Transportation Guidelines

Issued: 6/1/2014

Last Revised: 05/02/14
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Purpose
The purpose of this document is to:

1. Assist deans, department chairs, directors, department heads, and program supervisors in administering driving privileges for employees and vehicles under their control.
2. Help ensure the safe operation of motorized vehicles.
3. Help ensure the safety of drivers and passengers.
4. Help minimize losses, damages, and claims against the university.

Scope
This procedure covers all Gonzaga University owned, leased, rented, or personal vehicles used by Gonzaga University students, faculty, staff, and approved volunteers to transport persons and/or materials/equipment for the purpose of Gonzaga University sponsored events and activities.

Definitions
- **12 Passenger Vans:** Motorpool drivers shall operate a van only within a fifty mile radius of Spokane and adhere to Plant Services rules and guidelines for use. All towing of trailers and boats is prohibited.
- **15 Passenger Vans:** The off-campus use or rental of 15-passenger vans for University business or events is prohibited, except as approved by the Office of Risk Management or Plant Services. For more information on the risks of 15 passenger vans see the [15 Passenger Van Risks Pamphlet](#) (Attach link).
- **ATVs:** Non-licensed vehicles such as the orange “Gators” used by grounds crew.
- **Golf Carts:** Non-licensed delivery vehicles used by Foley Library, Sodexo, and the Mailroom.
- **Motorpool:** Motorpool vehicles are available for rent to all Campus Departments, based on availability of vehicles and authorization of a driver. Vehicles include mini vans, full size vans, handicap accessible vehicles, 15 passenger vehicles, and 7 passenger vehicles. Motorpool vehicles are available through Plant Services.
- **Non-Licensed Vehicles:** Vehicles that are not licensed for road use and that may not be driven on public roads, except for very short distances as occasionally needed for property access. This includes vehicles such as golf carts, ATV’s, tractors, and mowers.
- **Personal Vehicles:** When regularly using a personal vehicle for Gonzaga University functions, faculty and staff certify that their personal vehicle meets the requirements of a Gonzaga University vehicle as defined in this document, including proper insurance, a written application, and a driver training. The one-time use of a personal vehicle for
Gonzaga University functions should adhere to safety guidelines defined in this document. The only legitimate personal vehicle use for functions is by individuals traveling on Gonzaga University-approved business. The driver is liable and their personal insurance is primary.

- **Rented Vehicles:** Rented vehicles are rented through agencies such as Avis, Budget, etc. Driver qualifications are based on one of the Class I-III designations above. All other transportation policies also apply, as appropriate.
- **Security Vehicles:** Vehicles used by the Security Department.
- **Tractors:** Non-licensed vehicles such as the industrial vehicles used by grounds and maintenance for lawn care, snow removal, and construction.
- **Vendor Vehicles:** Delivery vehicles such as propane delivery, Office Depot, construction vehicles, and Sodexo supplies. Permits are given by Parking in the Security Department.
- **Zipcar:** Gonzaga now offers car sharing with Zipcar, a cost-effective and environmentally-conscious option for occasional drivers.

## Responsibilities

### Athletics
Athletes are not permitted to drive university vehicles for athletic purposes. Employees driving for Athletics are approved through their supervisor and the Athletic Department.

Please refer to [Department of Intercollegiate Athletics’ Policy Guidelines for the Courtesy Car Program](#) for more information.

### Campus Safety and Security
Campus Safety and Security department is responsible for parking permits, visitor parking, vehicle registration, and the investigation of vehicle incidents on Gonzaga campus and property. For more information on parking on campus refer to the [parking website](#).

### Driver Responsibilities
All drivers will:

1. Be in compliance with Washington State’s licensing and insurance requirements.
2. Read and understand the Gonzaga University transportation policy.
3. Complete the [online safe-driving course](#) and print off completed certificate for the department supervisor to retain.
4. Attend drivers training.
5. Complete the [Driver Approval Form](#) for the department supervisor to retain.
6. Sign [Driver Declaration Form](#) for the department supervisor to retain.
7. Obtain a background check for the department supervisor to retain.
8. Ensure you and all of your passengers are seat belted prior to moving the vehicle.
8. Do not, except in an emergency, turn driving over to anyone who has not been pre-authorized for those responsibilities.

9. Drivers are responsible for ensuring they are not impaired in any way while driving on Gonzaga University business.

10. Notify supervisor of any issues that may impact ability or qualification to drive on university business prior to accepting driving assignments.

11. Do not be distracted by using a cell phone while driving. Come to a stop in a safe place.

12. Be responsible for keeping supervisor informed of any moving violations, license suspension, or revocation no later than the next working day after receiving a violation, suspension, or revocation.

13. Perform pre-trip and post-trip safety inspections provided on the [Gonzaga Transportation Checklist Pamphlet](#) when operating vehicles or equipment.

14. Be aware Gonzaga University does not carry insurance for non-employee passengers.

15. Report any accidents, injuries, or damage to supervisor and the Office of Risk Management within 24 hours of the incident.

16. Understand all citations and fines are the personal responsibility of the driver.

**Faculty Field Trips (AVP)**
For more information on faculty lead field trips, see [Field Trip Risk Management Guide](#).

**Human Resources**
Human Resources’ policy discusses the hiring of drivers, substantiation and documentation, expenses regarding travel (air transportation, rental vehicles, taxis, etc.), hotel accommodations, meals, travel related expenses, credit cards, and travel advances. For more information, refer to [Gonzaga University Policies and Procedures Manual](#).

**Office of Risk Management (ORM)**
The Office of Risk management is responsible for taking incident reports for insurance purposes including accidents, injuries, or damage; conducting insurance claims investigations; and providing training regarding transportation. If possible, the Office of Risk Management will examine the incident site and investigate incidents. The Office of Risk Management will also help direct any questions or concerns concerning risk and safety for transportation involving Gonzaga University vehicles, students, staff, volunteers, or travel for university purposes.

**Plant and Construction Services**
Plant and Construction Services is in charge of all vehicles and drivers renting Motorpool vehicles. Plant is responsible for vehicles used for Maintenance and Grounds, and Security and the supervision of their employees driving University vehicles assigned through Plant. For more information about Plant and Construction Services refer to their [website](#).
**Study Abroad**
Study Abroad is responsible for providing information on international travel. For more information about study abroad or international travel refer to their [website](#).

**Supervisor/Department Responsibilities**
Deans, department chairs, directors, department heads, and supervisors are ultimately responsible for oversight of individuals operating motorized vehicles in relation to the university and their adherence to relevant policies and university regulations.

Each department head or supervisor responsible for the operation of vehicles on Gonzaga University business should establish departmental procedures to ensure the following occurs:

1. Determine whether driving is an essential function of any of the positions under his/her management and if so, document the driving responsibilities in the official job description and include the driving requirement in the job advertising.
2. Conduct a pre-hire review of job applicant driving records.
3. Keep the driver’s [Driver Approval Form](#) and [Driver Declaration Form](#) on file.
4. After hire, the applicant should complete the [online safe-driver course](#).
5. Understand the protocols for suspending an employee’s driving duties, appeal procedures, etc. as outlined under Driver Disqualifications.
6. All vehicle operators should receive adequate training in the safe operation of the particular vehicle(s) they are to use.
7. Ensure vehicles receive regular maintenance and repair by a qualified mechanic.
8. Ensure employees have been informed of, understand, and follow Gonzaga University guidelines and regulations regarding vehicle usage.
9. Ensure unauthorized use of vehicles does not occur.
10. Be aware of other laws regarding special uses of vehicles such as for the transportation of hazardous materials or firearms.
11. Immediately report all accidents, injuries, or damage to police (as required), Campus Security, and the Office of Risk Management.

**Sustainability**
Sustainability is responsible for all use of Zipcars on campus. For more information refer to their [website](#).

**University Purchasing**
University Purchasing is responsible for the purchasing of University vehicles, providing information on travel (such as airfair, rental vehicles, etc.), and providing vendor information. For more information about University Purchasing and the services they provide refer to their [website](#).
General Requirements

- **Backing Up:** Most fleet vehicle accidents, particularly with vans, occur while the driver is backing up. In order to prevent losses from vehicles operating in reverse:
  1. Drivers will always enter the driver’s door only after walking around the rear of the vehicle to note potential obstacles and the distance to them;
  2. If a driver is not accompanied by passengers and is planning to back into a tight space, and if safety permits, he or she must stop the vehicle and walk around it to observe obstacles and distances before backing up;
  3. If the driver is accompanied by passengers, one passenger must disembark and direct the driver during the backing operations if it is safe to do so.

- **Cargo:** Baggage and equipment should be kept in the trunk, behind the last seat in a van, or in roof racks and secured to prevent them from becoming dangerous projectiles in the event of an accident. Do not stack in a way that blocks sight lines.

- **Cell Phones:** No drivers of Gonzaga owned, leased, or rented vehicles shall use cell phones at any time while vehicles are in motion or waiting at stoplights, stop signs, traffic jams, etc. Cell phones are only to be used by passengers or by drivers who have pulled over and stopped in a safe location.

- **Child Car Seats:** All drivers will adhere to Washington State laws regarding car seats and boosters for children in all vehicles.

- **Class Break Avoidance:** All Gonzaga University vehicles operating on campus while class is in session (such as non-licensed vehicles, security vehicles, etc.) should avoid driving during the 10 minute breaks between classes, especially near buildings where classes are in session. Breaks include:
  1. Monday/Wednesday/Friday: breaks occur the last 10 minutes of every hour until 1pm; after 1pm breaks occur the first 10 minutes of every hour
  2. Tuesday/Thursday: breaks occur every hour and 15 minutes for 10 minutes.

- **Driving on Campus:** All Gonzaga University vehicles operating on campus (such as non-licensed vehicles, security vehicles, etc.) should only drive on the designated areas for vehicles. Driving on pedestrian only areas or on the grass is not permitted unless in the event of an emergency or approved through Parking Services. The [Campus Pedestrian-Vehicle Route Map](#) shows areas appropriate for vehicles to drive versus pedestrian-only areas.

- **Driving Time Limits:** Driving time limits for all university-licensed drivers are as follows:
  1. Daytime Travel: three hours at one time without a break;
  2. Nighttime Travel: two hours at one time without a break.

Within 15 minutes of reaching a driving limit, the driver should exit the highway to a safe rest area. The driver must take at least a 15-minute break before resuming driving, or
another university-licensed driver who has not been driving must assume driving responsibilities.

On trips longer than 20 miles, no driver carrying passengers may commence driving after 11 p.m. or before 5 a.m. Trips and events must be planned so that no driver is expected or pressured to begin driving between these hours.

- **Driving While Drowsy:** According to the National Highway Safety Administration, lack of sleep is a factor in one-fifth of all automobile accidents, and more than half of all sleep-related crashes involve drivers under the age of 25. As much as possible we recommend that:
  1. Trips start in the morning when drivers are freshest
  2. All drivers get a good night’s sleep prior to leaving
  3. Driving periods are limited on long trips (see guidelines below)
  4. The driver has a co-pilot that can help with navigation and whose job it is to make sure the driver stays alert.

If the approved driver is drowsy, stop immediately, or as soon as safe (rest stop, gas station, etc.) and replace with another approved driver, or take a break or a nap. DO NOT DRIVE WHEN DROWSY.

Special circumstances apply when traveling more than 300 miles one way away from campus unless approved by department supervisor or V.P. for Finance Office:
  1. More than one approved driver must be in the vehicle for trips exceeding 300 miles.
  2. Drivers must take a 15 minute break or change drivers when driving more than four (4) hours. No driver will drive more than eight (8) hours in a 24-hour period.
  3. No drivers will drive between the hours of 1:00AM - 5:00 AM
  4. Equipment, supplies, etc. should not be loaded at a height above the seats as to block the driver’s view

- **First Aid Kits:** All University vehicles will contain a first aid kit at all times.
- **Fire Extinguisher:** Motorpool vehicles will contain a fire extinguisher in vehicles at all times.
- **Front Passenger Seat:** On any trip with one or more passengers, the driver should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. The driver should remind this passenger that it is his or her responsibility to help the driver stay alert and to assist with directions and maps. A driver going off duty should not become the navigator unless there is no other passenger who can serve as navigator.
- **Hitchhikers:** Picking up hitchhikers is not permitted.
- **Loads:** Hauling loads that could structurally damage the fleet vehicle is prohibited. If bulky, awkward or hazardous cargo must be hauled, drivers must consult with Plant Services to ensure that they have checked out a vehicle equipped to handle such cargo, and that the cargo will be properly stowed and hauled.
• **Maximum Driving Time**: When the total trip is expected to be completed within 30 minutes beyond the appropriate driving limit, one driver may drive the entire trip without a break. However, if poor weather or heavy traffic threatens to lengthen the trip, the driver should exit the highway to a safe rest area within the normal driving limits. No driver may exceed 8 total hours of driving time in any 24-hour period. No trip segment shall exceed 18 hours; after 18 hours the driver(s) must stop for at least 7 hours. This rule is to be observed even if there are multiple approved drivers on the trip.

• **Medication**: Before and during trips using Gonzaga University vehicles, drivers must not use medications, alcohol, drugs, or other substances that may cause drowsiness or other physical or mental impairment.

• **Minors**: Persons younger than age 18 must have a [liability release signed](#) by a parent or legal guardian.

• **Modifications**: No modifications to University vehicles (ski or bike racks, antennae, stickers, signs, tow hitches, seat removal, etc.) shall be made, except approved by the Office of Risk Management.

• **Passenger Capacity**: No driver shall transport more passengers in a vehicle than the vehicle is designed to haul. In most cases, capacity is the same as the number of factory-installed seat belts in the vehicle.

• **Pedestrian Right of Way**: All vehicles driving on campus should adhere to the pedestrian’s right of way, stopping at all intersections and crosswalks for pedestrians. Also see Class Break Avoidance for a schedule of class break times in order to avoid high traffic pedestrian times.

• **Portable Music Devices**: If passengers are present, they and not the driver should operate any portable music devices. Personal headphones are prohibited for the driver of the vehicle.

• **Radar Detectors**: The use of radar, laser, or other speed-monitoring detection systems is not permitted.

• **Seatbelt Usage**: While a driver is operating a vehicle on behalf of Gonzaga University, all occupants of the vehicle must at all times use the vehicle restraints as they were designed to be used.

• **Towing and Trailers**: The addition of a trailer completely changes how a vehicle handles. The pulling of trailers to carry equipment, boats, etc. should be specifically authorized by the Office of Risk Management and only after appropriate training has been completed. Training should include:
  1. Pertinent legal requirements
  2. Matching towing vehicle and trailer, including any changes needed on tire pressure
  3. Selecting appropriate hitching system and safety chains
  4. Ensuring braking and wiring systems are working properly
  5. Proper trailer loading
  6. Staying within the trailer’s weight rating
7. Staying within the towing vehicle’s weight rating and the total combined rating
8. Using a proper hitch, particularly a weight distribution hitch and active sway-control equipment
   • Vehicle Top Carriers: No vehicle top or other carrier is permitted with any University vehicles unless the device has been installed and/or approved by the Office of Risk Management.

**Motor Vehicle Incidents and Reporting**
Incidents are events that result in damage to vehicles or property, or in personal injury.

**Post-Incident Procedures**
Gonzaga University vehicles have an auto-accident kit in the glove compartment or in the pouch in the driver’s door. This kit contains forms and instructions for reporting any incident. In case of an incident involving a university-owned vehicle, the driver must follow the procedures in this kit. Failure to report incidents or damage to vehicles may result in loss of future driving privileges.

In the case of an accident involving a rental vehicle refer the rental company, injured party, or anyone claiming injury to the Office of Risk Management: Marcia Bertholf (509-313-6139) or Joe Madsen, Risk Manager, at (509-313-6445). Be prepared to furnish the following information:

Rental Vehicle:

1. Driver’s Name
2. Make, year, and license number of vehicle
3. Rental contract number
4. Name, address, and phone number of passengers
5. Renter’s home and business phone numbers
6. Damage incurred
7. Date of loss
8. Time of loss
9. Address where accident/loss occurred

Other Vehicle or Property:

1. Driver and owner’s name
2. Address and phone number
3. Make, model, year, license number, state of registration
4. Name of insurance company
5. Name, address, and phone number of passengers
6. Damage incurred
General Information:

1. Police officer’s name and badge number
2. Name, address, and phone number of witnesses
3. Explanation of accident, including description of accident
4. Street names, weather and road conditions, direction moving, date, hour and location
5. File an accident report if required by law.

The employee should use good judgment to minimize the situation as if it were her/his own problem.

**Incident Investigations**

All incidents may be investigated by representatives from the Office of Risk Management, the university safety committee, and the Security Office. If possible, the incident site will be examined.

All incidents will be designated as having been either “preventable” or “non-preventable” by actions of the university vehicle driver. The following are some of the criteria constituting preventable actions by the driver:

1. Failure to follow defensive driving practices as outlined in training course;
2. Failure to adjust speed to conditions of light, weather, road, or traffic;
3. Failure to recognize and adjust to driver’s own temporary physical, mental, or emotional condition;
4. Failure to adjust to clearance at top, sides, front, or rear of vehicle;
5. Failure to observe conditions at the rear of a vehicle while backing;
6. Failure to yield right of way when necessary to avoid an accident;
7. Failure to control speed to be able to stop within assured clear distance ahead;
8. Failure to observe traffic laws and ordinances;
9. Failure to observe Gonzaga University operating rules or special instructions;
10. Failure to observe safe practices taught in Gonzaga University driver’s training or supervisory bulletins.

After an incident, the driver will be given the opportunity to explain what happened. If an incident is determined to have been preventable, and if the driver involved is:

1. A student, his or her driving permit will be revoked
2. An employee whose job does not require regular driving, the driver will be given a written warning and be required to attend an appropriate driver-safety training session selected by the Office of Risk Management. Two preventable accidents within a five-year period may result in the revocation of a driver’s permit (attach link);
3. An employee whose job requires regular driving, the driver will be given a written warning and be required to attend an appropriate driver-safety training session selected...
by the Office of Risk Management. If a driver has two preventable accidents within a one-year period or three preventable accidents within a two-year period, Gonzaga University Human Resources will work in conjunction with the Office of Risk Management and the supervisor of the driver to determine appropriate consequences.

All completed incident-report forms will be kept on file in the Office of Risk Management for seven years from the date of the incident, to aid in loss-trend analysis, and in analyzing the effectiveness of safety-training programs.

**Insurance**

Some important facts include:

1. The university’s insurance for its vehicles is effective only when the vehicle is being used for duly authorized university business being conducted by an authorized driver.
2. Insurance on personal owned vehicles driven by Gonzaga University employees on Gonzaga University business is primary to any insurance carried by Gonzaga University. Gonzaga University does not cover physical damage to privately owned vehicles.
3. Personal property kept in Gonzaga University vehicles is not covered under the Gonzaga University insurance policy. Personal property may be covered under your personal homeowner or renter insurance.
4. State law requires each vehicle to carry Proof of Insurance. You can obtain this document from Purchasing Department for University owned, leased, or rental vehicles.

**General Driver Qualifications**

The vast majority of property damage, personal injury and death from motor vehicle incidents is directly attributable to driver error. It is a privilege and a responsibility to operate a university motor vehicle, particularly when passengers are involved. For this reason, Gonzaga University reserves the right to be highly selective in approving drivers. No non-student or non-employee of Gonzaga University are permitted to drive vehicles, with the exception of volunteers who are donating their time to drive for Gonzaga University activities and approved by the Office of Risk Management and Gonzaga University Plant Services. Effective upon the adoption of this guideline, all drivers of university-owned vehicles will be qualified in the following ways:

**Driver Qualifications**

Any individual seeking (for the first time) a Gonzaga University driving permit for University vehicles shall:

1. Be a current Gonzaga University student, employee, or approved volunteer;
2. Have at least three years’ driving experience in the United States or Canada;
3. Provide a photocopy of a valid driver’s license, issued by one of the 50 United States;
4. Complete the written application for a driver’s permit (Attach link), allowing Gonzaga University to verify driving record;
5. Verify that he or she has read and understands relevant Gonzaga University transportation policies and guidelines;
6. Complete online safe-driver course.

Exceptions:

1. Student or employee drivers on or within one mile of University property must have completed high school; all other qualifications apply.
2. Employees who must drive as a regular part of their jobs and do not have three years’ U.S. driving experience will be hired on a probationary basis for 90 days. Preventable incidents or tickets for which these employees are responsible in that time will be grounds for termination. All other qualifications apply.

Driver Disqualifications
Driving privileges will not be granted to, or will be revoked from, individuals with any of the following:

1. Any of these citations on their motor vehicle record:
   - A conviction for reckless driving;
   - A citation for leaving the scene of an incident;
   - A citation for being at fault in a fatal incident;
   - A felony conviction for any crime committed involving a vehicle;
   - A conviction for any alcohol- and/or drug-related driving offense;
   - A record of refusal to submit to a blood-alcohol test;
2. Two or more moving violations in the past year, or three or more in the past two years, including but not limited to violations for the following:
   - Running a red light;
   - Ignoring a stop sign;
   - Speeding;
   - Passing a stopped school bus
3. Citation(s) for being at fault in the past 365 days in two or more accidents that are recorded on their motor vehicle records;
4. A recorded instance of one of the following:
   - Driving without insurance;
   - Driving with a suspended license;
   - Failure to appear in court;
5. A record of falsifying information on a written permit application;
6. Evidence of failure to comply with any license restrictions (e.g., corrective lenses);
7. Evidence of having used a fleet vehicle on personal business;
8. Evidence of having lent to another person or department a vehicle checked out to them.

Any driver involved in an incident with a Gonzaga University vehicle may lose driving privileges for 365 days. Employees are expected to report significant driving citations that have been issued to them. Driving privileges will be suspended for any employee who is cited for driving under the influence of alcohol or drugs or reckless driving; a review of the employee's driving record will then be conducted to determine whether driving privileges will be reinstated. These are general guidelines and will be reviewed by the involved department, the Office of Risk Management, Motorpool, and Human Resources to assess and determine actions for individual circumstances.

**Revalidations of Employee Driving Permits**
In order to maintain a Gonzaga University driving permit, each employee will do the following:

1. Submit a photocopy of his or her renewed driver’s license in years of license expiration;
2. Undergo driver training as required below;
3. Pass the [online safe-driver course](#) after any driving accident;
4. Pass a road test after any driving accident for drivers of Class II and Class III vehicles.

**Driver Training and Orientation**
**Basic Training:** Before being issued a Gonzaga University [driving permit](#), all first-time applicants will take an online safe-driving course sponsored by the Office of Risk Management. To access the online safe-driving course:

3. Go to the [online safe-driving course website](#)
4. First time users should select the option to create a new account on the right side of the screen.
5. Enter the institution registration code: **0347-RCUE-XY12**
6. Create a username and password and provide information for a user profile.
7. EduRisk Learning Portal will provide you with an e-mail regarding your new username and password. Use this to logon, where you will be redirected to change your password.
8. Once logged in, click “Launch Learning Program” under the Driver Safety box.
9. This will redirect you to the Driver Safety page. Make sure your pop-up blocker allows the EduRisk Learning website in order to start the course.
10. Select “DS-101-H Driver Safety Training (Higher Education)”
11. Select the module “DS-101-H Pretest” to complete the pretest
12. Once you have completed the pretest, select “DS-101-H Driver Safety Training”

**Refresher Training:** All employees who drive as a regular part of their jobs will complete a refresher online driving course every three years administered by the Office of Risk Management.
Remedial Training: Any employee who is involved in an incident determined to be preventable will undergo remedial training in skill areas designated by the Office of Risk Management.

Specialized Training: Specialized training is required for operators of unusual vehicles, those transporting particularly hazardous cargo, and those encountering special hazards on particular routes, etc., as determined by the Office of Risk Management.

NOTE: Gonzaga University Office of Risk Management reserves the right to deny or revoke an individual’s driving privileges should that individual exhibit poor judgment of any kind while driving university vehicles.

Licensing Requirement
Motorpool passenger vans may only be operated by drivers certified by Plant Services in accordance with the Transportation Guidelines. Please visit the Motorpool orientation page to self-select a testing time.

Operation of vehicles for official university business must be in compliance with the Transportation Procedure. If you have any questions about your eligibility to drive please contact the Office of Risk Management.

Maintenance

Preventable Vehicle Maintenance on Trips
- Fluid levels: It is the responsibility of the driver to maintain proper oil and coolant levels if the vehicle is being used for an extended time period or driven an extended distance.
- Mechanical failures: Developing mechanical problems that might make a vehicle unsafe to drive should be reported to Gonzaga University Plant Services via telephone, if a Motorpool vehicle. In case of actual breakdown or mechanical failure of a Motorpool vehicle, Plant Services should be contacted before tow trucks are summoned or repairs are made. Costs for unauthorized repairs will not be reimbursed. In case of actual breakdown or mechanical failure on campus or after usual business hours, contact Security.

Records Maintenance
Gonzaga University Plant Services will be responsible for maintaining driver and vehicle records for their employees and persons renting Motorpool vehicles.

In general:

1. Driver Records: A file (separate from employment records) will be kept current for each individual to whom driving privileges are granted. The file will contain the following:
   - Written permit application
   - A photocopy of the driver’s valid motor vehicle license
• Current annual motor vehicle record/driving record information
• Accident reports, if any
• Complaints, if any, received about the person’s driving
• Results of written driver’s exams
• Results of road tests
• Records of training events attended

These files will be reviewed and updated on an annual basis.

2. Vehicle Maintenance Records: Written maintenance and inspection records shall be kept in a separate file for each fleet vehicle by Plant Services. Records will include the following:

• Vehicle identification: make, model, serial number (VIN)
• A university vehicle inventory number (if assigned)
• The name, address, and phone number of the department or individual responsible for the vehicle, if the vehicle is on permanent assignment
• Tire size, ply, type and serial number, if applicable
• Date and nature of maintenance work performed
• Name of garage/facility where maintenance was performed
• Special equipment or component parts involved
• For each inspection: items inspected, repairs made, date completed, mileage, and name of inspecting mechanic
• Oil change/lubrication dates and mileage
• Date/mileage for next scheduled inspection and preventive maintenance
• Summaries of any accidents involving this vehicle

Pre-Trip Inspections
A driver should not operate a vehicle until s/he completes and signs a pre-trip inspection provided on the Gonzaga Transportation Checklist Pamphlet, including a dent/damage check. Drivers should be satisfied that all necessary parts and components are in good working order.

For Motorpool vehicles, last minute fleet vehicle cancellations due to weather or travel hazards will not result in fines or charges if prompt notice is given to Plant Services.

Driving Safety during Trips
Drivers and departmental sponsors of student trips are responsible to obtain weather information before and during daily travel to determine whether road or weather conditions present hazards along the planned travel route. If university vehicles are already on the road and weather conditions become hazardous, the sponsor must stop the trip and delay or cancel travel planned for that day to ensure the safety of all passengers and drivers.
Post-Trip Inspections
Post-trip inspections will be conducted by drivers after trips with fleet vehicles not permanently assigned to a department. Unusual noises, awkward operation, or other problems should be reported according to procedures developed by Plant Services. Signed post-trip forms provided on the Gonzaga Transportation Checklist Pamphlet and mileage logs are to be turned in with vehicle keys to Plant Services.

Service, Inspection, and Repairs
All University fleet vehicles will be maintained and serviced by the university’s auto shop. Vehicles will be serviced and inspected according to the university vehicle checklist for preventive maintenance. Gonzaga University Plant Services will remove a vehicle from operation if repairs are necessary.

The auto shop will coordinate Washington Department of Transportation inspections as required:

1. Annually for vehicles weighing more than 10,000 pounds and all vehicles that carry more than 16 persons;
2. As required for other vehicles.

Field Trip Guidelines
Any person planning a University related trip should refer to Field Trip Risk Management Guide and the Office of Risk Management for further assistance.

International Trips
Road crashes are the single greatest cause of death for healthy Americans traveling abroad, according to the U. S. State Department. Study Abroad programs can still be held liable for deaths and injuries sustained by program participants.

When traveling abroad, students are often unaware of how different from home are the roads, regulations and safety standards. In other countries, it is important to be aware of the different risks, especially while on the roads. Each country has its own traffic laws as well as its own road culture—the unwritten set of conventions, which may or may not conform to the laws. Especially in developing countries and countries where students do not speak the local language, it is important for students to be able to communicate to a driver that they would like him to drive safely, or that they want to travel in the safest vehicle possible.

1. All international travel must be coordinated through the Study Abroad Office.
2. All international travel must be approved by the area vice president or his/her designee.
Weather Conditions

The driver may opt to pull over to a safe location until adverse weather conditions have passed. Consideration should always be given to delay or cancellation if dangerous winter conditions exist. Gonzaga expects drivers to be cautious, use good sense and interrupt their trips when weather conditions are very dangerous -- find a safe place to wait and to resume the trip once the weather improves.

Raining

Roads are more slippery at the start of rain since surface oil and grease form slick films that are not washed away until after 20-30 minutes of hard rain. It is recommended that you reduce your driving speed and turn on your headlights.

Winds

Strong winds can decrease control. In such conditions, speed should be decreased. The driver should have both hands on the steering wheel and be alert for other vehicles swerving into his/her path. Some regional areas known for sudden windy conditions are Vantage/central Washington, central Montana, and southern Idaho.

Snow and Ice

Snow and ice are of course very dangerous. Particular care should be taken when the temperature is between 25F and 35F. Speed must be substantially reduced. Keep as much distance between your vehicle and others as possible. Do not get caught in “car pack” during winter conditions. Drivers not experienced in snow/ice should not drive.

Fog

Winter in the Inland Northwest includes frequent thick fog. Extreme caution and slow speeds are critical responses in these conditions.

Privately Owned Vehicles

Faculty/Staff

While sometimes appropriate or efficient to use personal vehicles in non-reoccurring instances, Gonzaga generally discourages this practice. If a routine practice, there must be approval from department heads or supervisors before driving a personal vehicle for activities or events. If driving a personal vehicle for activities or events, the vehicle owner’s insurance policy serves as a “primary” policy for the third partly liability and physical damage to the vehicle. This means that if a loss or claim arises out of an accident that owner’s policy will respond.
**Students**
For students using personal vehicles for GU sponsored activities or events, it is necessary for the legal owner to complete and sign an Owner’s Approval Form (Attach link) authorizing the use of the vehicle and identifying the student(s) authorized to drive the vehicle. This form is to be maintained by the department sponsoring the activity.

The intent of this form is to ensure that vehicle owners know their cars are being used in connection with a University activity and they will be assuming primary liability in connection with the trip. Drivers should never operate a vehicle with critical safety problems such as brakes, suspension, steering, lights and tires. The driver must ensure that all passengers are wearing seat belts.

**Volunteers**
If volunteers drive personal vehicles for Gonzaga sponsored activities or events, their personal insurance will serve as the primary policy responsible in the event of an incident. If volunteers drive a Gonzaga leased or rented vehicle, Gonzaga insurance will serve as the primary policy responsible in the event of an incident.

**Motorpool**
Motorpool vehicles are available for rent to all Campus Departments, based on availability of vehicles and authorization of a driver. Vehicles are available by reservation only and insurance regulations require that the driver must be over 18 years of age, have a valid driver's license, and pass the Plant and Construction Services van familiarization/drive procedure, as required by the University Insurance Company. Drivers must also request a proof of driving record for the last three years from the state where they obtained their driver's license and submit it to Plant Services. The report must indicate that the driver has one or less driving violations. All vehicles are rented by reservation only and on a first come first serve basis. Reservations and driving session can be scheduled by calling Customer Service at 313-5656. For more information on motorpool vehicles and rental rates see Plant Motorpool.

**Golf Carts**
Only persons authorized by department supervisors may operate golf carts and utility carts. The driver must:

- Only drive on campus
- Restrict street crossing to crosswalks or intersections
- Drive no greater than 10 mph
- Yield to pedestrians and not try to pass other moving carts or any motor vehicles
• All occupants must remain seated and hold on while the cart is moving, with arms and legs inside
• All occupants must use seat belts, if available
• Drivers must take the keys and set the brake when they leave the cart.

**Rental Vehicles**

Employees driving unfamiliar vehicles in unfamiliar locations are at a higher risk for accidents. Employees are encouraged to use airport shuttle services, taxis, and ride share whenever possible. In some cases, this may increase the direct travel costs, but when considering the risk exposures and safety concerns, a slight increase in cost may outweigh the related risks.

To protect against unsubstantiated claims from car rental agencies, drivers should perform a detailed inspection of the rental vehicle before leaving the parking lot and again immediately after returning it to the rental agency. If carrying a camera, consider documenting the condition of the vehicle before and after rental term. Any damages should be noted and brought to the attention of the rental agency as soon as possible. Beware of express check-in and check-out services where you do not participate in the inspection process. Those services can trap employees in to accepting existing damage as their responsibility.

When renting a vehicle:

1. Vehicles rented locally will be obtained from University approved companies endorsed/recommended by the Controller’s Office.
2. The rental should be in the name of Gonzaga University
3. No drivers under the age of 21 are acceptable on rentals.
4. Do not purchase collision damage waiver or other insurance, except when renting a vehicle in a foreign country.
5. Gonzaga and its insurance will provide liability and repair costs when a rental vehicle is used as part of Gonzaga business and activity. Immediately notify department supervisor and the Office of Risk Management if there is an accident or mishap involving a rental vehicle.
6. Be cautious to follow rules and restrictions of the rental company such as approved drivers and acceptable regions of use. Damages and losses on rental cars can be costly and complex particularly in a violation of rental terms.
7. The individual driving the vehicle is responsible for any citations and fines. If a driver is not identified, the renting department will be responsible.

For more information regarding rental vehicles, refer to [Gonzaga University Policies and Procedures Manual](#).
Zipcar
Gonzaga University students, faculty and staff age 18 and older can join Zipcar for a $25 annual fee and will receive $35 in driving credit. Members of the Spokane community and visitors to campus are also eligible for Zipcar membership and benefits.

As a Zipcar member, you'll get:

1. Access to Zipcars 24/7 by making reservations online or on a mobile device
2. Low hourly and daily rates that include gas and insurance
3. Reserved on-campus parking

For more information, visit Zipcar’s website.
Resources

Checklists
Travel Considerations Checklist
United Educators’ Emergency Preparation Checklist (Attach link)
United Educators’ Vehicle Inspection Checklist (Attach link)

Forms
Driver Approval Form
Driver Declaration Form
Owner’s Approval Form (Attach link)
Vehicle Incident Investigation Form

Manuals/Guidelines
Department of Intercollegiate Athletics’ Policy Guidelines for the Courtesy Car Program (attach link)
Faculty Lead Risk Management Manual (attach link)

Maps
Campus Pedestrian-Vehicle Route Map

Pamphlets/Brochures
15 Passenger Van Risks Pamphlet (Attach link)
Distracted Driving Brochure
Gonzaga Transportation Checklist Pamphlet

Posters
Distracted Driving Poster
Gonzaga Incident Procedures Poster (Attach link)

Training
Online safe-driving course
References
AAA Foundation
AAA Washington
Chubb Group of Insurance Companies
Department of Transportation
United Educators
# Contacts

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<tr>
<th>Office of Risk Management</th>
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<tbody>
<tr>
<td>502 E. Boone Ave.</td>
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<tr>
<td>Spokane, WA 99258-0069</td>
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<tr>
<td><strong>Phone:</strong> 509.313.6445</td>
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<tr>
<td><strong>Fax:</strong> 509.313.5199</td>
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<td><a href="http://www.gonzaga.edu/riskmanagement">www.gonzaga.edu/riskmanagement</a></td>
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<td>Spokane, WA 99258-0085</td>
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<td><strong>Phone:</strong> 509.313.3549</td>
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<tr>
<td><strong>Fax:</strong> 509.313.5987</td>
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<tr>
<td><strong>Email:</strong> <a href="mailto:studyabroad@gonzaga.edu">studyabroad@gonzaga.edu</a></td>
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<td>studyabroad.gonzaga.edu</td>
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<tr>
<td><strong>Fax:</strong> 509.313.5815</td>
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<tr>
<td><strong>Email:</strong> <a href="mailto:hagel@gonzaga.edu">hagel@gonzaga.edu</a></td>
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<td><a href="http://www.gonzaga.edu/campus-resources/offices-and-services-a-z/Human-Resources/Environmental-Health-And-Safety/">http://www.gonzaga.edu/campus-resources/offices-and-services-a-z/Human-Resources/Environmental-Health-And-Safety/</a></td>
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<th>Campus Public Safety &amp; Security</th>
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<tr>
<td>1117 N Dakota</td>
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<td>Spokane, WA 99258-0076</td>
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<tr>
<td><strong>Phone:</strong> 509.313.2222</td>
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<tr>
<td><strong>Fax:</strong> 509.313.4151</td>
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<th>University Purchasing</th>
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<tr>
<td>Plant Services</td>
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<tr>
<td>1004 N Ruby</td>
</tr>
<tr>
<td><strong>Phone:</strong> 509.313.5624</td>
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Appendix A

Departments with Vehicles

- Athletics
- Campus Services
- CCASL
- IT
- Library
- Mail Room
- Plant
- Security
- Sodexo
- Vendors