

## **UNIVERSITY VEHICLE AND TRANSPORTATION POLICY FOR STUDENTS**

This is the University of Portland's policy governing student use of all University owned vehicles and privately owned vehicles when they are used for University sponsored activities or business. The following procedures and requirements are considered to be minimum standards for University vehicle safety and the operation of any vehicle, University owned or privately owned, on University sponsored activities or business. Departments and other units may develop more restrictive procedures.

**NOTE:** The Director of Public Safety, in his/her discretion, reserves the right to refuse or revoke permission to drive a University vehicle or privately owned vehicle on University sponsored activities or business at any time.

### **PRE-TRIP PREPARATION**

1. Students must receive trip and trip itinerary approval from their faculty or staff advisor or department prior to making any vehicle arrangements.
2. Generally, students must submit copies of trip itineraries for review and approval to the Director of Public Safety no later than five (5) business days prior to departure. Trip itineraries should include route, estimated time/distance to destination, and planned layovers. Departments taking frequent trips are not required to submit a trip itinerary for each trip if a quarterly itinerary is submitted. All trips must comply with any additional policies or deadlines set by the Director of Student Activities, the Director of Public Safety, or other University personnel.
3. Generally, students must submit a "Final Participants" list to the Public Safety Department no later than one (1) business day prior to scheduled departure. The "Final Participants" list should include the names of all drivers and passengers as well as the make, model, year, and license plate of the vehicle(s) to be used for the trip. The final list can be submitted in person or via e-mail to [publicsafety@up.edu](mailto:publicsafety@up.edu).
4. All students driving University or privately owned vehicles for University sponsored activities or business are required to attend a one-time, safe driving course sponsored by the University's Public Safety Department.
5. The Director of Student Activities, Director of Public Safety, or other University personnel, may on their discretion, cancel a planned trip on the basis of unsatisfactory weather and/or road conditions.
6. These preparation guidelines may be adjusted for frequent local trips. Check with the Director of Public Safety for specific guidelines related to these types of trips.

In addition to the pre-trip preparation required above, UP students operating University owned or privately owned vehicles on University sponsored activities or business must adhere to the following:

### **DRIVER REQUIREMENTS**

1. Must be at least eighteen years old.
2. Must have a valid driver's license and inform the Public Safety Department immediately upon the suspension or revocation of their driver's license or driving privileges.
3. Must not have exceeded two at-fault accidents within the past eighteen months or been convicted or charged with and entered a diversion program in the last eighteen months for (1) two or more traffic infractions, or (2) any major traffic offense, such as reckless driving, driving while under the influence of intoxicants (DUI), driving with a suspended license, driving with a revoked license, or a hit and run accident.
4. A driver must authorize the Public Safety Department to obtain a copy of his/her driving record from the Department of Motor Vehicles (or similar agency in any state) for the Department's review.

## SAFETY CRITERIA AND USE RESTRICTIONS

1. Must drive a vehicle no larger than a twelve-passenger van.
2. Must agree not to drink alcoholic beverages, take illegal drugs, or take medication that has “impairment” as a listed or potential side effect, and drive. In addition, UP students must comply at all times with the provisions of *Life on the Bluff* concerning driving under the influence of drugs and alcohol.
3. Must not smoke or allow smoking in a University vehicle or in any vehicle while it is being used for University-sponsored activities or business.
4. Not permit any unauthorized person to drive a vehicle for University sponsored activities or business under conditions that violate this policy, except when necessary in an emergency.
5. Must use seatbelts or other available occupant restraints and require other occupants to do likewise and be secured in accordance with applicable law. The number of passengers should never exceed the number of seatbelts in the vehicle.
6. Driver must not operate a cell phone while driving. Prohibited activities include but are not limited to text messaging and talking on the phone, even if using a hands-free device to do so.
7. Operate the vehicle in accordance with University regulations, know and observe applicable traffic laws, ordinances and regulations, and use reasonable and safe driving practices at all times.
8. Ensure that the vehicle is in good working order before driving and, if it is a University owned vehicle, at the time it is returned. Report any malfunctioning or perceived malfunctioning of the vehicle immediately.
9. If the vehicle is privately owned, maintain valid insurance for the vehicle.
10. Assume all responsibility for any and all fines or traffic violations associated with his/her use of a University vehicle or a privately owned passenger vehicle on University sponsored activities or business.
11. Turn off the vehicle, remove the keys, and secure the vehicle when it is unattended, except for specialized maintenance equipment.
12. Drive the vehicle at legal speeds appropriate for traffic, weather, and road conditions.
13. Immediately report all accidents or violations to the University’s Public Safety Department, regardless of whether the accidents or violations occurred in a privately owned or University vehicle.
14. No single driver may drive on University sponsored activities or business for more than eight hours in any twenty-four hour period.
15. Must never drive a vehicle on University sponsored activities or business between the hours of 1:00 a.m. and 5:00 a.m. except when necessary in an emergency.
16. Must assume ultimate responsibility for seeking and possessing information about driving safety, traffic, weather, and road conditions and regulations.
17. Violations of this policy by any UP student will be referred to the Office of Residence Life for appropriate disciplinary action.

## **REPORTING OF ACCIDENTS AND DAMAGE**

Students must immediately report any accidents or damage incurred while operating a University vehicle (or a privately owned vehicle on University business) to the local police department, the University's Public Safety Department, the driver's supervisor, and the Division of Student Affairs. When you have been in an accident you must:

1. Summon immediate medical aid by calling 911 if you or someone else is injured.
2. Remain calm and do not argue.
3. Make no statements or admissions concerning fault or responsibility for the accident.
4. Do not offer or agree to make payments for the accident or suggest the University will do so.
5. Notify the local police.
6. Take photos of any damage or alleged damage on all involved vehicles.
7. Discuss the accident only with police officers, representatives of the University's Public Safety Department, or other University officials.
8. Record as much information as you can on all of the other parties to the accident. This information should include their name, address, insurance company, driver's license number, license plate number, make, model and year of their car, precisely where the accident happened, witnesses (with names, addresses, and telephone numbers).
9. Refer all questions from lawyers, the other party to the accident, insurance adjusters, or representatives of the other party and others to the University's Public Safety Department.

## **CONCLUSION**

The proper utilization of University-owned vehicles, and the safe operation of privately owned vehicles on University sponsored activities or business can save lives, prevent injuries, minimize University transportation costs and reduce liability. Any questions concerning this policy should be directed to Public Safety Department at 503-943-7161.