

## **DRIVING A CSU VEHICLE: SAFE DRIVING POLICY**

- I. All drivers need:
  - a. A valid driver's license
  - b. Approval from the Academic Success Coordinator or an associated Faculty Member
  - c. A navigator who agrees to remain awake while on duty
  - d. If traveling in a larger group, a radio or cell phone (if service is available) to communicate with faculty/rest of caravan
  - e. A roadside emergency kit and familiarity with the kit (list attached)
  
- II. Driving Guideline:
  - a. The driver is responsible for ensuring that seatbelt and all other rules and procedures are followed. Make the rules and expectations clear to your passengers.
  - b. SAFETY FIRST!! Drive conservatively and responsibly.
  - c. Drivers must pay their own tickets; obey the rules of the road
  - d. Drivers must account for all passengers; provide a count to faculty/staff
    - i. Drivers will be provided with a roster of students in their vehicle which should be checked prior to leaving any site to ensure no passenger is left behind
  - e. Passengers and driver must wear seatbelts at all times.
  - f. Navigator will handle communications with faculty/rest of caravan
  - g. No alcoholic beverages (even unopened) are permitted in a CSU vehicle at any time
  - h. Driving is not permitted between midnight and 6 AM
  - i. Drivers should take a 30-minute break every four hours or switch off with another driver who has rested
  - j. In the event that the vehicle needs to pull off and park on the side of the road for an educational or other stop, the driver should:
    - i. Pull off to a safe distance from traffic
    - ii. Turn on hazard lights
    - iii. Remind all passengers to put on safety vests if they will be disembarking and lingering by the vehicle.
    - iv. Set up reflective triangles in front of and behind van
    - v. Ensure that passengers exit and reenter the vehicle on the side away from traffic
    - vi. Whenever possible, keep tires on a paved surface in wet conditions to prevent getting stuck in mud. Beware of pulling off onto soggy shoulders.
  
- III. At the end of each day:
  - a. Park in a legal parking spot
  - b. Driver and passengers clean the vehicle. Remove all trash, clean the windshield as necessary. Note that vehicles must also be returned to the motor pool in cleaned condition.
  - c. Make sure there is enough gas for the next day; fill the tank if necessary

- d. Notify faculty/staff if there are any vehicle issues. We rely on you to spot any vehicle problems, no matter how small!

***University Policies relating to vehicle use***

- I. ***Approved Uses:*** State rules forbid the operation of a University vehicle for personal use or for any other purpose other than authorized University business: teaching, research, and student and staff activities that relate specifically to Colorado State University. Smoking of any substance in University vehicles is against state law and is not allowed. Alcohol (even unopened) is not allowed in University vehicles.
- II. ***General:*** Once in the car, adjust the seat, mirrors, and steering wheel so you can drive comfortably and safely. Take time to familiarize yourself with the vehicle controls, and remember – all occupants, by law, must wear safety belts. Check the glove compartment for the blue packet containing the Wright Express fuel card. When the vehicle is not in use, the renting party must remove the keys and keep the vehicle locked and secure. Drivers are responsible for any traffic violations incurred while using the vehicle. Drivers' departments will be responsible for any and all deductibles associated with any vehicle damage caused by the department's driver. All University vehicles are to be operated in a lawful manner as to not bring vehicle operation into question by anyone.
  - a. ***Seat belt use:*** Colorado State University recognizes that seat belts are effective in preventing injuries and fatalities. We care about our students, faculty, and staff, and want to reduce the risk that, in the event of an accident, a passenger is injured or killed. Therefore, all students, faculty, and staff of Colorado State University must wear seat belts when operating a University-owned vehicle. This includes any vehicle on our premises or while on University business. All occupants also are to wear seat belts or, where appropriate, child restraints when riding in a University-owned vehicle or in a personal vehicle being used for University business. All students, faculty, and staff, and their families, are strongly encouraged to use seat belts, or child safety restraints, whenever they are driving or riding in any vehicle.
  - b. ***General use:*** Every driver of a University vehicle is vulnerable to public criticism. Many complaints and reported misuse can be avoided if each driver adheres to the following rules:
    - i. Do NOT use a University-owned vehicle for any personal transportation.
    - ii. Do observe all traffic rules and regulations.
    - iii. Do drive carefully, safely and courteously.
    - iv. No alcoholic beverages are allowed in or are to be consumed in any university vehicle.
    - v. Seat belt usage is mandatory for all passengers in all University-owned vehicles.
    - vi. Citations for all parking and traffic violations will be the personal responsibility of the vehicle operator. This includes parking citations received while parking on the CSU campus.

- c. Whenever a vehicle is damaged through abuse, negligence, misuse, or when driven by a person under the influence of alcohol or narcotics, the department employing the driver of the vehicle will be furnished with a police report or with a complete statement of the circumstances by the Department of Transportation Services. The department or the individual shall be responsible for all damages.
- III. **Large Passenger Van Policy:** Due to safety concerns, Colorado State University faculty, staff, and students will only be allowed to use large passenger-vans that will accommodate a maximum of 12 passengers. To reserve and operate a large passenger-van either through Transportation Services, department owned, or from an outside vendor the following policy will apply:
- a. The occupancy of the van shall be no greater than 12 people, including the driver for passenger vans. All occupants must wear seat belts at all times; therefore, van occupancy shall never exceed seat belt capacity.
  - b. No van driver may operate a van for more than three hours at a time.
  - c. No roof racks or trailer hitch cargo racks will be allowed on large passenger-vans.
  - d. Van seats may not be removed from the vehicle.
- All other University policies and rules for vehicle usage will apply in addition to the special provisions listed above for the large passenger-van.
- IV. **Portable audio devices & cell phones:** Colorado State University will not allow earphones or headphones of any type to be worn by a person operating a University owned vehicle. Listening to portable audio devices, through ear or headphones, while driving a vehicle is illegal in most states, including Colorado. It has also been proven to be very distracting and dangerous for vehicle drivers. This includes, but is not limited to MP3 players, CD players, DVD players, and cell phones. Cell phones should not be used while driving. In cases where a call must be taken, the driver should pull to the side of the road and stop, completing the call from the roadside. Texting is against the law in Colorado. Text messaging means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. As with phone calls above, if a text must be read or answered, the driver should pull to the side of the road, stop and answer the text.
- V. **Vehicle Damage:** The cost for any repairs due to damage caused by an operator, other than reported accidents or normal wear and tear, will be charged back to the department utilizing the rental vehicle. The driver will be held accountable if the damage is judged to be negligent by the department.
- VI. **Vehicle Accidents:** Anyone involved in an accident with a State or University vehicle, whether or not there are any physical damages must report the accident to local authorities within 24 hours. In addition to the police report, a university accident report must be completed as required by the Colorado State University Police Department and Transportation Services (970-491-0016). Insurance information is contained in the operator's manual in the blue packet inside the vehicle. Departments are responsible for the first \$1000 in repairs to the vehicle. Employees utilizing personal vehicles for business use are not covered under the University insurance policy. Your personal auto policy will be in force.

- VII. **Vehicle Cleaning:** Rental vehicles returned in an excessively dirty condition, both interior and exterior, will be subject to a minimum \$50 cleaning charge. Rental vehicles returned with a smoke smell inside the vehicle will be subject to a minimum \$100 cleaning charge and possible disciplinary action.
- VIII. **Emergency Assistance:** Every state vehicle contains an operator's manual in the blue packet inside the vehicle. It contains all the information necessary for emergency assistance. Please take time to locate this manual, and look at its contents. Transportation Services utilizes emergency roadside assistance through National Auto Club for problems outside Fort Collins. There is contact information inside the blue packet.

***List of Equipment included in Emergency Kit***

- (3) 20 Minute Emergency Flares
- 4 Folding Reflective Triangles in a red plastic box
- Flashlight
- (2) D Batteries
- 6" Green Lightstick
- Bright Orange Vest
- Rain Poncho
- Shop Cloth
- Jumper Cable
- Multi-Tool
- Thermal Blanket
- (4) Toweletes
- (35) Bandages
- Large Wound Pad
- Cold Pack

**SAFE DRIVING POLICY ACKNOWLEDGEMENT**

I have received a written copy of the Colorado State University Department of Geosciences Safe Driving Policy. I have read and fully understand the terms of this policy and agree to abide by them. *Sign and print your name, add today's date, and return this form to Angela Sharpe.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)