

Standards for University Owned, Rented or Leased Vehicle Use and Coverage

05.08 – Vehicle coverage and use

November 14, 2019

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A. Definitions.

A-1. Auto Accident Kit. A university auto accident kit includes a State of Idaho Auto Accident Report Guide, a Citizen's Claim Procedure Form, and a State of Idaho Certificate of Financial Responsibility.

A-2. Certificate of Financial Responsibility. A document provided by the State of Idaho Risk Management Program that provides proof of university coverage for liability, property, or auto.

A-3. Coach Courtesy Vehicle. Vehicles that are provided by donors or dealerships to coaches (see section J).

A-4. Collision Insurance. Collision insurance covers damage to the operator's vehicle through impact with another object when the operator's vehicle is in motion or is struck while parked, and (1) when the impact is the fault of the operator; (2) when the other driver is at fault, but is uninsured; or (3) as a result of a hit-and-run accident.

A-5. Comprehensive Insurance. Comprehensive insurance covers damage to the operator's vehicle that occurs from causes other than a collision with another vehicle or a stationary object. Examples include fire and vandalism.

A-6. Driving Related Conduct. Actions of a driver while in control of a motor vehicle. Unsatisfactory driving related conduct is action or inaction that could cause harm to the driver, the passengers, the vehicle, or other vehicles and their passengers.

A-7. Liability Insurance. Liability insurance covers damages to the person or property of another through the fault of the operator of a vehicle.

A-8. Idaho Tort Claims Act. The Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), in addition to other provisions, established the State of Idaho Risk Management Program and charged that agency with the management of a retained-risk fund.

A-9. Medical Payments Coverage. Medical payments coverage covers the medical, hospital, and funeral expenses of an insured, others in the vehicles, and pedestrians struck by the insured. It provides a limited amount (usually \$5,000) of first-dollar insurance for medical expenses for injuries to passengers. Payments are available regardless of fault. Medical payments coverage is not carried on University Vehicles (see section F-3).

A-10. Motor Pool. University units that own a University Vehicle may wish to rent the vehicle to other university units (see section I).

A-11. Non-Own and Hired Auto Liability. Hired auto liability coverage will pay for damages to a third party, on behalf of the University, if you cause an accident or an injury to someone while you are driving a rented car or non-owned vehicle for university business.

A-12. Rental Vehicle. A passenger vehicle, pickup, or SOHV rented in the name of the university for official university purposes (see section H).

A-13. Contracted Rental Agency. Accounts Payable, through the State of Idaho Purchasing, has contracted with rental vehicle companies to provide consistent pricing, insurance coverage provisions, and other benefits. See UI Accounts Payable's website for details.

A-14. Specialty Off Highway Vehicles. A specialty off highway vehicle (SOHV) includes but is not limited to All Terrain Vehicles (ATV), golf carts, or similar vehicles (see section K).

A-15. State RMP. State of Idaho Risk Management program of risk and insurance, administered by State of Idaho.

A-16. Texting. Reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, social media communications, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. Texting includes use of voice-operated or hands free devices that allow the user to review, prepare and transmit a text message without the use of either hand except to activate, deactivate or initiate a feature or function.

A-17. Trucks and Moving Vans. Vehicles larger in size that in some cases require special operator training and licensing through the State of Idaho (see section H-4,c).

A-18. University Vehicle. Any licensed vehicle including University-Owned, rented, leased, SOHV, or Coach Courtesy vehicle (when the coach courtesy vehicle is not used for personal business).

A-19. University-Owned Vehicle. A vehicle (including SOHV) licensed and titled in the name of the university.

A-20. Volunteer. Authorized volunteers are persons who are not employees of the university but who have been asked to perform a specific function on a volunteer basis (see [Standards for Departments Using Volunteer Services](#)).

B. Policy. University Vehicles (any licensed vehicle or SOHV owned, rented, or leased and Coach Courtesy Vehicles, if Coach Courtesy Vehicle is not used for personal business) are provided to further the educational mission of the university, and may be used only for official university business. The use of University Vehicles for personal or other non-official business is strictly prohibited. Operators of University Vehicles are expected to be good stewards of this important asset. Good stewardship includes: proper maintenance of the vehicle; ensuring drivers are authorized, trained and have good driving records; vehicles comply with State Risk Management coverage, procedures, and passenger restrictions; rentals comply with

State of Idaho contracts; incidents are reported promptly and units cooperate with the claims management process.

By being good stewards of University Vehicles, units prevent and minimize risk to the university arising from vehicle ownership and use.

Vehicles titled to individuals or privately-owned vehicles are not covered by the State RMP's comprehensive or collision coverage. Privately-owned vehicles must make private arrangements for personal auto policies and cover incidents arising from the use and ownership of a privately owned vehicle.

C. Process. Step by step instruction for policy compliance, processes and the completion of applicable forms are found on the Risk's website <https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management/insurance>, then click Vehicle Use and Coverage for the Standards for University Vehicle Use and Coverage.

D. Information. Information and forms for the use of University Vehicles, driver requirements, or vehicle coverage are available on the Risk's website, <https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management/insurance>, then click Vehicle Use and Coverage. Any questions regarding University Vehicles should be referred to Risk by emailing risk@uidaho.edu.

E. Overview. University Vehicles (any licensed vehicle or SOHV owned, rented, or leased and Coach Courtesy Vehicles, if Coach Courtesy Vehicle is not used for personal business) are provided to further the educational mission of the university, and may be used only for official university business. The use of University Vehicles for personal or other non-official business is strictly prohibited. The title of a vehicle determines which party responds to auto losses. University Vehicle coverage is through the State of Idaho Risk Management Program (State RMP). University Vehicle coverage is arranged for by UI Risk by the age of the vehicle. See L Annual Renewal, Additions, or Deletions of State RMP Auto Coverage.

In order to ensure safe operation, drivers must qualify to use University Vehicles. Before operating University-Owned Vehicles, SOHVs, Coach Courtesy Vehicles that is not used for personal use, rented vehicles, or vehicles leased for university business, a university employee must have on file with his/her unit: i) an Authorization to Travel form approved by the appropriate authority for the unit; (ii) verification of completed driver training; (iii) a satisfactory driver's record check; and (iv) a signed Vehicle Use Agreement which states adherence to driver and safety requirements. If an accident occurs, drivers (see section O) of University Vehicles must report claims promptly.

Vehicles titled to individuals, or privately-owned vehicles, even if used for university business, are not part of, and are not covered by, the State RMP coverage.

Units that own vehicles must: (i) ensure that each University-Owned Vehicle has a current accident claim kit; (ii) immediately report all accidents to Risk; (iii) assist Risk in any accident investigation; (iv) maintain vehicles, including update maintenance records and inspect vehicles on a regular basis; (v) have each vehicle inspected by a qualified inspector annually; and (vi) ensure that each University-Owned Vehicle is equipped with a first aid kit and a fire extinguisher.

A motor pool's requirements for use of its vehicles may be more restrictive than university requirements, but may not be less restrictive. Units wishing to rent University-Owned Vehicles to other university units must consult with Risk before the rental occurs (See section I).

The president and certain other university employees designated by the president (e.g., persons who are subject to emergency call) are authorized to drive University-Owned Vehicles between the campus and their homes and to keep the vehicles at their residences. All University Vehicles, except as described above, are to be kept in assigned parking areas when not in use.

The university does not allow the purchase or rental of any 15 passenger vans, whether new or used. Effective 7/1/2010, 15 passenger vans may not be purchased, rented, borrowed or used by any university units. For alternatives to 15 passenger vans, contact Risk (see section P).

F. Insurance Coverage for University Vehicles. Through the Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), State RMP is charged with management of auto liability and auto physical damage (comprehensive and collision) coverage. The university participates in the State RMP coverage for University Vehicles, road ready SOHV's and Coach Courtesy Vehicles (when the Coach Courtesy Vehicle is not used for personal business) (see section J).

F-1. Liability Coverage for University Vehicles. The university maintains liability coverage on its owned vehicles, road ready SOHV's, and Coach Courtesy Vehicles (when the Coach Courtesy Vehicle is not used for personal business) (see section J) that are over 21 years of age, as determined July 1 each year. Federal surplus vehicles that are titled to the University are covered by liability coverage by unit request to risk@uidaho.edu.

F-2. Physical Damage Coverage for University Vehicles. (Comprehensive and Collision Coverage). The university maintains physical damage and liability coverage on its owned vehicles, road ready SOHV's, and Coach Courtesy Vehicles (when the Coach Courtesy Vehicle is not used for personal business) that are under 20 years of age, as determined July 1 each year with a deductible of \$1,000 per loss. Coach Courtesy Vehicles that are not used for personal business and vehicles 21 years or older when the value of the vehicle and any special equipment is over \$15,000 may be enrolled in full coverage by unit request to risk@uidaho.edu (see section L-2, a). Units are responsible for coverage premiums on vehicles enrolled in full coverage, deductibles and damage not covered through the State RMP.

F-3. Medical-Payments Coverage for University Vehicles. Medical-payments coverage is not carried on University Vehicles. For this reason, university policy restricts passengers (see section M).

G. Use of and Insurance for non-University Vehicles. When a university employee or student uses any non-university vehicle for official university business, (i) such drivers are responsible for compliance with all federal, state, and local laws and regulations applicable to vehicle operation; (ii) drivers are not to use mobile phones or other electronic devices while operating a vehicle, including but not limited to using such devices for texting; and (iii) the non-University vehicle's insurance is primary. Up to the limit of the Idaho Tort Claims Act (\$500,000), the university's liability coverage is excess, but only Non-Owned and Hired Auto Liability and not Personal Liability. The university's comprehensive-collision coverage will not extend to a non-university vehicle driven on university business by its owner or by another driver. The private vehicle's comprehensive-collision insurance (if available) will provide the only coverage (see section M for passengers). Employees should check with their personal insurance company to determine coverage on their privately-owned vehicle when used for business purposes. The university makes no representation with respect to the safety of any personally owned vehicle and passengers of a personally owned vehicle must determine the safety of the vehicle and the qualification of the driver.

H. Rental Vehicles. Rental or leased vehicles are only to be used for official university business and must be arranged for by visiting Accounts Payable's Travel Services website through contracted rental companies (see Section H-1).

A university employee who will be operating a rented or leased vehicle for university business, must have on file with their unit: (i) an Authorization to Travel form signed by the appropriate authority for the unit; (ii) verification of completed driver training; (iii) a satisfactory driver's record check; and (iv) a signed Vehicle Use Agreement (VUA). See section N for driver's qualifications.

If an accident occurs, drivers of University Vehicles must report claims promptly (see section O). When traveling, the driver must carry an Auto Accident Kit, available on Risk Management and Insurance's website at <https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management/insurance>, Vehicle Use and Coverage.

H-1. Accounts Payable's Travel Services has entered into contracts with rental agencies that will give UI employees traveling on university business special rental rates, insurance coverage provisions, and other benefits. Rentals must be made through the official contracts only. The contracts include physical damage and liability coverage. Contact Travel Services at 885-5399 for details on contract specials or cost savings. Visit Accounts Payable's Travel Services website at <https://www.uidaho.edu/finance/controller/accounts-payable/travel-services> regarding reduction of the deductible and the benefits of using the UI Purchasing

Card to pay for a rental. Contact Risk for assistance if rental through contracted rental companies is not available in area.

H-2. Inspect the vehicle before operating and immediately bring any damage to the attention of the rental agency. When returning the vehicle, inform the rental agency (before leaving the lot) of all obvious damage or defects.

H-3. Collision Damage Waiver and Liability Insurance from the rental agency. Within the United States, State RMP coverage (liability and physical damage) automatically extends to a vehicle rented by a university employee for official university business. Only purchase rental car agency insurance (liability and physical damage), if:

- a. the unit is unwilling to pay the \$1,000/\$2,500 comprehensive and collision deductibles charged by the State RMP. See O-4 for information on deductibles;
- b. the vehicle is rented outside the United States;
- c. the rented vehicle is a large truck or moving van. Contact UI Risk when renting a large truck or moving van; and
- d. see section M for information regarding passengers.

I. Motor Pools. University units that own a University Vehicle may wish to rent a vehicle to other university units. A motor pool's requirements for use of its vehicles may be more restrictive than university requirements, but may not be less restrictive.

Risk has authorized the College of Natural Resources to operate a motor pool to rent vehicles to other university units. Information on procedures or charges for these vehicles can be obtained by contacting the College of Natural Resources.

Any unit wanting to rent vehicles to other university units must consult with Risk before the rental occurs and must ensure the following requirements are met before releasing a vehicle:

I-1. Obtain verification that a signed VUA form is on file in the driver's unit;

I-2. Ensure that each vehicle has an accident claim kit. Auto accident kits are available at Risk's website <https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management>, under Forms;

I-3. Immediately report all accidents to Risk, and when appropriate, assist Risk in any accident investigation or information gathering activity;

I-4. Maintain vehicles, update maintenance records, and inspect vehicles on a regular basis. All University Vehicles must pass inspection by a qualified inspector annually. An Annual Vehicle Inspection Checklist must be used to document a University Vehicle has passed an annual inspection in order for it to remain in

service. It is recommended that checklists that are at least as comprehensive as those provided in the Idaho Office of Insurance Management's Statewide Safety and Loss Control Program Model, are used to perform weekly, monthly and quarterly inspections; approved checklists may be found and downloaded from the EHS website at <https://www.uidaho.edu/dfa/administrative-operations/ehs>; and

I-5. Ensure that each University-Owned Vehicle is equipped with a first aid kit and a fire extinguisher.

J. Coach Courtesy Vehicles.

J-1. Vehicles used solely for university business purposes. Coach Courtesy Vehicles used solely for University business purposes must be covered by the University for liability and physical damages with the dealership being listed as loss payee and the coach must qualify operate the vehicle as with any other UI owned, rented or leased vehicle – (See L and N).

J-2. Vehicles used for personal business and business purposes. Coach Courtesy Vehicles used for personal business and business purposes must be covered by the coach's personal automobile policy for liability and physical damage coverage. Coaches do not need to qualify to operate a Coach Courtesy Vehicles that is used for personal business and business purposes as coverage is their personal responsibility.

K. Specialty Off Highway Vehicles (SOHV). SOHVs must comply with all policy and procedures in the Standards for University Owned, Rented and Leased Vehicle Use and Coverage, including but not limited to driver qualification and training. Coverage is added for road ready SOHVs by UI Risk at accusation based on the year of the vehicle (See L).

In addition to the provisions of APM 05.08, SOHVs are subject to the following additional requirements:

K-1. Each SOHV must bear a placard that identifies the SOHV. The number on the placard must be at least 6 inches high. Golf Course, ESS and Athletics will be issued their own placards. All other placards are available from Environmental Health and Safety.

K-2. SOHVs should primarily be driven on roadways as main routes. SOHVs may drive on paved surfaces eight (8) feet or wider as needed.

K-3. Reporting safety concerns related to SOHVs:

Address the driver directly with your concerns.

If unsure of response, capture the identification placard or license plate number and report it to Parking Services or Campus Security.

Repeated or serious concerns may be escalated to supervisors or managers to address.

K-4. Safety considerations for SOHVs include but are not limited to:

Speed should not exceed that of pedestrians on walkways and at posted speed limits when on roads.

Carrying of passengers is limited to the number of seats available on the vehicle.

Use caution on walkways, roads and crosswalks – watch for pedestrians and other vehicles. SOHVs must yield to pedestrians on all campus walkways.

If carrying equipment loads, be sure that everything is secured/strapped to prevent loss/shifting or falling items.

If the vehicle does not have lights, use is limited down to dusk.

Use hand signals if not equipped with light signals.

Must park in a regular parking space or marked service space, or on paved surfaces eight (8) feet or wider if necessary and in a manner that is not obstructing ADA accessibility, pedestrian, or motor vehicle right-of-way.

L. Annual Renewal, Additions, or Changes of State RMP Auto Coverage and Completion of Vehicle Change Form. In return for the low auto coverage premiums enjoyed by the university, it is necessary to provide timely and accurate information about University-Owned Vehicles to State RMP.

L-1. Annual Renewal. Each spring, State RMP requires the university to verify that the list of University-Owned Vehicles reported to the State RMP is an accurate listing of all University-Owned Vehicles.

- a. Risk will request a list of University-Owned Vehicles from Asset Accounting.
- b. Risk will notify the campus community through a Register article of the Vehicle years that will have full coverage and those moving to liability only, i.e. - Vehicles from 2000 to 2019 have full coverage and Vehicles 1999 and older have liability coverage for the upcoming policy period July 1 to June 30.
- c. Coaches with Coach Courtesy Vehicles and units with scheduled federal surplus vehicles or vehicles older than 21 year that the value of the Vehicle and the special equipment total more than \$15,000 must look for this notice and request any needed updates by emailing risk@uidaho.edu. No other notification regarding these vehicles will be sent.
- d. Risk will compare the list of unit scheduled federal surplus vehicles and University-Owned Vehicles older than 21 years that the value of the Vehicle and special equipment value total more than \$15,000 to Asset Accounting's list of owned Vehicles removing from the Vehicle Coverage Worksheet any Vehicles not on Asset Accounting's list.

- e. Risk will remove from coverage in Risk Management and Insurance System (RMIS) any University-Owned Vehicles not on Asset Accounting's list of owned Vehicles.
- f. Risk will add coverage for any University-Owned Vehicle on Asset Accounting's list but not currently covered in RMIS.
- i. Units that have purchased a University-Owned Vehicle outside of Purchasing's process **and** coverage needs to be added during annual renewal, will be assessed a \$500 penalty plus cost of coverage for the Vehicle. No claims will be processed for these Vehicles until coverage has been added.
- g. Risk will update the schedule in RMIS for University-Owned Vehicles 20 years or newer for full coverage and 21 years or older for liability only.
- h. Risk will add in RMIS as applicable the University-Owned Vehicle license plate numbers from Asset Accounting's list.
- i. College and division fiscal officers will be sent the updated schedule to review index numbers and unit to unit transfers.
- j. College and division fiscal officers can complete a Vehicle Change Form to request index number updates, the addition of special equipment, class 2 value updates, and/or to transfer the vehicle to another unit for University-Owned Vehicles 20 years or newer or to transfer the University-Owned Vehicle to another unit for those federal surplus vehicle and University-Owned Vehicles 21 years or older.
- k. Risk will enter college and division fiscal officer changes into RMIS.
- l. Premium allocations and if applicable penalties will be assessed when coverage premiums are received based on data in RMIS as of July 1. University-Owned Vehicle premiums are not prorated.

Cost of Coverage			
Annual Premium Full Coverage			
Class 1 Vehicle	\$36.00		
Class 2 Vehicle	\$.0075 per value of Vehicle plus value of any special equipment	Minimum Class 2 Vehicle value is \$6,667.	The highest Vehicle value from either the purchase documentation or the minimum Class 2 Vehicle value will be used.
Liability Coverage			
Class 1 and 2 Vehicles	No cost to units		

MOTORIZED VEHICLE TYPE LISTING		
VEHICLE TYPE IDENTIFIER	VEHICLE TYPE	CLASS
1	Ambulance	1
2	Motorcycle, Street legal	1
3	Passenger car, excluding police car	1
4	Passenger Van, up to 15 passengers	1
5	Pickup / Van, Cargo or Delivery (1 ton & under)	1
6	Trailer: small utility, etc (1 ton & under)	1
7	Police Patrol Car	1
8	Bus / Van, over 15 passenger	2
9	Fire-Fighting Vehicle	2
10	Motor Home	2
11	Trailer: large flat bed, enclosed, etc (over 1 ton)	2
12	Truck (over 1 ton) excluding 5 above	2
13	Semi Tractor	2
14	SOHV, ATV, Side by Side, Cushman or off road Motorcycle (Licensed and road ready.)	1
NA	Heavy equipment (ATV, road grader, roller, etc.) Non road ready covered on property schedule as mobile equip.	NA

L-2. Additions, Changes or Removal of University Vehicle Coverage.

- a. Additions. Purchasing Services notifies Risk and Asset Accounting of newly acquired vehicles and SOHV's. Risk will automatically enroll the vehicle in coverage – full coverage for vehicles 20 years and newer and liability only for vehicles 21 years or older.

Coach Courtesy Vehicles that are not used for personal business and vehicles 21 years or older when the value of the vehicle and any special equipment is valued over \$15,000 may be enrolled in full coverage by coach or unit request to risk@uidaho.edu.

Federal surplus vehicles that are titled to the University are covered by liability coverage by unit request to risk@uidaho.edu.

Units that have purchased or acquired a vehicle outside of Purchasing's process should contact risk@uidaho.edu to arrange for coverage of the vehicle when the vehicle is acquired.

- b. Changes to Vehicle information. Units must complete a [Vehicle Change Form](#) to request index number updates, the addition of special equipment, class 2 value updates, and/or to transfer the vehicle to another unit for

vehicles 20 years or newer or to transfer the vehicle to another unit for federal surplus vehicles and those vehicles 21 years or older.

- c. Removal from coverage. UI Risk will remove Vehicles from coverage during the annual renewal only. See L-1, d.

L-3. Completion of Vehicle Change Form. The [Vehicle Change Form](#) is an online form that is used to make index number updates, add special equipment, make class 2 vehicle value updates, and/or to transfer the vehicle to another unit for vehicles 20 years or newer or to transfer the vehicle to another unit for those vehicles 21 years or older.

Submit one form per vehicle.

To complete a [Vehicle Change Form](#), the requestor may need:

- a. Contact information of the person completing the form - name, phone, email and unit name;
- b. Vehicle information – VIN#, license # (optional), vehicle make, model, year, and value.
- c. Special Equipment Coverage for vehicles 20 years or newer – Name of special equipment and value per item. Remember, units with Vehicles 21 years or older that have special equipment where the value of the Vehicle and the special equipment value total more than \$15,000 may at any time during the year contact Risk to obtain Vehicle Coverage Worksheet to change to full coverage.
- d. Contact and index information for the unit Vehicle will be transferred to.

M. Passengers.

M-1. Passengers Allowed. Only the following persons may ride in University Vehicles: (i) UI employees, (ii) persons cooperating in UI projects or programs, and (iii) students participating in authorized travel.

M-2. Medical Payment Coverage. Medical-payments coverage is not carried on University Vehicles.

M.3. Rental Car Agency Insurance for Passengers in Rental Cars. Rental car agency insurance for liability and physical damage may be purchased if any passenger is not covered by student insurance or by worker's compensation insurance.

M.4. Insurance Coverage for Passengers in Privately Owned Vehicles. Passengers in a privately owned vehicle may be covered through the insurance of that vehicle, depending on the insurance coverage maintained by the owner of the private vehicle. There is no insurance coverage through State RMP for passengers. The university makes no representation with respect to the safety of any personally owned vehicle and passengers of a personally owned vehicle must determine the safety of the vehicle and the qualification of the driver.

N. Drivers. Driving a University Vehicle is a serious responsibility reserved for university employees and select other persons. Units assist the university in controlling risks by making sure that drivers are qualified by meeting the requirements contained in section N-3, and by reporting the observation of any unsafe practices to Risk.

N-1. ASUI Student Drivers. Students may be authorized to drive ASUI vehicles by procedures approved by the ASUI. Names of students authorized to drive ASUI vehicles must be filed in writing, in advance, with Risk. Student drivers must meet the UI driver qualifications listed in section N-3.

N-2. Non-Employee Drivers. The president, or designee, provost, a vice president, dean or director may authorize a non-employee to drive a University Vehicle, excluding 8-12 passenger vans, if the purpose is for official university business and the individual holds a valid driver's license. All such authorizations must be approved in writing in advance and signed by one of the above officials. A UI Authorization of Approved Driver of University-Owned Vehicle form must be completed. Form is found on the Risk Management and Insurance webpage at <https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management/insurance>, Vehicle Use and Coverage. Examples of situations that may be approved under this section include use of University Vehicles by members of boards or councils performing services for the university. Persons authorized to drive vehicles under this section are considered to be authorized volunteers for purposes of financial responsibility and for purposes of the Idaho Tort Claims Act, Idaho Code §§6-901 through 6-929.

N-3. Qualifications for Driving Vehicles. A driver must meet the following qualifications before being permitted to drive a University Vehicle, which are University-Owned vehicles and SOHVs, rentals, leased vehicles, and Coach Courtesy Vehicles (when the Coach Courtesy Vehicle is not used for personal business) on official university business or officially sanctioned student activity: (i) an Authorization to Travel form signed by the appropriate authority for the unit; (ii) verification of completed driver training; (iii) a satisfactory driver's record check; (iv) a signed Vehicle Use Agreement which states adherence to driver and safety requirements.

- a. Satisfactory driving performance. Employee drivers must provide proof of a satisfactory driver's record check issued from the state entity responsible for vehicle licensing and must maintain satisfactory driving-related conduct. A driver's privileges may be suspended or revoked under the provisions of paragraph (ii) below and/or based on reports of unsatisfactory driving-related conduct.

(i) Driver's record check. Employee drivers are responsible for providing a three-year driver's record when first hired or before the employee's initial use of a University Vehicle. The record check must be repeated at least every three years. Drivers licensed in the State of

Idaho may have the check made by designated unit personnel using the Idaho Department of Transportation's website at no charge to the unit. For a list of unit personnel designated to obtain Idaho driver's records, visit the Risk website (see section P).

Out-of-state or international license holders are responsible for providing a current copy of their three-year driver's record and any legend, key or other documentation necessary to interpret the record.

Unit personnel interested in gaining access to check an employee driver's record from the Idaho Department of Transportation should contact Risk (see section P).

(ii) Disqualification. Any of the following conditions listed on a driver's record or disclosed by the driver will disqualify an employee from driving a University Vehicle:

1. Accumulation on the employee's Idaho driver's license record of 9 or more points within the past 36 months [see IDAPA §39.02.71];
2. Accumulation on the employee's out-of-state or international driver's license record of one-half the point total that would trigger suspension or revocation of an Idaho driver's license;
3. Suspension or revocation of the employee's driver's license within the past 3 years for any driving-related conduct whether or not involving a University Vehicle, subject to the provisions of (iii) below;
4. A conviction, plea of guilty, withheld judgment, or other determination of fault ("Conviction") for an alcohol or drug-related offense while driving whether or not involving a University Vehicle;

A second Conviction will result in permanent revocation of driving privileges; or

5. Any infraction for use of a mobile phone or other electronic device in texting while driving, when the employee or authorized non-employee is performing official university business in support of a federal grant or contract.

At the discretion of the University Risk Manager, employees may lose driving privileges based on reports of unsatisfactory driving-related conduct.

The university's ability to suspend or revoke an employee's driving privileges for the reasons stated above shall not limit the university's ability to dismiss the employee for cause under the provisions of FSH 3910, FSH 3920, and FSH 3930.

(iii) Reinstatement.

1. An employee who accumulates excessive points on his/her record will be prohibited from driving a University Vehicle until he/she successfully completes an approved safe driving course, and the responsible Vice President, Director, or Dean, in his or her sole discretion, thereafter authorizes resumption of driving privileges.
2. An employee whose license has been suspended will be prohibited from driving a University Vehicle until the license is reinstated. The university may, however, suspend university driving privileges for a longer period, up to one year, for serious offenses, and may require driver training. In making this determination, the university will decide in its sole discretion whether the offense is serious enough to warrant a longer suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, level of impact on the employee, and past work performance, and may permit limited driving with restrictions. An employee's driving privileges may be reinstated only by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer.
3. An employee who receives a Conviction for an alcohol or drug-related offense while driving will be prohibited from driving a University Vehicle until the Conviction is reviewed by the responsible Vice President, Director, or Dean in consultation with General Counsel and the Risk Management Officer. Driving privileges may be reinstated only if the following two conditions are met: 1) the employee successfully completes, at the employee's expense, an approved drug and alcohol awareness class; and 2) the employee is authorized to resume driving by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer. In making this determination, the university will decide in its sole discretion the appropriate length of time of the suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, past work performance, and whether driving is a minimum qualification of the employee's position. The university may permit limited driving with restrictions.

The employee will be subject to random alcohol and drug testing at the direction of the university for one year from the date of Conviction. Failure of an alcohol or drug test, or failure to submit to required testing, by an employee whose job description requires him/her to drive, will be grounds for immediate dismissal from employment.

(iv) *Grievances.* An employee aggrieved by the suspension or revocation of driving privileges may file a timely grievance under the provisions of FSH 3840, 3860, 3880, or 3890.

b. **Vehicle Use Agreement.** To retain university driving privileges, all employees must to maintain a satisfactory driver's record throughout their employment, and have satisfactory driving-related conduct. Driver's must have a vehicle used agreement on file with their unit that is signed by the driver and their unit administrator certifying that the driver meets the requirements the qualifications required in APM 5.08. A vehicle use agreement is valid for three years from the date of signature.

(i) Employee drivers are expected to self-report driving occurrences that may cause disqualification under section N-3.ii and to comply with all university driving policies. Employee drivers who become disqualified a second time will be subject to disciplinary action, up to and including dismissal. Supervisors are expected to report second disqualifications to Risk within 24 hours of being aware of the driving-related conduct.

(ii) Employee drivers must: report all accidents to their supervisor and to the unit to which the vehicle is permanently assigned; obtain a police report, as necessary; file an accident report with Risk; and when appropriate, assist Risk in any accident investigation or information gathering activity. The driver must also make required reports to law enforcement agencies.

(iii) At the discretion of Risk, or if any university employee is found at fault for an accident while driving a University Vehicle, the employee's unit will be required to provide Risk with a copy of the approved travel authorization, a copy of the driver's record, the signed and approved VUA, and proof of driver's training. At-fault drivers may be required to repeat driver training and may have restricted vehicle use as determined by University Risk Manager.

c. **Drivers Training.** All employees and authorized volunteers who wish to drive a University Vehicle must successfully complete an approved defensive driving course unless they possess a valid Commercial Driver's License (CDL). Defensive driving courses are offered and/or approved by EHS. Unit supervisors must ensure that employees have completed required training before they are allowed to drive a University Vehicle. Drivers training is valid for three years from the date training is successfully completed.

(i) Departmental responsibility for monitoring driver training. Units must ensure that their employees, authorized volunteers, or approved ASUI student drivers complete the appropriate training before driving

a University Vehicle for official university business or officially sanctioned student activity. Drivers training is valid for three years from the date training is successfully completed.

d. Driver and Safety Requirements. Responsibilities and/or driver restrictions:

- (i) Drivers of University Vehicles must be at least 18 years old. Drivers of vehicles that carry 8 or more passengers must be at least 21 years old.
- (ii) Drivers must have and maintain satisfactory driving performance (see section N-3, ii).
- (iii) As required, drivers must have successfully completed the appropriate driver training, or have a valid CDL.
- (iv) A VUA must be signed and approved. Drivers must adhere to all conditions listed in the VUA, which can be obtained from Risk webpage.
- (v) State and local traffic laws, and university regulations must be obeyed at all times. A UI employee or authorized volunteer who violates such laws or regulations may, under certain circumstances, be personally responsible for any consequent damages or fines and may be subject to disciplinary action.
- (vi) Driving time per driver is limited to a maximum total of 8 hours per day. It is recommended that uninterrupted driving times not exceed 2 hours, separated by a minimum 15 minute break.
- (vii) Mobile phone or other electronic device use, including but not limited to texting, is prohibited while driving.
- (viii) Smoking is not permitted in a University Vehicle.
- (ix) Open containers of alcohol are not permitted in a University Vehicle. Drivers may not drive while under the influence of drugs or alcohol. Medications that do not impair the driver's ability or cause drowsiness are permitted.
- (x) Drivers and passengers must wear seat belts and/or shoulder belts at all times while driving or riding in all vehicles.

O. Vehicle Accidents and Claims. Coverage is through the State of Idaho Risk Management Program (State RMP) on a reimbursement basis. Units are responsible for deductibles and damage not covered through the State RMP. Vehicles titled to individuals, or privately-owned vehicles, even if used for university business, are not part of, and are not covered by, the State RMP coverage. Units

must work with UI Risk to process University Vehicle (University-Owned, SOHV. Rented, Leased Vehicles or applicable Coach Courtesy Vehicles) claims.

O-1. University-Owned Vehicles. In the event of an accident involving a University-Owned Vehicle, notify Risk immediately and submit an Auto Accident Report to Risk within 72 hours. If a loss arises from the vehicle accident, Risk will work with the driver and the driver's unit to submit a claim to State RMP.

O-2. Rental Vehicles. In the event of an accident in a rental vehicle, inspect the vehicle with a representative of the rental agency to establish a mutual understanding as to the amount of damage.

Rentals made through Accounts Payable's Travel Services website from Contracted Rental Agency have damage coverage included in the contract. Notify the Contracted Rental Agency representative of the official contract number found on the rental agreement and that coverage for the damage is included in the contract.

If rental did not occur through Accounts Payable's Travel Services website from Contracted Rental Agency or you did not purchase collision insurance from the non-Contracted Rental Agency, inform the representative that the vehicle was rented for business use, and ask the agent to submit a claim to the State RMP. Give the rental agency the green "Citizen's Claim Procedure" form from the Auto Accident Kit, and provide Risk's main number (208) 885-7177. If the rental agency demands immediate payment for a damaged vehicle, contact Risk. Coverage for the claim will be made by Risk to the State RMP with applicable deductible, (see section O-4).

O-3. When Injuries are Involved. In the event of injury to a university employee or authorized volunteer, inform the medical provider that the individual's workers compensation insurance is provided through the University of Idaho. Supervisors must promptly notify EHS of the accident so a workers compensation claim can be initiated in a timely manner. In the event of injury to any other individuals, notify Risk immediately. In the event of a serious or life-threatening injury, notify your supervisor immediately and ask the supervisor to escalate the report to Risk immediately.

O-4. Deductibles.

a. University-Owned Vehicles and applicable Coach Courtesy Vehicles (see J) have a \$1,000 deductible.

b. Rented Vehicles.

(i) Rental through Accounts Payable's Travel Services website from Contracted Rental Agency - \$0 deductible.

(ii) Rental service through Accounts Payable's Travel Services website from Contracted Rental Agency not available in area - \$1,000 deductible.

(iii) Rental without use of Accounts Payable's Travel Services website from Contracted Rental Agency but service was available in area - \$2,500 deductible.

P. Information. Information and forms for the use of vehicles, driver requirements, or vehicle coverage are available on the Risk website, <https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management/insurance>, Vehicle Use and Coverage. Any questions regarding vehicles should be referred to Risk by emailing risk@uidaho.edu.