

MOTOR VEHICLES - UNIVERSITY

POLICY NUMBER: ADM-MOTORVEHICLE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT FOR LEGAL AFFAIRS & GENERAL COUNSEL

RESPONSIBLE OFFICE: LEGAL AFFAIRS & GENERAL COUNSEL

EFFECTIVE DATE: 6/15/2022

NEXT REVIEW DATE: APPROVAL PLUS FOUR (4) YEARS – 6/15/2026

SUPERSEDES POLICY DATED: N/A – NEW POLICY

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University (NKU) aims to provide a safe and healthy environment for all students, employees, and visitors. This policy is intended to safeguard people, protect equipment, and reduce the frequency and severity of accidents on and off campus involving University Vehicles.

Driving a University Vehicle is a privilege and NKU reserves the right to deny or revoke the driving privilege of any driver in the event that the driver does not meet the requirements of this policy.

Eligibility Requirements for Drivers of University Vehicles, Including Rental Vehicles

Failure to comply with the procedures set forth in this policy may result in disciplinary action in accordance with established University policy, and may result in suspension or termination of motor vehicle operating privileges. In order to operate a University Vehicle an individual must adhere to the following:

- A. Possess a valid United States driver's license issued by the Department of Motor Vehicles from their state of residence (or for drivers with foreign licenses, a license recognized as valid in the United States).
- B. Complete and sign an annual Motor Vehicle Record (MVR) form.
- C. Successfully complete NKU's driver's safety training selected by the University. This training program must be completed prior to operating any University Vehicle.
- D. Agree to operate University Vehicles in accordance with applicable local and federal laws and NKU regulations.
- E. Wear seat belts at all times and require passengers to wear them if the vehicle is equipped with seat belts. Under NO circumstances should the number of passengers exceed the number of seat belts provided.
- F. Drinking of alcoholic beverages and/or use of controlled substances is strictly prohibited in University Vehicles. Additionally, drivers of University Vehicles must not be under the influence of controlled substances and/or alcohol while operating a University Vehicle.
- G. Smoking in University Vehicles is prohibited.

- H. With the exception of University Police, University Vehicles should not be used to transport individuals unaffiliated with the University.
- I. All traffic violations and citations are the sole responsibility of the driver, including speeding tickets.
- J. Report all accidents, infractions, tickets, and motor vehicle violations to supervisor and Human Resources, whether involving a University Vehicle or a personal vehicle, within 24 hours.
- K. Report any change in license status (i.e., if license has been suspended or revoked) to Human Resources within 24 hours of any such change. If the license is revoked or suspended, operating privileges will be temporarily terminated.
- L. Immediately report all accidents/damages involving a University Vehicle to University Police and the driver's supervisor, as well as other applicable police departments as necessary.
- M. Drivers should not engage in activities which take their attention away from safe operation of the vehicle including, but not limited to texting, use of cell phones, personal grooming, reading, eating, or searching for things in the vehicle.
- N. Maintain an MVR that satisfies the standards for an acceptable MVR as set forth in this policy.

Motor Vehicle Record (MVR) Report Requirements

- A. MVR reports will be required by NKU for all individuals who drive or who will drive University Vehicles. This includes, but may not be limited to, students, faculty, and staff.
- B. It is the responsibility of supervisors of those individuals who drive on a regular or routine basis to identify those drivers, to obtain signed MVR release forms from those drivers and to submit the signed releases to Human Resources by the specified deadline. It will also be the responsibility of the department to obtain signed MVR from any new employees or student drivers.
- C. Human Resources will complete the MVR check for all signed release forms it receives from the departments.
- D. Once the MVR has been obtained from the appropriate state, it will be evaluated by the committee identified under the "Loss of Driving Privileges" section below.
- E. Human Resources will notify department supervisors of drivers who are reported as approved or disapproved to drive University Vehicles.
- F. When new drivers are designated or will be designated to drive University Vehicles and acceptable MVRs are required, a minimum of 14 days advance notice should be provided to Human Resources in order to process requests for MVR reports.
- G. Before the University grants the privilege to drive a University Vehicle, the University must determine that the individual meets the requirements of this policy, including having an acceptable MVR.
- H. No individual should be assigned a University Vehicle to drive on a regular or routine basis unless that individual is currently approved by NKU to drive such vehicles.

Loss of Driving Privileges

A committee consisting of a representative from Human Resources, Legal Affairs, and the driver's department (or hiring manager), will review results from MVR reports, ongoing reports of driving accidents/infractions, and any violation of this policy to determine if any loss of driving privileges or other employment action is warranted.

II. ENTITIES AFFECTED

All individuals who drive or who will drive University Vehicles – this includes, but may not be limited to, students, faculty, and staff.

III. AUTHORITY

The purpose of this policy is to ensure safe operation of University Vehicles and to establish compliance with requirements of NKU's insurance carrier. NKU determines what constitutes an acceptable driving record for insurance purposes for an individual who drives University Vehicles, or who will drive such University Vehicles in the future. NKU uses Motor Vehicle Record (MVR) reports to determine if drivers meet the carrier's criteria.

IV. DEFINITIONS

MVR – Motor Vehicle Record

University Vehicle – Any vehicle owned, leased, or rented by the University that requires a valid driver's license to operate and is insured by the University's automobile insurance policy. This excludes vehicles such as golf carts that do not require a valid driver's license to operate.

V. RESPONSIBILITIES

All Departments

Each department or group authorized to operate a University Vehicle (including rental vehicles) is required to follow, at a minimum, the procedures outlined below (as applicable).

Each department shall designate an individual within the department with the responsibility to ensure that each University Vehicle is properly maintained by the department and/or according to the lease or rental agreement. That individual's responsibilities include the following:

- A. Ensure that only those individuals who have met the eligibility requirements are permitted to operate a University Vehicle.
- B. Provide annual MVR release forms to Human Resources.
- C. Establish an ignition key control system and include the following:
 1. Require operators to ensure that vehicles are operational and all safety features are functional before driving.
 2. The department conducts comprehensive vehicle inspections at least once every three months.

3. Authorize a responsible individual or other control mechanism to maintain ignition keys and review the daily log.
 4. Maintain an operational log of all persons within the department who operate a University Vehicle.
- D. Each University Vehicle must be properly maintained by the department and/or according to the lease agreement, if applicable. If an accident occurs, all accident damage must be reported, appraised by the insurance carrier, and reasonably repaired, if necessary.
- E. Departments are responsible for ensuring that the materials listed below are maintained in each University Vehicle:
1. Vehicle Registration (a copy should be retained in the department).
 2. Insurance Identification Card (obtained from Procurement Services).

ACCIDENT RESPONSE

In the event of an accident involving a University Vehicle, the affected department shall do the following:

- A. Ensure that the driver follows accident response procedures, including immediately reporting any accident to University Police and their supervisor.
- B. Contact University Police within 24 hours of the accident.
- C. Notify Procurement Services within 24 hours of the accident.

AUTOMOBILE INSURANCE DEDUCTIBLE

In the event of an accident to a University Vehicle, the responsible department will pay the deductible amount for damages to a University Vehicle.

PURCHASING, LEASING OR RENTING A VEHICLE; REGISTRATIONS; SELLING VEHICLES

All vehicle purchases and leases must be processed through the Office of Procurement Services.

Office of Procurement Services Responsibilities

- A. Procurement Services is responsible for accident investigation with University Police and subrogation of claims.
- B. Procurement Services is responsible for maintaining records and analysis of incidents.
- C. Procurement Services maintains current University Vehicle listings.
- D. Procurement Services is responsible for signing any lease, contract or vehicle title.
- E. Procurement Services is responsible for the sale of any University Vehicle.

University Police Responsibilities

- A. University Police shall forward any incident reports involving University Vehicles to Procurement Services within 24 hours of receiving the report from the driver or responding police department.

- B. University Police and Procurement Services will work together in the investigation of University Vehicle claims.
- C. University Police and Facilities Management will inspect all University Vehicles involved in an accident and submit a report of their findings to Procurement Services.

VI. COMMITTEE

A committee consisting of a representative from Human Resources, Legal Affairs, and the driver's department (or hiring manager) will review results from MVR reports, ongoing reports of driving accidents/infractions, and violations of this policy to determine if any loss of driving privileges or other employment action is warranted.

VII. EXCEPTIONS

Personal Vehicles Used for University Business

When an employee is using their personal vehicle for official University business, the employee's insurance is primary. The University's insurance would be excess/secondary only for liability beyond what the employee's insurance covers. Physical damage to an employee's vehicle while driven on official University business is not covered by the university's insurance. The University does not pay any out-of-pocket expenses for physical damage or any portion of an employee's deductible.

VIII. TRAINING

A driver's safety program selected by the University will be provided by the University. This training program must be completed prior to operating any University Vehicle.

XII. REFERENCES AND RELATED MATERIALS

Related Policies

[Workers' Compensation](#)

Revision history

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	June 15, 2022

MOTOR VEHICLES - UNIVERSITY

PRESIDENTIAL APPROVAL

President	
Signature <i>Ashish K. Vaidya</i>	Date <i>3-29-2022</i>
Ashish K. Vaidya	

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)	
<input type="checkbox"/> This policy was forwarded to the Board of Regents on the Presidential Report (information only) . Date of Board of Regents meeting at which this policy was reported: ____/____/____.	
<input checked="" type="checkbox"/> This policy was forwarded to the Board of Regents as a Presidential Recommendation (consent agenda/voting item) .	
<input checked="" type="checkbox"/> The Board of Regents approved this policy on <u><i>6 / 16 / 2022</i></u> (Attach a copy of Board of Regents meeting minutes showing approval of policy.)	
<input type="checkbox"/> The Board of Regents rejected this policy on ____/____/____. (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)	
SECRETARY TO THE BOARD OF REGENTS	
Signature <i>Tammy Knochelmann</i>	Date <i>6/21/22</i>
Tammy Knochelmann	