



University Fleet Safety Guidelines

1. Purpose

Purpose of these guidelines is to outline Fleet Management practices for New York University, which include driver certification, vehicle acquisitions, upkeep and disposal.

2. Definitions

2.1 University Vehicle

Any vehicle that is owned, leased, or rented by the University or University-affiliated group, which will be used for NYU business. This guideline does not apply to sororities/fraternities, clubs and student organizations.

2.2 University/Department Driver

Any University employee, student enrolled by the University, or University-affiliated group personnel who will drive a University Vehicle. Only University Drivers who have been approved pursuant to this policy are allowed to drive a University owned or leased vehicle.

2.3 Rental Vehicle

A rental vehicle is considered a University Vehicle if rented by University employee or University-affiliated group personnel from an approved Rental Agency, and under the University rental agreement, and the maximum third party Liability coverage and Physical damage coverage must be purchased from the rental agency unless otherwise instructed.

2.4 Personal Vehicles

Per NYU's Controller's Division, the "University assumes no responsibility for damage to an employee-owned automobile as a result of an accident or with respect to any loss as a result of wear, fire, or theft of the automobile, its parts, accessories, or any personal property contained therein. Use of personal vehicles is therefore discouraged."

2.5 BAC- Blood Alcohol Concentration

The amount of alcohol in the bloodstream, measured in percentages. The legal limit set by most states as driving under the influence (DUI) is 0.08% BAC. A level of 0.02-0.07% can be considered as driving while impaired (DWI) and driving while ability impaired (DWAI).

3. Responsibility

- 3.1 Administration, Department Heads, Department Chairs, Deans, Supervisors of University-affiliated Groups, or designee
 - 3.1.1 Determine which employee or student in the department(s) should be a University Driver.
 - 3.1.2 Distribute Driver Application Form (DPS-28) to prospective University Drivers, ensure proper completion of this form and forward completed form and copy of prospective University Driver's license to the Public Safety Transportation Unit and UHR.
 - 3.1.3 Facilitate driver training through Public Safety.
 - 3.1.4 Update Public Safety with any changes to the approved drivers list.
 - 3.1.5 For new hires, as part of the prospective employee's background check, have MVR checked through HR if that person's job requires that them to drive a University Vehicle.

- 3.2 Human Resources/ Human Resources Officers (UHR)
 - 3.2.1 Ensure driving duties are denoted in the Job Description.
 - 3.2.2 Notify Public Safety of any other departments that are deemed necessary to participate in the Fleet Management Program.
 - 3.2.3 Notify Public Safety of new hires that will join the program.
 - 3.2.4 Arranging for driver license checks (MVR) through approved UHR vendor for existing and new drivers;

- 3.3 Public Safety- Transportation Unit (DPS)
 - 3.3.1 Oversee the University Fleet Management Program and records.
 - 3.3.2 Distribute and collect Driver Application Form (DPS-28) to departments with a driving responsibility.
 - 3.3.3 Review MVR's with HR.
 - 3.3.4 Arrange the Defensive Driving Course for University Drivers.
 - 3.3.5 Revise guidelines as necessary, in collaboration with UHR, Procurement, Risk Management, and OGC.
 - 3.3.6 Assist departments in the acquisition and disposal of University Vehicles.
 - 3.3.7 Assist Department with crash reporting and repairs.
 - 3.3.8 Arrange registration and insurance renewals.
 - 3.3.9 Maintain updated vehicle listing document of University vehicles to share with ERM.

- 3.4 Procurement
 - 3.4.1 Assist in the acquisition of University Vehicles and their components.

- 3.5 Enterprise Risk Management (ERM)
 - 3.5.1 Provide yearly insurance documentation for distribution by Public Safety

4. Driver Certification

4.1 Qualification/Approval Process:

4.1.1 In order for any University employee or student whose job/role requires them to drive a University Vehicle as part of their duties to be authorized to operate a University Vehicle, or drive their personal vehicle to accomplish job duties, the employee must meet the following qualifications:

4.1.1.1 New Employee/Student

- 4.1.1.1.1 The employee/student has completed DPS-28 form;
- 4.1.1.1.2 The employee/student has a valid U.S. driver's license for the type of vehicle to be operated;
- 4.1.1.1.3 The employee/student agrees to a Motor Vehicle Records (MVR) check; if a new hire, after the individual is provided a conditional offer of employment;
- 4.1.1.1.4 The employee/student successfully completes the background check.
- 4.1.1.1.5 The employee/student must have held a driver's license for minimum one (1) year;
- 4.1.1.1.6 The employee/student has no more than one (1) accident (within the last three (3) years);
- 4.1.1.1.7 The employee/student adheres/complies with NYU's Drug and Alcohol-Free Workplace Policy;
- 4.1.1.1.8 The employee/student completes the Defensive Driving Course; and,
- 4.1.1.1.9 The employee/student attends any additional training, as required by a supervisor.

4.1.1.2 Current Employee

- 4.1.1.2.1 Supervisor identifies Prospective University Driver.
- 4.1.1.2.2 Prospective University Driver completes DPS-28 and submits it to supervisor.
- 4.1.1.2.3 Supervisor emails documents to Public Safety's Transportation Unit via Fleets@nyu.edu
- 4.1.1.2.4 Transportation Unit processes paperwork, submits driver's information for MVR check through UHR.
- 4.1.1.2.5 Prospective University Driver successfully completes the background check.
- 4.1.1.2.6 Prospective University Driver signs up and complete a Defensive Driving course through Public Safety within 6 months.
- 4.1.1.2.7 Approval shall only be granted if meet the requisite qualifications.

4.2 Annual Recertification:

4.2.1 The employee maintains a valid U.S. driver's license for the type of vehicle to be operated.

- 4.2.2 The employee agrees to an annual MVR check through UHR to determine compliance with these guidelines.
- 4.2.3 The employee has incurred no more than one (1) accident while operating a University Vehicle within the review period (since the last MVR check).
- 4.3 The employee completes a Defensive Driving Course (every three (3) years).
- 4.4 University employee who rent cars for University business on a casual basis (e.g., one-time rental to and from an airport) are not subject to this approval process.

5. Driving Under the Influence or While Intoxicated

- 5.1 Department Driver shall not operate a University Vehicle within eight (8) hours of consuming an alcoholic beverage. This includes consuming alcoholic beverages which may result in a blood alcohol concentration (BAC) of 0.02% or greater.
- 5.2 Department Driver shall not consume alcoholic beverages while operating University Vehicles.
- 5.3 Passengers shall not consume any alcoholic beverages in University Vehicles.
- 5.4 University Drivers shall not operate University Vehicles while in the possession of an alcoholic beverage container.
- 5.5 University Drivers must comply with all applicable University policies, including but not limited to NYU's Drug and Alcohol-Free Workplace Policy;
- 5.6 Supervisors who know or have reason to believe that a Department Driver has been drinking alcohol or is using a controlled substance shall not permit a Department Driver to operate a University Vehicle, pending investigation.

6. Termination and/or Suspension of University Driver Status

- 6.1 University Driver status may be terminated or suspended for any of the following reasons:
 - 6.1.1 It is determined that information was misrepresented on the driver's application.
 - 6.1.2 Failure to follow or comply with these guidelines.
 - 6.1.3 Failure to disclose any activity that would adversely change the status of University Driver's license, such as a suspension or possible suspension or revocation, within two business days. This should be communicated via email to the appropriate HR Officer. Documentation may be required.

- 6.1.4 All cases involving the potential suspension or termination of a Department Driver's status shall be reviewed by the Assistant Director of Transportation Services and UHR for recommendation and a final decision made by the Supervisor or Department Head overseeing the driver.
- 6.1.5 If remedial training is required, this will be identified by DPS in partnership with UHR.

7. Vehicle Operations

7.1 Routine Use and Operation

- 7.1.1 Employees are required to possess a valid driver's license from their State of residence.
- 7.1.2 Employees are required to report any activity that would adversely change the status of University Driver's license, such as a suspension or possible suspension or revocation, within two business days.
- 7.1.3 Employees must understand not only the requirement of always using an occupant safety restraint (i.e., a seat belt), but also the reasons for its use. The use of seat belts by the driver and all passengers is required when a vehicle is being operated for university business and was rented for university business.
- 7.1.4 Employees shall not operate University vehicles while using a cellphone or handheld device.
- 7.1.5 The Department Driver of a University vehicle is responsible for inspecting the vehicle at the beginning of his or her shift to ensure operational readiness of all equipment and supplies.
- 7.1.6 Employees are responsible for maintaining a neat and clean vehicle.
- 7.1.7 All University documents and information must be removed from a vehicle before it is left unattended for service or repairs, except for University Vehicle registration, insurance and related documentation.
- 7.1.8 University Vehicles shall not be left unattended with the engine running, doors unlocked, windows open or with the keys in the vehicle.
- 7.1.9 University Drivers shall obey all traffic laws.

7.2 Summons

- 7.2.1 University Drivers shall notify and provide their Supervisor with any summons received while operating a University Vehicle.

- 7.2.2 University Drivers are responsible for paying any moving violation received while operating a University Vehicle. Payment must be made within two business days of receiving notice of violation.

8. Crash Reporting Process

- 8.1 The following process shall be followed in the event that a Department Driver experiences a collision while driving a University Vehicle:
 - 8.1.1 The driver shall check him/herself, all passengers and people in the other vehicle(s) to ensure everyone is safe.
 - 8.1.2 The driver or any passenger shall immediately call 911, and:
 - a. Notify the 911 operator if there are injuries, so appropriate first responders are dispatched.
 - b. Request the local authority having jurisdiction over the accident respond, for the creation of a "Collision Report."
 - 8.1.3 Driver will then notify Supervisor to make them aware of the situation.
 - 8.1.4 Driver shall fully cooperate with the local authority having jurisdiction over the accident scene.
 - 8.1.5 The driver shall obtain the following information from the other party:
 - 8.1.5.1 Full name.
 - 8.1.5.2 Driver's license number and address.
 - 8.1.5.3 Vehicle information: year, make, model, license plate number.
 - 8.1.5.4 Insurance Information: carrier, policy number.
 - 8.1.6 The driver shall provide the other party with the University vehicle's and insurance information.
 - 8.1.7 Once NYPD reports to the scene, obtain the following information from responding officer(s):
 - 8.1.7.1 Name and badge number of the officer taking the report.
 - 8.1.7.2 Precinct.
 - 8.1.7.3 Report number.
 - 8.1.8 If the University vehicle is not operable, notify their supervisor.

8.1.9 The “Police Collision Report” will be provided to Public Safety- Transportation Unit for assistance with repair’s and insurance coverage.

8.1.10 Public Safety-Transportation Unit will notify ERM of all vehicle crashes.