

EASTERN CONNECTICUT STATE UNIVERSITY
UNIVERSITY & STATE OWNED VEHICLE SAFE DRIVER
POLICY & CONTRACT

This policy governs the practices required by employees, student workers, students and designated volunteer drivers of Eastern Connecticut State University while driving University owned, leased or rented vehicles on officially sanctioned University events, programs or trips. The intent of this policy is to increase the safety of all drivers using University vehicles while driving on behalf of Eastern.

This policy is mandatory and applies to anyone who is required or asked to drive a University vehicle to carry out the work or academic mission of Eastern in any type of University owned, leased or rented vehicles. It also covers any period of time when driving for any authorized activities associated with Eastern's academic mission.

RESPONSIBILITIES AGREEMENT

Required of all drivers when operating a vehicle on behalf of Eastern Connecticut State University

Anyone who drives a vehicle on behalf of Eastern Connecticut State University must read and initial the following:

By Initialing next to each item, I verify that the following statements are true:

1. _____ I possess a valid driver's license and will immediately report any changes in my valid license status.
2. _____ I am an employee, student worker, student or certified volunteer of Eastern Connecticut State University.
3. _____ I have read the Eastern Connecticut State University Safe Driver Training and successfully completed the associated test. I have read the Vehicle Request Policy & Procedures and understand my responsibilities.

I understand and agree to the following guidelines determined by the State of Connecticut Dept. of Administrative Services (DAS) General Letter No. 115 and Eastern Connecticut State University associated with operating University/ State Owned Vehicles:

- ✓ Agree to adhere to all Connecticut laws as they pertain to the operation of motor vehicles and their passengers.
- ✓ The vehicle is to be used for University business *only* and not for personal, social, recreational, or any other unauthorized use.
- ✓ All University/state vehicles must be returned to the appropriate parking area on campus, the mileage sheet filled out completely; vehicles and the key returned to Campus Police immediately.
- ✓ Understand that any traffic and/or parking tickets, incidents, or accidents incurred are my responsibility.
- ✓ The willful neglect or misuse of any University or state-owned vehicle is cause for disciplinary action under Connecticut General Statute 4-165 and may cause loss of vehicle privileges for my affiliated department.
- ✓ Understand and agree to adhere to the maximum occupancies for each vehicle:
 - Cars: driver + 4 passengers
 - All vans: driver + 11 passengers (maximum)
- ✓ Lock the vehicle at all times. Eastern is not responsible for the loss of personal property left inside of any University/state vehicle.
- ✓ Park safely and legally both on and off campus.
- ✓ The use of **any handheld devices such as cell phones** or other portable devices including GPS devices while driving is **strictly prohibited**, except for emergencies, as stated by CT State Law.
- ✓ Gas credit cards are for gas or vehicular maintenance emergencies only. Be sure to gas the vehicle at Eastern's Heating Plant.
- ✓ Drivers are responsible for the conduct of the passengers at all times. Seat belts must be worn at all times.
- ✓ Travel on an interstate should be controlled and under the posted speed limit. Normal speeds should be adhered to on state roads and highways.
- ✓ All accidents must be reported immediately, with an appropriate Accident Report form turned in within 24 hours.
- ✓ Operation of a vehicle under conditions that may be deemed unsafe including but not limited to the environment, weather conditions, physical stress or fatigue, or equipment issues is prohibited.

In accordance with the Eastern Connecticut State University Travel Policy, the following applies to all University/State Owned Vehicles. All State vehicles are covered by the State's fleet insurance policy. This coverage is for liability and bodily injury to the driver and passengers and damage to another vehicle. The State policy does not cover damage to the State Vehicle. If you are determined at fault in an accident, your personal automobile insurer may be mailed a claim for property damage per the University's Travel Insurance Policy.

This information is intended to provide general information only. Nothing is intended to provide legal or professional advice or to be relied on in any dispute, claim, action, demand or proceeding. Eastern Connecticut State University does not accept liability for any damage or injury resulting from reliance on the information in this policy and contract.

Consequences for non-compliance

Eastern Connecticut State University will enforce its Safe Driving Policy with a range of disciplinary measures or consequences. Each case of non-compliance will be reviewed by the University's fleet manager. The final decision on the consequences for not complying with the Safe Driving Policy will be determined by the University's fleet manager.

Exemptions

- This policy does not supersede any language or benefits provided under an applicable collective bargaining contract or statutory language providing exemptions to police officers in the performance of their duties.
- An individual who is assigned a university vehicle, where their private use is included as compensation for tax purposes, is considered at all times to be operating the vehicle under authorized use.

My signature indicates that I have read, understand and will abide by this Safe Driver Policy and Contract. If at any time I have questions or concerns about my responsibilities, I will bring them to the attention of the appropriate University authority.

I understand that my failure to abide by these guidelines may be grounds for termination of driving privileges.

Name (please print): _____

Signature: _____

Status: Employee Student Worker Student Volunteer Driver

Department Affiliation: _____ Department or Work Cell Phone Number: _____

FOR OFFICE USE ONLY - SUPERVISORS APPROVAL - DRIVER CONTRACT CHECKLIST

Received & Approved By: _____ Date Received: _____
(Supervisor's Signature)

Requestor produced a _____ driver's license and stated it was valid.
(License State)

PLEASE RETURN THIS COMPLETED FORM TO THE UNIVERSITY POLICE

DEPARTMENT Last updated on 9/27/2019