

# YOUNGSTOWN STATE UNIVERSITY

## DEPARTMENT OF ENVIRONMENTAL AND OCCUPATIONAL HEALTH AND SAFETY

### VEHICLE USE GUIDELINES

#### INSURANCE COVERAGE FOR VEHICLES

##### University-Owned or Long-Term Leased Vehicles

To ensure insurance coverage it is imperative that departments contact the Department of Environmental and Occupational Health and Safety (EOHS) whenever a vehicle is purchased or leased on a long-term basis with the following information: year, make, and model of the vehicle; date of acquisition; amount paid or value of vehicle; vehicle identification number (VIN); license number; and if leased, the leasing agent. The department should also notify EOHS whenever a vehicle is transferred to another department, sold, or returned to the leasing agent.

##### Short-Term Rentals

If departments or organizations have a need to rent vehicles on a short-term basis, the Grounds Department (x7200) should be contacted to arrange for the rental. The rental must be in conjunction with a University-sponsored event. Driver insurability must be determined prior to renting the vehicle through a [Motor Vehicle Record \(MVR\) check](#). Please contact EOHS at x3700 for details. Allow at least three days for processing. Van rentals (eight seat and larger) require a van defensive driving course for all drivers.

An employee renting a vehicle for business travel not arranged through the Grounds Department, i.e., at an airport, should rent the vehicle in his/her name as well as Youngstown State University, i.e., Name/Youngstown State University. The university's insurance coverage is primary and the employee's coverage is secondary. Rental insurance need not be purchased.

##### Personal Vehicles Used for University Business

The vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage.

##### International Vehicle Use

If departments or organizations have a need to rent vehicles for approved University functions or business on a short-term basis from a rental agency in a foreign country, the vehicle should be rented in the name of the University. If a driver's name is required on the rental form, it should be entered as "Youngstown State University/(driver's name)." Because there are differences in

insurance requirements in foreign countries, the insurance provided by the rental agency should be purchased.

## **DRIVER REQUIREMENTS**

### General Information

#### Employees and Student Employees

Employees and student employees may be authorized to operate University-owned, leased, and/or rental vehicles on a regular basis as part of their job requirements under the following conditions: they are at least 18 years of age, have a valid driver's license (MVR check), have reasonable experience driving the type of vehicle used, and complete a University-sponsored Defensive Driving Course.

#### Students and Others

All drivers of short term rentals, i.e., field trips or occasional driving, are also subject to an MVR check and insurability.

### Motor Vehicle Record Checks

#### Employees and Student Employees

In January of each year, departments are required to submit a list of those individuals (employees and student employees) who will be driving University vehicles on a regular basis with license information to EOHS. The MVR check must be completed prior to allowing the employee to drive the vehicle. Throughout the year, to add employees to their approved driver list, departments should contact EOHS. MVR checks are performed yearly for all employees and student employees.

#### Students and Others

An MVR check must be obtained before getting behind the wheel. Please allow three days for processing.

### Insurability

All drivers must meet the insurability standards mutually set between the University and its insurance provider. EOHS determines driver insurability by reviewing the person's driving record. Violations that affect insurability are:

Driving under the influence of alcohol or drugs  
Vehicular homicide/involuntary manslaughter

Operating a vehicle during a period of suspension or revocation  
Using a vehicle in the commission of a felony  
Flee/elude police officer  
Drag racing  
Hit skip/leave scene  
Driving without owner consent  
Accumulating six points due to numerous violations

### Defensive Driving Courses

#### Employees and Student Employees who Drive as Part of their Job Duties

After an MVR check is completed and the employee and/or student employee has met the guidelines, the employee and/or student employee is required to complete the University-sponsored Defensive Driving Course. The employee and/or student employee must contact EOHS at x 3700 to set up the training.

#### Students and Others

If an eight passenger or larger vehicle is requested, all drivers must complete the University-sponsored Van Defensive Driving Course.

## **VEHICLE USAGE GUIDELINES**

### Passenger Vans - 8 seat and larger

These guidelines pertain to any leased, owned or rented passenger vans that seat 8 and larger when used in conjunction with University-sponsored events such as field trips, athletic events, and educational-related travel, etc.

1. Occupancy is limited to ten in 15 passenger vans including the driver because of the propensity for rollover when fully loaded. Passengers should be positioned as far forward as is reasonable to control the center of gravity. Occupancy in smaller vans is limited to the number of seatbelts available. The driver and occupants are required to wear seatbelts at all times.
2. No unauthorized passengers such as hitchhikers, family or friends are to be transported in the vehicle.
3. The driver must be at least 19 years old and hold a valid driver's license. A Motor Vehicle Report (MVR) is required as well as the University-sponsored Van Defensive Driving Course for all drivers.

4. No person is to drive under the influence of alcohol or drugs, including prescribed medications that could impair driving ability or cause drowsiness.
5. A trained navigator should be assigned for trips exceeding 400 miles or eight hours of driving time. The navigator must stay awake while on duty. The entire driver/navigator team should be replaced every few hours. No driver should operate the vehicle for more than eight hours in a 24-hour period. A ten-minute break should be taken for every three hours of driving. Travel between the hours of Midnight and 6:00 a.m. should be discouraged.
6. All cargo must be secured inside of the van but should not overload the open space. No items are to be placed on the roof of the vehicle. The hauling of trailers or external cargo is prohibited unless it is essential to fulfillment of the academic mission in which case only compact 4' x 8' or smaller can be used.
7. Talking on a cell phone or engaging in other distracting activities such as eating or taking notes while transporting passengers is prohibited.
8. The vehicle must be turned off, locked and the keys removed, whenever it is left unattended.

#### Cars and Mini-Vans

Employees and students may be authorized to operate University-owned, leased, and/or rental vehicles under the following conditions:

1. Occupancy is limited to the number of seatbelts available.
2. The driver must be at least 18 years of age and hold a valid driver's license.
3. A Motor Vehicle Report (MVR) must be obtained. All drivers must meet the insurability standards mutually set between the University and its insurance provider. EOHS determines driver insurability by reviewing the person's driving record.