



## Hour and Mileage Limitation Policy

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**01. Policy Statement**

In order for the University to assure that the safety of its passengers is of uppermost importance, the “Hours/Mileage Limitation Policy” offers a reasonable guideline for the number of hours and miles you may drive under any given circumstance. To facilitate safe operation of its vehicles, the University **requires** that authorized drivers strictly adhere to the following hours and mileage limitation rules.

Any 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.

**02. Who Needs to Know This Policy**

All authorized drivers of the University must know this policy and strictly adhere to the hour and mileage limitations.

**03. 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.

**04. The 600 Mile Rule for Occasional Drivers Only**

No more than 600 miles may be driven in any one-day (twenty-four hour period) regardless of the number of authorized drivers that share the driving responsibilities. Additionally, no driver may drive more than three hours at a time without taking a 30-minute rest break from driving. After a 30-minute rest break, a driver may resume driving responsibilities not in excess of the other limitations described in this Policy. If a second driver has been preapproved by the Director of Transportation, that driver may begin driving immediately following the shift of the preceding driver.

**\*\* PLEASE NOTE:** This rule does not apply to CDL driver, since Federal Law states that CDL Drivers are not allowed to drive more than 10 consecutive hours per day. \*\*

**05. The Ten/Eight Hour Rule**

A driver may not drive more than 10 hours in any trip, unless preceded by at least 8 hours of non-driving. The 10 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 10 hours total.

**06. The Fifteen Hour Rule**

A driver may not drive a University vehicle unless the driver has had at least 8 continuous hours off duty following any period in which the driver has been on duty (whether driving or not) for 15 or more hours. Further, a driver may not drive a University vehicle during any period that will result in the driver being on duty for 15 or more continuous hours. (For example, if during a 15 hour period the driver has engaged in 13 hours of on duty activities other than driving, the driver may not drive more than 2 hours during that 15 hour period.) No trips may be scheduled that will require a driver to exceed 15 continuous hours of on duty activities (including driving). On duty time means all times during which an individual is: (a) performing work for Pace University and/or (b) performing work for another employer prior to reporting to Pace University, and (c) participating in classroom activity, internships, sports practices or competitions, or similar activities. On duty time includes the period from the time an individual begins travelling to work or



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is required to be in readiness to work, until the time he/she is relieved from work and all responsibility for performing work or other listed participatory activity.