

**University of Idaho
College of Natural Resources
MOTOR POOL POLICIES AND PROCEDURES
May 2013**

**CHAPTER 5, SECTION 9
U of I ADMINISTRATIVE PROCEDURES MANUAL
UNIVERSITY-OWNED AND
RENTAL VEHICLES – USAGE
(Dec. 2011)**

**UNIVERSITY OF IDAHO
VEHICLE USE AGREEMENT**

**The College of Natural Resources Motor Pool
www.tinyurl.com/CNRMotorpool
885-6799; motorpool@uidaho.edu**

**University of Idaho
College of Natural Resources
MOTOR POOL POLICIES AND PROCEDURES**

**ATTENTION DRIVERS!
YOU MUST READ THIS!**

Driver Responsibilities

The driver will be held responsible for any damage to the vehicle. U of I vehicle insurance carries a \$500 deductible.

Passengers

Must be an active participant in the event. No pets, children, or non-essential riders (friends, spouses, etc.). They are not covered by U of I vehicle insurance.

Mechanical Problems

In an emergency, please contact the CNR Motor Pool at (208) 885-6799 or Darrell Stout at (208) 791-6331. Any non-emergent mechanical problems should be reported in the "User Comments" section of the Vehicle Sign-Out Sheet located inside the vehicle notebook.

Gravel Roads

The maximum speed on gravel roads is 35 mph, in a CNR vehicle.

Picking Up A Vehicle

Vehicle books and keys may be picked up in CNR, Room 201 unless other arrangements are made.

Vehicle use begins when the vehicle is occupied with equipment and/or removed from the lot where it resides.

Returning The Vehicle

- Park the vehicle back in the location from which it was taken, and make sure the CNR Motor Pool has possession of the vehicle book and keys. On

the Vehicle Sign-Out Sheet, record the date and time the vehicle leaves the lot and also when it is returned to its designated parking area (NOTE: If our office is closed, there is a drop box or vehicle books located on the wall outside of CNR room 100.)

Added charges you can avoid:

\$10 hunting charge: Vehicle must be returned to the same location from which it was taken. (NOTE: this late fee will be charged if we have to hunt for the vehicle.)

\$20 fueling charge: Vehicle must be returned with a full tank of gas. Failure to do so will result in a charge for the price of filling or topping off the tank, plus a \$20 fueling charge.

\$100 cleaning charge: No food or drink is allowed in the vehicle! Upon return of the vehicle, the interior must be free of debris and excess dirt, and the windshield must be cleaned, or a charge of \$100 will be assessed. (NOTE: Absolutely NO PETS are allowed in this vehicle. We may be able to vacuum up the hair, but many of our users have allergies or nice clothes, and the dander from the animal remains for a long time.)

\$10 late charge: If the vehicle is due to be returned at 8:00 a.m., we allow for a 'grace' period until 8:45 a.m. Vehicles returned between 8:45 and noon will be charged a \$10 late charge. After 12:00 p.m. the user will be charged for an additional day.

1 day charge: 24 Hour cancellation notice is required or a 1 day charge will be assessed for vehicles not picked up or cancelled.

Long-term users

- Change the oil every 3,000 miles, per the vehicle odometer or a sticker with the information in the upper left portion of the windshield.. Give the receipts to CNR Services and we will reimburse your budget.
- If the vehicle needs servicing and you're out of the area, contact CNR Services for instructions.

Repair costs could be incurred if drivers fail to reasonably maintain the vehicle while in their care.

Excerpted from
U of I Administrative Procedures Manual

05.08 - Vehicle Coverage and Use

December 19, 2011 (rewrite incorporating APM 5.09 and 5.10 - July 2010)

A. Definitions.

A-1. Accident Claims Kit. A vehicle accident claim kit includes a State of Idaho Auto Accident Report Guide, a Citizen's Claim Procedure Form, and a State of Idaho Certificate of Financial Responsibility.

A-2. Certificate of Financial Responsibility. A document provided by the State of Idaho Risk Management Program that provides proof of coverage for liability, property, or auto.

A-3. Collision Insurance. Collision insurance covers damage to the operator's vehicle through impact with another object when the operator's vehicle is in motion or is struck while parked, and (1) when the impact is the fault of the operator; (2) when the other driver is at fault, but is uninsured; or (3) as a result of a hit-and-run accident.

A-4. Comprehensive Insurance. Comprehensive insurance covers damage to the operator's vehicle that occurs from causes other than a collision with another vehicle or a stationary object. Examples include fire and vandalism.

A-5. Driving Related Conduct. Actions of a driver while in control of a motor vehicle. Unsatisfactory driving related conduct is action or inaction that could cause harm to the driver, the passengers, the vehicle, or other vehicles and their passengers.

A-6. Liability Insurance. Liability insurance covers damages to the person or property of another through the fault of the operator of a vehicle.

A-7. Idaho Tort Claims Act. The Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), in addition to other provisions, established the State of Idaho Risk Management Program and charged that agency with the management of a retained-risk fund.

A-8. Medical Payments Coverage. Medical payments coverage covers the medical, hospital, and funeral expenses of an insured, others in the vehicles, and pedestrians struck by the insured. It provides a limited amount (usually \$5,000) of first-dollar insurance for medical expenses for injuries to passengers. Payments are available regardless of fault. Medical payments coverage is not carried on university vehicles (see C-3).

A-9. Motor Pool. The College of Natural Resources has a number of university vehicles that are available on a rental basis.

A-10. Passenger Vehicle. A sedan, light truck, or sport utility vehicle.

A-11. Privately-Owned Vehicle. A vehicle licensed and titled to an individual, business, or organization other than the university.

A-12. Rental Vehicle. A passenger vehicle or pickup rented in the name of the university for official university purposes.

A-13. Trucks and Moving Vans. Vehicles larger in size that in some cases require special operator training and licensing through the State of Idaho (State).

A-14. University Vehicle. Any licensed vehicle owned, rented or leased by the university for official university purposes.

A-15. University-Owned Vehicle. A vehicle licensed and titled in the name of the university. All university-owned vehicles must be reported annually to the Office of Risk Management (Risk).

A-16. Volunteer. Authorized volunteers are persons who are not employees of the university but who have been asked to perform a specific function on a volunteer basis. Volunteers must be recruited and authorized by a university employee who has hiring authority (see [APM 5.11](#)).

B. Overview. University vehicles are provided to further the educational mission of the university, and may be used only for official university business. The use of university vehicles for personal or other non-official business is strictly prohibited. Operators of university vehicles are expected to be good stewards of this important asset. The title of a vehicle determines which party responds to auto losses. Vehicles titled to the university must be enrolled in liability coverage, and if five years old or newer, physical damage coverage. Coverage is through the State of Idaho Risk Management Program (State RMP). In order to ensure safe operation of university vehicles, drivers must qualify to use the vehicles. Before operating a university vehicle, a university employee must have on file with his/her unit: an Authorization to Travel form signed by the appropriate authority for the unit; verification of completed driver training; a satisfactory driver's record check; and a signed Vehicle Use Agreement (VUA). If an accident occurs, drivers (see I) of university vehicles must report claims promptly.

Vehicles titled to individuals, or privately-owned vehicles, even if used for university business, are not part of the State RMP coverage. For more information about the use of privately-owned vehicles (see D).

Units that own vehicles must: ensure that each vehicle has an accident claim kit; post cautionary, safe-use guideline signs provided by Environmental Health and Safety in conspicuous locations in all 8-12 passenger vans; immediately report all accidents to Risk; assist Risk in any accident investigation; maintain vehicles, including update maintenance records and inspect vehicles on a regular basis; have each vehicle inspected by a qualified inspector annually; and ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher.

The College of Natural Resources requirements for use of its vehicles may be more restrictive than university requirements, but may not be less restrictive. Information on procedures and charges for these vehicles can be obtained by calling the College of Natural Resources. If a unit wishes to rent vehicles to other university units, it must consult with Risk before the rental occurs.

The president and certain other university employees designated by the president (e.g., persons who are subject to emergency call) are authorized to drive university vehicles between the campus and their homes and to keep the vehicles at their residences. All vehicles, except as described above, are to be kept in assigned parking areas when not in use.

Units are responsible for notifying Risk and Asset Accounting of newly acquired vehicles, regardless of vehicle age or value, and notifying Risk annually thereafter. Units are responsible for putting an accident claim kit in university vehicles, owned or rented, and for making sure the forms are updated or replaced as needed.

The university does not allow the purchase or rental of any 15 passenger vans, whether new or used. Effective 7/1/2010, 15 passenger vans may not be purchased, rented, borrowed or used by any university units. For alternatives to 15 passenger vans, contact Risk (see K).

C. Insurance Coverage for University Vehicles.

C-1. Liability Coverage for University Vehicles. Through the Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), State RMP is charged with management of auto liability and auto physical damage (comprehensive and collision) coverage. The university participates in the State RMP coverage, and all university vehicles (owned or rented) are covered. Units must notify Risk and Asset Accounting of newly acquired vehicles, regardless of vehicle age or value, and must notify Risk annually thereafter to maintain coverage (see G).

C-2. Physical Damage Coverage for University Vehicles. (Comprehensive and Collision Coverage). The university maintains physical damage coverage on its owned vehicles of the five most recent model years, as determined July 1 each year, and on specific other vehicles at the request of a unit, with a deductible of \$500 per loss. Units are responsible for notifying Risk and Asset Accounting of newly acquired vehicles, regardless of the vehicle age or value and notifying Risk annually thereafter to maintain coverage. Units must have physical damage coverage on vehicles that are five years old or newer. Physical damage coverage for vehicles older than five years is acquired by unit request (see G). Units are responsible for deductibles and damage not covered through the State RMP.

C-3. Medical-Payments Coverage for University Vehicles. Medical-payments coverage is not carried on university vehicles. For this reason, university policy restricts passengers (see H) in university vehicles.

D. Insurance for Privately-Owned Vehicles. When a university employee uses a privately-owned vehicle for official university business, the privately-owned vehicle's insurance is primary. Up to the limit of the Idaho Tort Claims Act (\$500,000), the university's liability coverage is secondary, only on behalf of the university, not the employee. The university's comprehensive-collision coverage will not extend to a private vehicle driven on university business by its owner or by another driver with the consent of the owner. The private vehicle's comprehensive-collision insurance (if available) will provide the only coverage (see H for passengers). Employees should check with their personal insurance agent to determine coverage on their privately-owned vehicle when used for business purposes.

D-1. Student drivers of privately-owned vehicles must provide proof of liability insurance to the university and complete and provide a completed Registration of Personal Vehicle for Official University Travel form to Risk.

E. Rental Vehicles.

E-1. Rental vehicles are only to be used for official university business. The driver must have on file with his/her unit an Authorization to Travel form signed by the appropriate authority for the unit.

The driver must sign the rental agreement in his/her name, followed by the initials "UI", to indicate to Risk and State RMP that the vehicle is being rented for official university business. The driver is responsible for ensuring that he/she has met the requirements of the university's driver policies and any specific requirements of the rental agency or loaning organization (e.g., age requirements, credit card, etc). When traveling, the driver must carry an accident claim kit, available by contacting Risk.

E-2. Purchasing Services has entered into contracts with rental agencies that will give UI employees special rental rates and/or benefits. Contact Purchasing Services at 885-6116 for details on contract specials or cost savings. Visit Accounts Payable's website at [Accounts Payable Website](#) regarding reduction of the deductible and the benefits of using the UI Purchasing Card to pay for a rental. [ed. 11-10]

E-3. Inspect the vehicle before operating and immediately bring any damage to the attention of the rental agency. When returning the vehicle, inform the rental agency (before leaving the lot) of all obvious damage or defects.

E-4. Collision Damage Waiver and Liability Insurance from the rental agency. Within the United States, State RMP coverage (liability and physical damage) automatically extends to a vehicle rented by a university employee for official university business. **Only purchase rental car agency insurance (liability and physical damage), if:**

a. the unit is unwilling to pay the \$500 comprehensive and collision deductibles charged by the State RMP;

b. the vehicle is rented outside the United States;

c. the rented vehicle is a truck or moving van. (State RMP does not provide coverage for truck rentals or moving vans. When an employee rents a truck for official university business, the employee must purchase the liability and physical damage insurance offered by the rental agency because the university cannot provide the coverage required in the agency's rental agreement. Units are responsible for any deductible for the insurance.);

d. see section H for information regarding passengers.

F. **Motor Pools.** The College of Natural Resources has vehicles available for rent. Any unit wanting to rent vehicles to other university units must consult with Risk before the rental occurs and must ensure the following requirements are met before releasing a vehicle:

F-1. Obtain verification that a signed VUA form is on file in the driver's unit;

F-2. Ensure that each vehicle has an accident claim kit. To request an accident claim kit, contact Risk (see K);

F-3. Post cautionary, safe-use guideline signs provided by EHS in conspicuous locations in all 8 -12 passenger vans (see B for van details);

F-4. Immediately report all accidents to Risk, and when appropriate, assist Risk in any accident investigation or information gathering activity;

F-5. Maintain vehicles, update maintenance records, and inspect vehicles on a regular basis. All university vehicles must pass inspection by a qualified inspector annually. An Annual Vehicle Inspection Checklist must be used to document a university vehicle has passed an annual inspection in order for it to remain in service. It is recommended that checklists that are at least as comprehensive as those provided in the Idaho Office of Insurance Management's Statewide Safety and Loss Control Program Model, are used to perform weekly, monthly and quarterly inspections; approved checklists may be found and downloaded from the [Environmental Health and Safety Website](#);

F-6. Ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher.

G. Annual Renewal, Additions, or Deletions of State RMP Auto Coverage. In return for the low auto coverage premiums enjoyed by the university, it is necessary to provide timely and accurate information about university vehicles to State RMP. Procedures can be found on Risk's website (see K).

G-1. Annual Renewal. Each spring, State RMP requires the university to verify that the list of vehicles reported to the State RMP is an accurate listing of all university vehicles. Units must verify the vehicle spreadsheet received from Risk for the annual renewal. Only changes to the spreadsheet should be reported to Risk using a Vehicle Coverage Worksheet. If there are no changes to report, Units must send an email to Risk stating no change needed. Units can optimally manage their annual renewal by ensuring they have put Risk on notice of any changes to the unit's contact, and of newly acquired or divested vehicles.

Units are responsible for notifying Risk and Asset Accounting of newly acquired or divested vehicles, regardless of vehicle age or value. Units can make this notification by completing a Vehicle Coverage Worksheet.

G-2. Additions or Deletions of University Vehicles to Liability Coverage. Units that own vehicles are responsible for adding each new vehicle to liability coverage when it is acquired. There is no cost to the unit for liability coverage. Units can easily manage their schedule of vehicles by deleting a vehicle from coverage when sold or surplus. Units can make these changes by completing a Vehicle Coverage Add/Change/Delete Worksheet.

G-3. Additions or Deletions of University-Owned Vehicles to Comprehensive and Collision (Physical Damage) Coverage. Units that own vehicles are responsible for adding each new

vehicle to comprehensive and collision coverage when the vehicle is acquired. Units must have comprehensive and collision coverage on vehicles that are five years old or newer, and can request coverage on older vehicles. The charges will be processed annually when the billings are received from the State RMP. Premiums are not prorated. Units can easily manage their schedule of vehicles by deleting vehicles from coverage when sold or surplused. Units can make these changes by completing a Vehicle Coverage Add/Change/Delete form.

H. Passengers. Medical-payments coverage is not carried on university vehicles. Only the following persons may ride in university vehicles: UI employees, persons cooperating in UI projects or programs, and students participating in authorized travel. In the event persons other than those listed above are to be carried in a rental vehicle for official university business, consultation with Risk is required before the trip. Purchase rental car agency insurance for liability and physical damage if any passenger is uninsured by student insurance or by worker's compensation insurance. Non-employees in university vehicles used for official university business need to have a signed waiver (see K) that is specific to the activity.

Passengers in a privately owned vehicle may be covered through the insurance of that vehicle, if available. There is no coverage through State RMP for passengers.

I. Drivers. Driving a university vehicle is a serious responsibility reserved for university employees and select others. Units assist the university to control risks by making sure that drivers demonstrate responsibility through satisfactory driving records and performance, completing driver training, and signing a VUA stating they will operate vehicles safely. If unsafe practices are observed, please report them to Risk.

I-1. ASUI Student Drivers. Students may be authorized to drive ASUI vehicles by procedures approved by the ASUI. Names of students authorized to drive ASUI vehicles must be filed in writing, in advance, with Risk. Student drivers must meet the UI driver qualifications listed in section I-3.

I-2. Non-Employee Drivers. The president, or designee, provost, a vice president, dean or director may authorize a non employee to drive a university vehicle, excluding 8-12 passenger vans, if the purpose is for official university business and the individual holds a valid driver's license. All such authorizations must be approved in writing in advance and signed by one of the above officials. A UI Authorization of Approved Driver of University-Owned Vehicle(s) form must be completed. Examples of situations that may be approved under this section include use of university vehicles by members of boards or councils performing services for the university. Persons authorized to drive vehicles under this section are considered to be authorized volunteers for purposes of financial responsibility and for purposes of the Idaho Tort Claims Act, Idaho Code §§6-901 through 6-929.

I-3. Qualifications for Driving University-Owned Vehicles. A driver must meet the following qualifications before being permitted to drive a university vehicle on official university business or officially sanctioned student activity: satisfactory driving performance, a signed VUA, and proof that he/she has taken the UI driver's training course.

a. Satisfactory driving performance. Employee drivers must provide proof of a satisfactory driver's record check and must maintain satisfactory driving related conduct. In addition to the conditions listed in I-3, a driver's privileges may be suspended or revoked under the provisions of paragraph (ii) below based on reports of unsatisfactory driving related conduct. *[rev. 12-11]*

(i) Driver's record check. Employee drivers are responsible for providing a three year driver's record when first hired or before the employee's initial use of a university vehicle. The record check must be repeated at least every three years. Drivers licensed in the State of Idaho may have the check made by designated unit personnel using the Idaho Department of Transportation's website at no charge to the unit. For a list of unit personnel designated to obtain Idaho driver's records, visit the Risk website (see K). Out-of-state or international license holders are responsible for providing a current copy of their three-year driver's record and any legend, key or other documentation necessary to interpret the record. *[ed. 12-11]*

Unit personnel interested in gaining access to check an employee driver's record from the Idaho Department of Transportation, please contact Risk.

(ii) Disqualification. Any of the following conditions listed on a driver's record or disclosed by the driver will disqualify an employee from driving a university vehicle, including rental vehicles (collectively "University Vehicle"): *[rev. 12-11]*.

a. Accumulation on the employee's Idaho driver's license record of 9 or more points within the past 36 months [see IDAPA §39.02.71]; *[rev. & ren. 12-11]*

Accumulation on the employee's out-of-state or international driver's license record of one-half the point total that would trigger suspension or revocation of the driver's license;

b. Suspension or revocation of the employee's driver's license within the past 3 years for any driving-related conduct whether or not involving a University Vehicle, subject to the provisions of (iii)(b), below. *[rev. & ren. 12-11]*

c. A conviction, plea of guilty, withheld judgment, or other determination of fault ("Conviction") for an alcohol or drug-related offense while driving whether or not involving a University Vehicle.

A second Conviction will result in permanent revocation of driving privileges. *[rev. & ren. 12-11]*

The university's ability to suspend or revoke an employee's driving privileges for the reasons stated above shall not limit the university's ability to dismiss the employee for cause under the provisions of FSH [3910](#), [3920](#), and [3930](#). *[add. 12-11]*

(iii) Reinstatement. *[add. 12-11]*

a. An employee who accumulates excessive points on his/her record will be prohibited from driving a University Vehicle until he/she successfully completes an approved safe driving course, and the responsible Vice President, Director or Dean, in his or her sole discretion, thereafter authorizes resumption of driving privileges. *[add. 12-11]*

b. An employee whose license has been suspended will be prohibited from driving a University Vehicle until the license is reinstated. The university may, however, suspend university driving privileges for a longer period, up to one year, for serious offenses, and may require driver training. In making this determination, the university will decide in its sole discretion whether the offense is serious enough to warrant a longer suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, level of impact on the employee, and past work performance, and may permit limited driving with restrictions. An employee's driving privileges may be reinstated only by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer. *[add. 12-11]*

c. An employee who receives a Conviction for an alcohol or drug-related offense while driving will be prohibited from driving a University Vehicle until the Conviction is reviewed by the responsible Vice President, Director, or Dean in consultation with General Counsel and the Risk Management Officer. Driving privileges may be reinstated only if the following two conditions are met: 1) the employee successfully completes, at the employee's expense, an approved drug and alcohol awareness class; and 2) the employee is authorized to resume driving by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer. In making this determination, the university will decide in its sole discretion the appropriate length of time of the suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, past work performance, and whether driving is a minimum qualification of the employee's position. The university may permit limited driving with restrictions. *[add. 12-11]*

The employee will be subject to random alcohol and drug testing at the direction of the university for one year from the date of Conviction. Failure of an alcohol or drug test, or

failure to submit to required testing, by an employee whose job description requires him/her to drive, will be grounds for immediate dismissal from employment. *[add. 12-11]*

(iv) Grievances. An employee aggrieved by the suspension or revocation of driving privileges may file a timely grievance under the provisions of FSH [3840](#), [3860](#), [3880](#), or [3890](#). *[rev. & ren. 12-11]*

b. Satisfactory driving-related conduct. To retain university driving privileges, all employees must to maintain a satisfactory driver's record throughout their employment, and have satisfactory driving-related conduct.

(i) Employee drivers are expected to self-report driving occurrences that may cause disqualification under I-3.a.i., and to comply with all university driving policies. Employee drivers who become disqualified a second time will be subject to disciplinary action, up to and including dismissal. Supervisors are expected to report second disqualifications to Risk within 24 hours.

(ii) Employee drivers must: report all accidents to their supervisor and to the unit to which the vehicle is permanently assigned; obtain a police report, as necessary; file an accident report with Risk; and when appropriate, assist Risk in any accident investigation or information gathering activity. The driver must also make required reports to law enforcement agencies.

(iii) At the discretion of Risk, or if any university employee is found at fault for an accident while driving a university vehicle, the employee's unit will be required to provide Risk with a copy of the driver's record and VUA, and proof of driver's training. At-fault drivers may be required to repeat driver training.

c. Drivers Training. All employees and authorized volunteers who wish to drive a university vehicle (owned or rented) must successfully complete an approved defensive driving course upon initial employment, unless they already possess a valid Commercial Drivers License (CDL). Defensive driving courses are offered and/or approved by the Environmental Health and Safety Office (EHS). Unit supervisors must ensure that employees have completed required training before they are allowed to drive a university vehicle.

(i) Departmental responsibility for monitoring driver training. Units must ensure that their employees, authorized volunteers, or approved ASUI student drivers complete the appropriate training before driving a university vehicle for official university business or officially sanctioned student activity.

d. Driver and Safety Requirements. Responsibilities and/or driver restrictions: *[ren. 12-11]*

(i) Drivers of university vehicles must be at least 18 years old. Drivers of vehicles that carry 8 or more passengers must be at least 21 years old.

(ii) Drivers must have and maintain satisfactory driving performance (see I-3 a).

(iii) As required, drivers must have successfully completed the appropriate driver training, or have a valid CDL.

(iv) A VUA must be signed and approved. Drivers must adhere to all conditions listed in the VUA which can be obtained from Risk.

(v) State and local traffic laws, and university regulations must be obeyed at all times. A UI employee or authorized volunteer who violates such laws or regulations may, under certain circumstances, be personally responsible for any consequent damages or fines and may be subject to disciplinary action.

(vi) Driving time per driver is limited to a maximum total of 8 hours per day. It is recommended that uninterrupted driving times not exceed 2 hours, separated by a minimum 15 minute break.

(vii) Cell phone use is prohibited while driving.

(viii) Smoking is not permitted in a university vehicle.

(ix) Open containers of alcohol are not permitted in a university vehicle, nor will the driver drive under the influence of drugs or alcohol. Medications that do not impair the driver's ability or cause drowsiness are permitted.

(x) Drivers and passengers must wear seat belts and/or shoulder belts at all times while driving or riding in all vehicles.

J. Vehicle Accidents and Claims.

J-1. University-Owned Vehicles. In the event of an accident involving a university-owned vehicle, notify Risk immediately and submit an Auto Accident Report Guide to Risk within 72 hours. If a loss arises from the vehicle accident, Risk will work with the driver and the driver's unit to submit a claim to State RMP (see K).

J-2. Rental Vehicles. In the event of an accident in a rental vehicle, inspect the vehicle with a representative of the rental agency to establish a mutual understanding as to the amount of damage. If you did not purchase collision insurance from the rental agency, inform the

representative that the vehicle was rented for business use, and ask the agent to submit a claim to the State RMP. Give the rental agency the green “Citizen’s Claim Procedure” form from the accident claim kit, and provide Risk’s main number (208) 885-7177. If the rental agency demands immediate payment for a damaged vehicle, contact Risk.

J-3. When Injuries are Involved. In the event of injury to a university employee or authorized volunteer, inform the medical provider that the individual’s workers compensation insurance is provided through the State Insurance Fund. Supervisors must promptly notify EHS of the accident so a workers compensation claim can be initiated in a timely manner. In the event of injury to any other individuals, notify Risk immediately. In the event of a serious or life-threatening injury, notify your supervisor immediately and ask the supervisor to escalate the report to Risk immediately.

K. Contact Information. For any questions regarding the use of university vehicles, driver requirements, or vehicle insurance, please contact Risk at (208) 885-7177, [Risk Email](#) or by fax at (208) 885-9490.

L. Forms and Examples. For all forms, examples and further instructions on procedures, visit [Risk Management: Vehicles](#).

05.09 -- University-Owned and Rental Vehicles – Usage Last updated July 26, 2005

A. General. Except as provided in this subsection, U of I vehicles may be used only for official U of I business. The use of university vehicles for personal or other non-official business is strictly prohibited.

A-1. University Vehicles Defined. A “university vehicle” is any licensed vehicle owned, rented or leased for official university business or officially sanctioned student activity.

i) The president and certain other U of I employees designated by the president (e.g., persons who are subject to emergency call) are authorized to drive U of I vehicles between the campus and their homes and to keep the vehicles at their residence.

ii) When not in use, U of I vehicles are to be kept in assigned parking areas.

A-2. Vehicle Availability. ... the College of Natural Resources...[has] a number of vehicles that may be available to other U of I units on a rental basis...; information on procedures and charges can be obtained by calling

[885-6799]. [Note: Vehicles used for official business must carry a certificate of liability insurance, Citizens Claim Procedure, & an accident report claim form.]

A-3. Passenger Restrictions. Only the following persons may ride in U of I vehicles: U of I employees, persons cooperating in U of I projects or programs, and students participating in authorized travel.

i) In the event persons other than U of I employees, persons cooperating in U of I projects or programs, or U of I students participating in authorized trips are to be carried in a vehicle rented or leased for official U of I business, approval by the driver's supervisor is required before the trip. If passengers in this category will be transported, please see 05.08 (E), for guidance on medical-payments insurance coverage.

A-4. ASUI Student Vehicle Usage. Students may be authorized to drive ASUI vehicles by procedures duly approved by the ASUI; names of students authorized to drive ASUI vehicles must be filed in writing, in advance, with the Risk Management Office (MS 3168). Student drivers must meet the U of I driver qualifications listed below [see Section B].

A-5. Non-Employee Drivers. In situations where the president, provost, a vice president, dean or director, acting as the president's designee, determines that use of a U of I vehicle (excluding 12 and 15-passenger vans) is for official purposes, individuals who possess a valid driver's license and who are not U of I employees may be authorized to drive U of I vehicles. A University of Idaho Authorization of Approved Driver of University-Owned Vehicle(s) [Sample Form] must be completed. All such authorizations must be approved in writing in advance by the provost, vice president, dean or director, or authorized designee. Persons authorized to drive vehicles under this section are considered to be authorized volunteers for purposes of financial responsibility and for purposes of the Idaho Tort Claims Act, Idaho Code §6-901 through 6-929. Examples of situations that may be approved under this section include use of U of I vehicles by members of boards or councils performing services for the university.

B. Requirements for Driving University-Owned Vehicles. A driver must meet the following qualifications before he/she is permitted to drive a vehicle on official university business or officially sanctioned student activity.

B-1. Driver's Record Check (Required). A Driver's Record Check is conducted when the employee is first hired or before the employee's initial use of a university vehicle. [Sample Form] for employee's authorization to

complete a driver's record review. Recommend that this process be repeated at least once every three years thereafter. Driver's Record Checks for the state of Idaho may be made by designated and approved unit personnel over the Idaho Department of Transportation's website: [<http://www.itd.idaho.gov>] at no charge to the unit.

i) The Responsibility Center Manager (RCM) of the driver's unit or department is responsible for making sure that the policies and procedures governing vehicle use and driver qualifications and training are observed. A current list of RCMs may be viewed by going to the EHS homepage at <http://www.uidaho.edu/safety/> and selecting "Driving Policies and Information." The unit RCM or his/her designee must ensure that the driver is qualified per U of I policy and the following criteria has been met.

ii) Unit RCMs and/or authorized designees may obtain the authorization and password for individuals in their department given the responsibility for conducting Drivers Record Checks by submitting a written or emailed request to the Risk Management Officer (csalonen@uidaho.edu). [Note: RC Managers are responsible for ensuring the individuals assigned the responsibility for conducting Driver's Record Checks understand that information obtained is CONFIDENTIAL, is not disclosed to any other person or source, and is only used to determine that an individual meets the qualifications for driving university vehicles as described in this policy.] Out-of-State license holders and/or International license holders are responsible for providing a current copy of their driving record.

iii) Based on the Driver's Record review, any of the following conditions disqualify any potential designated driver:

a. Accumulated on their Idaho driver's license record, six (6) or more points within the past twelve (12) months; nine (9) or more points within the past twenty-four (24) months; or twelve (12) or more points within the past thirty-six (36) months [see IDPA §39.02.71]; or

b. Accumulated on their out-of-state driver's license record, one-half (½) the point total that would trigger suspension or revocation of their out-of-state driver's license; or

- c. A suspended or revoked driver's license within the past three (3) years for driving-related conduct (i.e., no driving for one (1) year from the most recent suspension/revocation date); or
- d. A conviction for an alcohol or drug-related offense while driving; (First offense, no driving for two (2) years from date of conviction; second offense/conviction, driving university vehicles is prohibited).

B-2. Other Driver Requirements.

- i) Driver must be at least 18 years old. [Note: 16 years old if the vehicle does not exceed 6,000 lbs.; driving is incidental (not essential) and occasional to the minor's employment; restricted to daylight hours; the minor has completed a state approved driver's education course; and the minor holds a state license valid for the type of driving being performed.] In addition, the vehicle must have seat belts for the driver and passengers, and be used. These exceptions do not apply to any occupations that involve driving or towing vehicles, driving around mining operations, logging or sawmill operations, or excavation areas of any type.
- ii) As required, ensure drivers have successfully completed the appropriate driver training, see below [Section D], or have a valid Commercial Driver's License (CDL).
- iii) Ensure each driver follows all Driver Safety Requirements (See Section E).
- iv) A Vehicle Use Agreement [Sample Form] is signed and approved. [Note: Copies to department and Risk Management Office (MS 168).]
- v) In case of an accident involving a U of I vehicle, ensure that reports are filed as required by law and described below [Section B-3].
- vi) Drivers must report to their departmental supervisor any violations that disqualify him/her as a designated driver, see above [Section B-1(iii)].

B-3. Driver Responsibility for Reporting Accidents. The driver is responsible for reporting all accidents to his/her supervisor, obtaining a police report, as necessary, and filing an accident report with the Risk Management Office (MS 3168). See 05.01 D and 05.08 G (regarding rental vehicles) for information about U of I's liability insurance and procedures applying to any

accidents that may result in damage claims against U of I. It is also the driver's responsibility to make reports to law enforcement agencies as required by law.

B-4. Driver Responsibility for Reporting Vehicle Damage. The driver is responsible for reporting any damage that occurs while a university owned/leased vehicle is being used to an appropriate representative of the department/agency where the vehicle is permanently assigned.

B-5. Penalties and/or Sanctions for Driving Infractions. University employees are subject to the following sanctions and/or penalties if found negligent or guilty of any of the following driving behaviors.

i) If an employee accumulates more driving points than allowed by this policy, such employee will receive written warning from the supervisor and will be required to take a Defensive Driving Course, see below [Section D], before driving a University-owned vehicle. If the disqualified employee accumulates additional points or becomes disqualified a second time, the employee will be subject to further disciplinary action, up to and including dismissal.

ii) If an employee becomes disqualified due to a suspended or revoked license, or a conviction of an alcohol or drug-related offense while driving, such employee will be subject to disciplinary action, up to and including dismissal.

C. Requirements for Driving Rented/Loaned/Leased Vehicles. A driver must meet the following qualifications before he/she is permitted to drive a rented, loaned, or leased vehicle on official university business or officially sanctioned student activity.

i) Driver must meet all requirements for university-owned vehicles noted above, see [Section B].

ii) Driver must meet any specific requirements of the rental agency or loaning organization (e.g., valid driver's license, credit card, etc.).

D. Driver Training Requirements.

D-1. Defensive Driving Course.

i) All employees whose job description specifies that they drive university vehicles on a regular basis as part of their regularly assigned duties are required to take an approved Defensive Driving Course upon initial employment unless they already possess a valid Commercial Drivers License (CDL). Defensive Driving courses are offered and/or approved by the Environmental Health and Safety

Office. Departmental supervisors are responsible to ensure that employees attend.

ii) Any university employee found at fault for an accident while driving a university-owned vehicle is required to complete a Defensive Driving Course.

iii) Any university employee who drives a university-owned vehicle in the course of employment and becomes disqualified to drive because of an accumulation of driver points that exceed the allowable amount under this policy will be required to complete a Defensive Driving

iv) Other university employees who occasionally drive university vehicles are encouraged to take a Defensive Driving Course.

D-2. Van Driver Safety Training Course.

i) This course is required for any employee or registered volunteer who plans to drive a 12 or 15-passenger van for official university business or officially sanctioned student activity, unless they already possess a valid Commercial Drivers License (CDL). Employees who drive vans must retake this training course every five years.

D-3. Departmental Responsibility for Monitoring Driver Training. Departments are responsible to ensure that their employees or approved ASUI student drivers complete the appropriate training before driving a university-owned vehicle or vehicle rented, loaned or leased for official university business or officially sanctioned student activity.

E. Driver Safety Requirements.

E-1. Responsibilities and/or Driver Restrictions.

i) Driving time per driver is limited to a maximum total of 8 hours per day. It is recommended that uninterrupted driving times do not exceed 2 hours, separated by a minimum 15 minute break.

ii) Drivers may not use a cell phone while driving.

iii) Smoking is not permitted in a university vehicle.

iv) Open containers of alcohol are not permitted in a university vehicle nor will the driver drive under the influence of drugs or alcohol, except any medications, as long as they do not impair the driver's ability or cause drowsiness.

v) Drivers and passengers must wear seat belts and/or shoulder belts at all times while driving or riding in all vehicles.

vi) Drivers must adhere to all conditions listed in the Vehicle Use Agreement [Sample Form].

vii) State and local traffic laws, and university regulations must be obeyed at all times. A U of I employee or authorized volunteer who violates such laws or regulations may, under certain circumstances, be personally responsible for any consequent damages or fines and may be subject to disciplinary action.

F. Responsibilities of Units with Vehicles for Official Use. Those units with vehicles must ensure the following requirements before releasing a vehicle.

i) Obtain a completed and signed Vehicle Use Agreement [Sample Form] form or obtain verification that a signed Vehicle Use Agreement form is on file in the driver's department, along with the necessary vehicle rental paperwork.

ii) Ensure that each vehicle has a copy of the following:

a) State of Idaho Auto Accident Report Guide

b) Citizen's Claim Procedure Form

c) State of Idaho Certificate of Financial Responsibility

iii) Post cautionary, safe-use guideline signs provided by the Environmental Health & Safety Office in conspicuous locations in all 12 or 15-passenger vans.

iv) Immediately report all accidents to the Risk Management Office, (208) 885-7177, and when appropriate, assist the Risk Management Office in any accident investigation or information gathering activity.

v) Maintain vehicles, update maintenance records, and inspect vehicles on a regular basis. All university vehicles must pass inspection by a qualified inspector at least annually. An Annual Vehicle Inspection Checklist [Sample Form] must be used to document a university vehicle has passed an annual inspection in order for it to remain in service. It is recommended that checklists that are at least as comprehensive as those provided in the Idaho Office of Insurance Management's Statewide Safety and Loss Control Program Model

[http://www2.state.id.us/adm/insurance/risk_index.htm] are used to perform weekly, monthly and quarterly inspections.

vi) Ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher.

G. Procedures for Vehicle Usage. All vehicle usage forms must be completed and authorized in advance of vehicle use. To obtain a vehicle from the University motor pools, an employee should:

- i) Call the motor pool to reserve a vehicle and confirm the paperwork that must be submitted to obtain a vehicle
- ii) Prepare the appropriate motor pool paperwork and secure the appropriate signature of the authorizing administrator, including the Vehicle Use Agreement.

H. Information. Questions regarding these policies or the use of U of I vehicles for university official business may be referred to the Risk Management Office at (208) 885-7177. For information about Defensive Driving and Van Safety courses, as well as additional information on these policies, visit Environmental Health & Safety's website at [www.uidaho.edu/safety], select "Register for Training" to view a list of classes currently available or "Driving Policies and Information."

UNIVERSITY OF IDAHO – VEHICLE USE AGREEMENT

As a driver of a university vehicle owned, rented or leased for official University business and/or student activities, I understand that the ability to drive a university vehicle is based on my safety as a driver, and is a revocable privilege. I agree to abide by all University policies and procedures. **I certify I comply with the information shown below:**

I am a qualified university driver

- ✓ I have a valid US driver's license
- ✓ I am 18 years old, or 21 years old if driving a vehicle that holds more than 8 passengers
- ✓ I have taken driver's training approved by Environmental Health & Safety within the past 5 years.
- ✓ I will immediately report to my supervisor any change in my driving license record that places me outside the University's driving qualifications. This applies to my license record, and may involve any vehicle I operate personally or for the university. Changes include but are not limited to:
 - License record with 6 or more points within the past 12 months; 9 or more points within the past 24 months, or 12 or more points within the past 36 months; or
 - Having my license suspended or revoked within the past 3 years; or
 - Being convicted for an alcohol or drug-related offense while driving any vehicle (whether or not titled to the university) within the past 2 years or being convicted for these offenses more than once.
- ✓ As a University employee or student, I understand I am subject to all applicable university disciplinary procedures for violations of University policies and procedures.

I allow only permitted use of university vehicles:

- ✓ I permit only qualified university drivers to operate the vehicle.
- ✓ I permit only authorized passengers in the vehicle. Authorized passengers are: UI employees, persons cooperating in UI projects or programs, and students participating in authorized trips.

I operate the vehicle safely:

- ✓ I use a seat belt or other available occupant restraint and require all passengers to also use occupant restraints in accordance with state law, and I do not operate the vehicle unless all occupants are wearing the appropriate restraints.
- ✓ I know and observe all applicable traffic laws, ordinances and regulations.
- ✓ I understand that I may be responsible for all traffic violations and fines resulting from my use of a university vehicle.
- ✓ I do not allow open containers of alcohol in the vehicle or drive under the influence of drugs or alcohol except medications that do not impair my driving ability or cause drowsiness.
- ✓ I do not use a cell phone while driving.
- ✓ I do not exceed the speed limit or drive the vehicle at speeds that are unsafe for road conditions.
- ✓ I am well rested. I do not drive more than a total of 8 hours per day, and understand it is recommended that periods of uninterrupted driving not exceed 2 hours, separated by breaks of at least 15 minutes.
- ✓ I do not drive the vehicle "off road" unless it is designed and intended for that use.

I assist with vehicle loss control and accident reports:

- ✓ I turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.

- ✓ Before leaving the parking area or garage, I inspect the vehicle for safety concerns, checking the tires, wipers, lights and other safety equipment for observable defects. I report any defects immediately to the appropriate authority to determine if the vehicle is safe to operate.
- ✓ I carry a university auto accident claim kit with me. I immediately report all accidents, property damage, or violations to the prescribed authority, to my supervisor, and to university risk management.

CHAINS ARE FOR EMERGENCY USE ONLY!

(Unless required for pass access)

Do not use chains if you don't know how to use them;
Have someone who knows how, put them on for you!

If you must use chains, and there is no other alternative to using them,
refer to the chain usage guide enclosed.

Step-by-step Instructions



1. Lay chains out flat and remove all twists and tangles. Arrange chains so that the side with the sharp open hooks is facing down and away from the tire.



2. Double-check to make sure that the sharp, open-hook side of the tire chains is facing down. Otherwise, if the hooks are facing up, they will eventually face toward the tire after the chains are installed, which may cause tire damage.



3. On one end of chains, identify the "C" hook (left) and the bow lever (right).



4. On other end of chains, make sure there is an equal number of free links on both sides.



5. Drive tire over the top of chains so that the bow-lever side of the chains is on the outer side of the tire and the "C"-hook side of the chains is on the inner side of the tire. Leave about 1 foot of chain off the tire as shown in the picture at the left.



6. On the inner side of the tire, take the "C" hook and hook it through the chain link on the other end of the chains.



7. Go to the front, take the bow lever, and insert it through the chain link.



8. Then pull back on the bow lever. This will tighten the chains.



9. Pull bow lever past link, insert into link, and release. After lever is hooked, check chains for a good, tight fit. Make sure chains are centered on tire, with the same number of free links on the inside and outside.

Checking for a Proper Fit

- Chains should be made as tight as possible by hand without using tools.
- To check for a proper fit, try to slip a hand between tire and chain. If a hand can be slipped under a cross chain or a side chain with ease, then the chains are too loose.
- If cross chains or side chains are loose fitting, open the outer bow lever, move the inner "C" hook to the next tighter link, move the bow lever to the next tighter link, re-close the bow lever, and re-check for tightness.
- After installing tire chains, drive approximately 1/4 mile, stop, and re-tighten if necessary.

Helpful Hints for Using Tire Chains

For your convenience and safety:

- Before purchasing tire chains, consult your vehicle's manual to see if chains can be used on your vehicle.

- Make certain your tire chains are properly sized for your tires. A proper fit is key to performance.
- Follow directions for installing tire chains. Apply as tightly as possible by hand for maximum chain life.
- Be sure to pull off highway to safe place before installing, servicing, or removing tire chains.
- **Do not deflate tires to install tire chains.**
- Drive approximately 1/4 mile, stop, and re-tighten. Extra links may be cut off or preferably retained on the fastener arm. Keep chains tight to snug throughout the operation. Only after re-tightening may rubber adjusters be applied. **DO NOT** use adjusters on cable-style chains with both side-cables and cross-cables.
- **Do not exceed 30 m.p.h.** Accelerate and decelerate slowly. Avoid spinning or locking of wheels.
- If a cross chain should fail, stop immediately. Repair or remove. **DO NOT** drive with a broken chain.
- Avoid hitting curbs with tire chains.
- Tire chains are not designed for towing vehicles.

Chain Installation Guide provided by www.gemplers.com

Full article can be found at <http://www.gemplers.com/tech/tire-chains.htm>