

# UNTHSC Fleet Management Policies and Procedures

## Driver Procedures and Responsibilities

**Departmental Account Holders** may authorize an employee or volunteer with a valid driver license to drive any Health Science Center vehicle that the person is lawfully licensed to operate.

Prior to driving a vehicle, the employee must complete a *Driver Request Form*. The **Account Holder** will ensure the *Driver Request Form* is completed and signed by the employee and appropriate supervisor. The employee will be given a copy of the Driver Safety Requirements when requesting approval to drive a University vehicle.

The completed **original** *Driver Request Form* must be sent to the Facilities Management Office at the Facilities Management Building, 3416 Darcy Street, Fort Worth, Texas. A copy of the form should be kept in the department's files.

The Facilities Management Office will order a copy of the driver's Moving Violations Report (MVR) from the Department of Public Safety (DPS) after the completed *Driver Request Form* is initially received. When these reports are received from DPS, if warranted, a *Driver Rating Evaluation Form* will be completed on the driver. By completing the *Driver Request Form*, the employee/volunteer driver expressly authorizes the Facilities Management Office to obtain his/her MVR to disclose the information as set forth in this procedure.

When the standard for a good driving record for **any** driver is not met, the **Account Holder** will be notified and provided with the details from the MVR that renders an employee/volunteer ineligible to drive a UNTHSC vehicle. The **Account Holder** will disseminate information on a need to know basis and decide what accommodations or employment options are most feasible for the driver and the department.

Any employee who believes the MVR is incorrect may furnish the Facilities Management Office with documentation and the information will be verified.

If necessary, the **Account Holder** may consult the Director of Human Resources and/or the Facilities Manager to evaluate the options available to an ineligible driver whose job requires driving.

Vehicles may be requested from the Facilities Management Motor Pool. Anyone driving a vehicle from the Motor Pool must have a *Driver Request Form* on file in the Facilities Management Office Department prior to driving a vehicle. No **alcohol** use or **smoking** will be permitted during use of UNTHSC vehicles. Seat belts must be worn at all times.

Drivers are responsible to log in and out their mileage daily on the State of Texas Vehicle

Use Report Log, which is inside each UNTHSC vehicle. The Vehicle Log must be filled out completely and given to the Facilities Management Motor Pool when the vehicle is turned in.

Any non-related maintenance repairs and gasoline usage will be IDT'd (Inter Department Transfer) to the department requesting use of a UNTHSC vehicle. The price of gasoline will be based on current costs to procure fuel.

**All** traffic violations must be reported to the Facilities Management Office.

Each driver is responsible for the safety/operation condition of the vehicle while in use.

**In the event of an accident**, contact Campus Police, at Ext. 2210, retrieve the UNTHSC *Automobile Liability Insurance Claim Procedure*, Vehicle Incident Report, and insurance ID card can be obtained from the glove compartment of all UNTHSC vehicles. The *Vehicle Incident Report* must be completed immediately and delivered to the Facilities Management Department Office within 24 hours of the accident. Drivers should obtain from the driver of the other vehicle all of the driver, vehicle, and insurance information that will be necessary to file a claim from the driver of the other vehicle. No comments should be made about guilt. All accidents will be reported to the police or other authority so there is an official report of the accident. Any inquiries about the University's insurance and/or responsibility in the accident should be directed to Terry Morgan in the Facilities Management Office (817) 735-5040. All communication regarding an accident will be made through the Facilities Management Office or Campus Police.

If a driver is involved in an accident in a UNTHSC vehicle for UNTHSC business/activity, and is found to be negligent, the driver and/or his/her personal insurance carrier may be held liable.