Driving Safety Policy

01. POLICY STATEMENT

01.01 This FSS/PPS establishes the procedures for the Driving Safety Policy for all fleet vehicle drivers at Texas State University-San Marcos.

01.02 The purpose of the Driving Safety Policy is to promote safe driving and use of university vehicles.

02. DAILY OPERATOR RESPONSIBILITIES

02.01 Vehicles assigned to a specific operator will be visually inspected daily and the following items checked and acted on by the operator.

- Oil level (daily)
- Transmission fluid (weekly)
- Battery (daily)
- Radiator fluid (daily)
- Mileage log (daily)
- Tire air pressure (weekly)
- Clean interior of vehicle (weekly)
- Vehicles will be washed by garage staff during the PM (quarterly)

02.02 Vehicles not assigned to a specific operator will be the responsibility of the vehicle custodian to ensure the above items are maintained.

03. PROCEDURES FOR FILLING OUT MONTHLY VEHICLE INSPECTION FORM

03.01 The assigned vehicle driver, or designated employee, will inspect and fill out a monthly vehicle inspection form by the 20th of the month; the driver will fill out the comment section as needed during the course of the month.

03.02 The vehicle custodian will review, initial and deliver completed forms to Facilities Management along with the monthly mileage log by the 5th of the following month.

04. DRIVER SAFETY TRAINING

04.01 A two-hour in-house Driving Skills Improvement course is available monthly in Facilities Training. For information, please contact Facilities Training Manager at 5-8042.
05. **ACCIDENT DEFINITION**

05.01 An accident occurs when a moving vehicle or object comes into contact with another vehicle or object which causes damage to the vehicle, object or bodily injury. Minor moving/parking accidents occurring between Facilities vehicles or objects on the Facilities site will be reported to shop supervisor who will report it to the Director of Facilities Management.

06. **UNSAFE DRIVING CONDITIONS**

06.01 University drivers shall obey all state traffic laws. Employees who are ticketed by local or state authorities for violations of traffic laws will be assessed penalty points according to the tables listed in UPPS No. 05.05.02.

06.02 Drugs or alcohol usage are not allowed while driving a university vehicle. Drivers who fail to comply are subject to disciplinary action as stated in UPPS 04.05.05.

06.03 All drivers must maintain nine points or less on their driving record. At ten points driving privileges may be revoked in accordance with UPPS 05.05.02. If position requires driving, employee may be subject to further disciplinary action up to and including termination.

07. **POST ACCIDENT INSTRUCTIONS**

07.01 Stop immediately and determine damage. Avoid obstructing traffic if possible.

07.02 Report the accident to local Police and to Texas State University Facilities Management,

512/245-2518 (Days)
512/245-2108 (Nights/Weekends)

07.03 Render aid to the injured if needed, and see to it that they receive medical attention as soon as possible.

07.04 Driver of vehicle is to complete the University Accident/Incident Report form (yellow) at the scene of the accident or immediately afterwards and return all reports to his/her supervisor. The form may be found in all university vehicles. The supervisor sends the original form to the Director, Facilities Management, who processes the form and then sends a copy of it and the police report to the Risk Management and Safety office.

07.05 Make no statement to anyone except an officer of the law or the University's insurance company or representative. Make no settlements. Do not argue about the accident.

07.06 If the accident involves an unattended vehicle or fixed object, take reasonable steps to locate and notify the owner. If the owner cannot be found, leave a notice in a conspicuous place on the vehicle or object; listing your name, the University's name and address, office telephone number, and a brief description of the accident, with the date and time. Whenever possible, get witness contact information or statement.
08. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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<tr>
<th>Positions</th>
<th>Section</th>
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<tr>
<td>Director, Facilities Management</td>
<td>Review</td>
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09. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Director, Facilities Management, Reviewer

Associate Vice President, Facilities, Reviewer

Vice President for Finance and Support Services

Approved: __________________________
Reviewer

Approved: __________________________
Reviewer

Approved: __________________________
Vice President for Finance and Support Services