Driver Safety Program
## Revision history

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Revision Date</th>
<th>Revised By</th>
<th>Description of Change</th>
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<tbody>
<tr>
<td>00</td>
<td>06/09/2021</td>
<td>Christina Lind</td>
<td>Initial plan creation and implementation.</td>
</tr>
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<td>Christina Lind</td>
<td>Revised</td>
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Purpose

The safety of our students, faculty, staff, and community is a central concern of Florida Institute of Technology. Many students, faculty, and staff operate university owned, leased, rental and personal vehicles as part of their job role. It is the responsibility of all university approved drivers to review and adhere to the Driver Safety Program procedures to support optimum safety while driving on behalf of the university.

This Driver Safety Program aims to detail the guidelines and procedures Florida Tech takes to minimize the frequency and severity of vehicle accidents.

Scope

This program applies to:

- All drivers of university owned, leased, rented, or borrowed vehicles.
- All drivers of non-owned university vehicles while being operated on university business.

Driver Selection and Requirements

Prior authorization must be obtained before operating a privately or university owned motor vehicle on university business by the Office of Compliance and Risk Management. The vehicles include utility/golf carts and vans, which require additional training. To be an approved driver, all applicants must:

- Have a valid United States driver’s license. Note: For employees, an out-of-state driver’s license is valid upon hire; however, employees must obtain and resubmit a valid Florida driver’s license to the Office of Compliance and Risk Management within the first 90 days of employment to be authorized to drive university vehicles.
- Be at least 18 years of age to drive university owned and leased vehicles— age restriction in Florida. Note: If they are renting from a private company, the age restriction may be different.
- Submit a completed Motor Vehicle Request (MVR) Florida Tech Consent Form (Appendix A) and the Florida Tech MVR Spreadsheet Template to the Office of Compliance and Risk Management authorizing the university to check the driver’s MVR, along with a copy of their U.S. valid driver’s license.
- Complete the assigned compliance training course(s).

The Office of Compliance and Risk Management will check the driving history of all applicants through the use of MVR and confirm they have met the requirements of the University Driving Policy before they are granted driving privileges. The applicant must submit an MVR Consent Form and a copy of the driver’s license annually. The Office of Compliance and Risk Management will send a notice to university campus employees when it is time to renew the authorization. MVRs will also be checked whenever an employee is involved in a motor vehicle accident. The approved driver’s list will be maintained by the Office of Compliance and Risk Management.
The university may at any time review a driver’s MVR to determine if the driver meets the requirements of the policy. The Office of Compliance and Risk Management reserves the right to rescind the university driving privileges for any driver.

**Vehicle Use and Driver Rules**

1) University Owned Vehicles

The university's insurance covers faculty, staff, and students while operating university owned, or university rented vehicles.

A. Passenger cars, SUVs, vans, pickup trucks, golf/utility carts, and specialty vehicles

- No person is permitted to drive university owned, leased, rented, or borrowed vehicle unless approved by the Office of Compliance and Risk Management.
- University vehicles may not be loaned to or driven by any unauthorized individual.
- University vehicles are to be used by University affiliates for official university business and/or sponsored events only and may not be used for personal use (e.g., errands, transporting family members or pets).
- Your MVR must be approved by the Office of Compliance and Risk Management.
- You must complete the online assigned compliance courses before driving university owned vehicles.

B. University Van Use & Reservations

- The Office of Transportation Services offers reservations for university owned 12 passenger vans. Please submit a complete Vehicle Request Form (Appendix B) to the Transportation Supervisor to request a university van. Vans must be reserved at least 48 hours and no more than 30 days from when the reservation is needed.
- Driver must be 25 years of age or older to rent a university van.
- For each van requested, the driver must complete the Van Reservation Checkout/Return form (Appendix C).
- Your MVR must be approved by the Office of Compliance and Risk Management to reserve a van.
- You must complete Vivid's online Van Safety course before driving a university passenger van.

C. Commercial Vehicles

- Employees with appropriate commercial driver's license (CDL), authorization from their supervisor, and qualified by State and Federal DOT, when applicable, will be permitted to operate the vehicle.

2) Personal Vehicles on University Business

A. The university's insurance does not cover personal vehicle use for university business. The driver’s insurance must meet the liability insurance requirements of the state's motor vehicle financial responsibility laws in which the employee lives. The university is not responsible for any incidents and will not provide coverage.
B. The mileage allowance for private vehicles is based on the current rate per mile published by the IRS. The mileage rate is to cover all expenses incurred by using the privately owned vehicle except parking fees and tolls.

C. The university credit card cannot be used to charge gasoline costs for a personal automobile.

D. The university does not cover deductibles or other costs associated with being underinsured.

3) Rental Vehicles

A. Automobile rental is allowable for business travel only. The traveler is expected to rent a mid-size or smaller vehicle unless a larger car is required based on the number of bags and/or travelers in the group. Reimbursable costs include the following: daily rental fee, mileage fee, gasoline charges, and tolls.

B. While renting a vehicle, the driver must follow driver safety rules and requirements noted in the Driver Safety Program.

C. Florida Tech has established car rental contracts with Avis and Enterprise/National. Please contact the Purchasing Department for information regarding payment guidelines for renting vehicles. The minimum age to rent a car is 21. Renters 21 through 24 may be restricted to specific car classes and are subject to an additional surcharge.

D. If the traveler rents a car from a rental car agency, the University’s blanket auto insurance policy automatically covers these rentals, and it is not necessary to purchase additional insurance.

E. Drivers should thoroughly inspect rental vehicles for damages prior to leaving the rental facility and obtain copies of rental paperwork that reflects any existing damages.

F. If an insurance claim becomes necessary, a copy of the rental agreement should be submitted to the Office of Compliance and Risk Management.

G. If the traveler is renting a car in another country (other than the U.S.), it is required that the traveler purchase insurance.

Safety and Requirements for the use of all University Vehicles

Every individual at Florida Tech who operates a university vehicle on campus must do so under the State of Florida laws and the university’s rules. Drivers of university vehicles must observe all local and state traffic regulations. Any unsafe or illegal operation of a university vehicle may be considered a violation of local and state traffic regulations and the University policy.

1) Complying with University Policy

University departments that operate university vehicles must comply with the University Driving Policy (https://www.fit.edu/policies/compliance-and-risk-management/drivers-policy/).

2) Seat Belts

In accordance with Florida state law and good safety practice, seat belts must be worn appropriately by all drivers and passengers while the vehicle is in operation. Drivers are responsible for ensuring that all passengers have their seat belts secure before the vehicle is moving. Children being transported in a company vehicle must remain properly secured in a child safety seat or booster seat according to state law.
3) Florida Tech Prohibitions

The following actions and activities are prohibited in university vehicles:

- Driving a university vehicle without authorization.
- Driving without a valid driver's license.
- Permitting a person not affiliated with the university to drive a university vehicle. All drivers must have a valid U.S. driver's license (employees must have a Florida license after 90 days of employment) that is not suspended or revoked.
- Improper storage or parking of a university vehicle.
- Personal use or conveying passengers other than persons directly involved with university or state business.
- Employees misusing university vehicles may be personally liable for damages to persons or property caused to third parties and the legal expenses of defense. Employees who misuse university vehicles may also be subject to disciplinary action by the university.
- The use of handheld or hands-free cell phones, or other devices that take attention away from the driving task, is prohibited by those driving company vehicles. Passengers may use devices only if it is not distracting to the driver. Cell phone calls should be made before or after a trip. If a call must be made during a trip, drivers must pull into a safe location and stop before making the call. If the driver receives an incoming call while driving, they must allow the call to go to voicemail and return the call when stopped in a safe location.
- Eating while driving is prohibited. Non-alcoholic drinks may be consumed with great discretion and only when driving hazards (i.e., traffic, road construction, etc.) are minimal.
- Drivers will not operate a motor vehicle when their ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury. Alcoholic beverages and/or illegal substances and tobacco products are prohibited in university-insured vehicles, utility vehicles, and golf carts.
- It is important to know how that medication may affect your ability to drive when taking prescribed medications. It is wise to speak with your physician about the type of work you perform. Many prescribed medications contain warnings not to operate heavy machinery or drive while taking the medication.
- The use of radar detectors or any other device to detect or interfere with police radar is prohibited.

4) Additional Driver Safety Requirements:

A. Any accidents must be immediately reported to the supervisor and the Office of Compliance and Risk Management.
B. Extreme caution must be exercised when driving in severe weather conditions. If a driver has any doubt about travel safety, they must contact their supervisor or the Program Administrator for guidance.
C. Vehicle damaged glass should be reported immediately to the Transportation Supervisor. To reduce windshield damage, drivers will:
   - Keep a safe distance between vehicles, especially on gravel roads.
   - Use clean, greaseless, dry cloths to wipe the windshield.
   - Replace worn wiper blades as soon as they begin to streak.
   - Use plastic or rubber ice scrapers, never metal.
Individuals who do not comply with the driver safety rules of the university will be reported to their immediate supervisor, the Office of Compliance and Risk Management, and the Office of Human Resources. Any violation of safety will result in disciplinary action.

Driver Safety Training

1) All University Drivers

A. Employees hired by the university to operate a motor vehicle will have the necessary skills to drive university vehicles.

B. New employees who will be driving university vehicles will receive a copy of the Driver Safety Program as part of their initial orientation for driver safety.

C. Employees hired as drivers for university owned, leased, or rented vehicles must complete the compliance training course "Driver Safety" through Vivid Learning/HSI Company. Upon completion, the driver will be presented with an online certificate, which they should retain as confirmation of successful completion of the course.

D. MVR’s and training will be reviewed every 5 years.

2) University Golf Cart Use

A. All drivers of university golf carts must complete "Intro to Golf/Utility Cart Safety" in Vivid Learning/HSI before driving university golf carts. The training includes safety procedures & rules for golf carts and Approved Golf Cart Routes (Appendix D).

B. The driver must also have their MVR checked by the Office of Compliance and Risk Management to confirm they have met the requirements of the University Driving Policy before being granted driving privileges.

C. Please follow Golf Cart Flowchart Procedures (Appendix E) to become an approved driver of university golf carts.

3) University Vans

A. All drivers of university vans, including faculty, staff, and students who wish to rent a van, are required to complete the "FIT-Van Safety" compliance course in Vivid Learning/HSI before driving university vans. The Van Reservation Process Quick Information Page (Appendix F) contains additional information regarding van reservations.

B. The driver must also have their MVR checked by the Office of Compliance and Risk Management to confirm they have met the requirements of the University Driving Policy before being granted driving privileges.

C. Please see (Appendix G) and follow Van Reservation Process to become an approved driver and rent university vans.

Vehicle Care, Maintenance & Inspections

1) Vehicle Cleanliness

Drivers are responsible for the day-to-day care of the vehicles they are using. Vehicle interiors are to be kept clean. Trash should be thrown out on a regular basis, and dashboards are to be kept free of
debris, such as paperwork or any items that can fall into the vents and cause malfunction of the air circulating system. The cargo area should be organized and not overloaded. Fire extinguishers and first aid kits must be readily available. Exterior cleaning should be done periodically by the vehicle user. Cleaning supplies, hoses, brushes, and cleaning products are located at the Transportation Services shop.

2) Vehicle Fueling

Vehicles need to be refueled before the tank has reached ¾ empty. Vehicles should be fueled monthly to prevent moisture build-up in the tank. Contact the transportation supervisor for details on how to fuel a vehicle or obtain fuel for work related purposes (ie: mixed fuel for hand tools).

3) Vehicle Maintenance

Vehicles are serviced every 3,000 – 5,000 miles or once a year. Golf carts are serviced as needed. Golf cart batteries have to be serviced every 3-4 months, usually when the indicator on the dash lights up. Service requests are submitted by the user of the golf cart when needed.

University owned vehicles should be inspected on a regular basis for any defects or faulty equipment by the vehicle operator to extend the useful life of the vehicles. If, during an inspection, any items are found to be "not ok", the vehicle will be removed from service until it can be repaired or replaced. All problems must be promptly reported to the Office of Transportation Services. The inspection will consist of all items listed in the Vehicle Inspection Form (Appendix H). All completed vehicle inspection reports will be submitted to the Office of Transportation Services.

Before each use, drivers must inspect the university-owned, leased, rented, or borrowed vehicle for body damage. The driver must report any signs of new body damage and/or if they suspect that their vehicles are unsafe to drive to their supervisor and the transportation supervisor. The vehicle is not to be driven until the safety issue has been addressed. Under no circumstances should a university driver operate a vehicle that may be unsafe or ignore an unsafe condition.

4) Vehicle Parking

A. Non-Working Hours

There are assigned spaces behind building 540MIL in the Harris Village Lot. The spaces are for vans that have ladder racks on the roof and the Chevy Vans. Vans should be backed in, with the front of the van facing out. It allows for better visibility. The first two parking spots on either side as you enter the lot are for pickup trucks only. Parking van/trucks on the grass behind 540MIL is discouraged. If it's necessary to park in the grass, drivers should stay away from the areas where students cross. Vans obscure the vision of other motorists. Parking next to a crosswalk area or in the pickup truck spots can lead to a pedestrian accident.

The parking area for vans without ladder racks and trucks is located on the 3rd floor of the parking garage.

B. Working Hours

Work vehicles are not to be parked where they:
• Block fire lanes.
• Block sidewalk cutouts and crosswalks.
• Block access to refuse bins and roll offs.
• Occupy a no parking designated area.
• Impede the flow of traffic.
• Occupy reserved spaces denoted by signage.
• Occupy handicap parking unless a valid permit is shown.
• Destroy or damage ground cover.

Traffic Violations, Citations & Accident Notification

All drivers are cautioned to exercise proper care when operating vehicles, including golf carts. While accidents happen, accidents resulting in poor judgment, excess speed, or inattention will not be overlooked.

Employees are not held responsible for the cost of damage to vehicles, including golf carts. However, accident history will be considered at the annual MVR review time, and those employees with a history of repeated accidents resulting from poor judgment, excess speed, or inattention may expect their review to reflect that history; and if the history is considered serious enough, disciplinary action will be taken, including possible termination of employment.

Drivers receiving traffic citations or violations while operating a university vehicle shall be responsible for paying, in full, any outstanding fines in accordance with all applicable federal, state, and local laws. Traffic citations must be reported to their direct supervisor and the Office of Compliance and Risk Management. The Office of Compliance and Risk Management will review the driving privileges of any employee charged with a serious offense. Disciplinary action may include warnings, probation, or suspension of driving privileges.

1) Accident Notification

The driver of a university-owned, leased, rented or borrowed vehicle involved in an accident on or off-campus, regardless of fault, must notify the proper authorities, including the rental agency if the vehicle is rented, Florida Tech Department of Security, Office of Compliance and Risk Management and their supervisor as soon as possible; no later than 24 hours after the accident.

A. A completed Vehicle Accident or Theft Reporting Form (Appendix I) must be completed and submitted to the Office of Compliance and Risk Management within (2) days of the accident. It is the responsibility of the driver and/or supervisor to obtain necessary police reports.

B. If you are involved in an accident, perform the following steps:

1. Stop your vehicle and protect the scene. You do not want a secondary accident to occur.
2. Call for medical assistance and assist any injured people if necessary.
3. If the accident occurs on-campus, contact Florida Tech’s Department of Security. If the accident occurs off-campus, contact the local police.
5. Obtain the names and addresses of any witnesses to the accident and exchange drivers' license information if another vehicle is involved in the accident.
6. Take photos of the accident.
7. If additional information is requested, refer the party making the request to Florida Tech's Office of Compliance and Risk Management.
8. Provide all documentation (i.e., police report, rental car agreement, and other paperwork) to the Office of Compliance and Risk Management.

C. When in an accident, a driver must:
   - Never admit fault or apologize. Apologies could be interpreted as an admission of fault.
   - Never argue with other drivers or witnesses.
   - Never argue with the police.
   - Never make a statement to the media.
   - Never discuss details of the incident with anyone except a representative of Florida Tech or the police.
   - Report every accident, no matter how small, to their supervisor, the Office of Transportation Services, Department of Security, and Office of Compliance and Risk Management.

D. If an employee is injured in a vehicular accident, a workers' compensation report must be filed with the Office of Compliance and Risk Management.

E. Vehicle accident or theft report forms (Appendix I) must be kept in each company vehicle for use after an accident. If the vehicle you are driving does not have this form, contact the Office of Transportation.

Periodic Program Review

At least annually, the Office of Compliance and Risk Management, the Office of Environmental, Health, and Safety, Facilities Operations, and the Office of Transportation Services will conduct a program review to assess the progress and success of the Driver Safety Program. The review will consider the following:

- Evaluation of all training programs and records (MVR, Accident Notifications, maintenance/repair records, Driver Safety Program evaluations, and counseling notices)
- The frequency and severity of vehicle accidents during the previous year.
- The need for changes to the Driver Safety Program is based on an evaluation of the program and the results.
- The need for changes to the driver selection/disqualification criteria.

Record Retention

All records will be retained for 7 years.
CONSENT TO OBTAIN STATE MOTOR VEHICLE RECORDS

Select: ☐ Preemployment  ☐ Faculty  ☐ Student  ☐ Staff  ☐ (name of driver) Florida Tech ID number ______

Email address ______________________, understand that the Driver’s Privacy Protection Act of 1994 (18 U.S.C.A. § 2721) prohibits the release and use of certain personal information from state motor vehicle records; however, pursuant to 18 U.S.C.A. § 2721 (12), I hereby consent to permit FLORIDA INSTITUTE OF TECHNOLOGY or its insurance company representative(s) to obtain motor vehicle records from any state’s records annually. I understand and agree that if I am unable, for any reason to maintain a U.S. valid driver’s license, I will not be authorized to operate a Florida Tech-owned vehicle. I acknowledge that all drivers must notify their supervisor immediately following receipt of a license suspension, citation or revocation. Accordingly, I further acknowledge and agree that any failure on my part to immediately make such notification may result in disciplinary action up to and including termination of my employment. For nonemployee drivers it may result in being driving privileges of Florida Tech vehicles. By signing this, I provide my authorization to procure such information and reports to evaluate my insurability without limitation.

1. My date of birth is ____________________________

2. My current driver’s license was issued in the state of ____________________________
   Number of years licensed in the current state ________________ (If less than three years, fill out #5)

3. My current driver’s license number is ____________________________ (Please attach a copy of your driver’s license)

4. My address as it appears on my driver’s license is ____________________________
   City ____________________________ State ________ ZIP ________

5. I have also held a driver’s license in the following state(s) ____________________________
   Driver’s license number in those states:
   State ________________ Driver’s license number ________________
   State ________________ Driver’s license number ________________
   Added information ____________________________________________

6. Reason for MVR request: ☐ New hire ☐ Annual renewal ☐ Summer program ☐ Academic program ☐ Academic trip ☐ Athletic trip ☐ Other ____________________________

7. Type of vehicle: ☐ Golf cart ☐ Van ☐ Golf cart and van ☐ Van rental ☐ Personal automobile

8. Transportation of minors: ☐ Yes ☐ No

Signature of person giving consent ____________________________ Date signed ________________

Department ____________________________

Supervisor name ____________________________ Supervisor email ____________________________

Supervisor signature ____________________________

Email addresses of Risk Management staff responsible for submission: compliance@fit.edu

*Both MVR Consent Form and Florida Tech MVR spreadsheet must be completed and emailed.

FLORIDA’S STEM UNIVERSITY*
Appendix B

VEHICLE REQUEST

This form is to be used for reserving university vans. Requests from student clubs and organizations must be made through the Student Affairs Office. If the request is for a nonacademic trip, vans will be issued if available. Requests cannot be made more than 30 days in advance of the departure date. All vehicles must be clean and fully fueled upon return. The requesting department will be charged for all fuel and necessary cleaning fees. Keys and paperwork are to be returned to Facilities Operations in Building 540ML. If after hours, please drop keys off in dropbox. Please call 321-674-8796 with any questions.

GENERAL INFORMATION
This information will be used as the point of contact for all approvals and denials of the vans.

Department name ___________________________ Phone ___________________________ Course number ___________________________

Driver’s name ___________________________ MVR approval date ___________________________

WVD# ___________________________ Driver’s license expiration date ___________________________

Cell phone ___________________________ Email ___________________________

TRIP DETAILS
The van can be picked up no earlier than one hour before the requested pickup time listed below. If any details of the trip change, then a new form must be submitted. All equipment that is to be towed MUST be Florida Tech equipment, registered and insured by the university and within the acceptable limits of what can be towed by the van.

Departure date ___________________________ Pickup time ___________________________ Return time ___________________________

Return date ___________________________ Toll roads? □ Yes □ No

Destination ___________________________ Number of passengers ___________________________

Purpose of trip ___________________________

Will you be towing anything? □ Yes □ No If yes, what? ___________________________

Hitch required? □ Yes □ No If yes, what size hitch ball? ___________________________

APPROVALS
Problems/costs to the van and/or towed units resulting from driver error will be the responsibility of the requesting department and will be charged all applicable fees.

Person in charge on trip ___________________________

Approver office ext. ___________________________ Cell phone ___________________________ Fax ___________________________

Approver email ___________________________


Grant: __________________ Project: __________________ Gift: __________________

Florida Institute of Technology • Office of Transportation Services • 750 W. University Blvd., Melbourne, FL 32901-6975 • 321-674-8796 • transportation@fit.edu
Appendix C

VAN RESERVATION CHECKOUT/RETURN

ONLY MVR PERSON APPROVED AND LISTED ON RESERVATION FORM MAY DRIVE.

Name of MVR Approved Driver _______________________________ Van # _________________________

BY SIGNING BELOW I ACKNOWLEDGE THAT: (please check all that apply)

☐ I have read and understand the Van Reservation Guidelines and Requirements.
☐ I understand the hazards associated with driving university vans and agree to abide by the safety guidelines.
☐ I have completed the Van Safety Course in Vivis/HSI.
☐ I understand that failure to follow the guidelines could result in corrective action.

Employee Signature _______________________________ Date _________________

COMPLETE UPON PICK UP

Date ___________________________ Time Left _______________ Start Mileage _________________

Gas Tank Level: ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F *Full means beyond the Fill line

Interior Condition: ☐ Acceptable ☐ Unacceptable—Explain _________________

Indicate any other damage or write in comments:

Any other comments regarding the van? _________________

COMPLETE UPON RETURN

Date ___________________________ Time Returned _______________ End Mileage _________________

Gas Tank Level: ☐ E ☐ 1/4 ☐ 1/2 ☐ 3/4 ☐ F *Full means beyond the Fill line

Interior Condition: ☐ Acceptable ☐ Unacceptable—Explain _________________

Indicate any other damage or write in comments:

Any other comments regarding the van? _________________

USERS MUST FUEL VAN AFTER EACH USE. INTERIOR MUST BE SWEEP AND ALL DEBRIS REMOVED.

See reverse side of this page for important information.

Florida Institute of Technology • Office of Transportation Services • 350 W. University Blvd., Melbourne, FL 32901-6975 • 32-674-8796 • transportation@fit.edu
Appendix D

Approved Golf Cart Routes

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<tr>
<th>Cart traffic prohibited</th>
<th>Cart traffic prohibited throughout area</th>
<th>Designated cart crossing areas</th>
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<tr>
<td>University golf carts are prohibited from use on:</td>
<td>University golf carts are prohibited from use throughout:</td>
<td>University golf carts may safely cross the street at the designated crosswalks marked on the map in green at:</td>
</tr>
<tr>
<td>• Babcock Street</td>
<td>• Joy and Gordon Patterson Botanical Garden (except on the paved roadway adjacent to the garden)</td>
<td>• Babcock Street</td>
</tr>
<tr>
<td>• Country Club Road to the north of campus</td>
<td>• Academic quad</td>
<td>• University Boulevard</td>
</tr>
<tr>
<td>• Wooden bridges or covered walkways</td>
<td>• Intersection of Babcock Street and University Boulevard (except for authorized use by Security, Grounds, and Admissions staff and preapproved special events)</td>
<td>• Country Club Road</td>
</tr>
<tr>
<td>• Pedestrian walkway in parking lot between the Panther Aquatic Center and the Old quad</td>
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Appendix E

DRIVING UNIVERSITY GOLF CARTS FLOWCHART

DOES YOUR POSITION REQUIRE THAT YOU DRIVE A UNIVERSITY GOLF CART IN ORDER TO CONDUCT UNIVERSITY BUSINESS?
If yes, please follow the steps below.

1. You are required to have a valid United States driver’s license.

2. You are required to be at least 18 years of age to drive university-owned and leased vehicles.

3. You must complete and email the following forms to the Office of Compliance and Risk Management to become an approved driver.
   - Motor Vehicle Request Florida Tech Consent Form
   - Florida Tech MVR Spreadsheet Template
   - Copy of Driver’s License
   Note: For new hires who will be driving university vehicles daily as part of the job description, the Office of Human Resources sends the required forms to the Office of Compliance and Risk Management for approval. Human Resources notifies the department head if the new hire is cleared to drive university vehicles.
   Note: Current employees who are looking to become approved golf cart drivers must complete the forms listed above (which can be found at flordatech.edu/compliance-and-risk-management/university-driving-guidelines) and email them to the Office of Compliance and Risk Management (compliance@fit.edu).
   Note: It is the employee’s responsibility to ensure they are an approved driver by checking with their supervisor.

   If Not Approved:
   You are not authorized to drive university golf carts.

   If Approved:
   You will be notified by email and/or verbally when your MVR is approved.

4. Once you are an approved driver, you will need to complete the compliance course in Vivid/HSI titled “Intro to Golf/Utility Cart Safety.”
   The employee can self-enroll in the course if they have not been enrolled in Vivid or can contact the Office of Compliance and Risk Management (321-674-7561) for assistance in enrolling in the course. Again, it is the employee’s responsibility to complete the compliance training course prior to driving a university golf cart.
Appendix F

FLORIDA TECH

VAN RESERVATION PROCESS
QUICK INFORMATION PAGE

MOTOR VEHICLE RECORD
You must be an approved driver, one who has had their MVR reviewed and approved, to reserve a vehicle. The following link (floridatech.edu/compliance-and-risk-management/university-driving-guidelines) details the process and provides the necessary documents to have your MVR checked.

RESERVATION PROCEDURE
If you have an approved MVR, reserve the van at least 48 hours and no more than 30 days from when the reservation is needed. Please submit a Vehicle Request form. For each van requested, there must be a separate Vehicle Request form sent in indicating a driver for each van. Scan the completed document and email to the transportation supervisor, Lee Martucci, at LMartucci@fit.edu. If you need a vehicle that is tow capable, please mark the appropriate box on the form. There are only two vans that can be used for towing Florida Tech insured equipment. If towing equipment is needed (hitch, wiring), contact LMartucci@fit.edu several days before the reservation date with the equipment that will be needed.

RESERVATION NOTIFICATION
You will receive an email notification concerning the availability of a van by the transportation supervisor or her designee with final approval/declination of the reservation. If the reservation is being put on hold because it was submitted more than 30 days from the requested date(s) of use, you will be notified. Those reservations that are put on hold, beyond the 30 days of use, will be considered in the order in which they came in. Please read the section under Reservations in the 12 Passenger Van Policy for how determination is made with regards to any exceptions.

VAN PICK UP
For reservations between the hours of 8:15 a.m. and 4:45 p.m. Monday through Friday when the university is open, bring your reservation confirmation paper, your driver’s license and/or your Florida Tech ID card to the receptionist at Facilities Operations in Building 540 MIL. If your reservation is during a period when the university is closed, you will need to obtain the keys and paperwork prior to the closing date and times of operation listed above. You will be notified prior to the date and time of reservation when you can obtain the keys and paperwork when the reservation falls on a holiday or a weekend. You will be given paperwork to take with you that you are responsible to fill out before and after the vehicle is used, along with the keys.

VAN RETURN—WEEKDAYS
The vehicles are to be returned clean and fueled prior to the keys and paperwork being turned in. Between the hours of 8:15 a.m. and 4:30 p.m. weekdays, the fuel pumps are open to fuel the vehicle. The van keys and paperwork are to be returned to the front desk receptionist at Facilities Operations in Building 540 MIL.

VAN RETURN—AFTER HOURS, WEEKENDS, HOLIDAYS
If returning a van on a weekend, when the university is closed for a holiday or between the hours of 4:30 p.m. through 8:15 a.m. the next day, Security will need to be called at 321-674-8111 to open the pumps. After refueling and parking, bring the keys and paperwork to the key drop box located to the right of the main entrance of Facilities Operations in Building 540 MIL.
RENTING UNIVERSITY-OWNED
12-PASSENGER VANS

REQUIREMENTS

1. You are required to have a valid United States driver’s license.

2. You are required to be at least 18 years of age to drive university owned and leased vehicles.

3. You must be an approved driver, one who has had their MVR reviewed and approved by the Office of Compliance and Risk Management.
   Process: Complete and email the following forms to the Office of Compliance and Risk Management to become an approved driver.
   - Motor Vehicle Request Florida Tech Consent Form
   - Florida Tech MVR Spreadsheet Template
   - Copy of Driver’s License
   The Office of Compliance and Risk Management will notify you by email once your MVR is processed, and you have been approved to drive university vehicles.
   Note: It is the responsibility of the van requestee (staff, faculty or student) to ensure they are an approved driver.

VAN RESERVATION STEPS

1. To request a university van, you must submit a completed Vehicle Request Form to the Office of Transportation Services (Imartucci@fit.edu).
   Note: For each van requested, you must submit a separate Vehicle Request Form indicating a driver for each van.

2. You must reserve the van at least 48 hours and no more than 30 days from when the reservation is needed. (Note: Weekdays/working days: Monday through Friday.)

3. The requestee must complete the REQUIRED compliance training course titled “Van Safety” in Vivid/HSL.
   Please follow “How to Enroll in Compliance Courses” to enroll in Van Safety. You can also contact the Office of Compliance and Risk Management (compliance@fit.edu) for assistance. The Office of Transportation Services will send a confirmation of the van reservation once all requirements and steps have been completed.
   Note: Vivid/HSL will generate a certificate once you have completed the Van Safety course. Please email a copy of the certificate to Lee Martucci, Transportation Supervisor Imartucci@fit.edu prior to driving university vans.

Please note: Due to COVID-19, vans are operating with a maximum of six passengers. Additional procedures may be in place.
Contact Lee Martucci, director of transportation services, for additional information at Imartucci@fit.edu or 321-674-8796.
## VEHICLE INSPECTION

**Type of vehicle:**
- ☐ Cargo van
- ☐ Passenger van
- ☐ Truck

**Florida Tech vehicle ID #**

**Monthly inspection date**

**Date(s) of travel**

**Destination**

**Time of departure**

**Time of return**

Mark “Yes” if item is operational. Mark “No” if not operational and indicate the issue in the explanation field.

<table>
<thead>
<tr>
<th>Item (if bolded, vehicle must go out of service)</th>
<th>Departure/Return</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows clean</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Windows broken</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Mirrors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side view/rearview clean</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Side view/rearview broken</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Exterior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing body damage</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>New body damage</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Antenna intact</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Doors open freely and close properly</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Windshield wipers don’t streak</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Windshield wiper fluid sprays properly</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Yellow sticker on tag current</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Leaks beneath vehicle</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Headlights—Low and high beams work</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Parking lights work</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Turn signals and 4-ways/hazard lights work</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Reverse lights work</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Audible reverse alarm—if equipped</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Tires/wheels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outerwall—No excessive wear/cuts</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Tread—Wear bars showing</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Air/inflation not low</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Bulges</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Foreign objects in tire</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Rims not dented</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

Checklist continued on back ▶
# Appendix I

## FLORIDA TECH

### VEHICLE ACCIDENT OR THEFT REPORTING

**ACCIDENT, THEFT AND CLAIM REPORTING**

1. Stay calm and check for injuries.
2. Authorized driver must immediately report any accident or theft to law enforcement authority for jurisdiction where accident or theft occurred.
3. Authorized driver must immediately report accident or theft to 877-253-5169 and mention FIGURMA and your university/school’s name; also contact your university/school’s risk manager.
4. Get witnesses names and phone numbers.
5. Make notes about the accident scene, and photograph the accident scene/damages with a camera or camera phone if available.
6. Exchange insurance information with other parties, but DO NOT admit fault or discuss accident.
7. Discuss the accident ONLY with the investigating law enforcement agency and your university/school’s risk manager.

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### DRIVER DETAILS

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Driver’s name</td>
<td>OTHER VEHICLE DETAILS</td>
</tr>
<tr>
<td>Phone</td>
<td>Driver’s name</td>
</tr>
<tr>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>License plate</td>
<td>Address</td>
</tr>
<tr>
<td>Make</td>
<td>License plate and state</td>
</tr>
<tr>
<td>Model</td>
<td>Make</td>
</tr>
<tr>
<td>Number of passengers in vehicle</td>
<td>Insurance carrier</td>
</tr>
<tr>
<td>Names of passengers</td>
<td>Policy #</td>
</tr>
<tr>
<td>Description of damage to vehicle</td>
<td>Number of passengers in vehicle</td>
</tr>
<tr>
<td>Photos taken?</td>
<td>Names of passengers</td>
</tr>
<tr>
<td>☐ Yes</td>
<td>Description of damage to vehicle</td>
</tr>
<tr>
<td>☐ No</td>
<td></td>
</tr>
</tbody>
</table>

### ACCIDENT FACTS

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>☐ a.m.</td>
<td>☐ p.m.</td>
</tr>
<tr>
<td>Road condition</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Your direction</td>
<td>Speed</td>
</tr>
<tr>
<td>Other vehicle direction</td>
<td>Speed</td>
</tr>
<tr>
<td>Description of accident</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police department</td>
<td>Officer’s name</td>
</tr>
</tbody>
</table>

### WITNESSES

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Florida Institute of Technology • Office of Compliance and Risk Management • 1501 W. University Blvd., Melbourne, FL 32901-6975 • floridatech.edu/risk-management**
References

49 CFR Transportation

Florida Laws:
Driver License-Check Suspension, Cancellation, Revocation 320.03(4)
Driver License-Fines 320.02(12)
Lease Vehicle 319.14(1) through (7)

Florida Tech University Driving Policy

The Office of Compliance and Risk Management – University Driving Guidelines website-