Following too closely
- i. Improper position and method of turning
- j. All other moving violations

**Motor Vehicle Record** - report obtained from the state licensing authority documenting a person’s driving history.

**Physical Damage Insurance** - provides coverage for direct and accidental loss or damage to an insured automobile. Coverage is subject to named exclusions.

**Student Employee** - Alvernia University student who is employed by Alvernia University.

**Student Employee Driver** - a University student who is employed by Alvernia University and drives as part of their job responsibilities.

**University Business** – activities that are performed on behalf of Alvernia University and/or within the scope of employment at Alvernia University.

**Utility Vehicles** - Four-wheelers, golf carts, gators, tractors, forklifts, heavy equipment, and other utility vehicles used to service the University campus.

**Volunteer** – any person acting on behalf of Alvernia at its request; with its permission, approval, or under its direction; but only while acting within the scope of such request, permission, approval, or direction.

**CROSS REFERENCES** – Relevant documents to review:

- Alvernia University Form to Request Approval for Off-Campus Experiences
- Motor Vehicle Record Release & Driver Information Form
- Motor Vehicle Record Review Form
- Release and Indemnification Agreement – Waiver (Simple & Detailed)
- University Life Division Overnight (or Longer) Trip Participant List Guidelines
- Vehicle Accident Report Form
ACKNOWLEDGMENT OF RECEIPT
Driver and Vehicle Use Policy

The undersigned hereby acknowledges review of the Driver and Vehicle Use Policy containing the current policy of Alvernia University.

My signature below represents my acknowledgment that I have thoroughly read and understood the policy and my obligations under the policy, and further represents my consent to conducting myself in a way consistent with the policy. I also understand that the Human Resources Office is available to answer any questions that arise as a result of my review of the policy.

I understand that the policy contained herein may be amended or changed by Alvernia University at any time.

(Signature)

(Name Printed)

(Date)