

# University of North Texas Health Science Center at Fort Worth

## University Driver Policies & Safety Requirements

**INSTRUCTIONS:** This sheet must be given to all UNTHSC drivers when completing the UNTHSC Driver Request Form. The driver will be held responsible for reading, understanding and abiding by the safety requirements. If you have any questions, please contact the Facilities Management Office, 3416 Darcy, Fort Worth, Texas 76107-2699.

**Telephone: (817) 735-2184**

**Fax: (817) 735-2335**

**Safety requirements for operating UNTHSC vehicles include, but are not limited to, the following:**

1. Driver must wear safety belts when operating or riding in a vehicle being used for UNTHSC business.
2. Driver must have and maintain a valid driver license. Driver must comply with all restrictions and/or endorsements issued with driver license. Driver is responsible for having and maintaining the appropriate class of driver license for the vehicle operated.
3. Driver must comply with traffic safety laws when driving on UNTHSC business.
4. Driver is responsible for knowing how to operate vehicle before driving. Facilities Management personnel are available to offer assistance in training drivers on vehicles rented from the motor pool.
5. A driver shall not permit unauthorized persons to drive, operate, and ride in or on a vehicle owned by the UNTHSC or rented for UNTHSC business.
6. Drivers should not permit anyone to ride on the running boards, fenders, or any part of motorized vehicle or equipment except on the seats or inside the body walls.
7. No smoking or eating is allowed in any UNTHSC vehicle.
8. No alcohol or drugs are allowed in UNTHSC-owned vehicles, UNTHSC-rented vehicles, or personal vehicles used on approved UNTHSC business.
9. No alcohol or drugs may be used by the driver prior to the operation of the UNTHSC vehicle that would in anyway impair judgment or the drivers' ability to operate the vehicle safely.
10. Driver is responsible for locking vehicle and toolbox when not in use.
11. Driver shall not leave vehicle running unattended.
12. Driver shall not leave keys in ignition when unattended.

Drivers must comply with all UNTHSC rules, procedures, and guidelines

**If a driver is involved in an accident in a UNTHSC vehicle or one that is rented for UNTHSC business/activity, and is found to be negligent, the driver and/or their personal insurance company may be held liable.**

A moving violations report (MVR) is ordered for all drivers of UNTHSC vehicles. A ***UNTHSC Driver Rating Evaluation form*** will be completed by the Facilities Management Office for each driver based on the information received from the Department of Public Safety of the MVR. If a driver is found to be ineligible to drive a UNTHSC vehicle, the account holder in the driver's department will be notified immediately.

A copy of the *UNTHSC Driver Rating Evaluation* form used by the Facilities Management Office has been sent to each account holder for reference.

If you have any questions, please call **Terry Morgan** at extension **5040** or **Janice Bagby** at extension **2184**.