Use and Safe Operation of Vehicles

It is important that employees maintain vehicles and drive them with care and courtesy.

**Use of Vehicle**
1. University vehicles are only to be used for authorized University business and only by University employees.
2. Cellular telephones (University-owned or personal), radios, or hands-free telephone devices will not be used while driving a University vehicle.
3. Seat belts and shoulder harnesses shall be used by all employees when driving or riding in University vehicles as required by both State law and University policy.
4. Earphones will not be worn while operating a University vehicle.
5. Smoking is not permitted in University vehicles at any time.
6. Drivers of University vehicles are not permitted to drive under the influence of alcohol, or medication (prescription or non-prescription) that could impair driving capabilities. Violations of this policy can result in the immediate dismissal of an employee.
7. All University drivers who are required to have a commercial drivers’ license (CDL) must comply with a federally-mandated drug and alcohol testing program. This program allows for random pre-employment abuse testing, after accident, or upon suspicion.

**Driving the Vehicle**
1. Drivers will possess a valid Texas class C driver’s license and must obey all state and local laws, including posted speed limits and regulations, at all times.
2. Speed limits are to be strictly observed—not over 15 miles per hour on main campus and not over 20 miles per hour on the other facilities making up the University, unless otherwise posted.
3. In the facilities compound the speed limit is 5 miles per hour. These are congested areas, and drivers must be extremely alert for foot traffic.
4. Pedestrians always have the right-of-way. Be courteous and patient with pedestrians and bicyclists.
5. All accidents, no matter how minor, must be reported to The University of Texas Police Department (UTPD) or local police (if not on University property) and supervisor immediately. The Insurance Accord paperwork must be completed immediately and forwarded to the Office of Accounting and a copy to the appropriate Director’s office. Do not leave the scene of an accident until released by your supervisor, UTPD, or local police department.
6. Drivers are personally responsible for paying any traffic or parking fines incurred while they are operating a University vehicle.
7. Drivers must notify their supervisor of any traffic or parking citations, including warnings, received while operating a University vehicle. Vehicles must be parked in authorized spaces only. Use parking reserved for “University Vehicles” whenever possible; otherwise, use a loading zone. At hours when parking is not reserved for permit holders, any legal parking space may be utilized.
8. Under no circumstances will Facilities Services and Project Management and Construction Services vehicles park in “O” or “F-21” parking spaces. In the area around the Main Building, parking on sidewalks or along yellow curbing must be avoided. Jobs should be planned so as to avoid prohibited
parking areas around the Main Building, even when this requires an extra effort. The spaces around the Main Building are critical, drivers must use extreme care when parking vehicles in this area.

9. Vehicles left unattended shall have the ignition locked and the key removed.

10. Vehicles shall not be driven across lawn areas except in emergencies. Sidewalks and mall areas are not to be used as roadways or parking areas except in those instances when they provide the only possible access to a building for a job requiring transportation of tools and heavy equipment. Do not leave vehicles unattended that are parked on walkways. For safety reasons, refrain from driving or parking on sidewalks during the lunch hour and class changes. Also, care should be exercised when using sidewalks to avoid running over sprinkler heads located close to edges of sidewalks.
11. Do not let the vehicle idle for more than five minutes.
12. Personnel riding in vehicles (especially pickup trucks) must follow safe practices at all times. Trucks must not be overloaded and personnel riding in an open bed truck must be seated on seats provided or on the bottom of the truck bed – not on the side rails or wheel wells. The driver of any vehicle must wait to move the vehicle until after employees are safely positioned. Folding chairs may not be used for passenger seating. Vehicles constructed or loaded so as to limit the driver’s view to the rear must not be backed up until the driver’s assistant is out of the truck and in position to signal the driver to proceed.
13. No riders are permitted on forklift trucks or mobile cranes unless a seat is provided for this purpose.
14. Wheelchair access to sidewalks will not be blocked at any time. To protect bicyclists and pedestrians, care must be taken to have no equipment that could inflict injury extending over a walkway.

Maintenance
Maintenance needs of a vehicle should be reported to your supervisor immediately. Oil, coolant, battery, and tire pressure should be checked regularly. All drivers are responsible for bringing vehicle fluids up to acceptable levels when needed. When assigned the duty of routine operation and care of a vehicle, this duty is considered a part of your job, even though it may not be specifically itemized in your job description.

Complete Appropriate Paperwork
1. Drivers are responsible for ensuring that the Vehicle Usage Log is properly filled out, even when the vehicle is on loan from another driver or section.
2. Every time you use a University vehicle, your supervisor should know which vehicle you are in, where you are going, why, and when you plan to return.