

Bryant University Fleet Vehicle Policy

October 3, 2023

The purpose of the university fleet vehicle policy is to set forth the requirements applicable to all drivers of university owned, leased, or rented vehicles. This policy applies to all faculty, staff and students and is intended to ensure the safety of drivers, passengers, and the public as well as to minimize losses, damages, and claims against the university.

Driving a university owned, leased, or rented vehicle is a privilege, and the university reserves the right to deny or revoke the driving privileges of any driver in the event that the driver does not meet the requirements of this policy.

Currently there are three types of vehicles that are owned by the University:

1. Department Vehicles: Student Affairs (Transport Vehicles through Residence Life & Public Safety vehicles), Athletics (vans & golf carts), Facilities (Vans, trucks, golfcarts)
2. Shared vehicles (3) managed by Purchasing

All university authorized drivers, and those who wish to become authorized, must attest to the policy.

GENERAL GUIDELINES:

- Permitted for all university-related use by staff and students at university for Bryant University-related activities such as student shuttle, athletic events, recruiting (Admissions & Athletics), etc.

Drivers must complete an application/reservation form at :

<https://forms.office.com/Pages/ResponsePage.aspx?id=aTWFbF7peEOJJquVAadxo2mmfcglo8xJgaCE5vNchv1UREVGUVJCV0c1UDVNRjY4RFRFRFJTRtdBNCQIQCN0PWcu>
and a department head must approve the application.

- Employees who operate a vehicle as a requirement of their job or who are assigned a university-owned, leased or rented vehicle must successfully complete the driver safety training course offered annually online by Beacon Insurance.
- Any employee/student that will be utilizing a van must complete the “Defensive Driving for Vanpool Drivers” course through Beacon Online University.
- Shared vehicles on campus must be scheduled for use through the Purchasing Department at X6018.
- Drivers must comply with no smoking or the use of tobacco in any university vehicle.
- Drivers are responsible for all driver-related traffic violations and citations issued while the vehicle is in their custody.
- Drivers agree that any unauthorized use of Bryant vehicles (owned, rented, or leased) for non-university purposes will result in revocation of driving privileges.
- Vehicles must be kept clean at all times.
- Vehicles must be returned with a full tank of gas.
- If the vehicle is not returned at the expected time, unclean or without a full tank of gas, driving privileges will be revoked.

- All passengers must be participating in a university business or sponsored activity. Passengers should be limited to employees and students unless approved by the sponsoring department.

MAINTENANCE/INSPECTIONS/REGISTRATIONS:

- All departmental and shared vehicles must be maintained by the Facilities Department unless otherwise approved by the Deputy Director of Facilities.
- All repairs will be done or managed by Facilities. Facilities will determine if the work required cannot be completed in-house and will coordinate with an outside service center/vendor.
- Facilities will maintain all service records and contact departments to schedule maintenance.
- Facilities will maintain a maintenance and repair budget.
- All inspections will be managed by the Facilities Department.
- The Purchasing Department is responsible for the renewal of all vehicle registrations using an online P-Card. Departments will see the charge appear on their monthly budget reports.
- Insurance cards must be carried in all university vehicles. Cards are issued on a yearly basis. If a replacement is needed, contact the Risk Management Office.
- All driver information is to be managed by the Risk Management Office.
- All titles are to be maintained by the Purchasing Department.
- Departments will be responsible for the \$1,000 insurance deductible when the vehicle is involved in an accident.

VEHICLE ACQUISITIONS

- All vehicles will be acquired by the Purchasing Department in accordance with approved purchasing guidelines. Bidding shall be done, in bulk, when possible.
- Facilities will recommend a replacement vehicle for safety reasons to the Chief Financial Officer.

SAFETY TIPS:

- Drivers must wear seatbelts and operate vehicles in accordance with applicable local, state, and federal laws.
- Daylight travel – no more than 4 hours at a time.
- Nighttime travel – no more than 3 hours at a time.
- When approaching the recommended driving limit, the driver should take at least a 15-minute break before driving again or transfer driving responsibility to another certified driver.
- When the total trip is expected to be completed within 30 minutes beyond the recommended driving limit, one driver may drive the entire trip without a break. However, if poor driving conditions lengthen the trip the driver should rest within the recommended driving limits.
- No driver should exceed ten total hours of driving within a 24-hour period.
- Use headlights at all times.
- Drivers agree to comply with the no use of handheld electronic devices (cell phones/texting) while driving in accordance with Rhode Island state law.
- The driver should drive slowly and use caution when driving over speed bumps or potholes to avoid damaging the vehicle.
- The driver should not drive the vehicle on flooded roadways, regardless of other vehicles driving through flooded roads.

ACCIDENTS:

- Appropriate first aid should be rendered to all injured persons and police and/or fire personnel should be notified.

- When making statements, answer all questions asked by the police truthfully and directly, but otherwise refrain from casual comments or admissions of any kind.
- If no law enforcement official is present (many non-injury accidents are investigated), exchange vehicle information with the operator of the other vehicle. Note the date, time & location of the accident.
- Most states and RI state law require that drivers file an accident report within 2 weeks of the accident date.
- For insurance purposes, all accidents must be reported to the Risk Manager within 24 hours of the accident and a driver must complete an accident form at: <https://info.bryant.edu/sites/info/files/forms/AutoAccidentClaim%20Flyer%20TBC%20RMG%20Philadelphia%20June%202022.pdf>. A copy of the police report should be attached as well as photos.
- If the accident occurred on campus, contact DPS to report the accident. The DPS report must be submitted to the Risk Management Office.
- Failure to report an accident within 24 hours may result in the loss of driving privileges.
- In the event the employee is injured, a worker's compensation report must be completed with the Human Resources Department immediately.
- On-campus accidents must be reported immediately to DPS and Risk Management so that a report is written and photos are taken to submit to the insurance company.

MOTOR VEHICLE DRIVER RECORD STANDARDS

Driving privileges will be denied or revoked if convictions for any of the following violations appear in the applicant's MVR within the past three (3) years from the date of the first violation:

- Leaving the scene of an accident
- Reckless driving
- Driving under the influence of DWI (Driving While Intoxicated) or DWAI (Driving While Ability Impaired) alcohol or drugs.
- Vehicular homicide or assault
- Participating in an unlawful speed contest
- Eluding or attempting to elude a police officer.
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent
- Permitting an unlicensed driver to drive
- Reckless or careless and negligent driving
- Hit and run or leaving the scene of an accident with injury or death resulting, or property damage in excess of \$1,000.
- In addition, anyone with two or more at-fault accidents or moving violations, in any combination, within the last 12 months is subject to the denial or the revocation of their driving privileges.