



05.350

OPERATION OF STATE-OWNED VEHICLES POLICY

Authority:	Chancellor
History:	Effective May 4, 2000; updated February 4, 1998; updated August 1, 2008; supersedes former AUX 7.10 “Motor Fleet Vehicle Rental” and VCB 1.40 Motor Vehicle Safety
Source of Authority:	UNC Code, Section 502
Related Links:	Vehicle Safety Review Checklist ; NCDMV ; UNCWPD ; NC DOT Driving Record ; NC DOA Motor Fleet Management Regulations
Responsible Office:	Auxiliary Services, UNCW Police, Department Heads

I. Purpose

To promote motor vehicle safety by establishing driver qualification criteria and insuring that all university employees operating state-owned vehicles are adequately trained in all aspects of motor vehicle safety.

II. Scope

This policy applies to all UNCW employees who operate state-owned vehicles or motor fleet lease vehicles regardless of employment status or type.

III. Policy

This policy establishes the requirements for each department head to oversee safe operation of state-owned vehicles.

A. Categorizing employees as Occasional or Primary Drivers

Every department head shall categorize all employees in their department who drive as either Occasional Drivers or Primary Drivers as defined below, either at the implementation of this policy or within 30 days of hiring a new employee:

1. Occasional Driver- An employee using a state vehicle in the course of their duties such as a Motor Fleet vehicle rental or the use of a departmental vehicle at a frequency of less than 5 times per week.
2. Primary Driver – An employee who within the course of their duties uses a departmental vehicle at a frequency of 5 or more times per week.

B. Confirming possession of an operator's license.

1. All drivers regardless of whether they are categorized as primary or occasional shall possess a valid North Carolina driver's license in accordance with North Carolina law with regard to residency or valid driver's license in their state of residency if they are not North Carolina residents. Department heads shall maintain a current copy of each employee's driver's license within departmental files.
2. In the event that the license is restricted, revoked or suspended in any way, the employee shall notify the department head of the change in status within 3 business days.
3. Employees requesting rental of a motor fleet vehicle shall provide the UNCW motor fleet representative with a copy of their current driver's license in accordance with the state of their residency requirements.

C. Conducting motor vehicle record reviews.

1. A motor vehicle record (MVR) review shall be requested by each department head for every driver within 30 days of hire for all drivers without regard to their categorization. Department heads shall maintain a record of the request and negative results.
2. A motor vehicle record (MVR) review shall be requested by Motor Fleet for every driver that rents a Motor Fleet vehicle.
3. The department head shall request a MVR review for employees classified as Primary Drivers on a semiannual basis, maintaining a record of their request and indicating negative results.
4. When MVR reviews are necessary, the requesting department head shall submit the request with full employee name and North Carolina Driver's license number to UNCW Police by e-mail or in writing.
5. UNCW Police may only give verbal indication of a satisfactory or unsatisfactory driving record. If UNCW Police indicates an unsatisfactory driving record, Motor Fleet or the department head shall request a driving record from North Carolina Department of Motor Vehicles for a cost of \$8.00 per request. Instructions to request this information either online or via mail are included at the NC DOT link in the 'Related Links' section above.
6. All employees who operate a state-owned vehicle as part of their duties, without regard to their status shall report to their department head when they have any motor vehicle violation within three business days.

7. Employees who are deemed to have an unsatisfactory driving record cannot operate state-owned vehicles. For the purpose of this policy, an employee having no statutory or major violations within the past three years is considered to have a satisfactory driving record.
 - a. Statutory Violations such as the following:
 - i. Operating an uninsured vehicle
 - ii. Using a fictitious registration plate or drivers license
 - iii. Driving while license is suspended
 - b. Major Violations such as the following:
 - i. Repeated speeding and other violations resulting in an accumulation of 8 points during a three year period
 - ii. Driving while impaired
 - iii. Careless or reckless driving resulting in bodily injury or property damage
 - iv. Hit and run
 - v. Negligent vehicular homicide

D. Ensuring training of affected employees

The training of employees who operate state-owned vehicles is outlined by the following three parameters:

1. The department head or designee shall review the Vehicle Safety Review Checklist with each employee who drives a state-owned vehicle without regard to their category. The Checklist is located in the 'Related Links' section above.
2. Primary Drivers shall complete a Safe Driver Training Course that is offered by UNCW Police within 30 days of employment and this training shall be repeated not less than every three years but more often at the discretion of the department head.
3. Drivers who operate state-owned 15 passenger vans that are either leased through Motor Fleet or are departmentally owned shall complete a 15-passenger van safety training that is offered by UNCW Police.

E. Other Applicable Requirements

Drivers of state-owned vehicles shall also meet the following requirements:

1. All accidents involving state-owned vehicles shall be reported to the department head within the same shift. If any injury occurs or if damage to the vehicle appears to be greater than \$500, it shall be reported to UNCW Police or the appropriate law enforcement agency immediately. UNCW Risk Management and UNCW EH&S shall be notified for substantial damage or any injury. If recommended by the investigation, additional training may be required.
2. Seatbelt use is required in all state-owned vehicles.
3. Smoking is not allowed in state-owned vehicles.
4. State-owned vehicles shall be operated in accordance with all North Carolina rules and regulations as well as UNCW Policies.