

 The University expects authorized drivers to operate YU vehicles in a safe and courteous manner and to follow all safety rules and drive defensively to prevent vehicles' and property damage. Any vehicle is a motorized device for land transportation owned, leased or rented by YU for use in its operations, including, without limitation, automobiles, vans, trucks, golf carts, tractors, etc., including (and as leased by YU for vehicles as the Risk Management Department employ consultation with the Office of the General Counsel, may determine in their discretion).

## APPLICABILITY



- Three (3) or more type 'B' violations in the last 5 years.
- Any combination of accidents and type 'B' violations totaling three (3) or more in the last 5 years.

**Definition of Type 'A' Violations:**

- DWI/DUI/OWI/OUI
- Refusing substance test
- Operating a motor vehicle without the owner's authority
- Hit and run
- Reckless driving, including speed contests (racing)
- Manslaughter
- Eluding a Police Officer
- Any felony
- License suspension
- Driving while license suspended

**Definition of Type 'B' Violations**

- Improper passing, changing lanes unsafely
- Disobeying traffic control signals, stops signs or yield signs
- Failing to stop for a school bus
- Using hand-held mobile telephone or texting (reading or writing) while operating a motor vehicle
- Any other moving violations not listed above as a type 'A' Violations

In order to determine that a driver has an acceptable Motor Vehicle Record (MVR), a copy of his/her driver's license and a completed Driver Application must be submitted to the Risk Management Department (see attached). No one may be authorized to operate a YU vehicle prior to a satisfactory review of his/her MVR. The Risk Management Department will annually review each driver's MVR and confirm his/her driver eligibility. A driver must immediately notify his/her department head of any change in his/her driver's license status (whether suspended, revoked or otherwise) or other occurrence which could impact his/her eligibility. A driver must discontinue operating a YU vehicle if his/her driver's license is suspended or revoked.

**Failure to comply with this policy may result in disciplinary action, up to and including dismissal.**

Each department may have additional requirements for driver eligibility. For example, certain drivers may be required to undergo drug testing and additional driver training.

**Driver authorization is a privilege and not a right, and may be revoked at any time.**

**Traffic, Parking, and Toll Violations**

YU assumes no responsibility for any toll plaza, parking or other traffic violations. The driver shall be personally responsible for any and all expenses, costs, penalties, fines or other consequences which may result from such violations, and any fines, penalties and other payments in connection therewith (including legal fees) are not considered reimbursable costs.



A driver must immediately report all traffic-related suspensions, arrests, and convictions to his/her department head and the Risk Management Department, as well as all toll plaza, parking and traffic violations.

### Driver Safety Rules

Note:



- (a) Current vehicle registration
- (b) Current insurance ID card
- (c) Valid inspection sticker is displayed on the vehicle
- (d) Usable spare tire, jack, etc.
- (e) Accident Report Form and pen/pencil

**Driver must carry his/her driver's license at all times.**

**REMEMBER, the safety of the driver, passengers, pedestrians and others is the highest priority.**

#### Wireless Devices Usage

YU recognizes the importance of communication. However, the use of smart/cell phones and other hand held-devices while driving is a common and often harmful distraction. Smart/cell phone usage has been an issue in several lawsuits, and an employer can be held legally liable if an employee driver causes an accident while talking on the phone or texting. Additionally, phone records can be subpoenaed to prove the employee driver was on the phone at the time of the accident.

( In order to minimize the risk associated with smart/cell phones and other hand-held mobile devices 7-1.9 (he)3.- 140



