

**Operational procedures and regulations on employee use of university vehicles.**

Before employees of Florida Institute of Technology utilize university vehicles, including rental vehicles, motor vehicle reports (MVR) may be obtained by the university’s insurance department or it’s insurance company representative(s). The MVR’s may include personal information obtained from state motor vehicle departments.

Potential drivers must complete the Motor Vehicle Authorization form and send it along with a copy of the employee’s driver’s license to the university insurance office.

**Driver Selection and Approval Practices**

- 1) Employees must hold and present (for copying) a current, valid driver’s license that has been issued by the state in which the employee resides.
- 2) The licenses must be valid for each class of vehicle that the employee will drive for the institution. (e.g. CDL)
- 3) If the employee’s position requires that he/she drive as part of his/her regular assignments, the university shall obtain a Motor Vehicle Record (MVR) before hiring and then annually thereafter – these reports should be reviewed with the driver as needed.
- 4) If the employee is or will be subject to the Federal Motor Carrier Safety Regulations, each driver must submit a list of all motor vehicle violations of which the driver has been convicted or where the driver has forfeited bond or collateral during the preceding 12 months. Employees must notify their employer before the end of the business day following receipt of a license suspension or revocation.

Shown below are suggested minimum standards utilized when reviewing MVRs. No new driver may be hired or permitted to drive university vehicles with a “borderline” or “denied” motor vehicle report.

Number of Violations	Number of At-Fault (last 3 yrs)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Deny
1	Acceptable	Acceptable	Borderline	Deny
2	Acceptable	Borderline	Deny	Deny
3	Borderline	Deny	Deny	Deny
4	Deny	Deny	Deny	Deny

## **Definitions:**

**Vehicles:** Any motorized vehicle insured by the university. (includes golf carts, gators, club cars, buses,trolleys,heavy equipment)

**Acceptable:** No more than 2 minor violations; OR at-fault accident in the last 3 years; OR no more than a combination of 1 minor violation and 1 at-fault accident in last 3 years.

**Borderline:** 3 minor violations; OR 2 at-fault accidents in last 3 years; OR any combination of minor violations and at-fault accidents in last 3 years totaling 3 occurrences.

**Deny:** 1 or more major convictions in last 5 years; OR 4 or more minor violations; OR 3 or more at-fault accidents in the last 3 years; OR any combination of minor violations and at-fault accidents totaling 4 or more occurrences.

**At-Fault Accident:** Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.

Applicants with three or more violations within a 3 year period represent a significantly greater risk to the university because they are more likely to be involved in a vehicular accident than those with no traffic violations. Any driver with an MVR consisting of any combination of accidents and moving violations that total four (4) during the past 3 years will be denied institutional driving privileges.

The following violations that appear on a current MVR within the last 3 years from date MVR was run may be deniable :

## **Violations**

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Operating a motor vehicle as an uninsured driver
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended/revoked
- Attempting to elude a peace officer
- Hit and run
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without the owner's authority
- Permitting an unlicensed person to drive
- Speeding

## VEHICLE REQUEST FORMS

*Any employee requesting to operate a University vehicle or rent a vehicle from a third party on behalf on the University should complete the proper form and forward to his/her supervisor for review and approval **at least 1 week prior to scheduled departure.** **Note: A motor vehicle authorization form MUST be filled out and approved to operate or rent a University or third party vehicle.***