

UADA Policy 385.2 **Vehicle Safety**

Purpose

The purpose of this policy is to provide vehicle safety rules and information for University of Arkansas System Division of Agriculture (Division) employees who operate Division vehicles, rental vehicles, personal vehicles, or any vehicle for Division business purposes.

Scope

Division employees aged 17 years or older who operate vehicles, rental vehicles, personal vehicles, or any vehicle for Division business purposes.

Policy

Operators of University of Arkansas System Division of Agriculture (Division) vehicles, rental vehicles, personal vehicles, or any vehicle for Division business purposes must have a valid driver's license to operate the type of vehicle being driven.

Employees who regularly operate vehicles as a condition of employment must complete an [Authorization to Operate form](#), which is a release to permit the Division to check an employee's driving record initially and on a continuous basis via the Arkansas State Vehicle Safety System Information Network. Driving records for non-resident drivers will be completed by Human Resources using a third-party vendor. Applicants being considered for employment to positions requiring operation of vehicles for Division business purposes on a regular basis must also complete this form. Examples of regular operators would be those positions with duties which include driving a vehicle on a daily or weekly basis; and positions that require travel regularly as an essential part of their employment.

Division vehicles are not to be driven by employees under the age of 17. Drivers must report accidents and traffic violations in accordance with UADA Policy 380.1 Travel Regulations.

DRIVING - 17 Years of Age

Seventeen-year-olds may drive on public roadways as part of their employment, but ONLY if all of the following requirements are met:

- The driving is limited to daylight hours;
- The 17-year-old holds a state license valid for the type of driving involved in the job performed;
- The 17-year-old has successfully completed a state approved driver education course and has no record of any moving violations at the time of hire;
- The automobile or truck does not exceed 6,000 pounds gross vehicle weight;
- The automobile or truck is equipped with a seat belt for the driver and any passengers and the employer has instructed the youth that the seat belts must be used when driving the vehicle; and

- The driving is only occasional and incidental to the 17-year-old's employment. This means that the youth may spend no more than one-third of his or her workday and no more than 20 percent of his or her work time in any workweek driving.

In addition, the driving may NOT involve:

- Towing vehicles;
- Any other vehicle than an automobile or truck (i.e. bus, motorcycle, ATVs, golf cart);
- Route deliveries or route sales;
- Transportation for hire of property; goods, or passengers;
- Urgent, time-sensitive deliveries; *Urgent, time sensitive deliveries are trips which, because of such factors as customers satisfaction, the rapid deterioration of the quality or change in temperature of the product, and/or economic incentives, are subject to time-lines, schedules, and/or turn-around times which might impel the driver to hurry in the completion of the delivery. Prohibited trips would include, but are not limited to, the delivery of pizzas and prepared foods to the customer; the delivery of materials under a deadline (such as deposits to a bank at closing); and the shuttling of passengers to and from transportation depots to meet transport schedules. Urgent, time-sensitive deliveries would not depend on the delivery's points of origin and termination, and would include the delivery of people and things to the employer's place of business as well as from that business to some other location.*
- Transporting more than three passengers, including employees of the employer;
- Driving beyond a 30 mile radius from the youth's place of employment;
- More than two trips away from the primary place of employment in any single day to transport passengers, other than employees of the employer.

Driving records will be evaluated according to the [point system](#) established by the Arkansas State Office of Driver Services. Drivers who accumulate 10 points or more according to the Office of Driver Services Chart will be subject to administrative action and possible driving restrictions as described under Procedures below. Please note that there is a 3-year look back period for driving record violations. The total points assigned to each violation will be used in determining when administrative action is required.

Human Resources will notify departments each time a driver receives a violation which results in 10 or more accumulated points and/or when a driver's license has been suspended, revoked, or restricted. Departments should respond and take the required action described below.

Procedures

Administrative action is required as follows:

- Drivers who have accumulated **10 through 13 points** on their current traffic violation report-
 - Authorization to drive on Division business will be reviewed by the employee's supervisor and administrator. Determination may be made by the Unit Head requiring the driver to complete a defensive driving course in order to continue driving on Division business.
- Drivers who have accumulated **14 through 20 points** on their current traffic violation report-
 - Authorization to drive on Division business will be suspended. Authorization will be

reinstated only after evaluation and approval by the Unit Head. A defensive driving course must also be completed.

- Drivers who have accumulated **over 20 points** on their current traffic violation report-
 - Authorization to drive on Division business will be suspended. Authorization will be reinstated only after evaluation and approval by the Unit Head and with concurrence of the Sr. Assistant Vice President & Chief Human Resources Officer. A defensive driving course must also be completed.
- Drivers whose driving privileges have been **suspended or revoked** by the Office of Driver Services-
 - Drivers shall not be permitted to operate a vehicle for Division business purposes for the duration of the suspension or revocation. Employees whose jobs require them to drive may face termination or other action as a result of suspended or revoked licenses.
- Drivers whose driving privileges have been **restricted** by the Office of Driver Services-
 - Drivers with restricted permits may be authorized to drive on Division business as allowed by the restricted permit with the approval of the Unit Head. Employees whose jobs require them to drive may face termination or other action as a result of restricted licenses.
- Division vehicles must be maintained in safe operating condition at all times. The manufacturer's suggested preventative maintenance schedules can be used as guidelines in establishing maintenance policy and preventative practices. Vehicles shall be used only in the manner and for the purposes designed by manufacturer.

Misuse of Division Vehicles

Misuse of Division vehicles could result in disciplinary action up to and including termination. The following conditions are considered a misuse of Division vehicles*:

- Driving a Division vehicle without authorization by proper campus officials.
- Driving without a valid operator's license of the appropriate class for the type of vehicle being driven.
- Permitting a person not defined as an authorized driver to drive a Division vehicle.
- Noncompliance with traffic/motor vehicle laws and regulations.
- Unsafe practices, including failure to use and ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses.
- Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports, or other forms relative to the use of the vehicle.
- Improper storage or parking of Division vehicles.
- Personal use or allowing passengers other than persons directly involved with Division business, except with the approval of employee's immediate supervisor for each trip.

*This is not an all-inclusive list of conditions.

Previous Versions: July 10, 2021