

# LYNN UNIVERSITY FLEET SAFETY PROGRAM

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## Contents

I. POLICY STATEMENT.....	2
II. PROGRAM GOALS.....	2
III. PROGRAM RESPONSIBILITIES .....	2
IV. AUTHORIZATION OF DRIVING PRIVILEGES .....	4
V. AUTHORIZED VEHICLE USE .....	4
VI. DRIVER MVR CHECKS .....	5
VII. Driver Selection and Approval Practices.....	5
VIII. MVR CRITERIA GUIDELINES and IDENTIFICATION OF HIGH-RISK DRIVERS .....	7
IX. MANAGEMENT CONTROLS FOR HIGH-RISK DRIVERS .....	9
X. ACCIDENT REPORTING .....	10
XI. OTHER REPORTING RESPONSIBILITIES OF DRIVERS.....	11
XII. TRAINING.....	11
XIII. SAFETY REGULATIONS .....	12
XIV. VEHICLE REQUEST PROCEDURES.....	14
GLOSSARY OF TERMS .....	15
Appendix A.....	16
Appendix B.....	17
Appendix C.....	18
Appendix D .....	18

INDEX

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# LYNN UNIVERSITY

## FLEET SAFETY PROGRAM

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### I. POLICY STATEMENT

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The Lynn University Fleet Safety Program establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on university business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to the university.

The commitment of management and employees is critical to the success of this program. Clear communication and strict adherence to the program's guidelines and procedures are essential.

**GLOSSARY:** (See Appendix A, page 11 for additional definitions.)

**COMPANY VEHICLE:** A motor vehicle owned by or leased to the university, including a temporary replacement vehicle.

**MOTOR VEHICLE:** "Company Vehicle" or any other motor vehicle or utility cart (golf cart) while being operated on university business.

**DRIVER:** Any employee assigned a "Company Vehicle" or who operates a "Motor Vehicle."

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### II. PROGRAM GOALS

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The primary goal of the Fleet Safety Program (FSP) is to maintain a high level of safety awareness and foster responsible driving behavior.

"Driver" safety awareness and responsible driving behavior will significantly decrease the frequency of "Motor Vehicle" accidents and reduce the severity of personal injuries and property damage.

"Drivers," as defined in this program, must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or dismissal.

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### III. PROGRAM RESPONSIBILITIES

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Everyone shares in the responsibility to make the FSP a success. To avoid confusion or misunderstanding, specific program responsibilities are outlined as follows:

#### A. Drivers

"Drivers" are required to:

1. Read, understand and follow the requirements contained in this program;

2. Participate in university-sponsored activities or programs designed to improve driver safety;
3. Maintain a valid driver's license and adhere to license restrictions;
4. The licenses must be valid for each class of vehicle that the employee will drive for the institution, e.g., CDL for bus drivers.
5. Complete the driver history form (Appendix 'B'), and thereby provide signed permission for the University or its designated representative to obtain "Motor Vehicle Records" upon hiring and annually thereafter while employed by the university. These records are to be electronically maintained in Riskconnect,
6. Sign the Fleet Safety Program Acknowledgment Form (Appendix D). This record is to be electronically maintained in Riskconnect.

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## **B. University Transportation Coordinator**

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University Transportation Coordinator will:

1. Implement the FSP and ensure accountability for program requirements;
2. Ensure the Driver History Forms, (Appendix 'B'), are completed by each "Driver," and electronically maintained in Riskconnect;
3. Ensure that each driver signs the Fleet Safety Program Acknowledgment Form (Appendix D) and kept electronically in Riskconnect;
4. Be responsible for taking appropriate action to manage "High-Risk Drivers" as defined by this program;
5. Ensure that all "Drivers" participate in university-sponsored safe driving training programs.
6. Secure and retain training documentation for all safe driving training.
7. Investigate all "Accidents" and ensure that Accident Reports are completed as described in Section IX - Accident Reporting.
8. Forward MVR reports to the appropriate Department Heads upon request.
9. Prepare reports for management review and action as deemed necessary.

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## **C. Director of Auxiliary Services**

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The Director of Auxiliary Services will:

1. Serve as a technical resource to the Training Coordinator, ensuring the continuous development and maintenance of the FSP
2. Help evaluate "High-Risk Drivers" and advise management on instituting any additional driving restrictions/limitations
3. Evaluate and approve driver training curriculum
4. Approve revisions and disseminate changes to the FSP
5. Obtain and review "Motor Vehicle Reports" (MVR) and accident information from the Transportation Coordinator as needed to ensure that "High-Risk Drivers" are identified and brought to the attention of management
6. Provide cost-effective resources' to protect the universities assets
7. Allocate vehicle accident costs to respective management

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## IV. AUTHORIZATION OF DRIVING PRIVILEGES

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The Transportation Coordinator will not assign or allow the use of a "Motor Vehicle," if:

- A. The "Driver" does not have a valid operator's license issued by their state of residence and on file with the universities Transportation Coordinator; or if
  - B. The "Driver" possesses licenses from more than one state, or if
  - C. The "Driver's" license is suspended or revoked for any reason.
  - D. Is not authorized by the Transportation Coordinator to drive university vehicles
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## V. AUTHORIZED VEHICLE USE

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### **A. Personal Use of "Company Vehicle"**

A "Company Vehicle," permanently assigned to management, when not used for business purposes, may be driven for personal use. The employees' spouse must also complete a "Driver History Form" and await approval from the transportation coordinator before operating a university-owned vehicle. Management may implement other personal use restrictions, such as radius of operation, at their discretion. However, any such additional restrictions must be in writing and communicated to all affected "Drivers." The privilege of driving a "Company Vehicle" for personal use is subject to change by the university at any time.

B. Employees not assigned a vehicle on a permanent basis are restricted from personal use of university vehicles. Assigned vehicles are for business use only and are restricted to occupancy of business-related individuals only.

### **B. Unauthorized Use of "Company Vehicles"**

If a "Driver" allows an unauthorized individual to drive a "Company Vehicle," disciplinary action may be taken, up to and including suspension of driving privileges or dismissal of the "Driver."

If the unauthorized use results in an accident, in addition to whatever disciplinary action may be taken, the responsible employee may be required to make restitution for the physical damages to the "Company Vehicle."

### **C. "Non-Company Vehicles" Used For Business**

Employees who drive "Non-Company Vehicles" while conducting business for the university are subject to all the provisions and standards of this program.

Additional responsibilities include:

1. Maintaining automobile liability insurance limits of at least \$100,000 per person, \$300,000 per accident, and \$50,000 property damage, but in no case less than the minimum required by law for the state in which the driver resides.
2. Maintaining current state vehicle inspection if the state requires one; and
3. Maintaining their "Non-Company Vehicle" in safe operating condition.

**USE OF A MOTORCYCLE FOR COMPANY BUSINESS IS PROHIBITED.**

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## VI. DRIVER MVR CHECKS

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### A. Initial MVR Checks

#### 1. EMPLOYEE APPLICANTS:

The Hiring Manager must identify that a new employee will be a designated university "Driver." The Hiring Manager must check the appropriate box on the Employee Change Form. Employee Services will then forward a Driver History Form (see appendix B) and a copy of the driver's license to be completed by the employee and forwarded that form to the Transportation Coordinator. The Transportation Coordinator will use the form to obtain an MVR for evaluation. In the event an employee-applicant is hired and must begin driving on university business prior to receipt of the MVR, the Department Head and The Transportation Coordinator must, at a minimum, carefully review the applicant's Driver History Form before granting driving privileges. Also, each employee-applicant should be informed in writing by the applicant's supervisor that driving privileges is conditional upon receipt of a satisfactory MVR; that is, an MVR not meeting the definition of a "HIGH-RISK DRIVER."

The following table, as developed by FICURMA, is used to make initial and future driving privilege decisions:

Number of Violations	Number of At-Fault Accidents (last 3 years)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Deny
1	Acceptable	Acceptable	Borderline	Deny
2	Acceptable	Borderline	Deny	Deny
3	Borderline	Deny	Deny	Deny
4	Deny	Deny	Deny	Deny

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## VII. Driver Selection and Approval Practices

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**Acceptable "MVR"** – No more than 2 minor violations; OR at-fault accident in the last 3 years; OR no more than a combination of 1 minor violation and 1 at-fault accident in the last 3 years.

**Borderline "MVR"** – 3 minor violations; OR 2 at-fault accidents in the last three years; OR any combination of minor violations and at-fault accidents in the last 3 years totaling 3 occurrences.

**Deny "MVR"** – 1 or more major convictions in the last 3 years; OR 4 or more minor violations; OR 3 or more at-fault accidents in the last 3 years; OR any combination of minor violations and at-fault accidents totaling 4 or more occurrences.

**At-Fault Accident** – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single-vehicle accident where the cause is not equipment related.

Applicants with three or more violations within a three-year period represent a significantly greater risk to the pool because they are more likely to be involved in a vehicular accident than those with no traffic violations. Any driver

with an MVR consisting of any combination of 3 accidents and moving violations that total four (4) during the past three years will be denied institutional driving privileges.

The following violations that appear on a current MVR within the last three years from date MVR was run may be deemed as denied:

**Major Violations:**

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Operating a motor vehicle as an uninsured driver
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended/revoked
- Attempting to elude a peace officer
- Hit and run
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without the owner's authority
- Permitting an unlicensed person to drive

**Minor Violations:** Any moving violation other than a major except:

- Motor vehicle equipment, load or size requirement
- Improper/failure to display license plates (if they exist)
- Failure to sign or display the registration
- Failure to have a driver's license in possession (if valid license exists)

**How to Obtain an MVR**

- Submit the MVR request online utilizing your institution's Trusted Employee's account.
- To request **RUSH -ONLY** MVR reports, submit the employee's name, license number, state of issue, and date of birth to FICURMA using the online MVR request form available at [ficurma.org](http://ficurma.org).

**Suggested Minimum Standards among all drivers:**

- At least 65 percent of all MVRs are "clear;"
- No MVRs with major conviction; and
- No new driver is hired or allowed to drive university vehicles with a "borderline" or "denied" Motor Vehicle Report.

**2. EXISTING EMPLOYEES:**

If an existing employee is changing from a non-driving position to a position requiring driving on university business, the employee must complete and sign a Driver History Form (Appendix B). The Applicant's Supervisor will forward the form to the Transportation Coordinator, so an MVR can be ordered and evaluated prior to granting driving privileges.

**B. Periodic MVR Checks**

The Transportation Coordinator will obtain MVRs annually for all existing "Drivers." In addition, the university maintains the right to conduct a periodic and random review of MVRs at its discretion.

## C. Distribution of MVRs

The Transportation Coordinator will retain MVRs will be electronically maintained in Riskconnect. The employee may review the file upon request. Distribution of the employees' driving record is restricted to the employee and their supervisors.

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## VIII. MVR CRITERIA GUIDELINES and IDENTIFICATION OF HIGH-RISK DRIVERS

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### MVR CRITERIA GUIDELINES

1. All MVR's will be sent to the Transportation Coordinator to immediately identify and initiate any corrective measures. This includes new hires and updated MVRs.
2. All employee MVRs shall be attained annually or as conditions warrant to keep posted on driver status.
3. Driver selection criteria are specific to ensure that the University has better than average drivers.
4. A driver whose MVR shows any one of the following records in the last 3 years is considered high risk:
  - A. Three or more accidents (regardless of fault) in the last 3 years.
  - B. One or more type "A" violations, as described in #6 below.
  - C. Two or more type "B" violations, as described in #7 below.
  - D. Two chargeable or moving violations in the past year.
  - E. Any combination of accident and one of the above.
5. **Type "A" Violations:**
  - A. Driving under the influence (DUI).
  - B. Driving with alcohol in an open container.
  - C. Negligent homicide arising out of the use of a motor vehicle (Gross Negligence).
  - D. Operating a motor vehicle without the owner's authority.
  - E. Using a motor vehicle for the commission of a felony.
  - F. Aggravated assault with a motor vehicle.
  - G. Permitting an unlicensed person to drive.
  - H. Reckless Driving.
  - I. Hit and Run.
6. **Type "B" Violations:**
  - A. Speed in the posted zone, unlawful speed.
  - B. Improper lane changes.
  - C. Following too closely.
  - D. Careless driving.
  - E. Load dropping or shifting.
  - F. Failure to yield.
  - G. Improper passing.
  - H. Driving while license suspended.
  - I. Driving without a seatbelt.
  - J. Violating High Occupancy Vehicle lane use.
  - K. Failure to stop at a red light, stop sign, or any other traffic control device when required.

### Driver Selection and Approval Practices

- The employee must hold and present (for copying) a current, valid driver's license that has been issued by the state in which the employee resides.
- The licenses must be valid for each class of vehicle that the employee will drive for the institution, e.g., CDL for bus drivers.

- The institution or its agents should administer comprehensive written and road tests to each prospective employee driver on the type of vehicle the employee will be expected to drive (class C or higher).
- Driver qualification files will be maintained to facilitate a review of the driver's record and provide future reference to the driver's qualifications.
- If the employee's position requires that he/she drive as part of his/her regular assignments, the institution should submit for and obtain a Motor Vehicle Record (MVR) **before hiring, and then annually** thereafter – these reports should be reviewed with the driver as needed.
- FICURMA will assist with the institution's effort to verify that the MVR for each employee meets the organization's standards.
- If the employee is or will be subject to the Federal Motor Carrier Safety Regulations, each driver must submit a list of all motor vehicle violations of which the driver has been convicted or where the driver has forfeited bond or collateral during the preceding 12 months. CDL holders must notify their employer before the end of the business day following receipt of a license suspension or revocation.

### **Reviewing the Motor Vehicle Record Suggested Minimum Standards:**

- At least 65 percent of all MVRs are "clear;"
- No MVRs with major conviction; and
- No new driver is hired or allowed to drive university vehicles with a "borderline" or "denied" Motor Vehicle Report.

**Acceptable "MVR"** – No more than 2 minor violations; OR at-fault accident in the last 3 years; OR no more than a combination of 1 minor violation and 1 at-fault accident in the last 3 years.

**Borderline "MVR"** – 3 minor violations; OR 2 at-fault accidents in the last three years; OR any combination of minor violations and at-fault accidents in the last 3 years totaling 3 occurrences.

**Deny "MVR"** – 1 or more major convictions in the last 3 years; OR 4 or more minor violations; OR 3 or more at-fault accidents in the last 3 years; OR any combination of minor violations and at-fault accidents totaling 4 or more occurrences.

**At-Fault Accident** – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single-vehicle accident where the cause is not equipment related.

Applicants with three or more violations within a three-year period represent a significantly greater risk to the pool because they are more likely to be involved in a vehicular accident than those with no traffic violations. Any driver with an MVR consisting of any combination of 3 accidents and moving violations that total four (4) during the past three years will be denied institutional driving privileges.

The following violations that appear on a current MVR within the last three years from date MVR was run may be deemed as denied:

### **Major Violations:**

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Operating a motor vehicle as an uninsured driver
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended/revoked
- Attempting to elude a peace officer
- Hit and run
- Using a motor vehicle for the commission of a felony



- Operating a motor vehicle without the owner's authority
- Permitting an unlicensed person to drive

**Minor Violations:** Any moving violation other than a major except:

- Motor vehicle equipment, load or size requirement
- Improper/failure to display license plates (if they exist)
- Failure to sign or display the registration
- Failure to have a driver's license in possession (if valid license exists)

**IMPORTANT TIP: Don't give the keys to one of your vehicles to someone you have not properly screened, regardless of their position or job responsibilities.**

#### How to Obtain an MVR

- Request that the (prospective) employee present a valid driver's license
- Make a photocopy of the license for your files
- Obtain a signed consent release form from the (prospective) employee for your files
- Submit the MVR request online utilizing your institution's Trusted Employee's account.
- To request **RUSH -ONLY** MVR reports, submit the employee's name, license number, state of issue, and date of birth to FICURMA using the online MVR request form available at [ficurma.org](http://ficurma.org).

**NOTE: These are minimum guidelines; more severe action may be warranted on individual drivers.**

Drivers who are identified as **high risk** according to this criterion may be subject to several actions (from management) including, but not limited to:

1. Having their driving privileges placed on probation.
2. Having their driving privileges suspended.

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## IX. MANAGEMENT CONTROLS FOR HIGH-RISK DRIVERS

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If an employee is identified as a "High-Risk Driver," the Department Supervisor and the Transportation Coordinator must choose either Option 1 or Option 2:

#### A. Option 1: Probation

The Department Supervisor must do all of the following:

1. Place the "High-Risk Driver" on probation (ending two years from the date of the most recent violation);
2. Obtain an MVR from the Transportation Coordinator every six months for the duration of the probationary period;
3. Notify the Transportation Coordinator of any additional violations while the employee is on probation;
4. Immediately suspend driving privileges if any single repeat violation or an additional violation occurs while on probation as described in Section VII - OR if any terms of probation are violated. Notify the Transportation Coordinator immediately;
5. Confer with the Transportation Coordinator on any stipulations, operating limitations, or other conditions
  - a. Loss of all "University Vehicle" driving privileges;
  - b. Loss of "University Vehicle" driving privileges between work and home;
  - c. Loss of personal use privileges (if applicable - see Section V. A.);
  - d. Referral of the "Driver" to the Employee Assistance Program;
  - e. Transfer of the "Driver" to a non-driving position; or
  - f. Additional driver training.

6. The terms of the probation are to be made to the employee in writing. The employee will be required by signature to signify that he/she has been informed of the probation terms and duration. The signed terms of probation should be kept in the employee's file.
7. If the probationary period has been served and if reinstatement of driving privileges is warranted, the Department Supervisor will notify the Transportation Coordinator.

## **B. Option Two: Suspension of Driving Privileges**

The Department Supervisor must suspend all university driving privileges. The "High-Risk Driver" will NOT be authorized to operate a motor vehicle at any time on university business. This action may result in the Department Supervisor, either transferring the employee to a non-driving position if such a position exists, or the employee may be subject to dismissal procedures.

The employee may reapply for university driving privileges after one year of suspension. Application should be made to the Department Supervisor and Transportation Coordinator. If approved, the employee's driving status will change from suspension to probation. However, reinstatement of driving privileges does not constitute an offer by the University for any "Driver" position. Normal job posting procedures will still have to be followed.

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## **X. ACCIDENT REPORTING**

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### **A. Accident Reporting – ALL ACCIDENTS REQUIRE A POLICE REPORT**

**University Vehicles** - The "Driver" shall follow the Accident Reporting guide supplied with the vehicle and as outlined under "Notifications" below;

**Non-University Vehicles** - The "Driver" should call his/her personal automobile insurance carrier;

**Rental Vehicles** – Driver will follow the Accident reporting guide furnished by the rental company as well as the Lynn University Accident Reporting guide.

**Notifications:** - In the event of an accident, the driver or designated passenger MUST:

A. Call 911 for EMS and Police. ALL ACCIDENTS REQUIRE A POLICE REPORT.

B. Call your immediate supervisor.

C. Call the Lynn University Transportation Coordinator at 561-866-6117.

### **B. Accident Reporting Guide**

Every "University Vehicle" is required to have an *Accident Reporting Procedure Guide*. This guide should be used by the driver to accurately gather accident facts as soon after the accident as is reasonably feasible. The "Driver" will obtain a police report and forward it to their immediate supervisor and transportation coordinator. Additionally, the Transportation Coordinator can be contacted by calling 561.866.6117 or 561.237.7048.

### **C. Accident Investigation**

1. Completing the Accident Investigation Report Form.

The "Driver" is responsible for completing the Accident Investigation Report (Appendix B, page 19) for all "Accidents."

This report should be completed as soon after the accident, as is reasonably feasible.

To complete the report, the "Driver" should:

- a. observe the damaged vehicle(s);
- b. obtain a copy of the police report;
- d. contact the Transportation Coordinator with accident information.

## 2. Determining Accident Preventability

The Transportation Manager will determine as to the preventability of the "Accident," and record this determination in the applicable section of the Accident Investigation Report Form.

## 3. Accident Investigation Review

The transportation coordinator is responsible for reviewing the completed Accident Investigation Report Form and initiating any actions to prevent the reoccurrence of similar accidents by this "Driver."

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# XI. OTHER REPORTING RESPONSIBILITIES OF DRIVERS

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**A. Supervisor Notification:** "Drivers" are required to notify their immediate supervisor immediately of:

1. Any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a "Motor Vehicle"; or
2. The suspension, revocation, or administrative restriction of his/her operator's license. If this occurs, the "Driver" must also immediately discontinue the use of the "Motor Vehicle."

**FAILURE TO REPORT UNDER THE PROVISION OF SECTION IX AND X IS A VIOLATION THAT COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.**

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# XII. TRAINING

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All "Drivers" are required to complete initial safe driving training through the Transportation Coordinator.

In addition, other topics and materials will be provided by the Transportation Coordinator for periodic safe driving training.

It is the Transportation Coordinator's responsibility to see that all driver training is documented, and records are electronically maintained in Riskconnect. Documentation should include the course name, date completed, and driver's name and department. The Training Coordinator will notify the insurance company of any employee additions or deletions to the automobile policy.

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## XIII. SAFETY REGULATIONS

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### A. Vehicle Safety Belts

The "Driver" and ALL OCCUPANTS are required to wear safety belts when operating or riding in a "Motor Vehicle." The "Driver" is responsible for ensuring all passengers are wearing their safety belts. Children under four years of age or under 40 pounds in weight are required to be secured in a Department of Transportation (DOT) approved child safety seat, unless more restrictive state requirements apply.

### B. Impaired Driving

A "Driver" may not operate a "Motor Vehicle" at any time when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury.

### C. Traffic Laws

All "Drivers" are required to abide by all federal, state, and local motor vehicle regulations, laws, and ordinances.

### D. Vehicle Condition

Each "Driver" is responsible for ensuring that the "Motor Vehicle" is maintained in a safe driving condition while assigned. At least daily, a walk-around safety inspection by the "Driver" is required.

"Drivers" of daily rental cars should check for obvious safety defects before leaving the rental lot and request another vehicle if the first vehicle is not safe to drive. "Drivers" are encouraged to utilize daily rental cars that have airbags and/or ABS brakes when available in authorized rental class. Drivers shall refrain from renting vehicles with a maximum occupancy greater than 12.

### E. Headlights "On" Requirement

"Drivers" are required to drive with vehicle headlights on as outlined by state law. This includes, "Wipers ON, Lights ON" law.

### F. Use of Cell Phones and Other Electronic Equipment

The use of technology (cellular phones, pagers, laptop computers, etc.) has proven to be very effective in improving productivity. However, there are serious risks associated with the usage of this equipment while driving a company or personal vehicle. The availability of this technology is not intended to encourage dangerous behavior during the course of your work or personal life. Responding to emails, texting, using a laptop computer, dialing, or receiving calls are potentially dangerous. We, therefore, prohibit this activity. The intended benefit of this technology is to help you eliminate the search for pay phones or other means of communication and allow you to place calls at a time and place that is convenient and **safe** for you. Your safety and the safety of others are of the utmost importance to us. You must follow these guidelines to make safety your first priority when behind the wheel of a vehicle;

1. Do not use your telephone, pager, or laptop while driving. If you receive a call, for example, pull off the road and park in a safe place before taking the call. The side of the road is not a safe location. Examples of safe locations are rest stops, parking lots, and other areas away from traffic.
2. Place your calls or use your laptop before you begin your trip or while you are stationary between appointments.
3. Save potentially stressful or emotional conversations for a time when you are not on the road at all.
4. Do not dial, take notes, text, e-mail, or look up numbers while driving. Know your wireless phone and its features. Carefully read your instruction manual and learn to take advantage of its features. These guidelines also apply to hands-free units.
5. Hands-free devices are permissible for INCOMING calls.

## **G. Use of GPS/Navigation Systems**

1. **Selection and Installation of Navigation/GPS units.** Navigation/GPS units should be chosen with the following characteristics:
  - Navigation/GPS units should have audible turn-by-turn directions to minimize the need to view the screen while driving.
  - Navigation/GPS units should be mounted to be near the line-of-sight, but not obstructing the driver's view. If not built-in, any wiring to power the unit or used to interface through the vehicle's sound system should be run so as not to interfere with any driver controls (e.g., steering wheel, brake pedal, accelerator).
  - Units should be securely and properly mounted to be able to withstand multidirectional forces while the vehicle is in motion.

## **2. Using Navigation/GPS units.**

- Caution should be taken when viewing the Navigation/GPS screen to make only short glances when the vehicle is moving.
- Increased following distance is also encouraged when viewing the screen and looking for street signs, addresses, etc.
- For units equipped with Navigation/GPS text messaging, the vehicle must be stopped to operate this feature -unless the passenger is able to operate the system.

## **H. Additional Safety Rules**

"Drivers" may not;

1. pick-up hitchhikers.

2. accept payment for carrying passengers or materials (this does not apply to company endorsed carpools).
3. use any radar detector, laser detector, or similar devices.
4. push or pull another vehicle or tow a trailer without authorization.
5. transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary.
6. use ignition or burning flares. The preferred method is the use of reflective triangles; or 4-way hazard flashers.
7. assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance in calling the proper authorities.

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## XIV. VEHICLE REQUEST PROCEDURES

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**A.** All requests for vehicle use will be made to the Transportation Coordinator via <https://lynn.agilefleet.com/Login.asp>. This method will provide documentation of the request.

**B.** Upon the receipt of the request, the Transportation Coordinator will review the information provided in the request. The transportation coordinator will contact the requestor 24 to 48 hours before the date of the reservation for confirmation and issuance of the vehicle keys.

**C.** Eleven passenger vans are provided for athletic team events, class field trips, SGA airport shuttle service, student involvement, residence life, SAAC, Pine Tree Camp, and any other university-sponsored activities. However, as the primary means of transportation for athletic team games, the athletic department will have exclusive use of these vehicles with any remaining vans available on a first-come-first request basis. The maximum travel for Lynn University vans from campus is limited to within the State of Florida.

**D.** Charter bus(s) is the preferred method for trips exceeding the 200-mile limit. The Transportation Coordinator can make these arrangements as well for any Lynn University group. A requester needs to provide the Transportation Coordinator via email at request proving the trip details (date, departure time, destination, number of passengers, return time). The Transportation Coordinator will utilize the university approved charter bus company under contract at the time of the request. All charter bus companies used by Lynn University have met minimum standards set forth by the University for insurance and billing purposes. Whereas Lynn University-owned vans are provided at no charge to the respective department for use, the cost incurred for the use of a chartered bus is the responsibility of the department making the request and will be invoiced accordingly.

**E.** University staff cars are assigned exclusively to the Admissions and Athletics department for exclusive use by their staff to recruit, scout, and official department business. Those departments that require a car for conducting official off-campus business are encouraged to use rental cars. Lynn University has a corporate account with Avis at reasonable rates. Contact the purchasing office for guidance in making these reservations.

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## GLOSSARY OF TERMS

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**ACCIDENT:** Any incident involving a “Motor Vehicle” that results in bodily injury or property damage.

**DRIVER:** An employee assigned a “University Vehicle” or who operates a “Motor Vehicle.”

**AT FAULT ACCIDENT:** An “Accident” where the “Driver” received a moving violation ticket issued by a police officer.

**COMPANY VEHICLE:** A motor vehicle owned by or leased to the university, including a temporary replacement vehicle.

**HIGH-RISK DRIVER:** Any driver on probation or whose driving history meets the criteria outlined in Section VII – “Identification of High-Risk Drivers.”

**MOTOR VEHICLE:** A “University Vehicle”; or any other motor vehicle while being operated on company business.

**MOTOR VEHICLE RECORD (MVR):** A document supplied by the appropriate State Department of Motor Vehicles providing information on motor vehicle violations and license status of a specific driver.

**NON-COMPANY VEHICLE:** Any motor vehicle used on university business not provided by the university, including privately owned, leased, or rented vehicles. This definition does not include motorcycles.

**PREVENTABLE ACCIDENT:** Any “Accident” where the “Driver” could have avoided the accident.

**SERIOUS ACCIDENT:** Any “Accident” where a fatality or an injury is requiring the transportation of the injured party from the accident site to a medical treatment facility.

**Lynn University  
DRIVER HISTORY FORM**

Driver's Name (Print): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Location: Dept. & Bldg. \_\_\_\_\_ Cell: \_\_\_\_\_

1. Do you have a valid Driver's License? Yes \_\_\_ No \_\_\_

2. In what State are you a Licensed Driver? \_\_\_\_\_

3. If you have held a license in any other state during the past 36 months, please provide the following information:

Dates

State

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

4. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three years? Yes ( ) No ( )

If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

5. Have you refused to submit to a Blood Alcohol Content (BAC) test within the past three years? Yes ( ) No ( ) If Yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

6. Have you been convicted of reckless driving, or leaving the scene of an accident, or committing a felony involving a vehicle within the past three years? Yes ( ) No ( )

If Yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_



7. Have you had your operator's license suspended, revoked or administratively restricted within the past three years? Yes ( ) No ( ) If Yes, give explanation(s) and date(s):

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8. Have you been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three years? Yes ( ) No( ) If Yes, list the date(s):

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9. Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past three years? Yes ( ) No ( ) If Yes, list the date(s):

---

10. Have you been convicted of any other moving vehicle violations during the past three years? Yes ( ) No ( ) If Yes, list type(s) and date(s):

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I certify that the answers provided to the questions on this form are true to the best of my knowledge.

I authorize Lynn University or its designated representative(s) to obtain information regarding my driving record in any state at any time while I am employed by (or seeking employment with) the university.

I understand that any misstatement of the facts on this form may be grounds for termination of employment.

In the event that my MVR indicates that I am a "High-Risk Driver" as defined in the Fleet Safety Program, section 7. I understand that I may be subject to dismissal.

---

Driver's signature

---

Date

\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_  
Date of Birth

---

Driver's License Number

---

Expiration Date

---

State

---

Employee's Manager's Name (Print)

**IMPORTANT NOTE: ATTACH A PHOTOCOPY OF DRIVER'S LICENSE**

## Appendix B

### ACCIDENT INVESTIGATION REPORT MOTOR VEHICLE

(Please Print – use back of form as needed for additional information)

<b>Driver's Name:</b>		<b>Accident Date:</b>	
<b>Safety Belts Used?</b> Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No		Passengers: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Did You:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No - View accident scene? <input type="checkbox"/> Yes <input type="checkbox"/> No - Review police report? <input type="checkbox"/> Yes <input type="checkbox"/> No - Observe damaged vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No - Interview witnesses?			
<b>Preventable* Accident?</b>		<b>Non Preventable Accident?</b>	
<input type="checkbox"/> Backing <input type="checkbox"/> Turning <input type="checkbox"/> Parking <input type="checkbox"/> Passing <input type="checkbox"/> Following distance <input type="checkbox"/> Diverted attention <input type="checkbox"/> Misjudging clearance <input type="checkbox"/> Failure to maintain vehicle <input type="checkbox"/> Driving under the influence of drugs and/or alcohol		<input type="checkbox"/> Speed too fast for conditions <input type="checkbox"/> Failure to signal intentions <input type="checkbox"/> Disregard of traffic signal <input type="checkbox"/> Assuming right of way <input type="checkbox"/> Driving in the wrong lane <input type="checkbox"/> Starting and stopping  <input type="checkbox"/> Hit by another car <input type="checkbox"/> Hit while legally parked <input type="checkbox"/> Hit in rear <input type="checkbox"/> Struck by debris <input type="checkbox"/> Vandalism <input type="checkbox"/> Windshield <input type="checkbox"/> Stolen while locked <input type="checkbox"/> Fire <input type="checkbox"/> While being towed by a tow truck	
*Any "accident" where the employee could have avoided the accident			
<b>Incident Description</b>	Describe clearly and in detail how the accident occurred (What, Where, When, Who, and How)		
<b>Analysis</b>	What act, failure to act, and/or conditions contributed most directly to this accident?  What was the root or fundamental causes of the accident?		
<b>Controls</b>	What action have you taken or recommended to prevent a reoccurrence by this driver or other district drivers?		
<b>Manager's Signature:</b>			<b>Date:</b>

## Appendix C

## Motor Vehicle Fleet Safety Acknowledgment Form

I have been provided with a copy of the "LYNN UNIVERSITY MOTOR VEHICLE FLEET SAFETY PROGRAM."

I hereby acknowledge that I have received and read this document. I have been given the opportunity to ask questions about the program. I acknowledge that I fully understand the program, and I agree to adhere to the guidelines set forth herein.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Gas PIN: (if applicable) \_\_\_\_\_ four digit numeric required.