

# Shenandoah University Driver/Vehicle Safety Policy

## Introduction

\$ EDVLF FRPSRQH QW RI DQ LQVWLWXWLRQ¶V ULVN PDQDJH that establishes the safety guidelines for its authorized drivers when driving for institution EXVLQHVV 7KH DGPLQLVWUDWLRQ RI WKH LQVWLWXWLRQ¶V consistent implementation of strong policies and procedures to ensure that drivers and departments know their responsibilities and carry them out. The following policy has been HVWDEOLVKHG WR KHOS 6KHQDQGGRDK 8QLYHUVLW\ WKH<sup>38</sup> LQVWLWXWLRQ¶V RZQHG OHDVHG RU UHQWHG YHKLFOHV L (ii) personal vehicles driven on institution business. Violations of this policy will be reported to

**B. Authorized Drivers List**

1. The Department for Administration and Finance will maintain a consolidated and current Authorized Driver List to maintain control of the ongoing driver authorization process.
2. The Department for Administration and Finance will exercise sole and absolute discretion at any time.

**C. Assigned Vehicles**

Some vehicles may be assigned to individuals as part of their job duties, such as the President, a Department of Public Safety Officer, Physical Plant employee or other specifically-designated individuals. These individuals should operate and maintain these vehicles as though they were their own.

Institution vehicles may be operated by approved faculty, staff, students or volunteers, depending on the need. Control of these vehicles will be maintained through the Physical Plant Office.

1. When a department wishes to use an institution vehicle for a specific purpose, the

**D. ADA vehicles/vans**

ADA van drivers must be trained in how to use the equipment, lifts, etc. All drivers of these vans need to be familiar with securements and making other necessary accommodations as needed as these vans might have wide doors and locks in the floor to secure wheelchairs. Vans are commonly used to transport the disabled and may have ramps or hydraulic lifts that need to be lowered or additional handrails that need to be accessed for safety. As the primary driver, you must be able to successfully operate the adaptive equipment and report any inconsistencies or repairs that need to be made to keep the vehicle safe and operable for its special uses. An ADA van driver must be physically able to assist the handicapped passengers, able to understand their needs, apply effective communication techniques, etc. in order to appropriately transport and assist the passenger. ADA van drivers must adapt their schedules to allow enough time to pick up and drop off passengers, securing the mobility equipment, etc.

**E. Personal Vehicles**

1. Drivers authorized to use personal vehicles on University business are subject to the same rules as drivers of institution owned, leased, and rented vehicles.

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## **H. Driver/Vehicle Safety Policy**

This Driver/Vehicle Safety Policy will be posted online and be easily accessible to all Authorized Drivers.

## **II. Training**

### **A. Driver Training**

In order to understand the responsibilities and techniques for driving safely, all drivers must be able to demonstrate their skills in the operation of any assigned vehicle. If they are not able to demonstrate their driving skills, they will be trained in the appropriate techniques. For example, if a driver needs to be able to drive a van, they must be trained

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1. Training may include classroom, individual instruction and audio-visual methods, or <https://su-va.safecolleges.com/login> courses, as appropriate.
2. New University drivers are trained at the time of hire or initial authorization, if applicable, and regularly as established by their respective supervisor.
3. Authorized Drivers will be responsible for taking new courses as they become available.

## **III. Pre-Trip Safety**

### **A. Trip Forms – Institution Vehicles**

1. The driver and Physical Plant Office employee will complete and sign the Pre-/Post-Trip Vehicle Inspection form indicating that they have inspected the institution vehicle the driver intends to use. Each will maintain a copy of the inspection form for the post trip inspection upon return.
2. Headlights, taillights and windows must be clean before operating the institution vehicle.
3. The driver and Physical Plant Office employee should also verify that a copy of the accident report form and current insurance card are available in the institution vehicle.
4. Upon return from the trip, the driver will return the completed copy of the Pre-/Post-Trip Vehicle Inspection form to the Physical Plant Office when turning in the institution vehicle keys. The Physical Plant Office employee and the driver will again complete a brief institution vehicle inspection using the Pre-/Post-Trip Vehicle Inspection form and document any mechanical problems with the institution vehicle, service required, new damage, the amount of gas added, the number of miles driven and any service that may have been provided to the institution vehicle. The Physical Plant Office employee will return the signed copy of the P

**B. Maintenance – Institution Vehicles**

In order for Shenandoah University institution vehicles to have a long and useful life,



**G. Restricted Drive Time**

Drivers may not operate an institution vehicle, or vehicles for institution business,  
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