

DRIVER SAFETY POLICY

This policy applies to all vehicles used on Belmont business operated by Belmont affiliated drivers; including rental vehicles, personal vehicles, Belmont-owned vehicles, employees, volunteers, and students.

Driver Approval Requirements:

All Drivers must:

1. Be 20 years of age or older.
2. Read and sign a copy of this policy to be kept on file in the Office of Risk Management and Compliance.
3. Have a current driver's license and current automobile insurance.
4. Employees must request a Motor Vehicle Record (MVR) when:
 - a. Driving a personal vehicle for any university-related business **more than once a week**.
OR
 - b. Driving a vehicle leased, rented, loaned to, or owned by Belmont University.
 - c. Belmont reserves the right to require an MVR when receiving reimbursement for mileage.
5. Students (age 20 or over) must request a Motor Vehicle Record (MVR) when:
 - a. Driving a vehicle leased, rented, loaned to, or owned by Belmont University.
 - b. Driving a personal vehicle **more than once a week** at the request of a Belmont employee as part of a university organized or university sponsored trip.
OR
 - c. Driving a personal vehicle **more than once a week** for a Belmont Affiliated or Chartered Student Organization (MVRs not needed for practices).
 - d. Belmont reserves the right to require an MVR when receiving reimbursement for mileage.

Motor Vehicle Record Process:

1. Complete and sign the Driver Safety Policy no less than two weeks prior to the scheduled drive date.
2. Email the signed Driver Safety Policy, copy of your driver's license and proof of your auto insurance to the Office of Risk Management and Compliance at riskmanagement@belmont.edu.
3. Once this information has been received, you will be sent an email which contains a web-link to complete the MVR request.
4. MVRs will be evaluated according to the attached Driver Criteria chart for approval (see page 5).
5. An email will be sent to inform you of the status after MVR evaluation, including any required training needed to complete the approval process.
6. Some states will not provide MVRs. In those cases, a statement from your vehicle insurance company about your driving history will suffice.
7. MVRs are valid for one calendar year and must be completed annually. It is the responsibility of the driver and the department to keep track of their MVR expiration date and to request additional MVRs as needed.
8. Anyone involved in an accident or receiving a ticket during that year must notify the Office of Risk Management and Compliance within one week.

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Required Training:

1. Anyone who will be driving a 12 passenger van, box truck, cargo van, or similar cargo vehicle must complete an online driver safety training, which will be provided by the university and is valid for three years once completed.
2. Anyone who's MVR has a Borderline status must complete and provide proof of completion for a Driver Safety Course such as the one located at: <http://www.tennesseeonlinetrafficschool.com/index.aspx>.
3. Anyone whose MVR has a Not-Approved status will not be allowed to drive for the university.

General Safety Rules:

1. At no time will the number of passengers in the vehicle exceed the number of seat belts.
2. 15 passenger vans are not to be driven except by Facilities Management Services, and will only be used to transport cargo/equipment.
3. Cargo or luggage will not be transported on top of vans.
4. No other person other than the approved driver(s) may operate the vehicle.
5. Other than assistance animals, no animal or pet may occupy the vehicle.
6. All Belmont behavior policies and rules apply inside the vehicle while on Belmont business.
7. Drivers are prohibited from operating a vehicle on Belmont business when their judgment is impaired by any circumstance, such as fatigue or taking over-the-counter medications causing dizziness or drowsiness.
8. Pulling trailers behind vehicles is prohibited.
9. Drivers must refuse to operate the vehicle until everyone inside has put on their seat belts.
10. Drivers will obey all local and state traffic rules, laws, and regulations at all times. Belmont University will not be responsible for any moving violations or parking citations received by the driver.
11. Drivers are prohibited from picking up hitch-hikers or giving rides to anyone other than the event's passengers.
12. The vehicle will be locked when unoccupied. Any expense incurred due to failure to follow this rule will be borne by the reserving department or personal vehicle owner.
13. Driving overnight is strongly discouraged. If driving between 9 pm and 7 am, a co-driver will monitor the driver at all times while the vehicle is in operation to prevent sleeping at the wheel. Drivers should not drive for more than 12 hours in any 24-hour period.
14. No cell phones will be used by the driver unless the vehicle is off the road and in park.
15. Drivers will not drive during extreme weather conditions, such as flooding, severe storms with tornado watches or warnings, winter storms, etc.

Accidents and Incidents:

1. All drivers experiencing an accident that involves a vehicle on Belmont business must:
 - a. Have a police report made if the accident occurs off campus. A report by Campus Security will be completed for on campus accidents. Be sure to get the accident number and reporting officer's name.
 - b. Obtain the names and contact information of the other drivers involved, as well as their insurance information.

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- c. As soon as possible after emergency needs are met, notify the trip organizer or department head.
 - d. Share contact and insurance information with all parties to the accident.
 - e. Write down everything you can remember about the accident, including the names and contact information of all witnesses and parties involved. Take pictures if possible of vehicle damage, road conditions, vehicle position, etc.
 - f. Contact the Office of Risk Management and Compliance at 615-460-5429 or riskmanagement@belmont.edu to report the accident for insurance claim purposes.
 - g. When in doubt about injuries, recommend that passengers get transported to the hospital or examined by ambulance personnel. Sometimes injuries are masked by shock or adrenaline, and the injured may think they are fine.
2. For criminal actions affecting the vehicle, the driver must:
 - a. Have a police or security report made.
 - b. Obtain the incident number and reporting officer's name.
 - c. Obtain the names and contact information of all witnesses.
 - d. Take pictures of the damage, if possible.
 - e. Report the incident to the trip organizer or department head and the Office of Risk Management and Compliance.
 3. All miscellaneous incidents that affect the vehicle (flat tires, parking lot damage, thrown rock damage, etc.) must be reported to the Office of Risk Management and Compliance for insurance or other follow up.

IMPORTANT NOTE: Damages and insurance deductibles resulting from accidents and incidents for which the Belmont driver is at fault will be paid out of the department organizing the trip.

Deans, Directors, Supervisors, and Department Heads

1. Will ensure that all of their personnel who drive on Belmont business comply with this policy.
2. Will ensure that Belmont-owned vehicles used by their areas are maintained appropriately and will retain vehicle maintenance records for each vehicle.
3. Will submit changes to the driver list promptly. This includes removing personnel from the driver list.

Vehicle Drivers

1. Will comply with this policy, Belmont policy and traffic regulations while using a vehicle on Belmont business.
2. Will ensure that only approved drivers operate the vehicle.

Office of Risk Management and Compliance

1. Will report all vehicle damage or accidents to Belmont's insurance carrier promptly and investigate accidents as necessary.
2. Will Monitor Driver Safety Policy compliance.
3. Will coordinate training as needed.
4. Will maintain the driver list and run Motor Vehicle Records.

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Driver Eligibility

- All type 'A' violations (as defined below) will result in termination of driving privileges and will disqualify any potential drivers. If the driver maintains a clean driving record for five years after the type 'A' violation, the driver may re-apply for driving privileges depending on the driver's previous driving history.
- Any drivers receiving a 'Not-Approved' rating (using table below) will not be allowed to drive for university-related business. The driver may re-apply annually until their rating has improved to 'Approved' or 'Borderline' (see 'Borderline' information below).
- Any drivers receiving a 'Borderline' rating (using table below) will be required to attend a defensive driving course or provide proof of attendance before driving on any university-related business. Drivers with a 'Borderline' rating must have a MVR completed every six months, until the driver's status has improved to the 'Approved' rating.

Type 'A' Violations:

- Driving while intoxicated
- Driving while under the influence of drugs
- Negligent homicide arising out of the use of a motor vehicle (gross negligence)
- Operating a vehicle during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owners authority (grand theft)
- Permitting an unlicensed person to drive
- Reckless driving
- Speed contest (racing)
- Hit and run (bodily injury or property damage)
- Any other serious violation

MVR Evaluation Table - *A type-B violation includes all at fault vehicle accidents, speeding violations and moving violations.

<u>Number of Type-B Violations</u>			
	Last 12 Months	Last 24 Months	Last 36 Months
0	Approved	Approved	Approved
1	Approved	Approved	Approved
2	Borderline	Approved	Approved
3	Borderline	Borderline	Borderline
4	Not-Approved	Not-Approved	Borderline

***DISCLOSURE AND AUTHORIZATION FORM
TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES***

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for the right to drive on university-related business, BELMONT UNIVERSITY may request and rely upon one or more consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc. or HireRight, LLC.

For explanation purposes: A “consumer report” in this instance is a written, oral or other communication of any information by a consumer reporting agency bearing on your driving history such as a driving record or motor vehicle report.

Under the FCRA (Fair Credit Reporting Act), before Belmont University can obtain a consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize BELMONT UNIVERSITY to obtain and rely upon consumer reports in considering me for the right to drive on university-related business. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I have read and understand the above-mentioned rules using a vehicle on Belmont business. I agree to hold Belmont harmless from and indemnify it against any injury or harm arising out of my failure to observe these rules.

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic form will be valid for any consumer reports that may be requested about me by or on behalf of the Company.

For personal vehicles on Belmont business: I confirm that my vehicle is in sound mechanical condition and safe to operate and occupy.

Applicant Signature

Printed Name

Date

MOTOR VEHICLE REPORT REQUEST

To receive approval to drive for Belmont University submit to Office of Risk Management by email to riskmanagement@belmont.edu or via Campus Mail Risk Management the following 4 items:

- Copy of Driver's License
- Copy of Auto Insurance card
- Signed Disclosure and Authorization Form
- This MVR Request w/Budget Codes

_____	_____	_____
Printed Name	Department Budget Number (required)	Date
_____	_____	_____
Applicant Signature	Department, Area or Organization Name	Staff, Faculty or Student

Email Address		