

**The University of Alabama
at Birmingham**

**VEHICLE
SAFETY
MANAGEMENT
PROGRAM**

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Summary of Driver and Department/Unit

Primary Responsibilities

WHAT IS EXPECTED OF YOU?

A summary of the primary responsibilities of drivers and departments/units under the Vehicle Safety Management Program: *This is just a summary. Refer to the program manual for detailed information regarding driver and department/unit responsibilities.*

Drivers Must: (Reference Sections 1.5.1 and 3.3.2)

1. Maintain a valid driver's license, issued in the United States, and report any changes in the status of the license to his/her supervisor (convictions, restrictions, suspensions, revocations).
2. Operate vehicles safely and as outlined in this Vehicle Safety Management Program and report any conditions (medical or otherwise) that affect his or her ability to do so.
3. Perform a safety check before operating the vehicle each day.
4. Perform monthly inspection of assigned vehicle if directed by the department. (See Appendix A)
5. Report all accidents, regardless of the existence or extent of damage, to the Police (accident with injuries, call "911" or for other accidents, call 934-3535) and to UAB Risk Management (call 934-5382). Complete an internal UAB accident report (see appendix E or the Office of Risk Management website at <https://riskmgt.hs.uab.edu>).
6. Complete the SR 13 form if provided by the investigating officer and submit the completed form to the State of Alabama Department of Public Safety.

Departments/Units Must (relating to any vehicle operated on behalf of that department and/or assigned to that department): (Reference Sections 1.5.2)

1. Ensure proper use, storage, and maintenance of UAB vehicles.
 - Use for UAB business only.
 - As prescribed by the Vehicle Safety Management Program.
2. Ensure completion of a monthly inspection of each assigned vehicle in accordance with Appendix A.
3. Ensure drivers are qualified as follows:
 - Acceptable Motor Vehicle Record (MVR).
 - Valid driver's license, issued in the United States.
 - Successful completion of Defensive Driving Course ("regular" drivers only).
 - Successful completion of vehicle-specific training, if required. (For example, fifteen-passenger van training)
 - Trained to operate the specific type of vehicle being driven.
 - Familiar with Vehicle Safety Management Program.
4. Indicate on Position Request Forms for positions involving routine operation of a vehicle that the position is a "Regular Driver" and that a valid U.S. driver's license (appropriate to the vehicle being driven) and acceptable MVR are a condition of hire and of continued employment.
5. Respond to notices from Automotive Services regarding periodic maintenance and ensure that maintenance is performed.

Section 1

General

1.1. Purpose.

This policies and procedures manual, which is known as the Vehicle Safety Management Program, has been developed to promote a proactive approach to safe driving practices and to combine the various vehicle safety practices and procedures into a comprehensive standard with the goals of ensuring the safety of UAB employees and the general public and reducing the number of vehicle accidents. UAB does not condone the use of privately owned (personal) vehicles on UAB business; however, it is understood that some jobs may require the use of a personal vehicle to execute essential functions. This Vehicle Safety Management Program also applies to persons using a personal vehicle on UAB business.

1.2. Mission Statement.

The University of Alabama at Birmingham will maintain a Vehicle Safety Management Program to ensure employee and public safety. The program will include qualification, training and supervision of drivers and employees; establishment of safe practices and rules; planned inspections and maintenance of vehicles; and reporting, investigation and review of accidents. The cooperation of all employees is expected. Only through cooperative efforts can a safety management program be effective.

1.3. Applicability.

These policies and procedures apply to any person using any vehicle, including personal vehicles, on UAB business. Departments using UAB vehicles and current employees, students, and volunteers operating any vehicle, including personal vehicles, on UAB business ***must be in compliance with these policies and procedures within 90 days of original issuance of this manual (September 1, 2001).***

1.4. Definitions.

- 1. Accident.** An occurrence involving a UAB vehicle (or a personal vehicle being used on UAB business) which results in bodily injury or property damage of any kind, regardless of the extent.

2. **Commercial Driver's License (CDL).** A license required of any operator of a commercial vehicle.
3. **Commercial Vehicle.** A UAB vehicle which meets one or more of the following criteria:
 - a. Any combination of vehicles with a gross combined weight rating (GCWR) of 26,001 or more lbs., provided the gross vehicle weight rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 lbs.
 - b. Any single vehicle with a GVWR of 26,001 or more lbs., or any such vehicle towing a vehicle not in excess of 10,000 lbs. GVWR.
 - c. Any single vehicle, or combination of vehicles that either is designated to transport 16 or more passengers including the driver, or is placarded for hazardous materials.
4. **Defensive Driving Course.** Certified National Safety Council four-hour Defensive Driving Course conducted by the Occupational Health and Safety Department of UAB.
5. **Incidental or Irregular Driver.** Any UAB employee (or employee of an affiliated entity), student, or volunteer who is not required to operate a UAB vehicle as part of his or her work or activities for UAB but who may, on occasion, operate a UAB vehicle or his or her personal vehicle on UAB business.
6. **Regular Driver.** Any person who operates a vehicle on UAB business on a routine basis.
7. **Routinely or Routine Basis.** Daily, weekly or regularly scheduled
8. **Student.** Any individual currently enrolled at UAB. While functioning as UAB employees, students are considered employees for the purposes of this program and its policies and procedures.
9. **UAB Business.** Activities that are performed on behalf of UAB and/or in the course and scope of employment at UAB. This includes, but is not limited to, UAB-sponsored student activities.
10. **UAB Employee.** Any individual currently classified as an employee by Human Resource Management under any of the Status Codes described in the *You and UAB Handbook for Administrative, Professional and Support Personnel*.

11. UAB Vehicle. A motor vehicle owned, leased, rented or borrowed by UAB by which persons or property can be transported. This does not include vehicles not licensed for use on public roads. Unless otherwise specified, the term “vehicle” refers to a UAB vehicle.

1.5. Functional Responsibilities.

1. Any Driver of Any Vehicle Being Used on UAB Business.

- a. Maintain a valid driver’s license, issued in the United States, appropriate for the vehicle being driven and report immediately to his or her supervisor any restriction, suspension, or revocation of his or her driver’s license.
- b. Comply with all accident reporting procedures including completion of the SR 13 form.
- c. Operate vehicles safely and in a manner consistent with proper defensive driving practices, traffic laws, and the guidelines set forth in this program.
- d. If a regular driver, successfully complete the Defensive Driving Course at the required frequency or at the direction of the department/unit, and successfully complete any other safety courses required for the specific vehicle being driven (for example, the fifteen-passenger van driver course).
- e. Report immediately to his or her supervisor any medical condition that may affect ability to operate vehicle safely.
- f. Perform a monthly inspection of UAB vehicles in accordance with the checklist at Appendix A if that function is assigned by the department.
- g. Before operating the vehicle, confirm that primary safety features (brakes, mirrors, lights, signals, wipers, horn) are functioning properly and that there are no tire problems, evidence of leaks, or damage to the vehicle. If a problem is detected, report it immediately to Automotive Services.
- h. Comply with other driver responsibilities specified in Sections 3.1, 3.2, and 3.3 of this manual.

- 2. All UAB Departments and Units (relating to vehicle operated on behalf of the department and/or assigned to the department).**
- a. Ensure that UAB vehicles are operated as prescribed by the Vehicle Safety Management Program.
 - b. Store UAB vehicles in a secure area when not in use.
 - c. Send UAB vehicles to UAB Automotive Services for periodic maintenance inspections and services as required.
 - d. Ensure that no one under the age of 21 operates any vehicle on UAB business. An exception may be made for employees only hired prior to July 1, 2003.
 - e. On an annual basis, verify that all regular drivers:
 - (1) Have an acceptable Motor Vehicle Record (see Appendix B, Motor Vehicle Record [MVR] Request and Release).
 - (2) Have a valid driver's license, issued in the United States, appropriate to the vehicle being driven, including a commercial driver's license, if required.
 - (3) Have successfully completed the Defensive Driving Course within the last three years and are aware of the date of next required attendance.
 - (4) Have successfully completed any vehicle-specific training, such as the fifteen-passenger van driver training course, if applicable.
 - f. Require a supervisor to review this Vehicle Safety Management Program with each new employee, student, or volunteer before authorizing that person to operate any vehicle on UAB business. Supervisors are encouraged to use a checklist as a guide, such as the sample at Appendix C.
 - f. Take disciplinary action with drivers who fail to comply with the UAB Vehicle Safety Management Program (See Section 2.2.4.b.)
 - g. Ensure that any new regular driver attends the Defensive Driving Course and any other required courses specific to the vehicle to be driven within 90 days of hire; and ensure that all regular drivers attend Defensive Driving Course and any other required courses specific to the vehicle being driven.

- h. Offer additional training as required to ensure the safe operation of vehicles with which the driver is not familiar, such as large vans or specially equipped vehicles.
- i. Ensure the safe operation of vehicles during adverse weather conditions by ensuring that ancillary or safety equipment designed for a particular vehicle is provided. Windows and mirrors must be scraped and/or defrosted before vehicle can be moved.
- j. Ensure that drivers expeditiously report accidents involving UAB vehicles, from accident scene if possible, to UAB Police at 934-3535 and Risk Management at 934-5382.
- k. Following an accident, ensure that driver has completed and submitted the SR 13 Form required by the State and has submitted the internal UAB accident report to the Office of Risk Management and Insurance.
- l. Ensure that a driver is assigned to perform, at a minimum, the following vehicle safety checks daily (prior to use) and ensure that any defect that would prevent the safe operation of the vehicle is corrected immediately or that the vehicle is put “out of service” until the defect is corrected:
 - (1) Confirm that lights, turn signals, brakes, parking brake, horn, mirrors and windshield wipers are functioning properly.
 - (2) Check for tire problems and evidence of leaks under and around vehicle.
 - (3) Inspect vehicle body for damage not previously reported.
- m. Ensure completion of monthly vehicle inspection of each assigned vehicle in accordance with Appendix A.
- n. Indicate on Position Request Forms for positions involving routine operation of a UAB vehicle that the position is a “regular driver” and that a valid driver’s license and acceptable MVR are required as a condition of hire and continued employment.

3. Automotive Services.

- a. Inspect and repair UAB vehicles in accordance with UAB vehicle safety standards.

- b. Remove from service until repaired any UAB vehicles not in compliance with UAB safety standards and provide notification of this action to the department head and Office of Risk Management and Insurance.
- c. Make repairs and assure that repairs made by vendors are in accordance with UAB vehicle safety standards.
- d. Ensure that an accurate vehicle maintenance record is retained for all UAB vehicles.
- e. Process newly acquired vehicles, ensuring that those vehicles are properly documented, are licensed, and are in compliance with UAB vehicle safety standards.
- f. Coordinate repairs to, or disposition of, UAB vehicles involved in accidents.

4. Occupational Health and Safety.

- a. Provide and coordinate all education programs for regular drivers through regularly scheduled classes and departmental driver safety meetings.
- b. Maintain records of drivers who successfully complete the required safety courses and notify departments when specific employees require re-certification.
- c. Provide hazardous materials transport when appropriate.

5. Risk Management and Insurance.

- a. Process all claim matters arising out of accidents involving UAB vehicles and maintain related records.
- b. Maintain records of accidents (including date, vehicle involved, department to which vehicle is assigned, etc.), vehicle claims and related costs.
- c. Provide vehicle claim summary data to Occupational Health and Safety on a quarterly basis.
- d. Monitor accident activity and advise department when an employee has been involved in an excessive number of accidents.
- e. Respond to inquiries regarding driver eligibility. (See Section 2.1, Driver Qualification Standards).

- f. Take action to recover costs to UAB arising from vehicle accidents.
- g. Process Motor Vehicle Record (MVR) requests.

6. UAB Police.

- a. Investigate all reported on-campus accidents involving UAB vehicles and prepare reports.
- b. Expeditiously notify Risk Management and Insurance of accidents involving UAB vehicles.
- c. Forward to Risk Management and Insurance, in a timely manner, a copy of all police accident reports involving UAB vehicles.
- d. Obtain police accident reports pertinent to UAB vehicles involved in accidents investigated by other police agencies.

7. Parking and Transportation Services.

- a. Enforce UAB parking regulations.
- b. Maintain parking lots and assign service vehicle spaces.

8. Animal Resources Program

- a. Serve as sole provider of transportation for animals used in research.
- b. Advise the Office of Risk Management and Insurance of any safety issues arising out of the transportation of animals.

9. Human Resource Management.

- a. Screen prospective regular drivers for qualifications required by the Vehicle Safety Management Program.
- b. Obtain authorization from job applicants for release of Motor Vehicle Records (MVRs).
- c. Request an MVR analysis from Risk Management and Insurance for every prospective regular driver. Withhold offer of employment or process contingent offer of employment until HRM is notified that MVR is acceptable. Send notice to those prospective employees whose contingent offer of employment is withdrawn based on unacceptable MVR. New

employees must not be allowed to drive UAB vehicles or to drive any vehicles on UAB business until their MVR has been reviewed and is determined to be acceptable.

10. Vehicle Safety Management Committee.

Ongoing management of the Vehicle Safety Management Program.

Section 2

Qualification Standards

2.1. Driver Qualification Standards.

1. Regular Driver Requirements. All regular drivers must:

- a. Possess a valid driver's license, issued in the United States, and certifications applicable to the vehicle(s) being driven (see Commercial Vehicle, Section 1.4.3, and Commercial Driver's License, Section 1.4.2).
- b. Be at least 21 years of age and have at least three years of driving experience. UAB employees below the age of 21, but hired before July 1, 2003, may continue to drive on UAB business, subject to all other conditions of this program.
- c. Maintain an acceptable Motor Vehicle Record (MVR) (see Section 2.2).
- d. Successfully complete the Defensive Driving Course within 90 days of employment and at least once every three years thereafter; and successfully complete additional training for special vehicles as required (for example, the fifteen-passenger van driver course).
- e. Be sufficiently familiar with the vehicle being driven in order to perform daily vehicle safety checks and to complete the Monthly Vehicle Inspection Checklist for that vehicle (see Appendix A).
- f. If employed in a position that requires a Commercial Driver's License, pass a physical examination if required for licensure.

2. Incidental or Irregular Driver Requirements. Incidental drivers must:

- a. Be in possession of a valid driver's license, issued in the United States, applicable to the vehicle(s) being driven.
- b. Be at least 21 years of age and have at least three years of driving experience.

- c. Maintain an acceptable Motor Vehicle Record (MVR) as outlined in Section 2.2.

3. Additional Requirements for Fifteen-passenger Van Operators

- a. No student is allowed to operate a fifteen-passenger van on UAB business.
- b. Effective January 1, 2004, any operator of a fifteen-passenger van must be certified through Occupational Health & Safety as having completed the training course for fifteen-passenger van drivers prior to operating the vehicle.
- c. Only UAB employees with proper certification, training, and qualifications may drive a fifteen-passenger van on UAB business.

2.2. Motor Vehicle Record Review.

1. Review Standards.

- a. **Authorization.** As a condition for approval to drive a UAB vehicle or any vehicle on UAB business, an individual must authorize UAB to review his or her Motor Vehicle Record (MVR) whenever necessary. This authorization requirement applies to employees, prospective employees, students, and volunteers.
- b. **MVR Requests.** MVR analysis requests should be sent to the UAB Office of Risk Management and Insurance on the appropriate form (Appendix B). If the potential driver is not an employee, the prospect must complete the bottom portion of the form. It is not necessary to obtain a release from employees because all UAB employees sign an MVR release upon application for employment at UAB.
- c. **Prospective Employees.** A department/unit completing a Position Request Form for a position that involves routine operation of a UAB vehicle will note on that request form that a valid driver's license is a condition of hire and of continued employment. Human Resource Management will request an MVR analysis from the Office of Risk Management and Insurance for every prospective regular driver.
- d. **Current Employees.** Every regular driver will have his or her MVR reviewed annually. The employee's supervisor should request the MVR analysis from the Office of Risk Management and Insurance on the form provided at Appendix B.

- e. **Students and Volunteers.** An acceptable MVR report must be obtained prior to allowing any student or volunteer to operate a UAB vehicle or a personal vehicle on UAB business. If an acceptable MVR report, less than twelve months old, is already on file with the Office of Risk Management and Insurance, it will not be necessary to request a new report.
- f. **After a Vehicle Accident.** The Office of Risk Management and Insurance will obtain an MVR analysis on any driver involved in an accident while driving a UAB vehicle if major property damage or bodily injury is involved. The Office of Risk Management and Insurance may require that the employee successfully complete the Defensive Driving Course if he or she has not done so in the last six months.

2. Analysis of MVR Report.

- a. The MVR report will be analyzed by UAB's automobile insurance company, and a report will be made to the department representative requesting the MVR analysis. If the report indicates that the record is acceptable, no further action is required for the next twelve months unless the employee reports circumstances as noted in Section 1.5.1.
- b. An acceptable driving record (MVR) is defined by the insurance company providing UAB automobile liability coverage. The insurance company will review the individual's driving record and will make a determination regarding driving eligibility.

3. MVR Appeal Process

An employee whose MVR is determined to be "unacceptable" by the insurance company may file an appeal to have the MVR reviewed by the Office of Risk Management and Insurance. The Office of Risk Management and Insurance will determine if an appeal to the insurance company is allowed. Instructions for filing an appeal will be included with each letter advising of unacceptable MVR determination.

4. Hiring and Disciplinary Procedures.

(Departments may institute more severe disciplinary measures consistent with the *You and UAB Handbook for Administrative, Professional and Support Personnel*.)

a. Prospective Employees. A prospective regular driver must have an acceptable driving record, as determined by UAB's insurance company, before an offer of employment may be extended. If a contingent offer of employment is made, new employees must not be allowed to drive UAB vehicles or to drive any vehicle on UAB business until their MVR has been reviewed and is determined to be acceptable.

b. Current Employees.

If, upon annual review, an MVR report indicates an:

(1) Acceptable MVR Determination

The Office of Risk Management and Insurance will notify the department that the employee is acceptable to drive on UAB business. No other action is required.

(2) Unacceptable MVR determination by UAB's insurance carrier that an individual cannot be insured.

(a) The department will be notified by the Office of Risk Management and Insurance and one of the following actions may be implemented:

(i) Driving privileges must be immediately suspended. After six months, the employee may make a written request to the Office of Risk Management and Insurance for reinstatement of driving privileges.

-OR-

(ii) The employee may, within 60 days, appeal the MVR determination to the Office of Risk Management and Insurance.

(b) Unsuccessful Appeal

The department will be notified by the Office of Risk Management and Insurance and the driving privileges must be immediately suspended for a minimum of six months. After six months, the employee may make a written request to the Office of Risk Management and Insurance for reinstatement of driving privileges.

(c) Successful Appeal

The department will be notified by the Office of Risk Management and Insurance that the employee's appeal has

been accepted and the unacceptable determination reversed.
The employee's MVR will be reviewed again in six months.

(d) Any suspension of driving privileges may result in discharge of the affected employee if staffing requirements allow.

c. Students and Volunteers.

A student or volunteer with an unacceptable MVR must not be allowed to drive any vehicle on UAB business.

Section 3

Vehicle Operation and Use

3.1. Use of UAB Vehicles.

1. **Driver Supervision.** Departments are responsible for ensuring that UAB vehicles are operated only by qualified drivers as defined in Section 2.1.
2. **Restrictions.** The following uses of UAB vehicles are strictly forbidden (except as indicated in the *You and UAB Handbook for Administrative, Professional and Support Personnel*):
 - a. Personal use.
 - b. Transporting family, friends or other passengers who are not on UAB business.
 - c. Transporting students for purposes other than UAB business.
 - d. Transporting items/materials other than on UAB business.
 - e. Transporting animals except for personal assistance (for example, seeing eye dogs) and except as provided elsewhere in this policy.
 - f. Any purpose other than for UAB business, except as indicated in the *You and UAB Handbook for Administrative, Professional and Support Personnel*.
 - g. Transporting any hazardous material including, but not limited to, any chemical or regulated biological material, by anyone other than an employee of Occupational Health and Safety approved for such transport.

3. Fifteen Passenger Van Restrictions

- a. There will no rental of fifteen-passenger vans from outside vendors such as Thrifty Car Rental or Enterprise. Fifteen-passenger vans are available for rental from UAB Transportation Services, subject to certain restrictions.
- b. When a fifteen-passenger van is being operated beyond a twenty mile radius of campus, the van must not be used to transport more than ten passengers.
- c. When transporting ten or fewer passengers, there should be no passengers occupying the rear seat of the vehicle.
- d. All cargo must be stored securely under the seats, on the rear seat, or in the rear luggage area. Distribute cargo weight evenly throughout the vehicle, if possible.

- e. Use of cellular telephones or other communication equipment, including hands-free devices, while operating a fifteen-passenger van is prohibited.
- 4. Towing Trailers.** Whenever possible, avoid towing trailers behind fully loaded vehicles. A separate vehicle should be used for towing if possible.

3.2. Use of Personal Vehicles on UAB Business.

UAB employees, students, and volunteers use their personal vehicles on UAB business at their own option and at their own risk. UAB does not provide primary insurance for employees when they are using their personal vehicles. Typically, an individual may not be required to use his or her own personal vehicle for UAB business. However, some jobs at UAB may require the use of a vehicle to execute one or more of the essential functions of the job. To the extent practicable, a vehicle should be provided by the department/unit, or alternate means of transportation should be arranged. (See also Section 8.5 “Use of Employee’s Personal Vehicle for UAB Business” in the *You and UAB Handbook for Administrative, Professional and Support Personnel*.)

3.3. Operation of UAB Vehicles and Personal Vehicles on UAB Business.

- 1. General Driver Responsibilities.** It is the responsibility of all drivers to operate vehicles in a safe manner and to conform to all applicable laws and regulations.
- 2. Specific Driver Responsibilities.**
 - a. Obey all traffic laws, signs, speed limits, parking regulations and other warning devices.
 - b. While vehicle is in motion, driver must not engage in any activity involving the use of hands other than those actions necessary to operate the vehicle or necessary for required communications. This activity includes, but is not limited to, eating, drinking, smoking, reading, using a cellular telephone, or adjusting audio equipment.
 - c. Driver should not use any cellular telephone (“hands free” or hand-held) while the vehicle is in motion unless it is absolutely necessary. There should be no use of any cellular phone or any other communication equipment that is not issued or approved by the department.
 - d. Driver must not wear audio equipment headsets while operating a vehicle.
 - e. Driver must not listen to audio equipment above a minimum volume that would prevent the driver from hearing normal traffic warning devices or that would distract the driver from driving duties.
 - f. Use mechanical and/or hand signals at appropriate times to inform others of the driver’s intentions.

- g. Adhere to the UAB Parking Regulations when parking a vehicle anywhere on campus. Vehicles may park in any legal parking space appropriate for the vehicle. For example, vehicles may not park at yellow markings, in fire lanes, in reserved spaces, in handicapped spaces, or on landscaping or sidewalks.
- h. Use traffic cones and/or signs and/or emergency flashing lights if the vehicle must be parked in a travel lane to perform a special duty. Any cones and signs must be placed at a sufficient distance from the vehicle to warn oncoming traffic and to provide a smooth traffic flow around, and beyond, the vehicle.
- i. Ensure that the vehicle is secured when parked by doing all of the following:
 - (1) Putting transmission in “Park” or in lowest gear.
 - (2) Engaging the hand brake or the parking brake.
 - (3) Turning the ignition switch off.
 - (4) Removing the key.
 - (5) Using wheel chocks, if provided, or “curbing” the wheels of the vehicle when parked on an incline.
- j. Adhere to all of the following rules when engaged in backing a vehicle:
 - (1) Before backing, determine that backing will not endanger pedestrians, other vehicles, other objects, or the vehicle being moved.
 - (2) Back slowly.
 - (3) Use both interior and exterior mirrors, checking both sides as backing occurs.
- k. Ensure the safe transport of materials and goods by doing all of the following:
 - (1) Securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling. No one must be allowed to physically “steady” the load while the vehicle is in motion.
 - (2) Securely fastening all doors before the vehicle is in motion.
 - (3) Securing tailgates in an upright position before the vehicle or trailer is moving except when the load exceeds the length of the bed of the vehicle.
 - (4) Affixing a red flag to the end of any load that extends beyond the end of the vehicle or to loads that extend beyond the width of the vehicle.
 - (5) Using a tarpaulin or other cover to cover loads of loose materials such as sand, gravel, or trash.

- (6) Using the proper loading docks or areas at each building.
- (7) Ensuring that any load barriers are secured and will protect the driver and passengers from injury.
- l. Ensure that any persons transporting biological specimens have contacted Occupational Health and Safety regarding proper handling procedures. If there is any question regarding safe transport, contact Occupational Health and Safety at 934-2487.
- m. Ensure the safe transport of passengers by requiring all occupants to be secured with seat belts installed by the manufacturer. The following practices are strictly prohibited:
 - (1) Allowing any passenger to ride in the bed of the vehicle, or to sit on the tailgate or sides of the vehicle, or allowing passengers to extend their arms or legs beyond the vehicle while it is moving.
 - (2) Allowing any passenger to ride in a trailer while it is being towed.
 - (3) Allowing the number of passengers to exceed the number of seat belts.
 - (4) Allowing any passenger to ride on a chair or other object not affixed to the floor and not having a legal seat belt.
- n. Ensure the safety of bicyclists and pedestrians by yielding to them.
- o. Ensure that any persons transporting animals have approval to do so from the Institutional Animal Care & Use Committee or the Animal Resources Program. If there is any question regarding proper transport of animals contact Animal Resources Program at 934-3553.

3.4. Vehicle Accident Reporting Procedures.

- 1. Application.** These guidelines apply to any accident involving a UAB vehicle or a personal vehicle used for UAB business.
- 2. Procedures.**
 - a. Call “911” if anyone is injured and requires immediate medical attention.
 - b. If there is no emergency medical treatment required and the accident is in Jefferson County, call 934-3535 and report the accident to the UAB Police. The appropriate agency will respond to the scene of the accident and will file an official police report.

- c. If the accident occurs outside of Jefferson County, contact the local law enforcement agency.
- d. If the vehicle involved is a personal vehicle, the driver should contact the Office of Risk Management and Insurance directly at 934-5382. Speak to the Risk Manager for Campus Affairs. If outside normal business hours, contact the Risk Manager on call, also at 934-5382. The driver will need to provide the police case number and a description of the accident. Risk Management and Insurance also must be kept informed of the disposition of any claims by other parties that arise out of the accident.
- e. If the vehicle involved is a UAB vehicle:
 - (1) Contact Risk Management and Insurance (934-5382) and report the accident. The driver will be required to complete a UAB accident report (See Appendix E or visit the Risk Management website at <https://riskmgt.hs.uab.edu>).
 - (2) If appropriate, the Office of Risk Management and Insurance will report the accident to the UAB insurance carrier. The driver will be contacted by a claims adjuster to determine the facts of the accident.
 - (3) If it is expected that the insurance carrier of the other driver involved in the accident will be paying for UAB's damages, the Office of Risk Management and Insurance will make contact with the other driver's insurance carrier to begin the claim submission process.
 - (4) Automotive Services will arrange for, and coordinate, the repair of damages to UAB vehicles. Invoices for repairs are sent to Financial Affairs if it is believed that the UAB insurance carrier will be responsible for payment. If it is believed that another carrier or individual will be responsible for reimbursement, the invoices for repairs will be sent directly to the department, and the subsequent reimbursement for repairs, when received, likewise will be forwarded to the department.

3.5. Vehicle Maintenance Standards.

- 1. Applicability.** All repair and maintenance activities regarding UAB vehicles must be coordinated by UAB Automotive Services.
- 2. Maintenance Frequency and Standards.**
 - a. All UAB vehicles must receive preventive maintenance inspections, checks, and services annually in addition to an oil change every 3000 miles.
 - (1) Automotive Services will notify the departments/units four weeks in advance that the annual service for the vehicle is due.

- (2) The department/unit must schedule the service to be completed not later than the date specified by calling the Automotive Shop at 934-2174.
 - (3) The department/unit must ensure that the vehicle is delivered to the Automotive Shop as scheduled.
- b. If, during the annual safety inspection, a safety defect is discovered, the department/unit will be contacted by phone. If the department/unit authorizes repairs, the defect will be corrected. Vehicles with uncorrected safety defects will be declared “out of service” until such time as corrections are made. “Out of service” notices will be sent in writing to the department/unit head.
 - c. A copy of the vehicle maintenance and safety standards may be obtained by contacting Automotive Services. The standards are not all-encompassing because special equipment on specific vehicles may have other standards that must be considered.

Section 4

Administration

4.1. UAB Vehicle Insurance.

1. **Applicability.** UAB vehicle insurance applies to any vehicle owned, leased, or rented by UAB.
2. **Protection.** UAB's insurance policy covers claims made by a third party of bodily injury or property damage against UAB arising out of the operation, maintenance or use of a vehicle. It also covers physical damage (comprehensive/collision) to some UAB vehicles. Coverage is provided for UAB and the approved driver of the vehicle.
3. **Restriction.** The UAB insurance policy does not provide primary coverage for an individual who is operating his or her own vehicle on UAB business. The individual's personal auto policy must provide primary coverage.
4. **Geographic Area.** The territory covered includes the United States, United States Insular Areas (Territories and Possessions), and Canada. There is no coverage in Mexico.
5. **Insurance Certificate.** Requests for a certificate of insurance or insurance ID cards should be forwarded to the Administrative Associate in the Office of Risk Management and Insurance, phone: 934-5382; Fax: 934-1267.

4.2. Annual Review of Vehicle Safety Management Program.

1. **Risk Management and Insurance.** Provide the following information, at a minimum, annually to the Vehicle Safety Management Committee:
 - a. Recommendations for changes to these policies and procedures based on changes in other policies, recommendations from the UAB insurance carrier, loss experience, requests from departments, and for other reasons.
 - b. A vehicle accident report covering the previous twelve-month period showing the number of accidents, aggregate cost of accidents to UAB and to the insurance carrier, and charts reflecting accidents by cause and by department.
 - c. A report on the five-year vehicle accident trends at UAB.
 - d. A report on the number of Motor Vehicle Record reports reviewed in the preceding twelve-month period and results.
2. **Occupational Health and Safety.** Provide annually to the Vehicle Safety Management Committee a report on the number of drivers who have successfully completed the driving safety courses coordinated by Occupational Health and Safety in the preceding twelve months.

3. **Automotive Services.** Provide vehicle inspection and maintenance activity summary annually to the Vehicle Safety Management Committee.
4. **Vehicle Safety Management Committee.** Ongoing management of the Vehicle Safety Management Program.

4.3. Acquisition and Disposition of Vehicles.

1. **Vehicle Acquisition.** UAB departments/units interested in acquiring a vehicle must contact Automotive Services at 934-8403 prior to submitting a requisition for purchase or lease or acceptance of a donation or loan.
2. **Purchase of Used Vehicles.** Used vehicles when requested and bid must be brought to UAB Automotive Services for a safety inspection and title examination prior to purchase. The deficiencies noted in the safety inspection must be corrected prior to purchase. The seller or the acquiring department/unit will pay the cost of the inspection.
3. **Donated Vehicles.** Vehicles proposed for donation must be brought to UAB Automotive Services for a safety inspection and title examination prior to acceptance. The deficiencies noted in the safety inspection must be corrected prior to acceptance. The acquiring department/unit will pay the cost of the inspection.
4. **Receipt of Newly Acquired Vehicles.** All newly acquired vehicles are to be delivered to UAB Automotive Services.
5. **Internal Transfer of Vehicles.** Departments must notify Automotive Services when an assigned vehicle is transferred to another department.
6. **Disposition of Vehicles.**
 - a. Departments/units desiring to turn in a vehicle as surplus must contact Automotive Services at 934-2174.
 - b. Surplus vehicles are sold by sealed bid auction through UAB Procurement. Automotive Services receives a processing fee for each vehicle with the remaining sale proceeds going to the department/unit to which the vehicle was most recently assigned. Employees of Automotive Services and the department/unit to which the vehicle was assigned are prohibited from bidding.

Appendix A

Monthly Vehicle Inspection Checklist

MONTHLY VEHICLE INSPECTION CHECKLIST

Date: _____

Inspected by:

Name: _____

Vehicle Fleet # _____

Department: _____

Vehicle Tag # _____

Inspection Points

(Circle appropriate response)

- | | | |
|--|----|---------------------|
| 1. Lights (head, tail, brake, turn signals, flashers): | OK | Out |
| 2. Horn, wipers, mirrors, and gauges: | OK | Needs Repair |
| 3. Tires (inflation, tread, damage): | OK | Requires Inspection |
| 4. Evidence of leaks under or around vehicle: | No | Yes |
| 5. Previously unreported body damage: | No | Yes |

6. Explanation of above or other noted deficiencies: _____

Notes:

- 1. Any item circled in second column must be reported to Automotive Services as soon as possible.**
- 2. Checklists will be retained in the department for a period of three years and will be subject to random review by UAB officials.**

Inspected by: _____

Appendix B

Motor Vehicle Record (MVR) Request and Release

Appendix C

Sample Vehicle Safety Program Review Checklist

SAMPLE PROGRAM REVIEW CHECKLIST

The following essential sections of this manual should be reviewed with each new driver:

<u>Review Sections</u>		<u>✓</u>
Summary	Driver and Department/Unit Primary Responsibilities.	_____
1.3	Applicability.	_____
1.4	Definitions.	_____
2.1	Driver Qualification Standards.	_____
2.2.	Motor Vehicle Record Review.	_____
3.1	Use of UAB Vehicles.	_____
3.2	Use of Personal Vehicles for UAB Business.	_____
3.3	Operation of UAB Vehicles and Personal Vehicles on UAB Business.	_____
Appendix A	Monthly Vehicle Inspection Checklist.	_____

Appendix D

UAB Vehicle Accident Report

UNIVERSITY OF ALABAMA AT BIRMINGHAM

UAB VEHICLE ACCIDENT REPORT

Driver's Name:		
Position/Title:		
Telephone Numbers (work, home):		
Department/Unit:		
Name of Supervisor:		
Date and Time of Accident:		
Location of Accident:		
Description of UAB Vehicle (make, model, etc.):		
UAB Vehicle Tag Number:		
Police Dept. Responding (UAB, Birmingham, other):		
Police Case Number:		
Is driver aware of anyone injured in the accident?	Yes No	Who?

Describe the accident in detail (what happened, any contributing factors such as poor weather conditions, impaired visibility, visible damage resulting, etc.):

Your signature below authorizes Risk Management and Insurance to obtain a copy of your Motor Vehicle Record if required following an accident.

Driver's Signature

Date

Forward completed report to UAB Risk Management and Insurance as soon as possible at Fax 934-1267.