Northwest Nazarene University
Transportation & Driving Policy

Purpose

The Safety of Northwest Nazarene University’s (NNU) students, faculty, staff, and the public is a central concern of this University. This policy, which governs the use of NNU’s vehicles by students, faculty, staff, and volunteer drivers, is designed to support safe, prudent use of NNU vehicles.

Covered University and Personal Vehicles

This policy applies to the drivers of all University owned, leased, or rented vehicles, and/or who drive on University business or a University sponsored event. It is also applicable to all employees who drive personal vehicles as part of their job requirements.

Qualifications for Drivers

A. All drivers must have a valid driver's license.
   1. Drivers must submit their driver’s license information to the Campus Safety Office. Any changes to driver status, including renewals, must be reported to the Campus Safety Office within seven days.
   2. If a driver’s license indicates a medical restriction that may affect driving, the University reserves the right to require additional medical clearance documentation.

B. Drivers must consent to a motor vehicle record (MVR) background check through their resident state. Driving violations may result in denial of driving privileges, as determined by the University.
   1. Authorization forms for the MVR check are available from the Campus Safety Office, and online through the University’s Angel “Drivers Training Course.”
      a. The MVR report as well as the authorization form will be kept on file in the Campus Safety Office.
      b. A copy of the MVR will be made available upon request of the applicant from the Campus Safety Office. If the applicant disputes the facts on the MVR, he/she may challenge them through the appropriate state division of motor vehicles.

2. Accumulated scores for violations will be used in the evaluation of driver status for
the University in the following manner:

a. An accumulation of 0-8 violation points over the three years prior to the evaluation date is acceptable.

b. An accumulation of 9-11 points over the three years prior to the evaluation date will be considered probationary for the driver. The Campus Safety Office representative and the supervisor of the driver in question will evaluate whether or not the driver will be granted driving privileges.

c. An accumulation of 12 or more points over the three years prior to the evaluation date, or a single violation of more than 4 points in the year prior to the evaluation date, indicates the driver will not be permitted to drive for the University.

3. Points will be based on the Idaho violation point system. Information about point violations can be found at the Idaho State Web site: www.itd.idaho.gov/dmv/driverservices/ds_viol.htm

4. MVR checks may be re-initiated following any incidents (including those with no citations given) while driving for the University.

5. Any University approved driver who is convicted of any traffic violation or other offense/crime must notify the Office of Financial Affairs and the Campus Safety Office of said conviction/offense within seven days. A review of the driver’s status for driving University vehicles will be conducted at that time, including a new MVR review on behalf of the University.

C. Any student or employee driving for a department must be 20 years of age or older.

D. Volunteer drivers must be 25 years of age or older and successfully complete University requirements for approved drivers. Volunteer drivers also need prior approval from the appropriate NNU school dean.

E. University approved drivers must successfully complete the University sponsored “Drivers Training Course.”

1. Enrollment into the driver’s training course can be made through the Campus Safety Office.
   a. The drivers training course is accessed through the University’s online Angel Program.

2. For approval to drive the van, an additional driving test with the van and trailer, must be successfully completed.

3. Appointments for the van driving test can be made through the Campus Safety Office. Email: safety@nnu.edu

4. Drivers that have a current Commercial Drivers License (CDL) may be exempt from having to complete the University sponsored driver training upon review by the Campus Safety Office.

5. Drivers of the University bus must have the minimum of a valid class “B” CDL with passenger and air brakes endorsements.
6. Refresher training for all drivers is required every four years.
   a. A new MVR background check will be conducted at that time.
   b. A written and/or driving test may be required following refresher training, if deemed necessary by the Campus Safety Office.

F. Only drivers who have successfully completed the required drivers’ training (or CDL review) and MVR review are permitted to drive University owned, leased, or rented vehicles. A driver approved by the University is not permitted to allow an unapproved driver to operate a University owned, leased, or rented vehicle.

G. A list of University approved drivers can be found on the University network at: S:\Employees-Read Only\Safety Department\NNU Approved Drivers.pdf

H. In agreement with University policy concerning lifestyle and care of others no driver may operate a University leased, owned, or rented vehicle if their driving privileges are suspended or revoked, or while under the influence of alcohol, illegal drugs or any other drug that may adversely affect the driver’s ability to operate the vehicle in a safe, courteous and responsible manner.

**Driver Responsibilities**

A. The driver is responsible to see that all passengers (including the driver) wear seatbelts whenever the vehicle is in motion. This is a primary life-sustaining measure and must be observed at all times.

B. Compliance with all applicable motor vehicle licensing, traffic, and other laws and regulations is expected when driving a vehicle for NNU. Of particular concern is speed:
   1. Drivers must not exceed the posted speed limit.
   2. Speed should always be adjusted to safely operate the vehicle within road, traffic, and weather conditions.
   3. If driving in an area with no posted speed limit, no driver should drive over 65 mph when out of city limits or 35 mph when inside city limits.

C. Driving while distracted is to be avoided. A distraction is defined as any activity that takes the mind and attention of the driver away from the task of driving.
   1. Drivers must not use a wireless communication device or cell phone while the vehicle is in motion. If any such communication is absolutely necessary (receiving or sending), the driver is expected to pull over in a safe location, handle the call or give the cell phone to a passenger.

   2. Drivers must not send or receive text messages while operating any vehicle. Infractions will be evaluated on the same level as a major traffic offence.
3. Drivers must not operate or watch a video or DVD while driving.
4. Other common distractions to avoid while driving include reading, applying makeup, intense conversation, changing radio stations or CD’s, etc.

D. In the event of an accident involving a vehicle owned, leased or rented by NNU and/or on an NNU sponsored trip, or on NNU work related business, the driver at the time of the incident is responsible to notify the University as soon as possible through the following avenues:

1. The supervisor sponsoring/overseeing the trip or vehicle usage (which may be the employee’s immediate supervisor in many cases) must be notified.
2. The Office of Financial Affairs at 208-467-8528 (call with the details and a return phone number to call; if the voice mail system comes on line, leave the same information in a message).
3. Environmental Services for any NNU vehicle owned or maintained through the department (this would include maintenance vehicles and NNU 12-passenger leased vans) at 208-467-8827 (call with the details and a return phone number to call; if the voice mail system comes on line, leave the same information in a message).
4. Campus Safety at 208-467-8911. Contact with a Campus Safety Officer is available 24 hours per day 7 days a week.

E. Drivers must observe all traffic regulations. Any traffic citations/fines incurred by a driver are the sole responsibility of the driver and may be reason for suspension of University vehicle driving privileges. Any such incident must be reported to the Office of Financial Affairs and the Campus Safety Office within 72 hours of the citation/fine.

F. If reasonable concerns over driving safety are reported, that driver may be suspended from University vehicle driving privileges.

G. Drivers are responsible for taking appropriate measures to secure and safeguard the vehicle and/or trailer until it is returned to the University or the rental company. This includes checking that the vehicle and/or trailer is locked any time it will be unattended. NNU will not be responsible for the loss of personal possessions in either vehicle, and/or trailer.

H. Drivers shall not operate a vehicle that the driver suspects is not operating properly. The driver shall park the vehicle and make appropriate arrangements so that the vehicle can be serviced, repaired, or towed.

1. Drivers are responsible for inspecting the vehicle, and trailer when attached, prior to departure.

**Driving Practices**
A. Employees should drive for no more than 8 consecutive hours (with appropriate breaks) in a single driving session, with a minimum of 2 hours of continuous rest/break from further driving.

B. It is suggested that no more than 12 hours be spent on the road in any 24 hour period.

C. All drivers must observe a 10-minute rest break from driving at least every 2 hours; if a 3 hour span becomes necessary, the break should be at least 15 minutes. These breaks should incorporate time away from the driving position and activity to maintain alertness.

D. Student/Student employee drivers may only drive for a period of 4 consecutive hours in a single driving session. At that point, a new driver must be rotated in. Appropriate rest breaks, as defined above, must be observed.

E. The person riding in the front passenger seat must remain awake to assist the driver as needed, and maintain appropriate conversation for alertness on the part of the driver.

F. Generally, no passengers may be transported unless they are directly involved in the activity requiring transportation.

G. All long term university leased or owned vehicles must have safety and first aid kits available on board the vehicle whenever the vehicle is in use. Drivers are responsible to check that these kits are in the vehicle before the vehicle is driven.
   1. Safety kits are to contain at least each of the following:
      a. Three reflective triangles
      b. Portable fire extinguisher
   2. First aid kits are to contain standard materials for such a kit, in quantities appropriate to the number of passengers that may be transported in the vehicle in question.
   3. The University will provide the initial Safety and First Aid kits for the vehicles through the Safety Office.
   4. The departments responsible for the upkeep and maintenance of the vehicle are also responsible for the upkeep and transfer of these kits when a vehicle is replaced.

H. Cell phones are not a standard item in the on-board safety kit. It is strongly recommended that trip directors verify a cell phone is available for emergency purposes for the duration of the trip.

I. Any employee who drives a personal vehicle on University business or a University sponsored event is responsible for the safety of all passengers including the driver. The
University bears no responsibility and is not liable for the operation or operating condition of personal vehicles, and expects drivers to comply with all state and local laws.

1. The owner of the vehicle must carry automobile liability insurance and proof of insurance in the vehicle.
2. The owner’s automobile insurance coverage is the primary coverage. NNU’s insurance is secondary coverage

**Exceptions**

A. Requests for exceptions to any component of this policy must be made through the appropriate department head to the Safety Department Director, and the Vice President of Financial Affairs.

**Noncompliance**

A. Noncompliance with the terms or conditions of University policy may result in disciplinary action up to and including termination of employment.