

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kassy Fisher, Associate VP for Campus Services and Chief of Staff, and Paula Ellison, Office Manager, Parking and Transportation
Policy Title & Policy :	Combine/replace four policies-- Vehicle Operations (OAR 571.010.0100-140), State Vehicle Requirements (UO Policy 08.00.01), Traffic, Parking, and Vehicle Safety (OAR 580.040.0025-30), and Vehicle Maintenance and Repair (UO Policy 08.00.03)—via one policy, “Vehicles”
Submitted on Behalf Of:	Jamie Moffitt, VPFA & CFO
Responsible Executive Officer:	Vice President for Finance and Administration

SELECT ONE: **New Policy** **Revision** **Repeal**

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: **Yes** **No**

If yes, which attorney(s): Missy Matella

GENERAL SUBJECT MATTER

All university-wide policies pertaining to the use of vehicles for university business purposes. These address driver and vehicle qualifications, vehicle use, maintenance and repair, and expectations for reporting and addressing vehicle-related emergencies and accidents.

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

Proposed for combination into one new policy, entitled “Vehicles”:

- Vehicle Operations (former OAR 571.010.0100-140), <https://policies.uoregon.edu/vehicle-operations-policy>
- State Vehicle Requirements (former UO policy 08.00.01), <https://policies.uoregon.edu/policy/by/1/08-health-and-safety/state-vehicle-requirements>
- Vehicle Maintenance and Repair (UO Policy 08.00.03), <https://policies.uoregon.edu/policy/by/1/08-health-and-safety/vehicle-maintenance-and-repair>
- Traffic, Parking and Vehicle Safety (OAR 580.040.0025-30), <https://policies.uoregon.edu/traffic-parking-and-vehicle-safety>

Related procedures:

- Safety & Risk Services Travel Registration - Request to use Personal Vehicle for University of Oregon Business,

https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/request_to_use_personal_vehicle_f_or_uo_business.pdf

- BAO Travel Procedures, <https://ba.uoregon.edu/content/travel>

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

We have closely reviewed the four existing disparate vehicle-related university-wide policies (two former OARs and two former UO policy statements) and propose combining all relevant language from these into a single policy addressing, and repealing the four disparate policies. In The proposed new policy eliminates the following: duplication of information, conflicting information, prescriptive procedure that does not belong in a university level policy, and reference to inaccurate and out-of-use practices.

AFFECTED PARTIES

Who is impacted by this change, and how?

All individuals (including employees, students, and volunteers of the university) who operate and/or maintain vehicles that are used for university business travel.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Flo Hoskinson	Safety & Risk Services- Risk Manager	Feb 2018
Haily Griffith	Safety & Risk Services- Health & Safety Manager	Feb 2018
Laurie Jacoby	Business Affairs Office- Travel Manager	Feb 2018
Kris Winter	Office of the Dean of Students- Associate VP and Dean	Feb 2018
Steve Stuckmeyer	Environmental Health Safety- Director	Aug 2017
Steve Pelkey	CPFM- Zone Maintenance Manager	Aug 2017
Mark Ruckwardt	Intercollegiate Athletics – Assistant AD Human Resources	Feb 2018
Missy Matella	Office of the General Counsel- Assistant General Council	Feb 2018

Kathie Stanley	Student Life- Chief of Staff	Feb 2018
Becky Girvan	Student Life -Director of Student Government Engagement	Feb 2018
Alice Cary	Police Department- Police Captain	Feb 2018
Shawn Rubino	Club Sports- Assistant Program Director	Feb 2018
James McGladrey	Department of Parking & Transportation- Field Operations Manager	Jan 2018

PROPOSED POLICY LANGUAGE- new

VEHICLES

Reason for Policy:

This policy outlines requirements and limitations pertaining to operations of state-owned, hired, and borrowed vehicles including driver qualifications, driver certification, vehicle qualifications, vehicular usage and travel, vehicle accidents and emergencies, and vehicle maintenance and repair.

Entities Affected by this Policy:

General UO audience, including all employees, students, and authorized volunteers of the university.

Policy:

A. Definitions Subject to Vehicle Policy

- (1) "Employees" mean those personnel on the University of Oregon payroll and temporary personnel.
- (2) "Student" means a person currently enrolled/registered at the University of Oregon.
- (3) "Volunteer" means a person appointed to perform official University duties as a public service without remuneration.
- (4) "University Entity" refers to groups (including colleges, schools, departments, and other university organizational units, recognized faculty groups, recognized student groups, academic student groups, and self-defined groups of three or more members of the Statutory Faculty conducting university business.
- (5) "Vehicle" means cars, vans, motorcycles, trucks, golf carts, utility vehicles, buses, and construction vehicles such as forklifts, skid loaders, and tractors;
- (6) "State-Owned Vehicle" means a vehicle owned by or registered in the name of the State of Oregon, the University, or any of its departments;
- (7) "Hired Vehicle" means a vehicle that is leased, hired, or rented by the state, the Board, the University, or any of its departments. This definition excludes private vehicles;
- (8) "Private Vehicle" means a vehicle that is not a "state-owned vehicle" or a "hired vehicle" that is privately owned, loaned, or borrowed by employees, students, or others participating in University activities and used for university business travel;
- (9) "University-Business Travel" means any activity for which all or part of the expenses may be reimbursed by any unit, department, or program of the University, or any travel conducted on behalf of, or by, a university entity.

B. Driver Qualifications

- (1) To drive any vehicle for university-business travel, a driver must be certified through the University of Oregon Driver Certification process prior to driving any vehicle for university-business travel.
- (2) To drive a van for university-business travel, a driver must also complete the required van-training.
- (3) To drive a private vehicle for university-business travel a driver must also:
 - (a) Carry liability, uninsured motorist, and personal injury protection insurance on the vehicle, as per state law; and,
 - (b) Comply with all university travel registration procedures.
- (4) It is the responsibility of the driver to ensure all driver qualifications are met.

C. Vehicle Qualifications

- (1) All vehicles operated for university-business travel must:
 - (a) Be in conformance with the vehicle specifications provided by the manufacturer's owner's manual, current state and federal regulations, and OSHA requirements; and

(b) Be equipped with tire chains or other approved traction devices, as required by law due to road conditions.

(2) It is the driver's responsibility to ensure the vehicle they are operating for university-business travel meets vehicle qualifications.

D. Vehicular Usage

(1) Drivers operating any vehicle used for university-business travel must act in accordance with all applicable laws, state regulations, and University of Oregon policies and procedures.

(2) No state-owned or hired vehicle shall be used to transport University of Oregon students, employees, or volunteers when that use is not directly related to university-business travel.

(3) At least two certified drivers are required anytime a vehicle is used for university-business travel and traveling more than 300 miles before reaching the planned destination.

(4) Sponsoring university entities may internally establish criteria related to itineraries and/or travel time restrictions.

E. Accidents and Emergencies

(1) Drivers involved in an accident while driving any vehicle for university-business travel must follow all University of Oregon vehicle accident, injury reporting, and vehicle claims procedures.

(2) The University designates the University of Oregon's Chief of Police or the Chief's designee as the appropriate person to notify relatives of persons injured in an accident which occurs during university-business travel.

(3) Vehicle Accidents that occur while conducting university-business travel are reviewed by the University of Oregon's Accident Review Board.

(a) Drivers involved in accidents may be required to complete a driver training course or other actions as recommended by the Accident Review Board; and

(b) A summary of all accidents is provided annually to the Vice President of Finance and Administration.

F. Vehicle Maintenance and Repair

(1) State-owned vehicles shall be sent to the University of Oregon Mobile Equipment Shop or other qualified commercial repair shop for regular and annual inspections.

(2) Inspections of state-owned vehicles shall ensure conformance with the vehicle specifications provided by the manufacturer's owner's manual, current state and federal regulations, and OSHA requirements.

(3) Any state-owned vehicle involved in a collision shall be taken to the University of Oregon Mobile Equipment Shop or other qualified commercial repair shop for inspection within 24 hours of such incident.

(4) All costs for repairs and inspections of state-owned vehicles, including periodic and annual inspections, shall be borne by the Department having jurisdiction over the vehicle.

Related Resources:

Safety & Risk Services Travel Registration - Request to use Personal Vehicle for University of Oregon Business,

https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/request_to_use_personal_vehicle_for_uo_business.pdf

BAO Travel Procedures, <https://ba.uoregon.edu/content/travel>

CURRENT/PREVIOUS POLICIES- annotated with yellow highlighting to indicate passages that have been retained in the new policy, either verbatim or via updated language

VEHICLE OPERATIONS POLICY

<https://policies.uoregon.edu/vehicle-operations-policy>

Reason for Policy:-

This policy outlines matters pertaining to the operation of vehicles — and seeks to promote safe vehicular travel practices in the conduct of all travel — by employees, students and official volunteers.

Entities Affected by this Policy:-

All employees, students and official volunteers of the university who operate vehicles.

Enactment & Revision History:-

Technical revisions enacted by the University Secretary on September 3, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571-Division 10, Sections 0100 through 0140.

Policy:-

A. Introduction and Definitions

The University of Oregon promotes safe vehicular travel practices in the conduct of all travel by employees, students and official volunteers. This policy shall apply to State-owned vehicles, hired vehicles and borrowed vehicles used on University business travel. This policy extends to and includes (but is not limited to) members of organizations whose only fiscal connection to the University is the receipt of or an accountability for incidental fee support or having an interest in one or more EMU or Housing Trust Fund Accounts.

(1) Definitions of Vehicles Subject to Operation Policy

(a) "Vehicle" means cars, vans, trucks and buses.

(b) "State-owned vehicle" means a vehicle owned by or registered in the name of the State of Oregon, the University of Oregon or any of its departments.

(c) "Hired vehicle" means a vehicle which is leased, hired or rented by the State, the University of Oregon or any of its departments. This definition excludes borrowed vehicles.

(d) "Borrowed vehicle" means a vehicle used on University business travel that is not a "State-owned vehicle" or a "hired vehicle." "Borrowed vehicle" includes vehicles owned by employees, students and others participating in University of Oregon activities and used on University business travel.

(2) Travel and Usage for University Business Shall Be Governed by This Policy.

(a) "University business travel" means any travel which is directly related to a University-sanctioned program.

(A) Motor vehicles covered by this policy shall not be used to transport University of Oregon students, faculty or staff when that use is not directly related to an officially-sanctioned program.

(3) Drivers Subject to Operation Policy. Faculty, staff and student drivers are subject to this policy.

(a) "Faculty" and "Staff" mean those personnel on the University of Oregon payroll and those volunteers registered with the Office of Business Affairs.

(b) "Student" means a person currently enrolled/registered at the University of Oregon.

(4) Definition of Officially-Sanctioned Programs

(a) "Officially-sanctioned program" means any activity or program which is:

(A) Undertaken to further the instructional, research, service or administrative support mission of the University of Oregon; or,

(B) Found to be advantageous to the cultural or physical development of University of Oregon students by the President or designee upon the recommendation of the recognized student government.

(i) Such programs include those related to the following:

(I) Co-curricular programs;

(II) Recreational sports and club sports;

(III) Those student activities or student programs identified by the University of Oregon President or the administrator(s) designated by the President to identify such groups (hereafter "the Approving Officials"). Examples of such activities or student programs include Erb Memorial Union, ASUO Executive and Student Senate, University Housing and student activities and student organizations or activities which have been so approved by any of the Approving Officials.

(ii) To be eligible for consideration as an officially sanctioned program for the cultural or physical development of students, a program must submit, or have on record, a published description of the purpose, type of participants and destinations typical of University business trips. To the extent all of this information is expressly included in a program's or organization's goal statement on file with ASUO, it need not be separately submitted. Except as provided above, programs must also present one or more of the following:

(I) A published goal statement;

(II) An existing University of Oregon order, rule or policy which creates, authorizes or characterizes this specific program;

(III) Inclusion in a published statement of the University of Oregon, indicating the student activity or activities, which explicitly is said to advance the mission of the University of Oregon;

(IV) Verification of status as an ASUO recognized program.

(iii) In the case of an off-campus University Housing, Outdoor Program or ASUO student activity where some or all of the destination-site expenses are funded by Housing, Outdoor Program or ASUO controlled funds, but private vehicle transportation itself is not funded, reimbursed or subsidized by either organization, such travel shall not be deemed "directly related to a University sanctioned program" and the vehicles so used shall not be deemed "borrowed vehicles."

(C) Qualifying as an "officially sanctioned program" for purposes of State-owned vehicle usage, hired vehicle usage or borrowed vehicle usage does not constitute an admission or an indication that any such program necessarily is carrying out State business or acting as an agent of the State in any other activity engaged in by the program or organization.

B. Driver Qualifications and Regulations

(1) Valid Driver's License Required

(a) Only persons with a valid driver's license and over the age of eighteen are authorized to drive a motor vehicle on University business travel. Any citations issued or changes in status of a driver's license shall be reported to the appropriate University supervisor by the driver before next driving a University vehicle.

(2) State Speed Limits and Other Regulations Must Be Obeyed.

(a) Drivers on University-business travel are expected to observe all applicable speed limits and to operate their vehicles in accordance with all applicable laws and state regulations.

(b) Citizens' complaints, if found to be valid, or citations issued by State Police may result in revocation of driving privileges involving use of State vehicles.

(c) No person convicted in the past five years of a major traffic offense, as defined in ORS 153.500, or convicted of a number of offenses that total 35 or more points as defined in the University of Oregon Driving Evaluation Scale (see Section C) shall be permitted to drive on University approved business.

(d) Major Traffic Offenses as defined in the appropriate Oregon Revised Statutes include:

(A) Reckless driving;

- (B) Driving while under the influence of intoxicants;
- (C) Failure to perform the duties of a driver involved in an accident or collision;
- (D) Driving while license is suspended or revoked;
- (E) Fleeing or attempting to elude a police officer;
- (F) Driving after being declared to be a habitual offender.

(3) Driver Clearance Procedure

(a) Annually, University departments shall submit to the Office of Public Safety a list of students who may be expected to drive on University business along with the license number of each prospective driver, and every three years University departments shall submit a list of faculty/staff who may be expected to drive on University business along with each driver's license number.

(A) The Office of Public Safety shall determine the eligibility of each proposed driver according to the criteria listed in subsections (1) and (2) above.

(B) The Office of Public Safety shall issue driver certification cards to those proposed drivers qualified to drive on University business travel;

(C) The Office of Public Safety shall issue written notice to the affected driver that changes in license status or major driving citations issued since the driver's last certification may cause revocation of University driving privileges;

(D) Quarterly, the Office of Public Safety shall bill those auxiliary departments for driver clearances at a rate per name submitted, as listed in Policy 571.060(A), or Department offices may request certified copies of driving records directly from the Department of Motor Vehicles and then submit these to the Office of Public Safety for clearance.

(b) At least 14 days prior to performing any driving on University business travel, drivers who have not been certified by the Office of Public Safety must file a certification application with the Office of Public Safety:

(A) Driver certification application forms shall be available in the Office of Public Safety or from the Department Head.

(B) Individuals may not drive on University-business travel unless and until they are certified by the Office of Public Safety.

(C) The Office of Public Safety shall certify only those drivers who are University employees, regularly enrolled students or official volunteers.

(4) Relief Drivers and Notice of Itinerary Required for Long Trips

(a) When traveling one-way more than 300 miles before reaching the planned destination, the driver is responsible to see that at least one other passenger is certified to and acts as a relief driver.

(b) The driver shall file a proposed itinerary and accurate list of all passengers with the Office of Public Safety before departing on a trip away from the Eugene/Springfield Metropolitan Area. No itineraries may be planned which include driving between the hours of midnight and 4:00 a.m., except in the case where said trip is of a shuttle nature and is expected to end in Eugene during this period of time.

(5) State Vehicle Usage

(a) Limitations on Use of State Vehicles

(A) Only persons whose business is directly related to an officially-sanctioned program of the University of Oregon as defined in Section A shall be permitted to use a State-owned or hired vehicle.

(b) Training Required to Drive Vans on University-Business Travel

(A) All drivers of vans on University-business travel will be required to participate in a University van-training session before being granted clearance to drive a van.

(B) Prospective van drivers shall apply to the Office of Public Safety or a certified trainer for van training.

~~(C) The Office of Public Safety shall maintain a list of individuals who have successfully completed van training.~~

~~(c) Driver Clearance Procedure for State Vehicles~~

~~(A) Prior to checking out a van from the Motor Pool, individuals shall be required to present proof of van training.~~

~~(6) Private Vehicle Usage~~

~~(a) Faculty, staff and students are encouraged to use State-owned or hired vehicles while conducting University business travel.~~

~~(A) To the extent that private vehicles are the means of transportation, individuals shall be responsible for maintaining insurance coverage on their private vehicles equal to the amount required by State law.~~

~~(B) The responsibility for the condition of the private vehicle shall rest with its owner.~~

C. Driving Record Evaluation Scale

~~(1) A total of 35 points in the past three years disqualifies a faculty/staff driver from operating state vehicles or carrying passengers privately on University business. Students with two or more moving violations in the past year are disqualified from operating state vehicles. Drivers' records are obtained from Department of Motor Vehicles driving records, and points are based on type of driving offense cited.~~

~~(2) Class A Offense (rated at 35 points for each of the first five years after citation): Using a vehicle to commit a crime.~~

~~(3) Class B Offenses (rated for first year at 35 points, second year at 20 points, and third through fifth years at 10 points): Driving under the influence, driving while suspended or revoked, attempting to elude a police officer, failure to perform driver's duties, hit and run, negligent homicide, or manslaughter.~~

~~(4) Class C Offenses (rated for first year at 15 points, second year at 10 points, and third through fifth years at 5 points): Careless driving, crossing double line, cut in, driving on sidewalk, driving while encumbered, driving on wrong side of highway, driving in public park, failure to drive right, failure to leave name/address at accident, failure to maintain reasonable control, failure to stop for school bus, failure to yield right of way, failure to yield to pedestrian, following too closely, illegal turn, improper lane change, improper left turn, improper passing, improper reverse turn, improper right turn, negligent driving, no headlights or driving without lights, insufficient clearance, reckless driving, right turn from wrong lane, squirreling, violating the basic rule.~~

~~(5) Class D Offenses (rated for first year at 10 points, second year at 5 points, and third through fifth years at 3 points): Disregarding red light, disregarding stop sign, disregarding traffic sign, failure to stop at railroad crossing, failure to obey traffic control device, wrong way on one-way street.~~

D. Vehicle Qualifications

~~(1) All vehicles owned or leased by the University shall have proper seats for the driver and all passengers. All such vehicles except buses, motorcycles, and scooters shall provide operable seat belts for each person carried. All occupants shall be required to use seat belts when the vehicle is in operation.~~

~~(2) All University-owned vehicles shall be equipped at all times with an emergency trip kit including reflectors, flares, an ice scraper, a flashlight, a first aid kit, accident reporting forms, and instruction for handling emergencies:~~

~~(a) It shall be the driver's responsibility to make sure the vehicle is so equipped;~~

~~(b) The Office of Public Safety shall issue emergency trip kits at cost to departments wishing to place them in University-owned vehicles and shall inspect them semi-annually for content.~~

(3) University-owned vehicles shall be checked routinely for mechanical and safety defects on appropriate schedules and also whenever reports of suspected malfunction are turned in to the vehicle custodian.

(4) As road conditions may require, all University-owned or hired vehicles shall carry tire chains or other approved traction devices.

(5) Privately-owned vehicles used for University business travel originating in the Eugene Metropolitan Area and expected to continue over a distance in excess of 50 miles must be equipped with an emergency trip kit or its equivalent as described in this policy:

(a) The Office of Public Safety shall maintain an inventory of such kits and shall loan them to certified drivers at no cost;

(b) It is the driver's responsibility to see that the vehicle is properly equipped and to return borrowed emergency trip kits promptly upon return from University business travel;

(c) Departments will be billed for missing kits or items missing from returned emergency trip kits.

(6) Owners of privately-owned vehicles used for University business are encouraged to supply tire chains or other approved traction devices as road conditions require.

E. Accidents and Emergencies

(1) In the case of accidents involving State Motor Pool vehicles, the instructions provided by the motor pool shall be followed.

(2) All accidents occurring during University business travel must be immediately reported to the Office of Public Safety.

(3) The University designates the Director of Public Safety or the Director's designee as the appropriate person to notify relatives of persons injured in an accident which occurs during University business travel.

(4) While on official University business, should a driver be involved in an accident, such incident will be brought before and reviewed by the University's Accident Review Board.

Chapter/Volume:-

Responsible Office:-

For questions about this policy, please contact Parking and Transportation at 541-346-5444.

Original Source:-

Oregon Administrative Rule

STATE VEHICLE REQUIREMENTS

<https://policies.uoregon.edu/policy/by/1/08-health-and-safety/state-vehicle-requirements>

Last Updated:-

07/05/1983

Effective Date:-

07/05/1983

Reason for Policy:-

To inform persons planning to operate state vehicles of University requirements and limitations.

Policy Statement:-

1. Individual must have a valid operator's license.
2. Individual must be able to operate standard state vehicles.
3. ALL student drivers must be cleared by the Department of Public Safety through the Department of Motor Vehicles, in Salem, to ascertain license validity and driving record prior to use of any state vehicle.

4. Clearance for students will be granted only upon written request from student's sponsoring department.

Should a driver of a state vehicle be involved in an accident, such incident will be brought before and reviewed by the University's Accident Review Board, which may determine that said driver will be required to attend a defensive driving class.

Citizen's complaints, if found to be valid, and citations issued by State Police may result in revocation of driving privileges involving use of state vehicles.

Revision History:

02/08/2010 Policy number revised from 8.000 to 08.00.01

Original Source:

UO Policy Statement

TRAFFIC, PARKING, AND VEHICLE SAFETY

<https://policies.uoregon.edu/traffic-parking-and-vehicle-safety>

Reason for Policy:

This policy outlines issues relating to traffic regulations, parking fees, enforcement fines, and vehicle safety.

Entities Affected by this Policy:

General UO audience.

Enactment & Revision History:

Technical revisions enacted by the University Secretary on September 2, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 580 Division 40, Sections 0025-0030.

Policy:

A. Traffic Regulations, Parking Fees, and Enforcement Fines

(1) The Board delegates to the President the authority and responsibility to enact such policies and fines as are deemed necessary and desirable to provide for policing, controlling, regulating and enforcing traffic and parking of motor vehicles and bicycles on property owned by or under the control of the Board. The Board also delegates to the President the authority granted in ORS 352.360(5) to appoint peace officers for the purpose of enforcing University policies governing traffic and parking.

(2) Parking fees shall be charged at the University where Article XI-F(1) bond proceeds have been used to finance the cost of acquiring parking sites or to make improvements thereto. Parking fees shall also be charged even though borrowed funds were not obtained if the operating and maintenance cost is \$6 or more per parking space per year.

(3) When fees are to be assessed to users of automotive parking facilities, the rate of charge and income to be produced shall be in such an amount that, with interest income, will provide sufficient funds to cover all operating and maintenance costs and also meet bond debt service and reserve requirements where applicable.

(4) University accounts are not to be charged for parking space furnished to employees for personally owned automobiles. A charge may be made against a department, however, where parking space is furnished to a person with a privately owned vehicle who is rendering service for the benefit of the department with no compensation.

(5) The University shall adopt rules concerning the operation and parking of bicycles on property owned by or under the control of the Board. The rules shall clearly state where bicycle parking will be permitted and where it will not be allowed. Penalties for violations may be proposed.

(6) All traffic and parking rules approved by the President must be filed with the Vice President for Finance and Administration no later than September 1 of each year.

(7) Rules must remain in effect for at least one full calendar year following adoption unless prior approval is obtained from the Vice President for Finance and Administration.

B. Vehicle Safety Rule

(1) The Board, concerned about travel safety, adopts these policies to require University action to promote safe travel.

(2) For purposes of this policy:

(a) "Vehicle" means cars, vans, trucks, and buses;

(b) "State-Owned Vehicle" means a vehicle owned by or registered in the name of the State of Oregon, the Board, or the University;

(c) "Hired Vehicle" means a vehicle that is leased, hired, or rented by the state, the Board, or the University. This definition excludes borrowed vehicles;

(d) "Borrowed Vehicle" means a vehicle that is not a "state-owned vehicle" or a "hired vehicle" but that is used on state business. "Borrowed Vehicle" includes vehicles owned by employees, students and others participating in University activities and used on state business;

(e) "State Business" means any activity for which all or part of the expenses may be reimbursed by any unit, department, or program of the University.

(f) "Officially Sanctioned Program" means any program undertaken to further the instructional, research, or service missions of the University or designed to promote the cultural and physical development of students. Such programs include but are not limited to:

(A) Academic department programs;

(B) Cocurricular programs;

(C) Intramural, recreational sports, club sports and intercollegiate athletic programs;

(D) Any student programs or activities identified by the President or designee. Examples of such activities include, but are not limited to, student government, student housing activities and activities sponsored by student organizations that are consistent with the University's mission.

(g) "Major traffic offense" includes reckless driving, driving under the influence of intoxicants, failing to perform the duties of a driver, criminal driving while suspended or revoked, fleeing or attempting to elude a police officer,

(3) No motor vehicle owned, leased or controlled by the state shall be used to transport students to an event or activity not directly related to an officially sanctioned program. The University shall develop policies and procedures to implement this section, including a means to identify officially sanctioned programs.

(4) The Board delegates to the President the authority and responsibility to establish specific policies governing travel safety, subject to the following general guidelines:

(a) University policies shall provide procedures for certifying that persons who operate state-owned or hired vehicles on state business possess a valid driver's license and have not been convicted of a major traffic offense as defined by this section within three years of the proposed operation;

(b) University policies shall require that vehicles (not including buses) used on state business have operable seat belts for all occupants. University policies shall also indicate the circumstances under which additional safety equipment such as a flashlight, ice scraper, first aid kit, emergency instructions, tire chains, etc., will be required;

(c) University policies shall indicate the circumstances under which relief drivers and the filing of itineraries will be required;

(d) University policies shall apply to state-owned vehicles and to hired vehicles. University policies also may apply to borrowed vehicles at the discretion of the University, giving consideration to enforceability, the nature of the travel and other relevant factors.

(5) The University shall file a report with the Office of Finance and Administration by August 31 of each year commenting on the adequacy of the travel safety policies and summarizing the vehicle accidents and injuries that have occurred during travel on state business in the preceding 12 months.

(6) University travel safety policies and amendments thereto will be effective only upon approval of the Vice-Chancellor for Finance and Administration or a designee.

Chapter/Volume:-

Responsible Office:-

For questions about this policy, please contact the office of Parking and Transportation at 541-346-5444.

Original Source:-

Oregon Administrative Rule

VEHICLE MAINTENANCE AND REPAIR

<https://policies.uoregon.edu/policy/by/1/08-health-and-safety/vehicle-maintenance-and-repair>

Last Updated:-

10/11/2000

Effective Date:-

10/11/2000

Reason for Policy:-

To describe the vehicle maintenance and repair program in effect at the University in accordance with OAR 580-40-030.

Policy Statement:

1. Vehicles under the jurisdiction of the University of Oregon shall be sent to Facilities Services Mobile Equipment Shop or other qualified commercial repair shop for regular inspection reviews. The annual review shall include inspection of chassis and engine components, interior and exterior parts and surfaces, the driver compartment, and all lights in conformance with the vehicle specifications provided by the manufacturer in its Owner's Manual, current State regulations, and OR OSHA requirements
2. Vehicles under the jurisdiction of the University of Oregon shall be serviced/maintained by the Mobile Equipment Shop or other qualified commercial repair shop in accordance with the schedule provided in the manufacturer's Owner's Manual or as can be reasonably scheduled.
3. Any vehicle involved in a collision shall be taken to Facilities Services Mobile Equipment Shop for inspection within 24 hours of such incident. This inspection is to be coordinated with Mobile Equipment.
4. Departments with jurisdiction over vehicles shall provide each vehicle with a driver's report/trip sheet and shall require that the report/trip sheet be turned in to the Department office at the end of each trip. The report/trip shall include space for the driver to report vehicle malfunctions or problems. Based on these reports, the Department shall make arrangements for necessary repairs as soon as possible.
5. All costs for inspections and repairs, periodic and annual inspections shall be borne by the Department having jurisdiction over the vehicle.

Reviewed and Approved By:-

President's Staff

Date:-

10/11/2000

Revision History:-

Revisions approved by President's staff.

02/08/2010 Policy number revised from 8.000 to 08.00.03

Original Source:-

UO Policy Statement

EXISTING POLICIES FOR
REFERENE
(WITHOUT CHANGES)

Reason for Policy

To inform persons planning to operate state vehicles requirements and limitations.

Entities Affected by this Policy

Those using state vehicles.

Web Site Address for this Policy

<http://policies.uoregon.edu/policy/by/1/08-health-and-safety/state-vehicle-requirements>

Responsible Office

Office of the Vice President of Finance and Administration: 541-346-3003, vpfa@uoregon.edu

Enactment & Revision History

02/08/2010 Policy number revised from 8.000 to 08.00.01

Enactment Date Unknown

Policy

1. Individual must have a valid operator's license.
2. Individual must be able to operate standard state vehicles.
3. ALL student drivers must be cleared by the Department of Public Safety through the Department of Motor Vehicles, in Salem, to ascertain license validity and driving record prior to use of any state vehicle.
4. Clearance for students will be granted only upon written request from student's sponsoring department.

Should a driver of a state vehicle be involved in an accident, such incident will be brought before and reviewed by the University's Accident Review Board, which may determine that said driver will be required to attend a defensive driving class.

Citizen's complaints, if found to be valid, and citations issued by State Police may result in revocation of driving privileges involving use of state vehicles.

Related Resources

NA

Reason for Policy

To describe the vehicle maintenance and repair program in effect at the University.

Entities Affected by this Policy

Web Site Address for this Policy

<http://policies.uoregon.edu/policy/by/1/08-health-and-safety/vehicle-maintenance-and-repair>

Responsible Office

Office of the Vice President of Finance and Administration: 541-346-3003, vpfa@uoregon.edu

Enactment & Revision History

02/08/2010 Policy number revised from 8.000 to 08.00.03

Reviewed and Approved by President's Staff 10/11/2000

Policy

1. Vehicles under the jurisdiction of the University of Oregon shall be sent to Facilities Services Mobile Equipment Shop or other qualified commercial repair shop for regular inspection reviews. The annual review shall include inspection of chassis and engine components, interior and exterior parts and surfaces, the driver compartment, and all lights in conformance with the vehicle specifications provided by the manufacturer in its Owner's Manual, current State regulations, and OR OSHA requirements.
2. Vehicles under the jurisdiction of the University of Oregon shall be serviced/maintained by the Mobile Equipment Shop or other qualified commercial repair shop in accordance with the schedule provided in the manufacturer's Owner's Manual or as can be reasonably scheduled.
3. Any vehicle involved in a collision shall be taken to Facilities Services Mobile Equipment Shop for inspection within 24 hours of such incident. This inspection is to be coordinated with Mobile Equipment.
4. Departments with jurisdiction over vehicles shall provide each vehicle with a driver's report/trip sheet and shall require that the report/trip sheet be turned in to the Department office at the end of each trip. The report/trip shall include space for the

driver to report vehicle malfunctions or problems. Based on these reports, the Department shall make arrangements for necessary repairs as soon as possible.

5. All costs for inspections and repairs, periodic and annual inspections shall be borne by the Department having jurisdiction over the vehicle.

Related Resources

NA

Reason for Policy

This policy outlines issues relating to traffic regulations, parking fees, enforcement fines, and vehicle safety.

Entities Affected by this Policy

General UO audience.

Web Site Address for this Policy

<http://policies.uoregon.edu/traffic-parking-and-vehicle-safety>

Responsible Office

For questions about this policy, please contact the office of Parking and Transportation at 541-346-5444.

Enactment & Revision History

Technical revisions enacted by the University Secretary on September 2, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 580 Division 40, Sections 0025-0030.

Policy

A. Traffic Regulations, Parking Fees, and Enforcement Fines

(1) The Board delegates to the President the authority and responsibility to enact such policies and fines as are deemed necessary and desirable to provide for policing, controlling, regulating and enforcing traffic and parking of motor vehicles and bicycles on property owned by or under the control of the Board. The Board also delegates to the President the authority granted in ORS 352.360(5) to appoint peace officers for the purpose of enforcing University policies governing traffic and parking.

(2) Parking fees shall be charged at the University where Article XI-F(1) bond proceeds have been used to finance the cost of acquiring parking sites or to make improvements thereto. Parking fees shall also be charged even though borrowed funds were not obtained if the operating and maintenance cost is \$6 or more per parking space per year.

(3) When fees are to be assessed to users of automotive parking facilities, the rate of charge and income to be produced shall be in such an amount that, with interest income, will provide sufficient funds to cover all operating and maintenance costs and also meet bond debt service and reserve requirements where applicable.

(4) University accounts are not to be charged for parking space furnished to employees for personally owned automobiles. A charge may be made against a department, however, where parking space is furnished to a person with a privately owned vehicle who is rendering service for the benefit of the department with no compensation.

(5) The University shall adopt rules concerning the operation and parking of bicycles on property owned by or under the control of the Board. The rules shall clearly state where bicycle parking will be permitted and where it will not be allowed. Penalties for violations may be proposed.

(6) All traffic and parking rules approved by the President must be filed with the Vice President for Finance and Administration no later than September 1 of each year.

(7) Rules must remain in effect for at least one full calendar year following adoption unless prior approval is obtained from the Vice President for Finance and Administration.

B. Vehicle Safety Rule

(1) The Board, concerned about travel safety, adopts these policies to require University action to promote safe travel.

(2) For purposes of this policy:

(a) "Vehicle" means cars, vans, trucks, and buses;

(b) "State-Owned Vehicle" means a vehicle owned by or registered in the name of the State of Oregon, the Board, or the University;

(c) "Hired Vehicle" means a vehicle that is leased, hired, or rented by the state, the Board, or the University. This definition excludes borrowed vehicles;

(d) "Borrowed Vehicle" means a vehicle that is not a "state-owned vehicle" or a "hired vehicle" but that is used on state business. "Borrowed Vehicle" includes vehicles owned by employees, students and others participating in University activities and used on state business;

(e) "State Business" means any activity for which all or part of the expenses may be reimbursed by any unit, department, or program of the University.

(f) "Officially Sanctioned Program" means any program undertaken to further the instructional, research, or service missions of the University or designed to promote the cultural and physical development of students. Such programs include but are not limited to:

(A) Academic department programs;

(B) Cocurricular programs;

- (C) Intramural, recreational sports, club sports and intercollegiate athletic programs;
- (D) Any student programs or activities identified by the President or designee. Examples of such activities include, but are not limited to, student government, student housing activities and activities sponsored by student organizations that are consistent with the University's mission.
- (g) "Major traffic offense" includes reckless driving, driving under the influence of intoxicants, failing to perform the duties of a driver, criminal driving while suspended or revoked, fleeing or attempting to elude a police officer,

(3) No motor vehicle owned, leased or controlled by the state shall be used to transport students to an event or activity not directly related to an officially sanctioned program. The University shall develop policies and procedures to implement this section, including a means to identify officially sanctioned programs.

(4) The Board delegates to the President the authority and responsibility to establish specific policies governing travel safety, subject to the following general guidelines:

(a) University policies shall provide procedures for certifying that persons who operate state-owned or hired vehicles on state business possess a valid driver's license and have not been convicted of a major traffic offense as defined by this section within three years of the proposed operation;

(b) University policies shall require that vehicles (not including buses) used on state business have operable seat belts for all occupants. University policies shall also indicate the circumstances under which additional safety equipment such as a flashlight, ice scraper, first aid kit, emergency instructions, tire chains, etc., will be required;

(c) University policies shall indicate the circumstances under which relief drivers and the filing of itineraries will be required;

(d) University policies shall apply to state-owned vehicles and to hired vehicles. University policies also may apply to borrowed vehicles at the discretion of the University, giving consideration to enforceability, the nature of the travel and other relevant factors.

(5) The University shall file a report with the Office of Finance and Administration by August 31 of each year commenting on the adequacy of the travel safety policies and summarizing the vehicle accidents and injuries that have occurred during travel on state business in the preceding 12 months.

(6) University travel safety policies and amendments thereto will be effective only upon approval of the Vice Chancellor for Finance and Administration or a designee.

Related Resources

N/A

Reason for Policy

This policy outlines matters pertaining to the operation of vehicles – and seeks to promote safe vehicular travel practices in the conduct of all travel – by employees, students and official volunteers.

Entities Affected by this Policy

All employees, students and official volunteers of the university who operate vehicles.

Web Site Address for this Policy

<https://policies.uoregon.edu/vehicle-operations-policy>

Responsible Office

For questions about this policy, please contact Parking and Transportation at 541-346-5444.

Enactment & Revision History

Technical revisions enacted by the University Secretary on September 3, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571 Division 10, Sections 0100 through 0140.

Policy

A. Introduction and Definitions

The University of Oregon promotes safe vehicular travel practices in the conduct of all travel by employees, students and official volunteers. This policy shall apply to State-owned vehicles, hired vehicles and borrowed vehicles used on University business travel. This policy extends to and includes (but is not limited to) members of organizations whose only fiscal connection to the University is the receipt of or an accountability for incidental fee support or having an interest in one or more EMU or Housing Trust Fund Accounts.

(1) Definitions of Vehicles Subject to Operation Policy

(a) "Vehicle" means cars, vans, trucks and buses.

(b) "State-owned vehicle" means a vehicle owned by or registered in the name of the State of Oregon, the University of Oregon or any of its departments.

(c) "Hired vehicle" means a vehicle which is leased, hired or rented by the State, the University of Oregon or any of its departments. This definition excludes borrowed vehicles.

(d) "Borrowed vehicle" means a vehicle used on University-business travel that is not a "State-owned vehicle" or a "hired vehicle." "Borrowed vehicle" includes vehicles owned by employees, students and others participating in University of Oregon activities and used on University business travel.

(2) Travel and Usage for University Business Shall Be Governed by This Policy.

(a) "University-business travel" means any travel which is directly related to a University-sanctioned program.

(A) Motor vehicles covered by this policy shall not be used to transport University of Oregon students, faculty or staff when that use is not directly related to an officially-sanctioned program.

(3) Drivers Subject to Operation Policy. Faculty, staff and student drivers are subject to this policy.

(a) "Faculty" and "Staff" mean those personnel on the University of Oregon payroll and those volunteers registered with the Office of Business Affairs.

(b) "Student" means a person currently enrolled/registered at the University of Oregon.

(4) Definition of Officially-Sanctioned Programs

(a) "Officially-sanctioned program" means any activity or program which is:

(A) Undertaken to further the instructional, research, service or administrative support mission of the University of Oregon; or,

(B) Found to be advantageous to the cultural or physical development of University of Oregon students by the President or designee upon the recommendation of the recognized student government.

(i) Such programs include those related to the following:

(I) Co-curricular programs;

(II) Recreational sports and club sports;

(III) Those student activities or student programs identified by the University of Oregon President or the administrator(s) designated by the President to identify such groups (hereafter "the Approving Officials"). Examples of such activities or student programs include Erb Memorial Union, ASUO Executive and Student Senate, University Housing and student activities and student organizations or activities which have been so approved by any of the Approving Officials.

(ii) To be eligible for consideration as an officially sanctioned program for the cultural or physical development of students, a program must submit, or have on record, a published description of the purpose, type of participants and destinations typical of University-business trips. To the extent all of this information is expressly included in a program's or organization's

goal statement on file with ASUO, it need not be separately submitted. Except as provided above, programs must also present one or more of the following:

- (I) A published goal statement;
 - (II) An existing University of Oregon order, rule or policy which creates, authorizes or characterizes this specific program;
 - (III) Inclusion in a published statement of the University of Oregon, indicating the student activity or activities, which explicitly is said to advance the mission of the University of Oregon;
 - (IV) Verification of status as an ASUO-recognized program.
- (iii) In the case of an off-campus University Housing, Outdoor Program or ASUO student activity where some or all of the destination-site expenses are funded by Housing, Outdoor Program or ASUO controlled funds, but private-vehicle transportation itself is not funded, reimbursed or subsidized by either organization, such travel shall not be deemed "directly related to a University-sanctioned program" and the vehicles so used shall not be deemed "borrowed vehicles."
- (C) Qualifying as an "officially-sanctioned program" for purposes of State-owned vehicle usage, hired vehicle usage or borrowed vehicle usage does not constitute an admission or an indication that any such program necessarily is carrying out State business or acting as an agent of the State in any other activity engaged in by the program or organization.

B. Driver Qualifications and Regulations

(1) Valid Driver's License Required

(a) Only persons with a valid driver's license and over the age of eighteen are authorized to drive a motor vehicle on University-business travel. Any citations issued or changes in status of a driver's license shall be reported to the appropriate University supervisor by the driver before next driving a University vehicle.

(2) State Speed Limits and Other Regulations Must Be Obeyed.

(a) Drivers on University-business travel are expected to observe all applicable speed limits and to operate their vehicles in accordance with all applicable laws and state regulations.

(b) Citizens' complaints, if found to be valid, or citations issued by State Police may result in revocation of driving privileges involving use of State vehicles.

(c) No person convicted in the past five years of a major traffic offense, as defined in ORS 153.500, or convicted of a number of offenses that total 35 or more points as defined in the University of Oregon Driving Evaluation Scale (see Section C) shall be permitted to drive on University-approved business.

(d) Major Traffic Offenses as defined in the appropriate Oregon Revised Statutes include:

- (A) Reckless driving;
- (B) Driving while under the influence of intoxicants;
- (C) Failure to perform the duties of a driver involved in an accident or collision;
- (D) Driving while license is suspended or revoked;
- (E) Fleeing or attempting to elude a police officer;
- (F) Driving after being declared to be a habitual offender.

(3) Driver Clearance Procedure

(a) Annually, University departments shall submit to the Office of Public Safety a list of students who may be expected to drive on University business along with the license number of each prospective driver, and every three years University departments shall submit a list of faculty/staff who may be expected to drive on University business along with each driver's license number.

(A) The Office of Public Safety shall determine the eligibility of each proposed driver according to the criteria listed in subsections (1) and (2) above.

(B) The Office of Public Safety shall issue driver certification cards to those proposed drivers qualified to drive on University business travel;

(C) The Office of Public Safety shall issue written notice to the affected driver that changes in license status or major driving citations issued since the driver's last certification may cause revocation of University driving privileges;

(D) Quarterly, the Office of Public Safety shall bill those auxiliary departments for driver clearances at a rate per name submitted, as listed in Policy 571.060(A), or Department offices may request certified copies of driving records directly from the Department of Motor Vehicles and then submit these to the Office of Public Safety for clearance.

(b) At least 14 days prior to performing any driving on University-business travel, drivers who have not been certified by the Office of Public Safety must file a certification application with the Office of Public Safety:

(A) Driver certification application forms shall be available in the Office of Public Safety or from the Department Head.

(B) Individuals may not drive on University-business travel unless and until they are certified by the Office of Public Safety.

(C) The Office of Public Safety shall certify only those drivers who are University employees, regularly enrolled students or official volunteers.

(4) Relief Drivers and Notice of Itinerary Required for Long Trips

(a) When traveling one-way more than 300 miles before reaching the planned destination, the driver is responsible to see that at least one other passenger is certified to and acts as a relief driver.

(b) The driver shall file a proposed itinerary and accurate list of all passengers with the Office of Public Safety before departing on a trip away from the Eugene/Springfield Metropolitan Area. No itineraries may be planned which include driving between the hours of midnight and 4:00 a.m., except in the case where said trip is of a shuttle nature and is expected to end in Eugene during this period of time.

(5) State Vehicle Usage

(a) Limitations on Use of State Vehicles

(A) Only persons whose business is directly related to an officially- sanctioned program of the University of Oregon as defined in Section A shall be permitted to use a State-owned or hired vehicle.

(b) Training Required to Drive Vans on University-Business Travel

(A) All drivers of vans on University-business travel will be required to participate in a University van-training session before being granted clearance to drive a van.

(B) Prospective van drivers shall apply to the Office of Public Safety or a certified trainer for van training.

(C) The Office of Public Safety shall maintain a list of individuals who have successfully completed van training.

(c) Driver Clearance Procedure for State Vehicles

(A) Prior to checking out a van from the Motor Pool, individuals shall be required to present proof of van training.

(6) Private Vehicle Usage

(a) Faculty, staff and students are encouraged to use State-owned or hired vehicles while conducting University-business travel.

(A) To the extent that private vehicles are the means of transportation, individuals shall be responsible for maintaining insurance coverage on their private vehicles equal to the amount required by State law.

(B) The responsibility for the condition of the private vehicle shall rest with its owner.

C. Driving Record Evaluation Scale

(1) A total of 35 points in the past three years disqualifies a faculty/staff driver from operating state vehicles or carrying passengers privately on University business. Students with two or more moving violations in the past year are disqualified from operating state vehicles. Drivers' records are obtained from Department of Motor Vehicles driving records, and points are based on type of driving offense cited.

(2) Class A Offense (rated at 35 points for each of the first five years after citation): Using a vehicle to commit a crime.

(3) Class B Offenses (rated for first year at 35 points, second year at 20 points, and third through fifth years at 10 points): Driving under the influence, driving while suspended or revoked, attempting to elude a police officer, failure to perform driver's duties, hit and run, negligent homicide, or manslaughter.

(4) Class C Offenses (rated for first year at 15 points, second year at 10 points, and third through fifth years at 5 points): Careless driving, crossing double line, cut in, driving on sidewalk, driving while encumbered, driving on wrong side of highway, driving in public park, failure to drive right, failure to leave name/address at accident, failure to maintain reasonable control, failure to stop for school bus, failure to yield right of way, failure to yield to pedestrian,

following too closely, illegal turn, improper lane change, improper left turn, improper passing, improper reverse turn, improper right turn, negligent driving, no headlights or driving without lights, insufficient clearance, reckless driving, right turn from wrong lane, squirreling, violating the basic rule.

(5) Class D Offenses (rated for first year at 10 points, second year at 5 points, and third through fifth years at 3 points): Disregarding red light, disregarding stop sign, disregarding traffic sign, failure to stop at railroad crossing, failure to obey traffic control device, wrong way on one-way street.

D. Vehicle Qualifications

(1) All vehicles owned or leased by the University shall have proper seats for the driver and all passengers. All such vehicles except buses, motorcycles, and scooters shall provide operable seat belts for each person carried. All occupants shall be required to use seat belts when the vehicle is in operation.

(2) All University-owned vehicles shall be equipped at all times with an emergency trip kit including reflectors, flares, an ice scraper, a flashlight, a first aid kit, accident reporting forms, and instruction for handling emergencies:

(a) It shall be the driver's responsibility to make sure the vehicle is so equipped;

(b) The Office of Public Safety shall issue emergency trip kits at cost to departments wishing to place them in University-owned vehicles and shall inspect them semi-annually for content.

(3) University-owned vehicles shall be checked routinely for mechanical and safety defects on appropriate schedules and also whenever reports of suspected malfunction are turned in to the vehicle custodian.

(4) As road conditions may require, all University-owned or hired vehicles shall carry tire chains or other approved traction devices.

(5) Privately-owned vehicles used for University business travel originating in the Eugene Metropolitan Area and expected to continue over a distance in excess of 50 miles must be equipped with an emergency trip kit or its equivalent as described in this policy:

(a) The Office of Public Safety shall maintain an inventory of such kits and shall loan them to certified drivers at no cost;

(b) It is the driver's responsibility to see that the vehicle is properly equipped and to return borrowed emergency trip kits promptly upon return from University business travel;

(c) Departments will be billed for missing kits or items missing from returned emergency trip kits.

(6) Owners of privately-owned vehicles used for University business are encouraged to supply tire chains or other approved traction devices as road conditions require.

E. Accidents and Emergencies

(1) In the case of accidents involving State Motor Pool vehicles, the instructions provided by the motor pool shall be followed.

(2) All accidents occurring during University business travel must be immediately reported to the Office of Public Safety.

(3) The University designates the Director of Public Safety or the Director's designee as the appropriate person to notify relatives of persons injured in an accident which occurs during University business travel.

(4) While on official University business, should a driver be involved in an accident, such incident will be brought before and reviewed by the University's Accident Review Board.

Related Resources

N/A