

Fleet Policy

I. GENERAL INFORMATION.

A. PURPOSE. Harding University provides vehicles for use by approved members of the Harding community to further the mission of the university by providing safe and reliable transportation. The safety of our students, faculty and staff should be paramount in all that we do. Motor vehicle operation in itself is hazardous with many factors increasing the risk to drivers and passengers. This policy is developed to reduce these risks as well as to ensure compliance with all federal, state and local regulations. Much of this policy is based on federal regulations and best practices of the fleet industry. It is not intended to be a burden, but rather a means of protecting drivers and passengers from other drivers and inappropriate driving practices.

B. GENERAL EXPECTATIONS. Drivers are expected to reflect and enhance the image of the university by operating all fleet vehicles in a safe, courteous, and responsible manner in accordance with this policy and all federal, state and local laws.

C. CHANGES. This policy will supersede any and all prior policies concerning the use of fleet vehicles and will go into effect on the date listed above. Changes to this policy may or may not be made with advance notice, though every effort will be made to communicate changes.

D. The point of contact for this policy will be the fleet manager: Ed Daughety edaughet@harding.edu or (501) 279-4005.

II. FLEET VEHICLE USE.

A. OFFICIAL USE. All fleet vehicles are readily identifiable and represent the university wherever they are driven; therefore, they are designated for official university use only and, as such, may only be operated by approved drivers.

1. Official use is determined by:
 - a. The account charged is an official expense account number, or
 - b. Sanctioned athletic sports recognized by the NCAA, or
 - c. Academic classes for academic purposes, or
 - d. Professional organizations traveling to professional events, or
 - e. Performance groups promoting the university, or
 - f. As otherwise directed by the University President or his/her designee.

2. Fleet vehicles cannot be used for personal use or non-university related activities by Harding University approved drivers. Examples are, but not limited to: transporting friends or family members, personal camps or workshops and others. The fleet manager will make the final decision on any questionable activities and will be based on policy, insurance and legal requirements.

B. RESERVATIONS. Reservations are made by submitting a Transportation Request Form or by completing the online form. Reservations are fulfilled on a first-come, first-served basis which is determined by the date and time of receipt.

C. VEHICLE PREFERENCE. Specific vehicles may be requested, but final assignment will be made by the Transportation Office based on trip distance and the overall needs of the university at that specific time.

D. POST-TRIP RESPONSIBILITIES. Upon completion of any trip, the vehicle will be:

1. Refueled at the expense of the user.
2. Cleaned out completely (trash, grass, dirt, etc.).
3. Complete Post-Trip Inspection.
4. Keys turned in at the Public Safety Office.
5. Returned to the designated fleet parking area.

E. CANCELLATIONS. It is understood that trips may be cancelled for many reasons. To be respectful of other groups desiring to use fleet vehicles, cancellations should be made as soon as possible. Last minute cancellations or decisions not to use fleet vehicles may result in usage charges being applied to the user's account.

III. DRIVERS.

A. GENERAL. All drivers must be approved through the Parking & Transportation Office and must complete the following requirements at least 10 business days before driving a fleet vehicle:

1. Complete and submit the Driver Questionnaire and Release Form.
2. Complete the applicable training module: Employee, Student, and/or CDL (commercial driver license).
3. Return a signed copy of the fleet policy.

The documents and training can be found on the Parking & Transportation web page on the university's website.

B. **EMPLOYEE DRIVERS.** Any employee who is hired through Human Resources in a full-time, part-time, or adjunct status is authorized access to fleet vehicles, pending approval. Employees must submit the Driver Questionnaire and Release form and complete the Employee Driver Training module upon application for approved driver status and every three years thereafter. Initial applicants may not be permitted to drive fleet vehicles, pending approval of the application which may take 10 business days.

C. **STUDENT DRIVERS.** Students may drive fleet vehicles if they submit the Driver Questionnaire and Release form and complete the Student Driving Training Module no less than 10 business days before driving. Student drivers will have to re-apply for approval each calendar year and meet the following stipulations:

1. Be at least 21 years old.
2. Have a current and valid United States or Canadian driver's license.
3. Not have two or more incidents in the past 24 months, to include:
 - a. two moving violations.
 - b. two accidents.
 - c. a combination of one moving violation and one accident (unless it is a single incident).
4. Not have one major violation (as defined by the USDOT) in the past 12 months, to include (but not limited to):
 - a. excessive speeding (15 mph or more above the posted limit).
 - b. reckless driving.
 - c. improper or erratic lane changes.
 - d. following a vehicle too closely.
5. Not have had their driver's license revoked or suspended within the last 5 years.
6. Drive under the direct supervision of an Employee Driver who is either in the same vehicle or leading a convoy of vehicles. Student drivers will not be permitted to drive fleet vehicles without an employee driver present.

D. **TEMPORARY EMPLOYEES.** Any driver who is hired or who volunteers to drive and does not meet the employment requirements listed above and is not a student, is considered a temporary employee and must meet all the Employee Driver requirements, plus submit all employment paperwork to the Office of Human Resources no less than five (5) days before driving, if applicable.

E. **CDL DRIVERS.** All CDL drivers must adhere to the following additional requirements:

1. Complete the CDL Driver Training Module annually.
2. Be subject to annual random drug/alcohol testing as required by law.
3. Provide a copy of the CDL with the approved driver application and upon re-issuance through the state.

IV. DRIVER REQUIREMENTS.

A. HOURS OF SERVICE. In order to ensure the safety of our faculty, staff and students, no single driver of fleet vehicles may:

1. Exceed 10 hours of driving following 8 consecutive off-duty hours.
2. Be on duty* for more than 15 hours following 8 consecutive off-duty hours.
3. Drive more than 70 hours in any 8-day period.
4. Drive between the hours of midnight and 5 a.m. unless the driver can arrive back on campus within 1 hour after curfew and not violate the previous conditions.

* *“On duty” is defined as all time from the time a driver begins work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. On-duty time includes:*

- (1) All time waiting or preparing to depart;*
- (2) All time inspecting or servicing the vehicle(s);*
- (3) All driving time;*
- (4) All time in or on a commercial motor vehicle (whether driving or not);*
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle; and*
- (7) Performing any other work in the capacity, employ, or service of, a motor carrier.*

NOTE: Drivers may drive up to two (2) additional hours to arrive at their destination or to find a safe place to stop, only if adverse conditions are encountered that would have not been expected in the planning process (i.e. severe thunderstorm, dense fog, traffic delays due to an accident). The fleet manager must be notified in these situations.

B. ILLNESS or FATIGUE. A driver must not drive fleet vehicles if his or her ability to drive safely is impaired or likely to become impaired. If a driver becomes impaired while driving, the driver may continue to drive to the nearest location that does not pose a hazard to the vehicle or passengers. (For example, a driver who is recovering from the flu or a 24-hour illness should not drive at all. Whereas a driver who becomes ill while driving should stop at the nearest location that would provide a safe environment.) Any driver becoming ill and does not have a second approved driver available must contact the fleet manager for guidance.

C. DRUGS. Harding University does not permit the use of illegal drugs by employees or students. However, drivers must not drive under the influence of any drug or medication that is likely to affect their driving. Medication prescribed by a physician is permitted only if the physician advises that the medication will not negatively affect the driver’s ability to drive.

D. ALCOHOL. Harding University does not permit the use of alcohol by employees or students at any time. However, federal regulations also do not permit the administration of any medication containing alcohol within four (4) hours of being on duty and/or driving.

E. TRIP PLANNING. All trips must be planned in such a way that the hours of service regulations and speed limits are not exceeded. It is highly recommended to plan additional travel time to compensate for any delays in departure or travel.

F. VEHICLE INSPECTIONS. Prior to any departure from Harding University, drivers must ensure that the items below are checked and operable to the driver's satisfaction. Any deficiencies should be reported to the Parking & Transportation Office. Major issues or safety concerns must be communicated to the fleet manager immediately.

1. Brakes.
2. Parking Brake.
3. Steering.
4. Lights (Headlights, taillights, brake lights, parking lights, etc.).
5. Tires, Wheels, & Rims.
6. Horn.
7. Windshield & Wipers.
8. Mirrors.
9. Emergency Equipment.

G. MEDICAL REQUIREMENTS. Drivers for the university are neither required to be medically examined nor to possess a federal medical card, but are expected to be in good health. Conditions which may impact a driver's ability to drive for the university are:

1. Loss of limb or digit
2. Diabetes
3. Heart Issues
4. High Blood Pressure
5. Epilepsy
6. Legally Blind

H. CITATIONS / TRAFFIC VIOLATIONS. All drivers of fleet vehicles are expected to obey traffic laws, both on and off duty. The fleet manager must be notified upon the conviction of any traffic offense (excluding parking offenses) within 48 hours. Conviction is defined as payment of a fine or loss of court hearing. Drivers are responsible for payment of all parking and traffic violations received while utilizing a fleet vehicle.

V. VEHICLE OPERATION.

A. DRIVING COURTEOUSLY. All fleet vehicles are readily identified as Harding University vehicles, and drivers represent the university by the manner in which the vehicles are driven. All drivers are expected to drive courteously and defensively to provide safer transportation for our students and to better represent the university. Aggressive driving will not be tolerated and may result in disciplinary action.

B. SPEEDING. Since motor vehicle speed is a major factor in the severity of accidents, drivers must obey the posted speed limits. In addition, drivers are not to exceed 75 miles per hour, even if the posted speed limit exceeds 75 miles per hour.

C. PHONE USE. Drivers may not make or receive phone calls while driving a bus or van. This includes the use of “speakerphone” or a hands-free device. Phones may only be used when the vehicle is completely stopped and off the roadway or by a passenger in the vehicle.

D. TEXTING. By law, drivers are prohibited from texting while operating any fleet vehicle. This includes stops at traffic control devices, heavy traffic, or other momentary delays.

E. SEATBELT USE. Drivers must wear seatbelts at all times. Drivers must also remind passengers that state law requires them to wear seatbelts.

F. RADAR DETECTORS. Radar detectors are not permitted to be used in any fleet vehicle.

G. LOADING CARGO. Cargo in buses and vans should be stored in the dedicated storage areas. However, if cargo must be stored in the cabin areas, the following rules must be followed:

1. Objects cannot obscure vision to the front, left or right of the driver.
2. Objects cannot interfere with free movement of the driver’s arms and legs.
3. Objects cannot block emergency equipment.
4. Objects cannot impede the exit of any person from the vehicle.

H. HAZARDOUS CARGO. Drivers are not permitted to transport any hazardous materials in any fleet vehicles without the approval of the fleet manager. Hazardous materials include, but is not limited to: flammable liquids (fuels, paints, cleaners, etc.), explosives (fireworks, unstable chemicals, etc.) or corrosive materials (batteries, acids, fertilizers, etc.). Biohazardous or potentially biohazardous cargo is not to be transported as well. Examples are: blood products, deceased animals, meats, medical specimens and etcetera.

I. TRAILERS. Fleet vehicles will not be used to haul trailers due to safety concerns.

J. RAILROAD CROSSINGS. All vans and buses must completely stop at all railroad crossings and look both ways before proceeding across the tracks. Vehicles may cross without stopping

when the tracks are controlled by traffic lights or if directed by a law enforcement officer or flagman.

K. MAINTENANCE ISSUES / EMERGENCIES. The fleet manager must be notified immediately of any issues pertaining to the proper operation of the fleet vehicle. Minor issues such as burnt out lights, entertainment equipment and other non-critical functions may be documented in the post-trip inspection.

L. EMERGENCY EQUIPMENT. Emergency equipment consists of a first aid kit, a fire extinguisher and traffic triangles. In the case of a vehicle breakdown, emergency equipment must be used if possible or necessary. If the vehicle is unable to be moved within 10 minutes, three triangles must be placed at 10', 100' and 200', respectively from the rear of the vehicle to warn oncoming traffic.

M. ACCIDENTS. As a general rule, the first priority in any accident is ensuring the safety of everyone involved then securing the scene of the accident to prevent further accident or injury. Immediately notify local law enforcement, then notify the fleet manager.

1. Property Accidents. If the damage is minor to the fleet vehicle, and there is no damage to the object that was struck, call the fleet manager for guidance. If there is significant damage to the fleet vehicle or damage to another vehicle, structure or other object, a police report will be needed. Notify local law enforcement for assistance, then contact the fleet manager.

2. Personal Injury Accidents. In the case of any accident involving injuries, notify local emergency services immediately, protect the scene of the accident to the best of your ability, render aid, then notify the fleet manager for additional guidance. The fleet manager will notify the appropriate school officials.

3. Any CDL driver involved in an accident which results in a vehicle being towed or any injuries or fatalities will require the driver to submit to a drug/alcohol test.

N. VEHICLE DAMAGE. Departments will be responsible for the repair of any damage incurred to a vehicle while it is being operated up to, but not to exceed \$500, if the driver is found to be at-fault. Damage must be reported to the fleet manager immediately via phone call, message or email.

O. TELEMATICS. Devices have been installed on designated fleet vehicles to monitor all aspects of vehicle operation to increase safety and reliability. Removal of these devices is not permitted, except by a trained operator for the sole purpose of vehicle diagnostics. Data identifying vehicle operation which violates this policy may be addressed in accordance with the procedures outlined in Section VII: Violations of Policy.

P. COMPLAINTS. Complaints received regarding the operation of fleet vehicles will be investigated and handled in accordance with the procedures outlined in Section VII: Violations of Policy.

VI. DRUG & ALCOHOL POLICY (CDL Drivers Only)

A. This policy applies to all CDL-qualified drivers employed by or hired by Harding University for the purpose of driving any vehicle requiring a CDL to transport passengers. According to the FMCSA (Federal Motor Carrier Safety Administration), “driver” means any person who operates a commercial motor vehicle and includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers.

B. Drug and Alcohol use is prohibited by Harding University as outlined in the university’s faculty, staff and student handbooks. Violations of Harding University drug and alcohol policy by any driver may result in disciplinary action and may supersede U.S. Department of Transportation regulations and guidelines. Nothing in this policy prohibits Harding University from taking disciplinary action for the violation of Harding University’s drug and alcohol policies.

C. By law, all drivers as defined above, are required to be in compliance with this policy while performing “safety-sensitive functions.” Safety-sensitive functions mean all the time that a driver begins to work or is required to be in readiness to work until he or she is relieved from work and all responsibility for performing work. This includes:

1. All time waiting to depart.
2. All time performing inspections or servicing vehicles
3. All time spent at the driving controls of a commercial motor vehicle
4. All time spent resting in a commercial motor vehicle
5. All time repairing, obtaining assistance or remaining in attendance of a disabled CMV.

D. According to regulations specified in NHTSR (National Highway Traffic Safety Regulation) §382 – Controlled Substances & Alcohol:

1. No driver may report for duty or remain on duty with an alcohol concentration of 0.04 or greater.
2. No driver shall use alcohol while performing safety-sensitive functions. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

3. Any driver who is involved in an accident requiring a post-accident alcohol test must not use alcohol for eight hours following the accident.
4. Any driver who refuses to submit to applicable alcohol screening/testing will immediately be suspended from all safety sensitive functions.
5. No driver may report to duty when the driver uses one of the controlled substances identified in 21 CFR 1308.11 Schedule 1 (available at the Transportation Office).
6. No driver shall report for duty, remain on duty or perform safety-sensitive functions if the driver tests positive for controlled substances.

E. All CDL drivers will be tested for alcohol and controlled substances on the following occasions:

1. *Pre-Approval Testing.* CDL drivers will be required to conduct and pass a drug/alcohol test after application to be an Approved Driver and prior to utilizing fleet vehicles.
2. *Post-Accident Testing.*
 - a. Alcohol testing must be completed as soon as practical when:
 - 1) the accident involves the loss of human life.
 - 2) the driver receives a citation within 8 hours of the accident, if the accident involves:
 - a) anyone who immediately receives medical treatment away from the scene, or
 - b) if one of the vehicles involved in the accident must be towed away.
 - b. Drug testing must be conducted as soon as practical when:
 - 1) the accident involves the loss of human life.
 - 2) the driver receives a citation within 32 hours of the accident, if the accident involves:
 - a) anyone who immediately receives medical treatment away from the scene, or
 - b) if one of the vehicles involved in the accident must be towed away.
3. *Random Testing.* All CDL drivers, as defined above, will be subject to random drug and alcohol testing.
 - a. The rate of testing will be determined by the FMCSA.
 - b. Random testing will take place in the fall and spring semesters.
 - c. Upon notification of a random test, the driver must proceed to the testing location identified in the notification within the designated time.
4. *Reasonable Suspicion Testing.* A trained supervisor may require a driver to be tested if he or she believes the driver may be impaired, based on specific, articulable observations concerning the appearance, speech, behavior or body odors of the driver.

5. *Return To Duty / Follow-up Testing.* Any driver who tests positive during the process is subject to additional testing to ensure driving fitness. Information regarding these tests will be provided to drivers, as needed.

F. Harding University will utilize a third-party administrator (TPA) to conduct any drug tests to ensure the testing process is secure. The fleet manager will maintain all records of the tests and provide all guidance regarding post-accidents testing and failed tests. Alcohol tests may be administered by the University personnel who have received DOT approved training, utilizing DOT approved equipment.

G. All drivers as defined above must abide by these regulations. Failure to comply with these requirements will restrict the driver from using fleet vehicles.

H. Any driver refusing to submit to a test or unable to provide a testable sample will immediately be removed from an "Approved Driver" status per federal regulations. The issue may be referred to the Office of Human Resources for guidance.

I. Anyone found in violation of points 4 and 5 above will be immediately suspended from driving fleet vehicles until the driver is reinstated following the actions in point 5 above.

J. Drivers who are found to have an alcohol concentration of 0.02 or greater, but less than 0.04 will be suspended from performing safety-sensitive functions for a period of no less than 24 hours from the time the test was administered.

VII. VIOLATIONS OF POLICY

A. POLICY GOAL. This policy was created to provide a standard of use that is consistent for all users to ensure the vehicles are ready for use and operated by safe drivers. Violations of this policy can have an adverse effect on others ranging from inconvenience to passenger safety. The processes outlined below are designed to identify and correct issues in order to increase driver satisfaction and safety.

B. VEHICLE USE PENALTIES. All drivers expect to pick up keys when scheduled and pick up a clean vehicle filled with fuel. It can be a major inconvenience when this is not the case and puts undue pressure on a departing group. For this reason, users will be charged according to the list below and the amount added to the vehicle usage charge for the following infractions:

1. Vehicle not refueled: \$25 + cost of fuel.
2. Vehicle not cleaned: \$25.
3. Vehicle not returned to the proper location: \$25.
4. Keys not returned when required: \$50.

C. DRIVER PENALTIES. Driving offenses are more concerning since the potential impact to the university is much greater from the point of safety. The purpose of this process is to reduce the likelihood and potential liability by education, correction or avoidance. Any driving offenses, such as moving violations, accidents or other reported actions will generally be handled as follows:.

1. Verbal Notice. This will be issued to the student's supervisor identifying the issue and the concerns and will be documented with the driver's information.

2. Written Notice. A letter will be sent to the driver and immediate supervisor outlining the issue and reviewing the previous issue to formally document the incident and provide guidance on preventing future issues.

3. Third Offense or Subsequent Offenses. In the case of additional offenses, a written notice will be sent to the driver, his or her supervisor and the head of the specific department and/or appropriate vice-president.

4. Students. Students who violate the policy will be addressed through the employee supervising the student.

D. APPEALS PROCESS. Any driver may appeal the decision to the Director of Public Safety who will review the situation and either make a decision or defer the decision to a higher level.

E. SCOPE OF PENALTIES. Penalties for fleet policy violations will be assessed on fleet usage by the fleet manager. Fleet policy violations which also violate Harding University policies may be directed to other university entities for additional consideration or action.

VIII. EXCEPTIONS TO POLICY. Any requests for an exception to the above policy must be submitted to the fleet manager in writing no less than five (5) business days before usage. All exceptions will be approved or disapproved by the University President or his/her designee.

POLICY ACCEPTANCE

I acknowledge that I have received a copy of the Fleet Policy. I understand that this policy replaces any and all prior fleet policies regulating the use of Harding University fleet vehicles.

I have read and understand the contents of this policy and will act in accordance with these policies as well as all federal, state and local regulations.

I understand that if I have questions or concerns at any time about the policy, I will consult the fleet manager for clarification.

Please read the fleet policy carefully to understand these conditions before you sign this document.

Printed Name: _____

Signature: _____

Date: _____

Please return this page to the Parking & Transportation Office. You will not be permitted to drive any fleet vehicle until this page has been returned and all other requirements have been fulfilled.