



Policy Title: **Safe Driver Policy**

Policy Number: PS 525

Purpose of Policy: The safety and well-being of our employees, volunteers, and students is of critical importance to Bellevue University. Employees, volunteers, and students who operate vehicles for University purposes will be expected to consistently apply and follow all the guidelines contained within this policy. For individuals not required to operate vehicles on university business, it is strongly encouraged that all individuals follow these guidelines as safety is our primary concern. For this program to be successful, we need each of you to champion safe driving habits.

Applies to: All Students, Faculty, Staff, and Volunteers

1. Employees, students, or volunteers who operate a vehicle (university owned, rental, or employee owned) for business purposes are expected to comply with this policy along with Policy Statement 416 (Travel) at all times. To acknowledge that you understand the contents of this policy, you are expected to sign and date the Safe Driver Policy Acknowledgement Form and return it to Human Resources for filing in your personnel file. In addition, employees who elect to drive their own vehicle on university business are required to have a valid driver's license for their primary state of residence and adequate insurance coverage (\$500,000 or more). Driver Motion Vehicle (DMV) records will be periodically checked on all individuals or others driving a vehicle on University business. Excess vehicle insurance coverage is provided by the University.
2. Use of handheld devices whether personal or business-owned, while behind the wheel of a university vehicle is strictly prohibited. Use of handheld devices includes but is not limited to cell phones, Blackberries, PDA's and GPS units. Although use of cell phones under any circumstances is prohibited while driving a BU vehicle, the use of hands-free technology may be warranted in unusual or emergency circumstances.
 - a. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, individuals operating a vehicle on university business are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call, texting, refraining from discussing complicated or emotion matters, and keeping their eyes on the road. All individuals should utilize caution in situations where

there is traffic, inclement weather, or driving in an unfamiliar area.

- b. Individuals operating a vehicle on university business who are charged with traffic violations will be solely responsible for all liabilities that result from such actions.
 3. All individuals in a vehicle on university business are expected to wear seat belts at all times while in any moving vehicle used for university business, whether they are the driver or a passenger.
 4. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, or changing radio stations or music is strongly discouraged while driving, even when in slow-moving traffic.
 5. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
 6. All individuals operating a vehicle on university business are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
 7. Individuals operating a vehicle on university business should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
 8. Individuals operating a vehicle on university business must promptly report any accidents to local law enforcement as well as to the Business Office.
 9. Failure to adhere to these procedures may result in disciplinary action.
 10. Special Responsibilities for Managerial Staff: As with any policy, management is expected to serve as role models for proper compliance with the provisions above and is encouraged to regularly remind individuals operating a vehicle on university business of their responsibilities in complying with this policy.
 11. This policy is intended to provide general information and where in conflict with an applicable local, state, or federal law, that law will take precedence.
-

Supporting Documentation: Employee Handbook

Keywords: safety, drive, driver, driving, vehicle, insurance, driver's license

Responsible Office: Human Resources

Contact Information: Human Resources
402-557-7351

Approved by: Dr. Mary Hawkins

Effective Date: January 31, 2018

Review Cycle and Dates: This policy statement repeals and replaces previous versions of PS 425, dated November 7, 2007.

APPROVED:

/signed/
Dr. Mary Hawkins, Bellevue University President

1/31/2018
Date