

Driver Responsibilities

- For long trips, drivers are encouraged to take the following safety precautions:
 - During long distance trips, drivers should rotate every 2 ½ hours or 150 miles.
 - No driver should drive more than 10 hours during a 24 hour period.
 - If there are not enough drivers to rotate, an overnight stay should be planned.
- Drive with diligence at all times, following the regulations for the state within which you are traveling.
- The number of passengers may not exceed the number of seat belts. All vehicle occupants must wear seat belts while the vehicle is in motion.
- Turn off the ignition, remove key and lock the vehicle when unattended.
- The driver assumes all responsibility for any fines resulting from traffic or parking violations arising out of the use of a University vehicle.
- DO NOT drive while under the influence of controlled substances such as alcohol, drugs, or medications that could adversely affect driving performance.
- DO NOT use cell phones while driving a University vehicle.
 - Exception: Employees may, for work purposes, only use completely hands-free cellular devices that are physically or electronically integrated into the vehicle, if the driver can do so without diverting his or her attention from the road ahead.
 - There are no exceptions for student use of a cell phone while driving a University vehicle, including use of hands-free cellular devices.
- DO NOT pick up hitchhikers or unauthorized passengers.

Navigator Responsibilities

Drivers are encouraged, whenever possible to appoint a navigator for the duration of travel. The navigator role is intended to support the driver by:

- managing trip route including use of GPS or mapping devices,
- adjusting any climate control, radio and any other on-board entertainment,
- manage all communications including phone calls or text messages
- provide a second set of eyes while in transit, ex. while merging, changing lanes
- by stepping outside of the vehicle, act as a spotter to ensure clearance while the vehicle is backing up

Department Responsibilities

- Maintain current MVR records for all drivers driving on behalf of the department
- Coordinate delivery of Driver Training including:
 - Online driver training modules
 - Road-tests
 - Driver training should be completed every two years
- Appoint a transportation/logistics manager to assist in pre-trip planning for new drivers or new routes that may encounter unique road conditions or weather
- Develop and monitor pre-trip vehicle inspection policies checking (at minimum):
 - Headlights, turn signals, brake and parking lights
 - Warning lights
 - Tire pressure
 - Seat belts
 - Emergency road-side kit
- Develop preventative maintenance policies checking (at minimum):
 - Braking system
 - Tire tread depth & age
 - Windshield wipers
 - Battery performance
- Maintain registrations and vehicle inspections