

KSU VEHICLE OPERATOR POLICY

1.0 Purpose

1.1 To establish a policy for the use of KSU owned or leased vehicles and the transporting of employees and students, by authorized operators of KSU vehicles.

2.0 Policy

2.1 Only KSU faculty, staff, and approved contract personnel who hold a valid state drivers' license, and who maintain good driving records, are authorized to operate KSU vehicles. The term KSU vehicle shall include all vehicles owned or leased by KSU.

2.2 KSU vehicles will be used for official university business only. Operators will operate KSU vehicles in accordance with all applicable traffic laws and in a safe manner. An employee must complete the Motor Vehicle Use Program Driver Acknowledgment and be approved before operating any university vehicle. The Form must be filed and approved each year.

3.0 Procedure

3.1 Public Safety and Human Resources

3.1.1 At the request of the employee's department head, Human Resources will conduct a check and validate that the person being considered to operate KSU vehicles is the holder of a current driver's license. If the employee is not the holder of a valid driver's license, they may not operate any KSU vehicles, including utility carts and scooters. Human Resources will provide written notification to the department head, Strategic Security & Safety/Enterprise Risk Management (SSS/ERM) and to the KSU Fleet Supervisor.

3.1.2 If the employee is cited for any moving violation, either on or off duty, including a DUI citation, that employee must report the information to his/her supervisor, who will in turn, report the information to Public Safety. After a review of the citation by the Chief of Police or designee, in coordination with Human Resources, a determination will be made regarding the employee's continued authorization to operate KSU vehicles.

3.2 Department Head(s)

3.2.1 It is the responsibility of each department head to manage the vehicles assigned to them, including leased vehicles under their control. The department heads will request a driver's license check for all new hires, and any current employees not already checked, prior to allowing them to operate a vehicle.

- 3.2.2 All operators of KSU vehicles are obligated to report all traffic violations either on or off duty, to the department head or their immediate supervisor within 24 hours of the occurrence. Operators who fail to do so may have their operating privileges revoked and be subject to disciplinary action up to and including termination.
- 3.2.3 The department head/supervisor will report this information to Public Safety and SSS/ERM. If a vehicle operator reports a citation for Driving under the Influence of drugs, or alcohol (or any violation included in Appendix 1), the department head/supervisor will immediately suspend the operator's KSU driving privileges and report the matter to Human Resources.
- 3.2.4 When Human Resources notifies a department head/supervisor, Fleet Supervisor, and SSS/ERM that a vehicle operator has accumulated ten or more violation points within the last 36 months on their driver's license, the vehicle operator will be suspended from driving any university vehicle. The department head/supervisor will contact the Chief of Public Safety, or their designee for assistance in determining the status of the operators driving privileges.

3.3 All Employees

- 3.3.1 All employees who operate KSU vehicles are required to use seatbelts and operate vehicles in a safe and lawful manner.
- 3.3.2 All employees who operate KSU vehicles must successfully complete the Motor Vehicle Use Program Driver Acknowledgement form and receive approval prior to operating a KSU vehicle.
- 3.3.3 All employees who operate KSU vehicles are required to complete vehicle utilization log which includes dates, time, odometer, fuel. Cost, gallons purchased, and other maintenance costs. Whenever possible a KSU fuel card should be used for fuel purchases. Using a Purchasing Card (P Card) for fueling is strictly prohibited.
- 3.3.4 All traffic violations whether on or off duty in a KSU vehicle must be reported. Failure of vehicle operators to complete utilization logs or to report traffic violations will be considered a violation of KSU work rules and may result in disciplinary action.
- 3.3.5 Faculty, staff, volunteers, and students, who transport KSU employees or students, in their private vehicles on official KSU business, must have a valid driver's license.
- 3.3.6 No smoking is allowed in any KSU vehicle. This is State Law and violations may result in disciplinary action.
- 3.3.7 No text messaging is allowed when driving a KSU vehicle. The use of cell phones should be strictly limited while operating a vehicle.

4.0 Vehicle Accidents

- 4.1 All vehicle operators are required to report any accident involving a KSU owned or leased vehicle to the appropriate enforcement agency (KSU Public Safety 770-423-6666 if on or near campus or local enforcement agency 911 if the accident occurs off campus) to ensure that an incident report is made.
- 4.2 The driver involved in any vehicle accident must notify DOAS Risk Management by calling the Network at 1-877-656-7475 as soon as possible and obtain the case number assigned to the accident.
- 4.3 The driver involved in any vehicle accident must notify their Department Head/Supervisor, Fleet Supervisor 770-423-6224, and KSU SSS/ERM 678-797-2460 as soon as possible to ensure that the claim is processed in a timely manner.

5.0 “Report My Driving” Reports: As part of the Comprehensive Loss Control Plan (CLCP), KSU agrees to comply with the “Report My Driving” program.

- 5.1 Drivers who receive negative driving reports have the right to comment regarding the reported action. They must fill out the a comment form within 48 hours of notification of the negative report
- 5.2 Drivers must complete training based on the severity of the offense
- 5.3 Reports received will be added to the employee file.
- 5.4 Excessive reports will be reviewed and may result in disciplinary action.

Appendix 1:

- Leaving the scene of an accident
- Reckless driving
- Refusal to submit to testing
- At fault in a fatal accident
- Driving under the influence
- Vehicular homicide, assault, manslaughter or other driving felonies
- Eluding or attempting to elude a police officer
- Allowing unauthorized use of the vehicle

Appendix 2: Driving Violation Scale (based on a 3 year history)

# of Minor Violations	Number of At- Fault Accidents			
	0	1	2	3
0	Great	Acceptable	Poor	Unacceptable
1	Acceptable	Acceptable	Poor	Unacceptable
2	Acceptable	Poor	Unacceptable	Unacceptable
3	Poor	Unacceptable	Unacceptable	Unacceptable
4	Unacceptable	Unacceptable	Unacceptable	Unacceptable