

**To: Methodist University Faculty/Staff/Students**

**Ref: Methodist University Authorized Driver's Policy**

All faculty/staff/students and volunteers who wish to apply for authorization to operate a vehicle owned, leased, or controlled by Methodist University **must have at least 5 years of driving experience and be at least 21 years of age**. The application process includes completing the below listed forms and submitting them to the Public Safety Office:

- Driver's Obligation Form
- Driver's History Form
- A copy of your driver's license
- Medical Certification Exam Card (when applicable)

Request for the use of university vehicles must be approved by the appropriate Administrative Committee Member and sent to the Vehicle Operations office.

You should contact the Vehicle Operations office to sign up for the vehicle and receive your keys. If your pickup time is after 3:00 pm, (Monday-Friday) or on weekends/holidays, you should contact Public Safety at 910-630-7098. Vehicles will be returned in the same manner.

### **Definition of Terms**

**Driver-** A community member or a non-community member, either a volunteer or an employee who is authorized to operate a Methodist University vehicle.

**Vehicle-** Any vehicle that is owned, rented, leased, or borrowed by Methodist University or used for any Methodist University business or function, including but not limited to cars, vans, trucks, and buses.

**NOTE:** Methodist University reserves the right to deny any requests to drive a university-owned or controlled vehicle if any part of this policy is not adhered to.

### **Driver's Qualifications**

#### **A. UNIVERSITY PASSENGER VEHICLES (CARS/TRUCKS)**

1. Must have a **valid** driver's license, be at least **21 years of age**, and have a **minimum of five (5) years driving experience**.
2. Must complete a driver history questionnaire form.
3. Must complete a Driver Obligation form.

4. Must complete online training.
5. Must agree to a yearly review of your driving history.
6. Must not have any at-fault accident/violations, no excessive traffic violations, or a combination thereof within the last 24 months.
7. Must not have any violations of driving while under the influence of drugs or alcohol; reckless driving, excessive speed violations, or have a reinstated license in effect less than one (1) year after the revocation.
8. Must agree to report any motor vehicle violations or citations to the Campus Public Safety Office within 48 hours of its occurrence; regardless of whether you are operating a university owned or leased vehicle or **your privately owned vehicle to ensure that the authorized driver is still eligible to remain on the approved list.**
9. If involved in an accident in a university owned, leased, or rented vehicle and it results in a fatal injury, you must submit to an alcohol test within 8 hours of the accident and a drug test must be conducted within 32 hours of the accident.
10. If carrying passengers off campus, you must satisfy the requirement from Section B.

#### **B. VANS (9-15 passengers)**

1. Must satisfy all qualifications under Section A.
2. Student drivers must have a Methodist University faculty or staff member in the van when operating the van. (Only exception is that a faculty/staff must be in the **lead** vehicle when in a caravan arrangement.)
3. Must complete online training program and a vehicle familiarization session to be given by direct supervisor.
4. Submit to a physical examination. Receive a medical certification card.

#### **C. CONSTRUCTION/LANDSCAPING VEHICLES/GOLF CARTS/ON CAMPUS WORK VEHICLES ETC**

1. This policy does not govern the qualifications for work vehicles that do not leave campus to include golf carts, gators, mowers etc.
2. Must use the vehicle only for assigned tasks.
3. Operators of these types or similar work vehicles are not required to meet any of the above requirements.
4. Receive training and approval from their supervisor.

#### **D. TRANSPORTATION OF POLLUTANTS AND HAZARDOUS WASTE**

It must be understood that whether the university chooses to transport hazardous waste in its own vehicles or through an outside contractor, as the owner/generator of the hazardous material, the university would be liable for any such waste released during an accident.

No faculty, staff member, student, or volunteer is authorized to transport hazardous waste to or from Methodist University under any circumstances.

Should the University choose to hire an outside contractor to deliver and/or remove hazardous materials from Methodist University, a university representative or department head should request that Methodist University be added as an additional insured to the transportation company's liability policy.

It should also be realized that the transportation company is licensed and insured to provide said services, and their personnel should be trained in all their responsibilities.

**A copy of the company's liability insurance policy must be on file with the office of the Chief of Staff.**

## **F. RESERVING A VEHICLE**

1. Go to MUNET. Forms and Documentation, Maintenance, Vehicle Request Information

2. Request a Sedan, Van, or Bus as far in advance as possible of your trip. Send the Vehicle Request Form to Vehicle Operations by email at [sgraham@methodist.edu](mailto:sgraham@methodist.edu), or hand deliver to the Vehicle Operations office located in the Maintenance Building. As soon as possible, vehicles will be assigned first come, first served.

a. You will be notified of the availability of the vehicle you requested by email. The email will be sent to the person listed in the point of contact and the approving administrative committee member.

b. In the event there are no available vehicles, there is the option of renting a vehicle. For questions concerning rentals, please contact your Department Chair or contact Dorthy Sanderson 910-630-7238/  
[dsanderson@methodist.edu](mailto:dsanderson@methodist.edu)

c. If the need arises to cancel your reservation, please call 910-630-7267 immediately.

## **G. SIGNING OUT A VEHICLE**

1. Between 6:00a-3:00p Monday-Friday, you will sign out the vehicle from the Vehicle Operations office in the Maintenance building.

2. If after/before the above hours or on weekends/holidays, you should contact Public Safety at 910-630-7098 to meet you at the Vehicle Operations office.

## **H. RETURNING A VEHICLE**

1. Please return keys and paperwork to the drop box outside of the Vehicle Operations office.

2. Be on time, returning the vehicle. Vehicles should be returned as soon as you return to campus.
3. Clean out the vehicle to the best of your ability. Remove large trash items.
4. Record your mileage on the envelope provided. Insert keys and any additional paperwork into the drop box.

#### **I. BREAKDOWN/MECHANICAL ISSUES**

1. Look above the sun visor for emergency numbers/information or contact:
  - a. Richard Lee: 910-237-5758
  - b. Shawn Graham: Operation Hours call 910-630-7267 Office, After hours 910-729-1615

## METHODIST UNIVERSITY DRIVER'S OBLIGATIONS

The driver agrees that he/she will:

- Have a valid driver's license of the type required and with all proper endorsements for the vehicle being driven.
- Be advised and acknowledge that Methodist University's insurance company will at least annually conduct a review of the driver license records of all approved drivers. This review will check for license validity and enforcement actions (suspensions, revocations, citations, or arrest and involvement in collisions).
- Use school vehicles for authorized business only.
- Not permit any unauthorized person to drive the vehicle.
- Use seatbelts or other available occupant restraints and require all occupants to do likewise in accordance with state law.
- The number of passengers will not exceed the number of seat belts.
- Operate the University vehicle in accordance with university regulations, know and observe all applicable traffic laws, ordinances and regulations and always use safe driving practices.
- Assume all responsibility for all fines and traffic violations associated with his/her use of a university vehicle or privately owned vehicle on university business.
- Not drive under the influence of drugs or alcohol.
- Not transport unauthorized passengers such as hitchhikers, family members or friends.
- File a travel plan if taking an out-of-town trip.
- Turn off the vehicle, remove keys, and lock the vehicle when unattended.
- Drive the vehicle at speeds appropriate for road conditions.
- A driver will not drive more than seven consecutive hours or more than 10 hours in a 24-hour period. Any trip that will require more than 10 hours will require two (2) drivers.
- Not drive the vehicle "off-road" unless it is made for that use.
- Before leaving the parking area, inspect the vehicle for safety concerns, checking tires, wipers, lights, and other safety equipment for observable defects. Report any defects immediately to the prescribed authority to determine if the vehicle is safe to operate.
- Immediately report all accidents or violations to the prescribed authority.
- Be subject to applicable University disciplinary procedures for violations of university policy or rules.
- Submit to random Alcohol/Drug testing at the direction of the faculty/staff member in charge.

DRIVER'S NAME \_\_\_\_\_

DRIVER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## METHODIST UNIVERSITY DRIVER'S HISTORY

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_

STATE: \_\_\_\_\_

1. Have you had your driver's license for 5 years or more? \_\_\_\_\_ Yes, \_\_\_\_\_ No
2. Do you have a previous driver's license number? \_\_\_\_\_ Yes, \_\_\_\_\_ No (If yes, Number: \_\_\_\_\_ and State: \_\_\_\_\_)
3. Have you, as a driver of a vehicle, been involved in a traffic accident? \_\_\_\_\_ Yes, \_\_\_\_\_ No If yes, when? \_\_\_\_\_ (Explain below)
4. Have you had any violations within the last two years? \_\_\_\_\_ Yes, \_\_\_\_\_ No
5. Have you ever been charged/convicted of any moving violations? \_\_\_\_\_ Yes, \_\_\_\_\_ No
6. Have you ever been charged/convicted of reckless driving? \_\_\_\_\_ Yes, \_\_\_\_\_ No
7. Have you ever been charged/convicted of multiple speeding violations or excessive speed (10 or more)? \_\_\_\_\_ Yes, \_\_\_\_\_ No
8. Have you ever been charged/convicted of driving while impaired? \_\_\_\_\_ Yes, \_\_\_\_\_ No
9. Have your driving privileges ever been revoked or suspended? \_\_\_\_\_ Yes, \_\_\_\_\_ No (If yes, when? \_\_\_\_\_ (Explain below)

Explain all items answered "YES." Identify each item by using the number of the question. Use the back of this paper if necessary.

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\*I authorize Methodist University to obtain an accurate copy of my driving history from the Department of Motor Vehicles. I hereby certify that every statement made on this form is true and complete. I understand that any misstatement or omission of information will subject me to disqualification or dismissal. \*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_