

## **A. VEHICLE USAGE POLICY FOR NOTRE DAME EMPLOYEES**

This is the University of Notre Dame policy for employees operating University owned or leased vehicles or dealer courtesy cars (“University Vehicles”) and personal, rental or other vehicles while on university business (“University Business”). The following procedures and requirements are considered to be minimum standards. University Departments and other units may develop more restrictive procedures.

Notre Dame employees operating University Vehicles or operating personal, rental or other vehicles while on University Business must adhere to the following:

1. Must have a valid driver’s license to drive any vehicle on university business and must refrain from driving on University business if their license is suspended or revoked. Employees operating University Vehicles must inform their immediate supervisor and the Department of Risk Management and Safety immediately upon the suspension or revocation of their driver’s license or driving privileges and may not operate University Vehicles.
2. May not drive a University Vehicle and must not drive on University Business if they have more than one conviction in the past eighteen months for driving under the influence of alcohol or drugs, or for reckless driving.
3. If requested by the University, must authorize the Department of Risk Management and Safety to obtain a copy of his/her driving record from the Bureau of Motor Vehicles (or similar agency in any state) for the Department’s review.
4. Must not drive a University Vehicle while under the influence of alcohol or drugs.
5. Must be at least eighteen years old.
6. Must not permit any unauthorized person to drive a University Vehicle under conditions which violate this policy, except when necessary in an emergency.
7. Must use seatbelts or other available occupant restraints and require other occupants to do likewise in accordance with applicable law. The number of passengers should never exceed the number of seatbelts in the vehicle, except when necessary in an emergency.
8. Operate the vehicle in accordance with University regulations, know and observe applicable traffic laws, ordinances and regulations, and use reasonable and safe driving practices at all times.
9. Assume sole responsibility for any and all fines or traffic violations arising out of the operation or use of a University vehicle or a privately owned, rental or other vehicle while on University business.

10. With respect to University Owned vehicles only, must turn off the vehicle, remove the keys and secure the vehicle when it is unattended, except for police vehicles, fire vehicles or specialized maintenance equipment.
11. Drive the vehicle at legal speeds appropriate for traffic, weather and road conditions.
12. Immediately report all accidents or violations to the University's Department of Risk Management and Safety pursuant to the section below entitled Reporting of Accidents and Damage.
13. University employees who spend the majority of their professional time driving must complete a safe driving course sponsored by Transportation Services within a reasonable period of time after they are hired. Other employees who drive University Vehicles are encouraged to attend a safe driving course every three years.
14. Must assume responsibility for obtaining information about weather conditions when traveling on university business.
15. Must not drive on university business if the driver has caused 3 or more at-fault accidents within the past eighteen months.

Violations of this policy by any Notre Dame employee should be promptly referred to the Department of Human Resources and may result in appropriate disciplinary action.

### **REPORTING OF ACCIDENTS AND DAMAGE**

Any accidents or damage incurred or caused while operating a University Vehicle, or a personal, rental or other vehicle on University business, must be promptly reported to the local police and the University's Department of Risk Management and Safety.

When you have been in an accident in a University Vehicle or while on university business you must:

1. Get immediate medical aid if you are injured.
2. Keep calm and do not argue.
3. Make no statements or admissions concerning fault or responsibility for the accident.
4. Do not offer or agree to make payments for the accident or suggest the University

- will do so.
5. Notify the local police.
  6. Discuss the accident only with police officers or representatives of the University's Department of Risk Management and Safety.
  7. Record as much information as you can on all of the other parties to the accident. This information should include their name, address, telephone number(s), insurance company, driver's license number, license plate number, make, model and year of their car, precisely where the accident happened, witnesses (with names, addresses and telephone numbers).
  8. Refer all questions from lawyers, the other party to the accident, insurance adjusters or representatives of the other party and others to the University's Department of Risk Management and Safety.

### **CONCLUSION**

The proper utilization of University-owned vehicles, and the safe operation of personal vehicles on University business can save lives, prevent injuries, minimize University transportation costs and reduce liability. Any questions concerning this policy should be directed to the Department of Risk Management and Safety at 631-5037.

B.