

Rules for Operating Vehicles

These rules supplement the policy on [Use of Vehicles for University Business \(IV.A.1\)](#).

All Drivers Who Operate a Vehicle on University Business Must

- a. Have a valid U.S. or Canadian driver's license in their possession at all times while they are operating any Vehicle on University Business. Drivers with a foreign license may operate a vehicle in that country if necessary for conducting University business.
- b. Operate Vehicles in a safe, controlled, and courteous manner, in compliance with applicable traffic laws, this policy, and any other applicable University policies.
- c. Turn off and lock University Vehicles when left unattended.
- d. Store valuable equipment/items in the trunk of the Vehicle.
- e. Be aware of weather and road conditions and make prudent decisions regarding travel based on those conditions.
- f. Not place a Vehicle in motion unless all occupants are wearing safety belts (in vehicles so equipped), and ensure their continued use throughout the trip.
- g. Not permit any unauthorized person to drive a University Vehicle.
- h. Not drive under the influence of any substance including alcohol, illegal drugs, and/or medications that may cause impairment.
- i. Inspect the Vehicle prior to use for obvious safety concerns, report defects to the appropriate authority, and not operate any Vehicle with deficiencies that make it unsafe to operate.
- j. Promptly report all collisions, thefts, or vandalism involving University Vehicles to the appropriate law enforcement agency. Upon return to campus, notify his or her supervisor, and Risk Management. See Section 1.7 below, Accident Reporting, for more detailed information.
- k. Be personally responsible for any parking or traffic violations received while operating a Vehicle on University Business. Departments are responsible for any toll charges incurred while operating a University vehicle.

Safety Belts

Use of safety belts (in vehicles so equipped) is required for the driver and all Vehicle occupants anytime the Vehicle is in motion. Drivers must enforce this requirement, and should not place a Vehicle in motion unless all passengers are appropriately wearing safety belts. The number of passengers in any Vehicle may not exceed the number of available safety belts. Proper restraints, car seats or booster seats are required for any children that may be passengers in a Vehicle operated on University Business. Passenger travel in pickup truck beds is prohibited, with the exception of farm operations when the Vehicle is not being used on public roadways.

General Prohibitions

- a. Consumption of alcohol and use of illegal drugs and/or medications that may cause impairment by drivers and passengers is prohibited in University Vehicles. Purchased alcohol being transported for an approved University activity must remain closed during transportation and should be placed in the Vehicle trunk if possible. See University policies addressing alcohol.
- b. Smoking is prohibited in University Vehicles.
- c. Transportation of hazardous materials in any Vehicle operated on University Business is prohibited except by Employees who are specifically trained, certified and authorized for this duty.
- d. In any jurisdiction where such usage is illegal, drivers may not use cell phones or other electronic communication devices while operating Vehicles on University Business. Even in jurisdictions where such usage is not illegal, the University strongly discourages the practice under all circumstances. Drivers should pull off the road to a safe location and only engage in communications after the Vehicle is properly parked.

All Drivers Towing a Trailer Must Verify All of the Following Prior to Operating the Vehicle

- a. The trailer load weight does not exceed the limits specified by the trailer manufacturer and the total load weight of the trailer does not exceed the towing limits specified by the tow Vehicle manufacturer.
- b. The trailer load is appropriately distributed and adequately secured in place.
- c. The wheel base of the tow Vehicle is adequate for the trailer being towed.
- d. All trailer lights and brakes are in proper working order.
- e. Trailer tires are properly inflated.
- f. The trailer emergency chains are adequate and secured as required by law.
- g. Operate the tow Vehicle at a safe speed commensurate with the trailer weight and load.

12- and 15-Passenger Vans

- a. Drivers may not transport more than eight people (including the driver) in any 12- or 15-passenger size van for off-campus events. This policy applies to all vans including, but not limited to, those owned, borrowed, rented or leased.
- b. Drivers may transport nine or more passengers in a 12- or 15-passenger size van when travel is limited to on-campus only. At no time should the number of passengers exceed the number of available safety belts.
- c. Towing with a 15-passenger sized van is strictly prohibited.
- d. Drivers and passengers in such vans must wear proper Vehicle seat restraints and are to refrain from excessive loading of the Vehicle. No loading is to be done on the roof of these Vehicles.
- e. Passengers and cargo should be evenly distributed throughout the van.

Trip Standards

The following standards apply to all individuals traveling on University business except professional drivers employed by Purdue University who are required to follow U.S. Department of Transportation guidelines, which may differ.

- a. On any trip with one or more passengers, one passenger should always be acting as the Vehicle navigator.
- b. Any trip (or trip segment) exceeding six hours must include at least one fifteen-minute rest stop.
- c. Any trip (or trip segment) exceeding ten hours must include at least one thirty-minute (or more) stop in addition to the 15-minute rest stop.
- d. It is recommended that, whenever possible, multiple drivers be utilized for trips that exceed six hours to avoid driver fatigue. In any case, no driver may drive more than 12 hours during any 24-hour period. Driving time is inclusive of rest stops.
- e. Student and Volunteer drivers may be subject to further restrictions of time and distance at the discretion of their department or the Dean of Students.

Accident Reporting

- a. Report accidents occurring on campus property to the University Police Department.
- b. Report accidents occurring away from campus to local law enforcement.
- c. Do not move the Vehicle until given permission to do so by the investigating officer.
- d. Exchange complete information with other drivers involved. University Vehicles contain a red "In Case of Accident" brochure to facilitate such exchange of information.
- e. Make no statements concerning liability for the accident or coverage carried by the University.
- f. Cooperate with law enforcement authorities in their investigation of the accident.
- g. Accidents involving bodily injury must be reported to Risk Management as soon as reasonably possible following the accident.
- h. Accidents not resulting in bodily injury may be reported to Risk Management upon return to campus.
- i. Forward all information exchanged with other parties to Risk Management.
- j. Promptly report the accident to your personal insurance carrier if you were operating a Personal Vehicle on University business. Risk Management will complete the necessary forms for reporting accidents involving University Vehicles to the University's insurer and to the State of Indiana.
- k. Do not discuss details of the accident with anyone except for the local law enforcement authority and, as appropriate, your personal insurance company, Risk Management, the University's insurer and/or University legal counsel. Refer any inquiries from other parties to Risk Management.