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All TSUS Component employees who may be called upon to drive a TSUS Component Institution vehicle-shall have a Motor Vehicle Record (MVR) as required by law (Article 6687b, Section 37, V.A.C.S.) and shall be assigned a driver rating as indicated below. The records will be obtained and maintained by the designated responsible individual. Establishment and maintenance of driver ratings will be the responsibility of the designated responsible individual. The term Institutional vehicle as used herein shall refer to either an Institution-owned vehicle or an Institution-leased vehicle unless otherwise indicated.

Only Qualified Drivers may drive an Institutional Vehicle or a Personal owned Vehicle while on institutional business. A Driver is considered qualified by meeting the following requirements:

- Is at least 18 years old.
- Has a current and unexpired valid driver's license issued by the appropriate state authority or appropriate foreign authority and has held such valid driver's license for at least one (1) year prior to the request to be a Qualified Driver.
- Has a current and unexpired valid driver's license issued by the state or foreign authority for the vehicle type to be driven by the driver, including any required endorsements.
- Has received written authorization from the appropriate Component administrator to operate a Component vehicle or personal vehicle while conducting institutional business. Such written authorization shall be valid for one year. Drivers must submit a new written request for authorization annually to the appropriate Component Administrator.
- Has a satisfactory driving history record (MVR). A driving history record is considered satisfactory when it meets the following requirements established by the institution:
 - o Must not have exceeded two moving violations within the last 12 months. (Type B violations)
 - o Must not have had any "major convictions" (Type A violations) in the past 36 months.
- The driver must notify their supervisor when there is a change in his/her license status.
- The driver must comply with any other requirements outlined by the institution.
- The institution reserves the right to deny driving authority if it determines that it is in the best interest of the institution to do so.

A motor vehicle record (M.V.R.) shall be obtained on all employees whose job duties would include driving a TSUS Component vehicle while on TSUS Component business. The M.V.R. shall be reviewed and updated regularly based on the following schedule:

- A. : The designated responsible individual/department will ensure that prospective employees for positions requiring the driving of a vehicle while conducting TSUS Component business, submit driving records before a job offer is extended. The Institution will designate a department to review those records to ensure acceptability.
- B. : The driving records of employees who are required to drive will be reviewed annually by designated department. The employee's Department Director and the TSUS Component's Fleet Manager will be notified of any change in the driver's status. The Director of that Office will distribute the Department of Public Safety's Application for Copy of Driver Record (DR-1) on or about August 1 of each year. Employees will be given a thirty-day window to complete and return the form to the Office. Failure to do this will result in a temporary suspension from driving any TSUS Component vehicle. The Director will submit a DR-1 form for each driver to the local D.P.S. office to acquire driving records. All information from these records will be kept confidential.
- C. : If an employee has been involved in a motor vehicle accident or receives a traffic citation it is mandatory and the employee's responsibility to notify the Office of the change in their driver status within 24 hours. Failure to make such notification in a timely manner could result in a revocation of driving privileges, and/or disciplinary action up to and including termination.
- D. : Driving privileges are automatically suspended when the employee's valid Driver's License has been suspended, revoked, expired or the Type "A' violation is adjudicated. It is *mandatory* that an employee inform the Human Resources Department when such a suspension,

revocation, expiration or citation occurs

If a TSUS Component denies employment or takes other adverse action against an employee because of information contained in the motor vehicle report, the applicant/employee may request:

- A copy of the motor vehicle report.
- The address and telephone number of the Department of Public Safety (DPS).
- A statement that the applicant/employee is entitled to dispute the accuracy of the report with the DPS.

An applicant or employee has one week from the day he/she is notified of the adverse employment action or the denial of employment to submit written notification to the Human Resources Director that he/she is disputing the DPS report.

After one (1) week, if the employee does not dispute the report, the direct supervisor will notify the employee they are not approved to drive. If there is a dispute of the report, the employee will remain in a pending status (not approved to operate a TSUS Component vehicle) until such time as a satisfactory report is received. In the case of an applicant, the applicant is responsible to resolve any outstanding issues. The institution shall establish a deadline for resolution but not less than one (1) week.

The designated responsible department shall maintain a list of all regular TSUS Component Fleet Policy and Procedures. Training will be made available for employees in addition to counseling/training for any driver involved in a motor vehicle accident or who has received a traffic citation. Information gathered as part of this program shall be confidential. Assignment of additional driver training will be the responsibility of the designated responsible individual. An employee may be required to bear the expense and time of any remedial training assigned due to a poor rating on the MVR. Driver training may include, but is not limited, to

- Defensive Driving Classes
- One-day seminars on driving improvement
- Driver training videos on needed specific driving skills.

The designated responsible individual shall notify the designated responsible individual/department regarding approval status for each employee that is eligible to drive a Component vehicle. The designated responsible individual shall also notify the Fleet Manager immediately upon revocation of an employee's driving privileges.

The following conditions apply to all drivers who use TSUS Component vehicles. Drivers should read these obligations carefull &DC g0.000009

- Assume responsibility for any and all fines or traffic violations associated with use of a Component vehicle.
- Never drive while under the influence of drugs or alcohol. This includes over the counter or prescription medication that may affect the driver's ability. Refer to TSUS Component's Drug and Alcohol Abuse Policy.
- Report all accidents in a timely manner, but no less than 12 hours from the time of the accident, to the designated responsible department and to the Police Department in the jurisdiction where the accident occurred. In the case of an accident, complete the Vehicle Accident/ Incident Report located in the trip packet.
- Not transport pets or any other animals except Service Animals.
- Not transport hazardous or dangerous material.
- Not transport any weapons unless adherent to the Concealed Carry Campus Policy.

As a general rule, the use of cellular phones and other handheld wireless devices while operating a moving vehicle has restrictions/guidelines for use due to the distraction and lack of concentration presented to safe driving performance.

The driver's first responsibility is to pay attention to the road. Conversations should be kept to an absolute minimum and in compliance with state law, including "hands-free".

- The combined weight of all occupants and any cargo being transported is not to exceed the Gross Vehicle Weight Rating (GVWR) for the vehicle.
- The GVWR for a vehicle is usually located on the driver's doorframe or on the glove box door.
- Any load that will or may exceed a vehicle's posted load rating is to be redistributed to fall within that load rating or be transported by an alternative means.
- All loads are to be positioned as low and evenly as reasonably possible across the load carrying surface and secured to prevent the load from shifting while in transit.
- Passengers riding in pickup trucks should ride in the cab of the truck unless it would seriously jeopardize the safe operation of the vehicle.
- Riding in the bed is allowed for short trips in proximity to a TSUS Component campus.
- Maximum speed for carrying passengers in bed is the maximum speed on campus.
- Passengers riding in the bed are to be seated on the floor, not on the wheel wells or the edge of the bed.
- Under no circumstances are passengers to ride in the back of a pickup truck standing up.

 The operator must ensure that passengers are properly seated and remain so through the duration of the trip.

In support of The Texas State University System Rules and Regulations, Chapter VII, Section 2, Subsection 2.3, the following are special requirements for student operation of TSUS Component vehicles or equipment:

- Students operating institutional vehicles must have permission from the designated responsible individual.
- Student operating institutional vehicles must be 18 years of age.
- Students must comply with Driver Authorization policy (MVR Any student employee operating a institutional vehicle should have an MVR run)
- Students must obey all Driver Obligations/Responsibilities.
- Student employees will not operate an institutional vehicle between the hours of 12:00 midnight and 5:00 a.m.; unless authorized by a specific-institutional program.

Departments may continue to utilize 15-passenger vans currently in their fleet but must enforce the following recommendations until these vans are replaced with alternative forms of transportation:

- Drivers of 15-passenger vans must be at least the age of 25; unless authorized by a specific-institutional program.
- All operators of 15+ passenger vans or vehicles are required to undergo an annual 15 Passenger van safety-training course that will be administrated by the designated responsible department.

- Number of Occupants: The number of occupants in a passenger van shall not exceed twelve including the driver.
- Seat Belts 3-Points: Seat belts and other occupant restraint devices shall be worn at all times by all occupants. Any malfunctioning seat belts shall be repaired or replaced immediately.
- Trips exceeding 4 hours one-way must include two qualified and TSU

- Notify the designated responsible department and police department; a police report may be necessary for some insurance claims.
- Discuss the accident only with police officers, the TSUS Component's Adjuster or a TSUS Component official.
- Record as much information as you can on all other parties to the accident. This information may include names of
 individuals involved, driver's license number, addresses, vehicle make, model and year, witness names and telephone
 numbers, the name of the city or jurisdiction in which the accident occurred and the name of the investigating officer.
- Take pictures, including damage to all vehicles, scene of the accident (wide angle), street signs...etc.
- Fill out a Vehicle Accident/ Incident Report and forward it to the designated responsible individual as soon as possible
- : TSUS Components recognize that employees occasionally use personal vehicles while engaged in TSUS Component-related activities on campus and in the local area. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their vehicles while conducting TSUS Component business should be made aware of the possibility of personal liability related to such use. Employees using their personal vehicles for TSUS Component-related activities are required to carry the state minimum of auto liability insurance. In addition, the employee may be asked to produce proof of insurance prior to approval of travel. The TSUS Component provides limited secondary liability coverage for damages arising from use of a personal vehicle; however, members of the driver's family and other employees are excluded from coverage under that policy.
- : TSUS Component fuel cards will NOT be issued for use in personal vehicles used to conduct TSUS Component-related business. Mileage costs related to any significant use of personal vehicles will be handled in accordance with the Component Institution's travel policy.
- Use of Personal Vehicle for TSUS Component-related business will have a current annual state inspection prior to travel.
- : No individual shall be required to use their vehicle to perform TSUS Component-related activities.
- Travel Authorization: Rentals are only for employees whose travel is *authorized* by TSUS Component and in accordance with the Component's travel policy. Employees using rental vehicles for TSUS Component-related activities are required to carry the state minimum of auto liability insurance. The employee may be asked to produce proof of insurance prior to approval of travel.
- Approved Driver Status: Employees who drive TSUS Component rental vehicles as a function of their employment are required to maintain approval permit per state regulations.