

Office of Campus Services
Motor Vehicle Policy

Policy statements

The University of New England (UNE) Motor Vehicle Policy is designed to promote the safety of all drivers and passengers, while supporting the responsible use of vehicles for University business. Understanding that there are risks associated with the operation of any vehicle, this policy sets clear standards for all drivers operating vehicles on behalf of UNE.

Faculty, professional staff and students who have achieved **Approved Driver Status** may operate university vehicles for authorized University business. Vehicle reservations must be submitted through the **25live scheduling system**. All drivers of leased or rented vehicles used for authorized University business must also achieve Approved Driver Status prior to operation.

Departments that have control of a dedicated vehicle must adhere to the criteria in the Motor Vehicle Policy and designate a vehicle coordinator to oversee the daily operational use of the vehicle(s), including coordinating maintenance with Facilities Management and ensuring that all drivers have achieved Approved Driver status.

Departments will be charged the following rates per mile for the use of UNE-owned vehicles. Rates are subject to change.

Cars and Minivans	<u>\$0.70</u>
Vans* and Pickup Trucks	<u>\$1.07</u>

***Note: The rear seats have been removed from all 15-passenger vans. The maximum occupancy is limited to 10 individuals, including the driver.**

Academic Priorities: General use reservations may be bumped on occasion to meet academic and/or intercollegiate needs.

Requirements and Procedures for 'Approved Driver Status'

All drivers must be pre-approved before operating or renting a vehicle for UNE business or sanctioned activities. New applicants can email Facilities@une.edu to initiate the approval process.

Only authorized drivers may drive a UNE owned, leased or rented Motor Vehicle unless such driver develops a medical problem or has a personal problem preventing safe driving.

CRITERIA FOR DRIVER QUALIFICATIONS

Drivers will be qualified and allowed to operate UNE owned, leased or rented passenger or service vehicles on official business as an Approved Driver based on the below criteria:

1. Applicant must be at least 19 years of age.
2. Applicants must hold and have held a valid state driver's license for at least the last two years.
3. Applicants must have not been cited for more than one at-fault accident or traffic violation within the last 36 months; have not been cited for a major violation in the last 5 years including drunk driving, driving under the influence of drugs, reckless driving; or have a reinstated license in effect less than one year after revocation. UNE will obtain an abstract of applicant's driving record ("MVR") from the Maine Division of Motor Vehicles or equivalent for other States for review.

Certain vehicles require additional qualification criteria. For the following vehicle types, an applicant must satisfy all of the above conditions plus:

1. **Leased or rented car for UNE business**, applicant must meet the minimum age set by the rental company.
2. **UNE vans with a maximum occupancy of 10 and pickup trucks**, applicant must pass a UNE approved training course and complete behind the wheel testing.
3. **To be eligible to operate UNE heavy equipment**, applicant must show evidence of related experience or pass an operator test to the satisfaction of UNE's Director of Facilities Management or designee.
4. **Safe Ride vehicles**, applicant must pass a UNE approved training course and specialized behind the wheel training and testing.

Individuals and entities affected by this policy

All drivers of UNE owned, leased or rented motor vehicles that are registered for on-road use.

Individuals and entities excluded by this policy

Drivers of all terrain or utility vehicles, golf carts, agricultural equipment, lawn tractors, or any other equipment not registered for on-road operation

Responsibilities, Accident Reporting, Driver Discipline

Driver's responsibilities include:

- Maintain approved driver status.
- Pick-up and return of the vehicle in good condition.
- For UNE passenger fleet vehicles, complete the *Vehicle Passenger List* and submit to Facilities and/or Security prior to the trip. A fee will be charged for incomplete forms.
- Assign a co-pilot (must have Approved Driver Status) for planned long trips over 150 miles or between the hours of 11:30 p.m. and 5:30 a.m.; driving shifts must not exceed 2 hours. Improper delegation of driving responsibility will lead to disciplinary action and suspension of UNE driving privileges for one year for the individual in question. A \$100 fee is added to the charge for use of vehicle for an unauthorized driver.
- Transport only those individuals affiliated with the University; i.e., faculty, professional staff and students on official UNE business.

- Inspect vehicles prior to leaving the place where the vehicle is primarily based and make note of any preexisting conditions. Once the driver leaves the facility with the vehicle, any damages found beyond normal wear and tear that were not previously reported are the responsibility of the driver's department.
- Ensure that all luggage and equipment are stored in a secure fashion so that it does not interfere with the safe operation of the vehicle or endanger the passengers. Absolutely no storage on vehicle roofs.
- For vans with a maximum occupancy of 10, Drivers must take special care to properly balance the weight of passengers, gear and luggage by loading them as far forward as possible. This helps minimize potential risks that can arise when loads are not properly balanced. Items should not be stored in the space where the rear seats have been removed, as this can affect vehicle handling.
- Apply defensive driving techniques to safely operate the vehicle. **See Keys to Defensive Driving Brochure*
 - Be very cautious and maintain a safe speed that will prevent abrupt steering and loss of control especially for vans. Drive as though many people's lives are at stake, because they are.
 - Avoid driving while fatigued.
 - Use common sense by avoiding driving when extreme weather advisories are issued by the Weather Services.
 - Attention should always be focused on the safe operation of the vehicle.
 - Drivers are prohibited from eating, drinking, reading, applying makeup or hand cream, texting or anything else that takes the driver's attention away from the primary task of driving.
- For UNE passenger fleet vehicles, Complete the Vehicle Mileage document at the conclusion of the trip and return to Facilities with keys. A fee will be charged for incomplete forms.
- For all UNE fleet vehicles, Report maintenance problems immediately to the Facilities Management Office.
 - Payments made for vehicle expenses during the course of the trip can be recorded on the Vehicle Mileage Form so that a refund can be processed. Receipts are necessary to substantiate such expenses.
- Fill up the gas tank prior to vehicle return if less than $\frac{3}{4}$ full.
- Inspect the vehicle after use to ensure that it is clean. A clean up fee will be assessed if the vehicle is returned in unsatisfactory condition.
- Never use handheld devices or cell phones while driving. If a phone call or device use is necessary, the driver must first pull over to a safe location and bring the vehicle to a complete stop. Two-way radios are exempt from this requirement per Maine State Law.
- Never consume alcohol or drugs (including marijuana) within eight hours prior to operating a UNE vehicle or any vehicle rented for UNE business. Operating a vehicle under the influence of any substance that could impair driving ability is strictly prohibited. The possession or consumption of open containers of alcohol by the driver or passengers is prohibited in all vehicles. Smoking and vaping are also prohibited in all vehicles.
- Report all accidents and traffic violations involving a UNE-owned or rented vehicle, as well as those involving a non-UNE vehicle to the Facilities Management Office as soon as practicable, and no later than 24 hours after the incident. Reporting is a condition of maintaining Approved Driver Status and will result in an immediate re-evaluation of UNE driving privileges.

Vehicle Fleet Manager's responsibilities include:

- Maintain all UNE-owned vehicles in safe operating condition and keep maintenance records on each vehicle.
- Register all UNE-owned vehicles.
- Monitor the mileage and age of all UNE-owned vehicles for vehicle retirement consideration.
- Administer behind-the-wheel vehicle training, when applicable, or designate qualified personnel to do so.

Facilities Management Office Professional Staff's responsibilities include:

- Schedule the use of a UNE fleet vehicle.
- Approve applications and maintain driver files as well as renewals every three years for Approved Driver Status (including an updated Application and Agreement, Motor Vehicle Record (MVR) check and defensive driving refresher course *if applicable*).
- Issue and maintain a bank of Online Van Course "authorization keys" and replenish as needed.
- Send MVR check results that include any Violations/Convictions Failures to Appear Accidents AND any Suspensions/Revocations to Risk Management for review and confirmation for driver to move forward with the approval process.
- Maintain WEX fleet fuel account for all UNE owned vehicles and distribute WEX cards and PINs as necessary.
- Maintain AAA roadside assistance program account and distribute cards as necessary.
- Maintain EZ Pass electronic toll payment program account and issue tags as necessary.

Departments/Units' responsibilities include:

- Ensure that employees and students who are required to drive on university business, complete the qualification process.
- Schedule the use of university vehicles for authorized and approved University business by accessing *25live*.
- Follow up on Driver disciplinary actions if needed.

Co-Pilot's responsibilities include:

- Assist the primary driver on planned trips exceeding 150 miles or occurring between 11:30 p.m. and 5:30 a.m.; driving shifts must not exceed 2 hours.

Risk Management's responsibilities include:

- Maintain Auto insurance coverage and assist with loss control efforts/resources.
- Manage insurance claims.
- Review MVRs with "Consider" status against insurance guidelines.

Vehicle Coordinator's responsibilities include (for departments that have control of a dedicated vehicle):

- Oversee the daily operational use of the vehicle(s).
- Coordinate maintenance with Facilities Management/Vehicle Fleet Manager.
- Ensure that all drivers have Approved Driver status.

Accidents Involving University Vehicles

If there is an accident involving a UNE Motor Vehicle, the first order of safety is to attend to the injured parties and to take care that all parties are safely out of further harm's way in the area of the accident and call 911. **NOTE:** Seriously injured parties should be moved only by medical personnel except under the most unusual and crisis-like circumstances to prevent added trauma to the victim.

An insurance card containing the University's insurance information as well as emergency road service (AAA) information can be found in the vehicle's glove box.

UNE Drivers are required to report any accident, regardless of severity, location, or fault, to the law enforcement authority within the jurisdiction where the accident occurred **and** to UNE Security 207-602-2298 as soon as practicable, and no later than 24 hours after the incident.

Business Safeguards in the event of an accident:

1. Only make factual statements and responses to inquiries from law enforcement personnel or to UNE Security.
2. Make no statement about payment of damage.
3. Admit no fault/liability.
4. Move the vehicle only when so instructed by police unless in Drivers best judgment moving the vehicle is the best and safest course of action.

If a UNE driver is determined to be at fault for an accident or for vehicle damage beyond normal wear and tear, the associated costs will be treated as departmental expenses. This includes the insurance deductible and any related repair and towing charges. Additionally, the at-fault driver will be required to complete supplemental defensive driving training, also at the department's expense. The circumstances of the incident will be reviewed, and the additional training requirements will be determined by the Vice President for University Operations or their designee.

Driver Discipline Program- Disciplinary Infractions

Immediate termination of Approved Drivers Status will result from any of the following while driving a University Fleet Vehicle, driving a rented/leased vehicle or while driving a personal vehicle on University business:

- Driving while under the influence of drugs, alcohol or any medication that may impair judgment.
- Hit and run accidents, including: evading responsibility, leaving the scene of an accident, failure to leave notice of an accident.
- Operating a vehicle with a suspended or revoked driver's license or failing to notify a supervisor of such status.

Suspension of driving privileges and discipline up to and including termination of Approved Driver Status may result from any of the following:

- Failure to report an accident immediately.
- Failure to notify local police of an accident immediately.
- Overloading a van beyond its maximum capacity with passengers and/or cargo.
- Poor driving record.
- Leaving the keys in an unattended vehicle.
- Causing a major accident.

A temporary suspension of driving privileges may be necessary due to a medical or health related issue that may temporarily interfere with driving ability.

Disciplinary actions will be implemented in accordance with the University policy on discipline.

Training

To facilitate and emphasize driver safety, UNE makes available periodic defensive driver training programs for its drivers. See *Related Documents and Forms* items A-6, A-7 and A-8.

Related Documents and Forms

- A-1 Application and Agreement for Approved Driver Status
- A-2 Drivers License Questionnaire
- A-3 BC Vehicle Mileage Form
- A-4 PC Vehicle Mileage Form
- A-5 Vehicle Passenger List
- A-6 The Keys to Defensive Driving brochure
- A-7 Online Van Course offered through Coaching Systems:
<https://coachingsystems.com/product/coaching-the-van-driver-4-online/>
- A-8 Assignable Defensive Driver training links and resources
- A-9 Van Driver Road Test Evaluation Form
- A-10 Safe Ride Road Test Evaluation form

Website address for this policy

Current location: V:\UNEDocs\Business Office\Policies\Motor Vehicle Policy

Contacts

Subject	Contact/Department	Title	Contact Information
Ownership	Campus Services	Vice President for University Operations	athibeault@une.edu ; 207.602.2253
Policy Clarification	Facilities Management		facilities@une.edu ; 207.602.2368
Insurance	Risk Management		risk@une.edu ; 207.602.2855
AAA Cards	Facilities Management		facilities@une.edu ; 207.602.2368
WEX Gas Card & PIN	Facilities Management		facilities@une.edu ; 207.602.2368
EZ Pass	Facilities Management		facilities@une.edu ; 207.602.2368

History and Updates

Effective Date	Revision Date	Notes
01/01/2024	10/01/2025	Format update



Application and Agreement for Approved Driver Status (Valid for 3 Years)

The University of New England “UNE” owns and/or leases fleet vehicles that can be used by its faculty, professional staff and students for official business purposes. This application and agreement serve to provide a mechanism whereby, _____, “Driver” is granted authorization to operate a business vehicle as an Approved Driver. By signing this Application and Agreement for Approved Driver status, Driver agrees:

1. Driver has read UNE’s Motor Vehicle Policy attached and acknowledges that Driver meets all licensing and experience requirements therein and agrees to fully comply with UNE’s Motor Vehicle Policy.
2. Driver certifies that he/she has not been cited for more than one at-fault accident or traffic violation in the last 36-months or any major violation in the last 5 years including drunk driving, driving under the influence of drugs, reckless driving or have a reinstated license in effect less than one year after revocation.
3. Driver authorizes the University of New England to obtain a copy of their motor vehicle report for the purpose of being permitted to operate University vehicles for UNE business. The motor vehicle report will provide information in rating and/or underwriting insurance for which the University of New England may apply, and renewal thereof.

Approved Driver Status Requested: Auto _____ Van _____ Safe Ride _____ Heavy Equipment _____

Signature of Driver

Date

Print Name

PRN

Date of Birth

Driver’s License Number

State of Issuance

Expiration Date

Telephone Number

Email

Department Head Authorization:

Printed Name: _____

Signature _____

Date Authorized _____



DRIVERS LICENSE QUESTIONNAIRE

DEPT (YOU ARE DRIVING FOR): _____

ACCIDENTS IN THE LAST 3 YEARS (Please provide details): _____

TRAFFIC VIOLATIONS IN THE LAST 3 YEARS: _____

***MAJOR VIOLATIONS IN THE LAST 5 YEARS?** _____

CHECK ONE: **STUDENT** **PROFESSIONAL STAFF** **FACULTY**

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

***Major Violations Include:**

- A violation in connection with a fatal accident.
- Any felony involving the use of an automobile.
- Driving under a suspended, revoked, or expired license
- Driving under the influence of drugs and/or alcohol
- Fleeing or attempting to elude the police; failure to stop and report an accident in which the driver was involved.
- Negligent vehicular homicide.
- Operating a motor vehicle without the owner's permission.
- Permitting unlicensed person to drive.
- Reckless, negligent, careless driving or racing
- Speeding in excess of 20 mph over the posted speed limit.



Defensive drivers use techniques that reduce their risk of a crash by remaining alert, being prepared for the unexpected and controlling what they can.

There's no denying that driving can be dangerous, especially when you or the drivers around you aren't practicing safe, defensive driving. Motor vehicle accidents are responsible for thousands of fatalities and injuries annually, and in almost every case, human error is to blame. Distracted, drunk, and drowsy driving are especially dangerous — and deadly — habits on the road. By following these 16 Key Techniques of Defensive Driving, you can help ensure that you and your passengers arrive safely.

🔑 Prepare before you leave.

Build in enough time to avoid rushing and to allow for breaks and needed stops. Check the vehicle to make sure it's operational, especially if it's a vehicle you're unfamiliar with, including walking around and conducting a visual inspection. Before starting the vehicle, adjust seat, mirror, climate control, GPS/directions and music so that you aren't distracted by these while driving. Switch your cell phone to "do not disturb" setting to limit distractions.

🔑 Keep your head moving when backing.

Properly adjusted mirrors will help, but there will still be blind spots directly behind vehicles that do not have back up cameras installed. Turn your head and scan your mirrors frequently. Walk around the vehicle prior to backing. Be aware of and avoid any objects in your path. If unsure about clearance behind a vehicle, remember the GOAL- **Get Out And Look**. Use a backup spotter when available.

🔑 Look ahead.


A driver with defensive driving skills scans the road ahead of them and behind them. They ensure road safety by scanning ahead at least ten seconds, a quarter of a mile, or to the next intersection to ensure they have enough time to avoid potential dangers.


🔑 Prepare for the unexpected.


Because drivers don't know what other drivers will do, they must keep an eye on the actions of others at all times. Erratic drivers, such as drunk drivers or people on mobile devices, might swerve into their lane or change speeds unexpectedly. Drivers need to be ready to react quickly.


🔑 Don't speed.


Driving above the posted speed limit increases risk in two ways: it cuts reaction time and results in more damage if the driver gets in a wreck. A defensive driver chooses a speed matching traffic as closely as possible without exceeding speed limits. If traffic is moving at high speeds and aggressive drivers are present, drivers need to keep to the right and out of the way.


 **Don't drive when impaired.** Driving while impaired includes more than drunk driving. Driver fatigue, illness, and the use of medications, alcohol, marijuana and drugs all are possible hazards.


 **Always wear a seatbelt.** Wearing a seatbelt cuts the likelihood of dying in a traffic accident in half. Safety belts provide impact protection, absorb the force of a crash, and keep drivers and their passengers from being thrown out of the vehicle.


 **Don't run red lights.** There are three types of red-light runners—daydreamers, distracted drivers, and aggressive drivers. All three types cause car accidents. A safer driver pays attention to traffic lights, slows down, and comes to a complete stop. The same goes for stop signs.


 **Follow traffic laws.** Basic traffic laws codify the concept of defensive driving. Although the average person understands traffic rules, many careless drivers ignore them. Drivers need to follow the laws because they keep traffic moving in a predictable manner. When drivers know what others are going to do, they avoid conflicts and collisions.

 **Create space.** Defensive drivers create space around their vehicles. A safe following distance is two to four seconds depending on variables like heavy traffic or adverse weather conditions. Drivers determine the safe following distance by watching the vehicle ahead of them pass a specific mark on the side of the road, then counting “one-thousand-one, one-thousand-two, etc.” If their front bumper passes the same mark before they finish counting, they're following too closely.

 **Signal correctly.** Signaling at the wrong time often leads to traffic crashes. For example, if a driver is approaching an intersection, and plans to turn right immediately after the intersection into a gas station, they increase the risk of an accident if they signal too soon. Another driver might turn left in front of them because they don't know where they are turning. Keep this in mind when moving across lanes as well, signaling and checking traffic around you as well as your blind spots are important when changing lanes.

 **Know the vehicle's blind spots.** Road users need to familiarize themselves with the largest blind spots of fleet vehicles before they drive them. The blind areas on most vehicles are large enough to hide other vehicles, so before changing lanes good defensive drivers turn their heads to check for oncoming traffic.

 **Avoid distractions.** Potential hazards when driving include eating, drinking, applying makeup, talking on cell phones, adjusting music, or talking to passengers. Technology like hands-free devices and Bluetooth audio might lead drivers to think it's safe to multitask while driving, but the human brain can do only one thing at a time well. Defensive drivers maintain focus on the task of driving instead of mobile phones and other distractions.

 **Beware of intersections.** Intersections are one of the most dangerous areas for any driver. More than 80% of all collisions in cities that result in injury or death occur within signal-light intersections. To reduce their risk, drivers must slow down as they approach a green light and make sure to look left, then right, then left again. And remember to yield to other drivers in intersections without stoplights; one of the golden rules of defensive driving is, “If you're at an intersection and you don't know

if it's your turn to go, let the other driver go." This is especially important when aggressive driving is involved.

Take it slow in rain or snow.

The rule of thumb is to slow down by a third in the rain, and by at least half in the snow. Do not pump ABS brakes. Use common sense by avoiding driving when extreme weather advisories are issued by the Weather Services

Pass safely.

Passing is one of the most dangerous situations drivers encounter daily. Rules for passing include not exceeding the speed limit and passing only where it is allowed. Before passing another vehicle, drivers need to visually clear the road ahead and behind them. Drivers should not tailgate before passing. Instead, they should maintain their following distance to see what's ahead.

In Case of Mechanical Problems

Call AAA. Each UNE fleet vehicle has a AAA Identification Card in the glove compartment. AAA will either fix the problem or tow it back to UNE. The Facilities Management office will pay for the cost of towing. **DO NOT** leave the vehicle until AAA arrives.

In Case of an Accident

The first order of safety is to attend to the injured parties and to take care that all parties are safely out of further harm's way in the area of the accident and call 911. NOTE: Seriously injured parties should be moved only by medical personnel except under the most unusual and crisis-like circumstances to prevent added trauma to the victim.

UNE Drivers are required to report any accident, regardless of severity, location, or fault, to the law enforcement authority within the jurisdiction where the accident occurred and to UNE Security 207-602-2298 as soon as practicable, and no later than 24 hours after the incident.

The auto insurance ID card is located in the glove compartment of all UNE vehicles.

Business Safeguards in the event of an accident:

1. Only make factual statements and responses to inquiries from law enforcement personnel or to the UNE Security office.
2. Make no statement about payment of damage.
3. Admit no fault/liability.
4. Move the vehicle only when so instructed by police unless in Drivers best judgment moving the vehicle is the best and safest course of action.