

PACE UNIVERSITY TRANSPORTATION DEPARTMENT

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AUTHORIZED DRIVERS POLICY

(FORMERLY SERIOUS TRAFFIC OFFENDERS)

PURPOSE

Pace University considers the safety of its employees and students among its highest priorities.

Individuals subject to the Policy:

All University employees and contractors' employee who drive University owned or leased vehicles or other vehicles on University business.

The University maintains a list of approved drivers, each of whom must successfully complete a University administered or approved safe driving course(s). Individuals who wish to be initially added to the list of approved drivers must report all moving violations to the University Director of Transportation. Once added to the list, drivers must report any new moving violations.

Before an approved driver may use a non-University vehicle in connection with University business, the driver must satisfy the Director of Transportation by presentation of appropriate documentation, that the vehicle to be used is properly insured, registered and inspected. The driver must also certify to the Director that the vehicle is in a safe condition.

Individuals may be denied inclusion or removed from the list of approved drivers at the discretion of the Director of Transportation.

- **Reinstatement of the privilege is subject to the review of the University's Human Resource Office with respect to University employees and by the contractors' supervisory staff, with respect to contractors' employees and in consultation with the Director of Transportation**

The Policy:

Pace University employees and contractors' employees who operate any Pace University vehicle or non-University vehicles on University business will be denied driving privileges upon the following occurrences:

1. (a) Driver's license suspended or revoked within the last 12 months, or
(b) Driver's license suspended or revoked at any time between the 13th and 36th preceding months.
 - ◆ Reinstatement of the privilege is subject to the review of the University's Human Resource Office with respect to University employees and by the contractors' supervisory staff in consultation with the Director of Transportation, with respect to contractors' employees.

2. Conviction within the last 36 months of:
 - (a) Operating a vehicle under the influence of alcohol or other controlled substance, or
 - (b) Leaving the scene of an accident, or
 - (c) Any felony involving the use of a motor vehicle, or
 - (d) A felony involving the manufacturing, distributing, or dispensing of a controlled substance involving a motor vehicle.
 - ◆ Reinstatement of the privilege is subject to the review of the University's Human Resource Office with respect to University employees and by the contractors' supervisory staff in consultation with the Director of Transportation, with respect to contractors' employees.

3. Any combination of two or more of the following serious violations within the last 18 months. (Convictions and violations to be counted include those arising from use of private as well as University vehicles).
 - (a) Excessive speeding.
 - (b) Reckless driving.
 - (c) Erratic lane changes.
 - (d) Following too closely.
 - ◆ Reinstatement of the privilege is subject to the review of the University's Human Resource Office with respect to University employees and by the contractors'

supervisory staff in consultation with the Director of Transportation, with respect to contractors' employees.

- 4. Any one of the violations referred to in Paragraph 3 above, when the driver has also been involved in a personal injury accident or a preventable accident during the same 18 month period.**
- ◆ Reinstatement of the privilege is subject to review of the University's Human Resource Office with respect to University employees and by the contractors' supervisory staff in consultation with the Director of Transportation, with respect to contractors' employees**

The University reserves the right to perform New York State Department of Motor Vehicles (or home state of driver) license history and record checks upon initial hire, on an annual basis or periodically as it deems appropriate.

In instances where Pace University policy is stricter than legal requirements, the University's policy will prevail. The failure to report any of the above violations or crimes to an immediate supervisor within 24 hours of occurrence will result in: (i) with respect to a University employee – disciplinary action which may include termination of employment; (ii) with respect to a contract employee – upon Pace's request, the contractor's removal of the contract employee from the Pace account; and (iii) with respect to a student – disciplinary action which may include suspension or dismissal from the University.

Use of University owned, leased or rented vehicles is permitted only for University-sponsored functions, activities and programs. Side trips of a personal nature are strictly prohibited. Any employee or student that is found using, or attempting to use, a University vehicle for a non-University purpose will be in violation of this policy and shall be appropriately disciplined, up to and including termination for employees, or dismissal for students. In addition, University vehicles must only be used for the activity for which the approval by the Director of Transportation was granted. Any additional uses, even if for University-sponsored activity, must be pre-approved.

To facilitate safe operation of its vehicles, the University requires that authorized drivers strictly adhere to the following hours and mileage limitation rules:

- The Ten/Eight Hour Rule – A driver may not drive more than (10) hours in any trip, unless preceded by at least eight (8) hours of non-driving. The ten hours of driving need not be consecutive; driving hours can be accumulated for each leg of a trip, so long as they do not exceed ten hours total.**

- **The Fifteen Hour Rule** – A driver may not drive a University vehicle if the driver will be engaged in fifteen (15) hours of continuous service to the University, either in any employment, attendance in classes or at University events, etc. Thus, an employee or student cannot drive a University vehicle if the scheduling of such driving trip would cause the driver to exceed fifteen (15) hours of continuous service within or outside the University.
- **The 150/300 Mile Rule** - Trips in excess of 150 miles, or 300 miles round trip, require an overnight stay, unless a second authorized driver shares the driving responsibilities pursuant to a multiple driver arrangement that has been pre-approved by the Director of Transportation for that trip.
- **The 400 Mile Rule** - No more than 400 miles may be driven in any one day (twenty-four hour period) regardless of the number of authorized drivers that share the driving responsibilities.

A driver who violates the University's hours or mileage limitation rules will be appropriately sanctioned, including withdrawal of driving privileges. Questions regarding the hours or mileage limitation driving rules should be directed to the Director of Transportation.

ADMINISTRATION

The Director of Transportation will be responsible for the daily administration of this policy and will report to Human Resources and appropriate contractors' supervisors all such violations for further review and action. The Director of Transportation will notify, by letter, the responsible department head or contractor's supervisor of any existing violation by one of their employees. The department head or contractor's supervisor will immediately relieve such driver from driving duties until further advised by the Director of Transportation.

Should an officer of the University be involved in any violations listed above, the matter will be referred to the Vice President for Human Resources.

An annual distribution of this policy will be implemented at the beginning of each Fall Semester.

None of the foregoing guidelines will be construed as limiting in any way the right of the University to discipline or terminate its own employees at any time with or without cause and without prior notice. Neither will these guidelines be construed as limiting the right of the University to require any of its contractors to remove any of the contractors' employees from the Pace University account and from Pace's premises.