

University of Nebraska Lincoln
DRIVING AND MOTOR VEHICLE POLICY

Effective Date: May 1, 2007 (Last updated February 2010)

Purpose:

The safety of UNL's students, faculty, staff, and the public is a central concern of this University. This policy, which governs the use of motor vehicles used on official University of Nebraska business by students, faculty and staff, is designed to support safe, prudent use of vehicles.

Authorized Drivers:

The following individuals may qualify as authorized vehicle operators – see authorized driver requirements below.

- a. Members of the Board of Regents
- b. Employees (faculty and staff) and emeriti faculty of the University of Nebraska
- c. University of Nebraska students not included in a. or b. who are University of Nebraska students traveling on official University business as designated by the Chancellor's Office, UNL Dean or Director.

Authorized Driver requirements:

Faculty and staff:

University vehicles may be driven by licensed employees over 18 years of age. To be considered for approval to drive, the department or individual must:

1. Submit the name for approval on-line at <https://scsapps.unl.edu/MPERequest/NewDriverAuthorization.aspx> or submit their first & last name, date of birth, drivers' license number or a photo copy of their drivers' license and the employing departments cost object to Transportation Services. Note: The department employing the driver is responsible for all fees required to obtain driving records.
2. Have in the last 36 months driving records free of:
 - a) A current suspension or revocation of a state driver's license that restricts an employee's ability to drive at work.
 - b) Any traffic violations within a three-year period accumulating a total of 6 or more points.

Note: For the first 36 months while this policy is being implemented, existing employees, with prior driving records that would prevent them from being authorized to drive on University business, may be allowed to drive with provisional authorization if they receive no additional traffic violations. Provisional authorization will be granted after review by a committee comprised of the University Risk Manager, Employee Relations Director, UNL Assistant Police Chief, and Transportation Services Director. Driving records will be checked every six months (at the employing departments' expense) for existing employees with provisional authorization. Any traffic violation conviction will result in the immediate removal of this provisional authorization.

If a Department of Motor Vehicles Motor Vehicle Report reveals convictions (regardless of whether points were assigned or not) for Major Traffic Offenses as enumerated in Appendix A,

or license suspension or revocation as specified above, the UNL Unit that employs the employee shall be notified by Transportation Services or Human Resources the employee is no longer authorized to operate a University vehicle or drive on University business. A copy of the Motor Vehicle Report will be given to that employee. If that employee disputes the facts shown on the Motor Vehicle Report, he/she may challenge them with the Nebraska Department of Motor Vehicles. Appeals for removal of University driving privileges will be reviewed by a committee comprised of the University Risk Manager, Employee Relations Director, UNL Assistant Police Chief, and Transportation Services Director.

An employee who drives a vehicle during the course of performing University duties who no longer meets the driver standards of this policy may be given alternative duties for which he/she is qualified or at the unit's discretion may be terminated according to UNL Human Resource policy. Units should contact Human Resources to facilitate this process.

An employee who accumulates a total of 6 or more points within a three-year period and no longer meets the driver standards of this policy may request provisional authorization review by a committee comprised of the University Risk Manager, Employee Relations Director, UNL Assistant Police Chief, and Transportation Services Director. Provisional authorization can be requested by the employee's supervisor; is not guaranteed; requires the employee remain free from any moving violation conviction for 36 months; and will only be granted once to the employee. The employee may be required to complete a driver training course (named by the committee) at the employee's expense.

Motor Vehicle Reports will be initiated at least on an every other year cycle for all employees who drive a vehicle during the course of performing University duties and will be initiated prior to a job offer being made to new applicants whose duties include a substantial amount of vehicle operation. New employees may be hired subject to the University receiving a driving history that qualifies them as an Authorized Driver as defined above. All drivers shall report any conviction for any **Major Traffic Offense** (whether or not points are assessed) or any change in the status of their license to their supervisor that results in the loss of work driving privileges. This action shall occur on the first working day following the conviction or as soon as possible thereafter. The supervisor shall report such change or conviction to Transportation Services and Human Resources immediately. Failure to comply with this policy shall be considered a willful violation of this policy and may subject an employee to disciplinary action, and loss of UNL driving privileges.

Driving records will be checked annually for trained large passenger-van drivers, and holders of commercial drivers' licenses.

Those faculty and staff whose driving record is clear of any driving offense will be subject to review after 24 months have elapsed from the preceding driving record receipt date. All other drivers will be subject to annual reviews.

Students:

Only currently enrolled full or part-time students over 18 years of age who have been approved by UNL Transportation Services are allowed to drive University-owned or rented vehicles. For agriculture related work, some 17 year old license holders may be allowed to operate certain vehicles as specified by Child Labor Law on agriculture property while under direct supervision. In order to be approved to drive, the department or student must:

1. Submit their name for approval on-line at <https://scsapps.unl.edu/MPERequest/NewDriverAuthorization.aspx> or submit their first & last name, date of birth, drivers' license number or a photo copy of their drivers' license and the employing departments cost object or payment for obtaining the driving record to Transportation Services. Students (who are not student employees) are responsible for all fees required to obtain driving records.
2. Have a valid driver's license and a driving record free of any of the violations and other items shown under **Faculty and Staff** above.

Students who, at any time, do not meet the above qualifications will be prohibited from driving University-owned or leased vehicles. International drivers' licenses or licenses issued by countries other than the United States are not acceptable. Drivers licenses issued in the United States less than 12 months prior to the date of planned travel may not be accepted. Drivers with licenses issued in the past 12 months will be required to demonstrate driving proficiency prior to being authorized to operate motor vehicles on University business.

Authorized Passengers policy: <http://bf.unl.edu/transportationpolicy/passengers.shtml>

Covered University Vehicles:

This policy is applicable to the drivers of all University owned and leased, rented or donated vehicles which are leased or rented in the University's name or used in the course and scope of University business regardless of lessee/renter. This policy is applicable to personally owned vehicles in the event that the vehicle is used on university business and the employee is requesting UNL mileage reimbursement. It is also applicable to all drivers of large passenger-vans regardless of whether they are owned, leased, rented or donated for use by UNL.

Authorized Uses of University Vehicles:

Limited to UNL business only, including:

1. Travel between the place where the University vehicle is dispatched and the place where official University business is performed.
2. When on official travel status, between the place of University business and the place of temporary lodging.
3. When on official travel status and not within reasonable walking distance, between either of the above places and places to obtain meals; places to obtain medical assistance (including drugstores); and other places required to sustain the health, welfare or continued efficient performance of the driver, exclusive of places of entertainment.
4. Transport of other officers, employees or guests of the University when they are on official University business.
5. Transport of consultants, contractors or commercial firm representatives when such transport is in the direct interest of the University.
6. Travel between the place of dispatch and place of performance of University business to a driver's personal residence when specifically authorized by the proper University authority. Commuting – There may be situations where the best interest of the University is served by having the driver retain possession of the vehicle during non-duty periods and authorization to do so should be cleared with the department head and Transportation Services Director.
7. Out-of-state travel when specifically authorized in advance according to college or department policy.

Unauthorized Use of University Vehicles:

Use of a UNL vehicle for any of the following purposes shall be considered unauthorized and shall subject the driver to potential disciplinary action:

1. Any use for a personal purpose, other than commuting, which has been authorized as specified in Authorized Use. Nebraska Statute No. 81-1024 states:

"No officer or employee of the State of Nebraska shall use any motor vehicle owned by the State of Nebraska for any personal use whatsoever. Any officer or employee who shall violate any of the provisions of this section shall be deemed guilty of a Class V misdemeanor, and in addition thereto the officer or employee shall be deemed guilty of official misconduct in office for palpable omission of duty, and upon conviction thereof the court shall have the power to add to the judgment that any officer or employee shall be removed from office or employment."

2. Travel or tasks which are beyond the vehicles rated capability. (i.e.: Loads exceeding vehicle GVWR, exceeding trailer tow capacity, off road usage, etc.)

3. Transport of family, friends, associates, or other persons who are not employees of the University or serving the interest of the University.

4. Transport of hitchhikers.

5. Transport of cargo which has no relation to the performance of official University business.

6. Transport of acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation.

7. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving or a hazard to pedestrians or to other vehicles.

8. Transport of employees or students from the workplace to restaurants, cafes, drugstores or to other places which are not in the service of University business.

9. Attending sporting events, including hunting and fishing, which are not in the service of University business.

10. Extending the length of time the vehicle is in the driver's possession beyond that which is required to complete the official purpose of the trip.

11. Operating a University vehicle while under the influence of alcohol or drugs.

Vehicle hours of operation:

No vehicle may be operated for more than four (4) hours between the hours of 10:00 PM and 7:00 AM for any continuous trip. A continuous trip is defined as the point of origin to the final destination.

Large Passenger-vans:

The University of Nebraska large passenger-van policy can be found at:

<http://bf.unl.edu/transportationpolicy/large.shtml>

UNL Vehicles Requiring Commercial Drivers License:

The University of Nebraska Commercial Drivers License policy can be found at:

<http://bf.unl.edu/transportationpolicy/require.shtml>

UNL Vehicle Driver Responsibilities:

Drivers are responsible for inspecting a rented vehicle prior to leaving the place where the vehicle is rented. Once the driver leaves the rental facility with the vehicle, any damages found are the responsibility of the renting party.

Drivers will not operate a vehicle that the driver suspects is not operating properly. The driver will park the vehicle and make appropriate arrangements so that the vehicle can be serviced, otherwise operated safely, or towed.

Drivers must only transport the number of persons for which there are seatbelts in the vehicle. The driver must make certain that all persons in the vehicle wear their seatbelts.

Drivers must observe all traffic regulations. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a University vehicle. Drivers must take appropriate precautions when driving conditions are hazardous. (This includes but is not limited to dust storms, fog, heavy rain, snow, or ice conditions). This includes allowing enough time for travel.

Drivers are responsible for taking appropriate measures to secure and safeguard the vehicle until it is returned to the designated location at the University or the rental company. In cases where a private rental vehicle is used (see below), the driver is responsible for complying with all rules and regulations associated with the private rental contract.

Use of Personal Vehicles:

Any individual who drives his or her *personal vehicle* to a University activity or on University business is responsible for the safety of himself/herself as well as all passengers. The University bears no responsibility and is not liable for the operation or operating condition of personal vehicles and expects such drivers to comply with state law requirements regarding insurance coverage and to carry appropriate automobile liability insurance. All costs, including fuel, maintenance, or damage, which may occur while on University business is the responsibility of the owner of the personal vehicle.

Information concerning expense reimbursement for use of personal vehicles is found at: <http://bf.unl.edu/travelpolicy/GeneralTravelInformation.shtml#TravelPolicy>

Rental Agency Vehicles:

Use of private rental vehicles (vehicles rented from Enterprise, Hertz, Rent-a-van, etc.) shall be limited to University business. All drivers renting vehicles in Lincoln on behalf of UNL or its student organizations shall obtain the rental vehicle through Transportation Services. (In the event of an accident, departments not renting vehicles through Transportation Services will be subject to the entire cost of vehicle repair or replacement.) All drivers renting vehicles outside the Lincoln area on behalf of UNL or its student organizations shall obtain the rental vehicle from a University preferred rental provider (listed below). Approved drivers should rent the vehicles in their name, stating they are associated with the University of Nebraska (UNL ID maybe requested) and the approved driver as the named driver. Under no conditions should the approved driver allow another person to operate the rental vehicle, unless they are authorized by the rental agency or UNL Transportation Services.

Agency	Discount ID	Reserv./Prices
Enterprise Rent-a-Car Direct bill	https://scsapps.unl.edu/MPERequest/PrivateRequest.aspx Corporate Nationwide Direct Bill available only through UNL Transportation Services	402-472-2659 402-472-2422
Budget:	www.budget.com BCD# T557400	800-455-2848
Hertz	One-line reservations: www.hertz.com #9755	800-654-2200

Private Rental Vehicle Insurance

When renting a private rental vehicle for University business, it is **recommended** drivers accept the SLP (Supplemental Liability Protection). **When traveling internationally, always accept the SLP. Student organizations should always accept the SLP.** The CDW (Collision Damage Waiver) should be accepted only when the vehicle will be operated on unimproved roads or the vehicle will be rented for one month or more. All other insurance offerings provided by rental car companies should be declined.

Transportation Services direct bill rental rates include supplemental insurance coverage, and the collision damage waiver is provided for free from Enterprise. Renters should decline all types of insurance coverage when utilizing a direct bill vehicle rental.

The following table should be used to determine what coverage the renter should select when renting private rental vehicles.

Type of Trip	Rental Period	Distance	SLP (Supplemental Liability Protection)	CDW (Collision Damage Waiver)
Local travel at destination city	Daily	50 – 100 Miles per day	Recommended	Decline
Local travel at destination city	One month or more	50 – 100 Miles per day	Recommended	Accept
Interstate Highway	Daily	50 – 300 Miles per day	Recommended	Decline
All situations	One month or more	All Distances	Recommended	Accept
Unimproved Highways or Nonpaved Roads	All times	All Distances	Recommended	Accept
International Travel including Canada	All times	All Distances	Accept	Accept
All recognized student organizations or non-UNL employee	All times	All Distances	Accept	Accept

UNL owned vehicles are not to be driven into or operated in Mexico.

Rental agency vehicles may be taken into Mexico only if prior arrangements have been made, additional insurance has been purchased for travels in Mexico, and the private rental company has approved their vehicle for travel in Mexico.

Note: Private rental vehicles rented in the university's name or donated for university business, with supplemental liability protection, and the collision damage waiver are allowed to transport non-university passengers.

Automotive Insurance and Reporting of Vehicle Accidents:

<http://bf.unl.edu/transportationpolicy/automotive.shtml>

Department Responsibility for Damage:

<http://bf.unl.edu/transportationpolicy/care.shtml>

Exceptions:

Questions regarding this policy should be addressed to the Director of Transportation Services.

Appendix A

**The Nebraska "Point System"
Violations of 2 or More Points**

Violation	Points Assessed
Major Traffic Offense •	
• Motor Vehicle Homicide	12 Points
• Driving Under the Influence – 3rd Offense or Subsequent Offense**	12 Points
• Failure to report an accident within 12 hours to law enforcement	8 Points
• Failure to render aid in accident you are involved in	6 Points
• Driving Under the Influence – 1st and 2nd Offense	6 Points
• Willful reckless driving (deliberate & intentional)	6 Points
• Reckless driving (rash, heedless, dangerous)	5 Points
• Careless driving (inattentive, forgetful, inconsiderate)	4 Points
• Leave the scene of an accident, but submit report within 12 hours	4 Points
• Failure to yield to a pedestrian with bodily injury to the pedestrian	4 points
• Negligent driving (indifferent, offhand, neglectful)	3 Points
• Failure to yield to a pedestrian with no bodily injury to pedestrian	2 points
Speeding (points are assessed for speeding on the basis of miles per hour [MPH] over the posted speed limit and the type of road):	
Business & Residential District	
• Over 10 MPH	3 Points
• Over 5 thru 10 MPH	2 Points
County Roads / State Highways	
• Over 15 MPH	3 Points
• Over 10 thru 15 MPH	2 Points
Interstate Highway	
• Over 15 MPH	3 Points
• Over 10 thru 15 MPH	2 Points