**Driving Safety Policy FSS/PPS No. 05.02**

**Issue No. 9**

**Effective Date: 05/20/2021**

**Next Review Date: 06/01/2023 (E2Y)**

**Sr. Reviewer: Director, Facilities Management**

**POLICY STATEMENT**

*Texas State University is committed to promoting safe driving and use of university vehicles.*

1. **DRIVER RESPONSIBILITIES**

01.01 This policy and procedure statement establishes driving safety procedures for all fleet vehicle drivers at Texas State University.

01.02 Vehicles assigned to a specific driver will be visually inspected daily, and the following items must be checked and acted on by the driver:

* + 1. vehicle registration due date (monthly);
    2. oil level (weekly);
    3. transmission fluid (weekly);
    4. radiator fluid (weekly);
    5. tire air pressure and wear (weekly);
    6. lights, windshield wipers, and belts (weekly); and
    7. clean interior of vehicle (daily).

01.03 Vehicles not assigned to a specific driver will be the responsibility of the vehicle custodian to ensure items listed in Section 01.02 are maintained.

01.04 The assigned driver or vehicle custodian will provide the director of Facilities Management a mileage statement by the 15 of each month indicating the vehicle number and ending mileage for the previous month.

1. **PROCEDURES FOR REPORTING VEHICLE ISSUES**

02.01 The assigned vehicle driver, vehicle custodian, or responsible supervisor will submit work orders to the Facilities Garage through AiM to have vehicle issues corrected as discrepancies are found.

02.02 In addition to submitting a work order, the vehicle custodian will immediately notify the Facilities Garage of any issues posing a safety or roadworthiness concern. This will ensure the vehicle receives a prioritized service response.

1. **DEFINITION**

03.01 An accident occurs when a moving vehicle or object comes into contact with another vehicle or object which causes damage to the vehicle or object, or results in bodily injury. Minor or major accidents will be reported to the University Police Department (UPD), and the case number should be recorded on the [Vehicle Accident/Incident Report](https://gato-docs.its.txstate.edu/jcr:3a79a6e9-cf88-4d8a-8ae3-8dbcf6edb0da/accident%20form.pdf). All accidents will be reported to supervisors. Supervisors will sign the [Vehicle Accident/Incident Report](https://gato-docs.its.txstate.edu/jcr:3a79a6e9-cf88-4d8a-8ae3-8dbcf6edb0da/accident%20form.pdf) and send it to the director of Facilities Management.

1. **UNSAFE DRIVING CONDITIONS**

04.01 University drivers shall obey all state traffic laws. Employees who are ticketed by local or state authorities for violations of traffic laws will be assessed penalty points according to the tables listed in [UPPS No. 05.05.02](mailto:https://policies.txstate.edu/university-policies/05-05-02.html), Driver Selection.

04.02 Drug or alcohol use is not allowed while driving a university vehicle. Drivers who fail to comply are subject to disciplinary action, as stated in [UPPS No. 04.04.40](mailto:https://policies.txstate.edu/university-policies/04-04-40.html), Disciplining and Terminating Staff Employees.

04.03 All drivers must maintain nine points or less on their driving record. At 10 points, driving privileges may be revoked in accordance with [UPPS No. 05.05.02](mailto:https://policies.txstate.edu/university-policies/05-05-02.html), Driver Selection. If the job position requires driving, the employee may be subject to further disciplinary action, up to and including termination.

1. **POST-ACCIDENT PROCEDURES**

05.01 The university driver must stop immediately after an accident and determine damage. Obstruction of traffic should be avoided, if possible.

05.02 Aid and medical attention must be rendered to the injured, if needed (in case of emergency, dial 911), as soon as possible.

05.03 The accident must be reported to local police and to Facilities.

* + 1. If the accident occurs on campus property, contact UPD at 512.245.2805 (dispatch, non-emergency).
    2. If the accident occurs off campus, contact San Marcos Police Department at 512.753.2108 or Round Rock Police Department 512.218.5515 (dispatch, non-emergency).
    3. All accidents must also be reported to Facilities Management at 512.245.2518.

05.04 The driver of the vehicle must complete the [Vehicle Accident/Incident Report](https://gato-docs.its.txstate.edu/jcr:3a79a6e9-cf88-4d8a-8ae3-8dbcf6edb0da/accident%20form.pdf) at the scene of the accident or immediately afterwards and return all reports to their supervisor. The form may be found in all university vehicles. The supervisor must send the original form to the director, Facilities Management, who processes the form and coordinates with the Office of Environmental Health, Safety, & Risk Management to establish repair actions based upon the liable party determination.

05.05 Statements should only be made to police officers, direct supervisors, or Facilities Management.

05.06 No settlements should be made at the accident site, and all arguments should be avoided.

05.07 If the accident involves an unattended vehicle or fixed object, reasonable steps must be taken to locate and notify the owner. If the owner cannot be found, a notice must be left in a conspicuous place on the vehicle or object, including the driver’s name, the university's name, address, office telephone number, and a brief description of the accident, with the date and time included. Whenever possible, witness contact information or statement should be collected.

05.08 For more information on driving a university vehicle, please visit [Fleet Vehicle Information](https://www.facilities.txst.edu/management/management-vehicles.htm).

**06. REVIEWER OF THIS PPS**

06.01 Reviewer of this PPS includes the following:

Position Date

Director, Facilities Management June 1 E2Y

1. **CERTIFICATION OF STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Facilities Management; senior reviewer of this PPS

Associate Vice President for Facilities

Vice President for Finance and Support Services