

## UNIVERSITY DRIVERS

### Requirements, Restrictions, and Expectations

#### Disqualifying Factors

The following factors disqualify an individual from driving a university vehicle or driving a vehicle for university business.

- Youthful drivers (generally drivers under the age of 25).
- Drivers with serious violations- DUI, OVI, Reckless driving, Open container, etc
- Multiple violations in the previous year.
- Repetition of violations/accidents within a 5-year window
- No more than three moving violations within the past three years

#### Loss of Driving Privileges

The following offenses may result in suspension or termination of driving privileges for those operating University-owned or leased vehicles along with appropriate disciplinary action.

- Operating a motor vehicle without a valid driver's license;
- Failure to report the suspension or revocation of his/her license;
- Failure to obey University and local traffic regulations;
- Operating a University-owned or leased vehicle outside of the scope of the destination and school related activity;
- Operating a University-owned or leased vehicle in a reckless or unsafe manner;
- Driving results in the intentional destruction of property;

#### Driving Restrictions

- All driving on club trips must be done by an approved driver.
- For trips exceeding 500 miles in length (one-way) use of personal vehicles will be prohibited. Rental vehicles are required for trips that exceed this limit. The university has the right to require clubs to find alternate means of transportation (bus/fly etc.) if the distance traveled is extreme.
- Trips in which the club is driving 500 or more miles one way are required to have a GU advisor or full-time staff or faculty member chaperone. When a chaperone is required the Center for Student Involvement will cover the chaperone's lodging and food.

## Driver Expectations

- Before departing, the driver will walk around to vehicle to note potential obstacles;
- Cargo will not impair any sight lines of the driver;
- Drivers will not use cell phones at any time while the vehicle is in motion, waiting at stoplights, stop signs, traffic jams, etc.;
- During daytime travel, no driver should operate a vehicle for more than three consecutive hours without a 15 minute break;
- During nighttime travel, no driver should operate a vehicle for more than two consecutive hours without a 15 minute break;
- No driver may exceed 8 total hours of driving time in any 24 hour period;
- No trip segment shall exceed 18 hours, regardless of the number of drivers;
- On trips longer than 20 miles, no travel may commence after 11:00PM or before 5:00AM
- Drivers are prohibited from picking up hitchhikers
- No driver shall transport more passengers in a vehicle than the vehicle is designed to haul. Capacity is the same as the number of factory-installed seat belts in the vehicle;
- If passengers are present, they, and not the driver, should operate any portable music devices;
- The use of radar, laser, or other speed-monitoring detection systems is not permitted;
- All passengers in a vehicle must wear their seat belts at all times.
- The payment of all driver related traffic violations and citations will be the sole responsibility of the driver.

## Conditional Requirements for Plant Services Vehicle Use

Faculty/Staff members driving a Motor Pool vehicle

- Complete Plant & Construction Services familiarization/driving procedure training;
- Provide proof of driving record;
- Have a maximum of 2 non-serious driving violations

### Motor pool vans

The use of motor pool vans is available for rent to all Campus Departments, based on availability and authorization of a driver by Plant services 509-313-5656. Full guidelines are ([available here](#))

- Renters must be at least 21 years of age
- All vans seat 12 passengers
- University motor pool vehicles may be used for trips that fall within a 50-mile radius of the campus
- All vans must be checked out and driven by the approved driver only

## Faculty/Staff Drivers

All faculty/staff drivers must adhere to the guidelines below, and any internal procedures within their department.

All faculty/staff drivers must:

- Complete the United Educators online Driver Safety Fundamentals ([available here](#))
- Have at least two years of driving experience in the United States of Canada
- Have a current, unexpired, driver's license issued by one of the 50 United States
- Complete Plant & Construction Services familiarization/driving procedure training (if renting a GU vehicle)
- Department will conduct an MVR check to confirm staff/faculty member meets qualifications to drive a university vehicle, and keep the result on file within the department
- Submit name, Driver License Number, and Date of Birth to Risk Management to include into the list of authorized university drivers.
- Have a maximum of 2 non-serious driving violations

## Student Drivers

All student drivers must adhere to the guidelines below, and with any internal procedures within the department or club they are representing.

- **Students are not permitted to drive vehicles provided by third party agencies.**

### All Student Drivers Must:

- Complete the United Educators online Driver Safety course ([available here](#))
- Have at least two years of driving experience in the United States or Canada.
- Have a current, unexpired, driver's license issued by one of the 50 United States

### All students driving a Plant & Fleet services vehicle must:

- Be at least 18 years old.
- Complete Plant & Construction Services Familiarization/Driving Procedure Training.
- Provide proof of driving record.
- Have a maximum of 2 non-serious driving violations

### Student drivers towing a trailer must:

- Only the GU Cycling Club is currently approved to tow a trailer. To tow a trailer.
- **Complete Zagtivities Trailer Safety Course.**
- **Complete in-person Trailer Driving Test**
  - **Step 1** Order your DMV report from the state your driver's license is issued from
    - For WA state: ([available here](#))
    - For CA state: ([available here](#))

- After ordering the DMV record you will need to bring it to Plant Services (1004 N. Ruby) along with your driver's license
- **Step 2** Watch a brief online Trailer Safety video and take the quiz available at (insert)
- **Step 3** Trailer Safety in-person training test must be completed by a certified trainer provided by Center for Student Involvement which will be provided 3 times a year.
  - The vehicle that will be used for towing must be present during the time of test
  - The driver must demonstrate to the trainer the ability to attach the trailer
  - The driver must demonstrate the ability to drive the vehicle with trailer attached around Gonzaga campus with the trainer present
  - The trainer will either give the driver a satisfactory or unsatisfactory rating

### Students Driving to Events

The University has a responsibility to offer transportation for students to and from events that are University sponsored and held off-campus. If a student chooses to drive to and event off-campus (regardless of whether it is sponsored by the University or an official student organization/club), they are doing so at their own risk.

It is not permissible for university employees to match up students to drive other students to a university sponsored event off-campus. In the instance, the university should be offering transportation for the event. If student choose to drive individually, they are doing so at their own risk. If the situation requires that the university rely upon students to drive, the Office of Environmental Health & Safety/ Risk Management is available for consultation to ensure safety.

In the case where reliable public transportation service is available and the university sponsored event is easily accessible by using such transportation, this can be used in place of the university providing transportation directly.

If a university class requires students to participate in a type of activity or choices of activities off-campus (i.e. attend two cultural events throughout the semester) and there is not a specific date or time to do the activity, this is not viewed as university sponsored. However, if the class requires students to attend a specific cultural event on a given day off-campus and it was not clearly outlined prior to signing up for the class, that the student would have to provide their own transportation to/from this event then the university has a responsibility to offer transportation. If transportation is offered and all students choose not to take the university provided transportation, then the university no longer needs to provide the transportation.

Students driving and/or traveling on behalf of a club/group must adhere to the Center for Student Involvement policies and procedures [available here](#)

## Means of Transportation

The following modes of transportation for university related trips are permitted.

### 12-passenger “club van”

- To use a club van, you must complete the United Educators Driver Safety Fundamentals online training (available above)
- Clubs and Blub sports will be allowed to use the Club Van for Club travel. The Center for Student Involvement program coordinator will designate which, trip/club is able to use the van oat any given time/day. The van must be driven by an approved GU driver who has completed the safety and van training. Students may sign up for training by contacting Risk Management at [Risk@gonzaga.edu](mailto:Risk@gonzaga.edu)
- The maximum number of days a van can be used is 6 days
- The maximum number of passengers shall not exceed 12 (including driver)
- Club vans may not be driven more than 8 hours per day or 500 miles per day

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### Rental vehicles

The preferred use of rental vehicle contracts is the relationship between Gonzaga University and Enterprise/National Rental Car.

- Vehicle should be rented in the name of “The Corporation of Gonzaga University”
- Gonzaga is covered for rental car physical damage for rentals for less than 30 consecutive days
- Never purchase the additional physical damage insurance from the rental agency when renting under Gonzaga university name
- Conduct and document a pre & post vehicle inspection (to include photos when possible)
- If damages occur and the vehicle value is greater than \$50,000, insurance coverage needs to be coordinated with the Office of Risk Management.

### Taxis and Uber

Due to limited safety requirements and regulations placed upon Uber and LYFT, Gonzaga University prefers the use of taxicab services.

### Charter Buses

The University uses two methods of bus rentals for school sponsored trips:

- Yellow School buses
  - Durham
  - First Student
- Charter Buses
  - Alpha Omega Tours and Charters: 509-299-5595 or [www.alphaomegatoursandcharters.com](http://www.alphaomegatoursandcharters.com)
  - Durham School Services: 509-483-0224
  - Northwestern Stage Lines: 509-838-4029
  - Center for Student Involvement (Eagle Charters): 509-487-6903

## **Post Incident Procedures**

Immediately following an incident, the driver of the vehicle must record the following information when possible:

- Name, address, and phone number the other driver(s) involved
- Make, model, year, and license number of the other vehicle(s) involved
- Insurance information for vehicle(s) involved
- Name, address, and phone number of passenger(s) involved
- Name address and phone number of witnesses
- Take photos of damage to all vehicles/property
- Diagram of the incident
- Approximate time of incident
- Date of incident
- Location/address of incident

In all Motor Pool vehicles, there are post-incident resources in the glovebox. Use the forms provided to aid in the information collection process

If a student, staff/faculty member involved in an incident claims injury, a Medical/Injury Report form must be completed ([available here](#)) If the other parties involved in an incident claims injury, refer them to the Office of Environmental Health & Safety and Risk Management within 24 hours 509-313-2500 or Risk@Gonzaga.edu. Do not accept responsibility for an incident at the scene.

## **Vehicle Incident Reporting**

For guidelines on incident reporting visit ([Vehicle incident reporting](#))