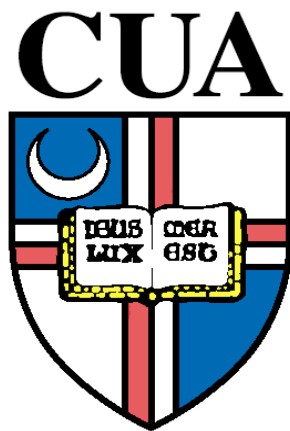


**THE
CATHOLIC UNIVERSITY
OF AMERICA**



**VEHICLE GUIDELINES
AND PROCEDURES
MANUAL**

TABLE OF CONTENTS

Purpose

Scope

University Vehicle Program Overview

Driver Qualifications

Loss of Driving Privileges

Driver Training

Driver Obligations and Responsibilities

Department Responsibilities

Purchase, Lease and Sales

Rental Vehicles

Personal Vehicles Used on University Business

International Vehicle Use

Vehicle Insurance

Office of Risk Management (ORM) Responsibilities

Department of Public Safety (DPS) Responsibilities

Facilities Maintenance & Operations (FMO) Responsibilities

Appendices

A. Driver Obligations & Responsibilities

B. Driver Training

C. Departmental Responsibilities

D. In Case of an Accident

E. Safety Checklist

F. Driver Application & MVR Check

VEHICLE GUIDELINES & PROCEDURES

PURPOSE

Vehicle operations are essential to the services provided by the University. However, the incurrence of accidents, damage and abuse of vehicles represent a huge expenditure to the University. In many cases these costs are preventable. This manual sets forth Catholic University guidelines and procedures regarding use of University vehicles. As such, it is intended to:

- Help ensure the safe operation of University-owned and leased motor vehicles.
- Help ensure the safety of University drivers and passengers.
- Minimize losses, damages, and claims against the University.

SCOPE

In accordance with University Travel Policy, these guidelines and procedures apply to all University employees, students and volunteers who may be engaged in the operation of University-owned or leased motor vehicles.

Failure to comply with the procedures set forth in this document may result in suspension or termination of motor vehicle operating privileges and/or disciplinary action in accordance with established University guidelines.

UNIVERSITY VEHICLE PROGRAM OVERVIEW

All University drivers (staff, faculty, students) must be authorized to drive University owned, rented or leased motor vehicles. Authorization is valid for the term of one year for students and three years for faculty and staff and is accomplished through a review of driving records by the Office Risk Management and completion of driver training applicable to the intended vehicle usage.

University vehicles are intended for use on-campus and for trips or excursions of short duration and distance but in no case greater than 250 miles one-way from campus. University vehicles shall not be used for personal use. "Personal Use" means any trip or segment thereof that is made for the purpose of participating in an activity or function that is not official University business, or for which the expenses are not reimbursable by the University, or which is made to transport an unauthorized passenger.

University drivers must comply with all applicable laws and regulations concerning the operation of motor vehicles as well as agree to abide by University driving precepts and regulations. Managers of University organizations involving driving operations are responsible for complying with these University vehicle guidelines and procedures.

The University maintains the right to suspend an employee's or student's privilege to operate a university motor vehicle at any time and for any reason.

A University vehicle is any licensed motor vehicle owned, rented, or leased by the University and used primarily to transport people or property on

VEHICLE GUIDELINES & PROCEDURES

roads, highways or on University property. Rental vehicles are considered University vehicles when rented by a duly authorized employee and used for official University business.

No vehicles with a capacity of 15 passengers or more can be operated by under the University's insurance, with the exception of the University's Public Safety officers.

To meet the objectives outlined in this document, and in accordance with University policy, Catholic University reserves the right to review licenses and driving records of all drivers who operate a University-owned or leased motor vehicle. This applies to all drivers – full and part-time employees, including graduate assistants, students, work study students, interns, and volunteers who may be authorized to drive University-owned or leased motor vehicles. Generally, the driving record of the occasional University traveler who rents a vehicle while on travel is not checked. All drivers, however, must possess a current, valid (USA) driver's license.

DRIVER QUALIFICATIONS

In order to operate a University motor vehicle an employee or student driver must:

- be at least 18 years of age
- possess a current and valid United States driver's license, appropriate for the type of University vehicle that the driver will be authorized to drive, issued by the Department of Motor Vehicles from his/her state of residence or the District of Columbia for at least two (2) years (International driver's licenses are not acceptable).
- have a commercial driver's license (CDL) if transporting 15 or more persons or driving a vehicle weighing more than 26,000 (applies to employees only- students and volunteers are not authorized to use such vehicles). Training for this license must be obtained through the proper state and local authorities.
- successfully complete the University's safe driver training program (annually for students and every three (3) years for employees who regularly operate University owned vehicles, or more frequently as required or deemed appropriate by supervisory personnel).
- agree to operate University motor vehicles in accordance with applicable local, state, federal laws and University regulations.
- fill out completely the Driver Application and Authorization for Motor Vehicle Record (MVR) check (students annually, employees and volunteers every three [3] years).

VEHICLE GUIDELINES & PROCEDURES

- have an acceptable driving record as determined by Office of Risk Management review of driving record. General guidelines for driving records are:
 - not had their license suspended or revoked in the last three years
 - meet following guidelines:

Motor Vehicle Record Review Guidelines

Moving Violation = 3 points ACCEPTABLE 5 or fewer points	Preventable* Accident = 4 points CONDITIONAL 6 - 8 points	UNACCEPTABLE 9 or more points
Less than 2 moving violations in the last 3 years	2 moving violations in the last 3 years	3 or more moving violations in the last 3 years
Less than 2 preventable accidents in the last 3 years	2 preventable accidents in the last 3 years 1 moving violation plus 1 preventable accident in the last 3 years	3 or more preventable accidents in the last 3 years Any combination of 3 or more moving violations and preventable accidents in the last 3 years

* A preventable accident is an accident where any other reasonably safe driver would have been able to prevent the accident from occurring.

- Anyone with the following violations within the last three years may not drive a University vehicle:
 - DWI or Driving under the influence
 - Negligent homicide
 - Operating with a suspended license
 - Using a motor vehicle for commission of a felony
 - Aggravated assault with a motor vehicle
 - Operating a motor vehicle without the owner's consent
 - Permitting an unlicensed driver to drive
 - Reckless driving
 - Hit and Run

LOSS OF DRIVING PRIVILEGES

In addition to the above restrictions, the following offenses will result in suspension or termination of driving privileges for those operating University-owned or leased vehicles along with possible appropriate disciplinary action:

- Operating a motor vehicle without a valid driver's license.
- Failure to report the suspension or revocation of driver's license.
- Failure to obey University and local traffic regulations.
- Operating a University-owned or leased motor 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.

VEHICLE GUIDELINES & PROCEDURES

- Driving which results in the intentional destruction of property.
- Failure to report an accident involving a University-owned or leased vehicle to your supervisor and Department of Public Safety.
- Operating a University-owned or leased motor vehicle while under the influence of alcohol or drugs.
- Two **at fault** accidents within a 12-month period while operating a University-owned or leased vehicle.
- Three **at fault** accidents within a two-year period while operating a University-owned or leased vehicle.
- Returning a University-owned or leased vehicle in an unsatisfactory condition, i.e. excessive trash, filth, etc.

DRIVER OBLIGATIONS AND RESPONSIBILITIES

All drivers are expected to safeguard and maintain University vehicles. Improper attention to vehicle maintenance, safe operations, or violations of the University Vehicle Policy, may result in suspension or revocation of driving privileges. In addition to restrictions and requirements placed upon University vehicle drivers by individual departments, drivers must abide by the responsibilities delineated in Appendix B.

DRIVER TRAINING

All University drivers must complete a driver-training course. Students are required to complete the training each year and employees who regularly operate University vehicles are required to complete the training every three (3) years.

The employee course is on-line and the student course is a combination of classroom lecture and hands-on driving. Both courses cover defensive driving and driver safety and the unique considerations of trucks and vans. Training for first time student drivers includes an on-the-road check drive to familiarize students with the vehicle he/she will be driving. Sponsored and managed by the Office of Risk Management, training will be coordinated by the Training Office of the Department of Human Resources. Deans, directors, and department heads may develop additional training as they deem necessary, based on the needs of their department. Training required for professional vehicles and to obtain Commercial Drivers License (CDL) are coordinated through departments. See Appendix B for program details.

DEPARTMENTAL RESPONSIBILITIES

Each department or group assigned university vehicles is required to follow the procedures outlined in Appendix C. Among these include:

- Develop written department specific procedures to ensure control of assigned vehicles including key control and check out procedures.

VEHICLE GUIDELINES & PROCEDURES

- Ensure all assigned university drivers comply with university vehicle policies and procedures.
- Ensure vehicles are clean and maintained in accordance with the schedules managed by Facilities Maintenance Operations. Fund all non-routine maintenance and major repairs.
- Submit a monthly mileage report to the Office of Risk Management.
- In the event of an accident ensure:
 - Driver follows accident response procedures outlined in Appendix D of this document.
 - An incident report is filed with the Department of Public Safety within 24 hours of the accident.
 - Department pays the \$1,000 deductible for any University funded repairs and coordinate the repairs or maintenance resulting from the accident with Facilities Maintenance and Operations.
- Ensure the materials listed below are maintained in each University owned and leased motor vehicle:
 - Vehicle registration
 - Emergency and accident packet including the following:
 - Vehicle accident/emergency report brochure
 - First aid kit
 - Emergency reflector triangles and battery-operated warning lights

PURCHASE, LEASE AND SALES

Due to the capital expense nature of vehicles, their procurement, lease and disposal is centralized in the Office of Risk Management and coordinated with the Department of Procurement Services.

- No vehicle, including golf and utility carts, shall be procured or leased directly by university departments. Only the Director of Procurement Services is allowed to sign lease agreements.
- Registrations and registration renewals are coordinated by the Fleet Maintenance Service of the Department of Facilities Maintenance and Operations in concert with the Department of Risk Management through the University insurer.
- All sales and other disposition of the University-owned vehicles shall be conducted by the Department of Procurement Services.
- Departments must not carry out alterations to a University vehicle, nor are they permitted to fit radios, stereo equipment, fog lamps or other accessories without written authorization from the Office Risk Management as this can invalidate vehicle insurance.

RENTAL VEHICLES

VEHICLE GUIDELINES & PROCEDURES

Departments authorized to rent a vehicle for University business purposes are required to abide by university vehicle policies and the guidelines and procedures set forth in this document. All University vehicles (including rental vehicles) are covered by a blanket vehicle liability policy which insures the University against the claims of others when the vehicle is being used for official University business. Normally, renters should not purchase the insurance offered by the rental agency as the University maintains its own coverage. When abroad however, the rental agency's insurance coverage is to be purchased as foreign localities may not acknowledge overseas insurance coverage. It is stressed however, that University insurance is only available on vehicles rented for approved University functions/business.

The rental of vehicles should be coordinated through the Department of Procurement Services as specified by university procurement rules and regulations.

PERSONAL VEHICLES USED ON UNIVERSITY BUSINESS

Use of personal vehicles on business is discouraged because there is no physical damage coverage through the University on personal vehicles and no reimbursement will be made for accident-related repairs.

When using a personal vehicle on University business, the owner of the vehicle must carry automobile liability insurance. The owner's automobile liability insurance coverage is primary coverage. Departments allowing the use of personal vehicles for university business are responsible for ensuring the proper coverage exists before allowing the vehicle to be used.

INTERNATIONAL VEHICLE USE

Departments renting or leasing vehicles for University business in any country other than the United States must purchase insurance offered by the rental or lease agent in that country. The cost of such insurance is considered part of the rental cost and is reimbursed as such in the travel claim process.

VEHICLE INSURANCE

Vehicle liability insurance on bodily injury and property damage is provided through the Office of Risk Management. This insurance provides coverage for others when the University vehicle is at fault. If a third party is negligent and insured, damage to the University vehicle will be collected from the other vehicle's insurer. University insurance policies do not provide University vehicles physical damage, collision, fire or theft coverage as the University has elected to be self-insured for such claims.

Coverage for physical damage to University vehicles is paid through a university insurance account, with a \$1,000 deductible. If it is determined the University vehicle was at fault causing an accident, the department

VEHICLE GUIDELINES & PROCEDURES

operating the vehicle at the time of the accident will be billed for the first \$1,000 for the repair of the vehicle. The remaining cost, if any, will be paid through the university's insurance account and coordinated through Facilities Maintenance and Operations.

OFFICE OF RISK MANAGEMENT (ORM) RESPONSIBILITIES:

The Office of Risk Management (ORM) is responsible for the University vehicle policy, procedures and operations. As such, the ORM:

- Programs and budgets for all university vehicle procurement; including trailers, golf carts and utility carts. ORM coordinates the procurement and disposal of vehicles with the Department of Procurement Services.
- Maintains the master list of all University Vehicles
- Acts as the authorization source for university drivers; including processing applications, conducting MVR checks and enforcing university vehicle policy and procedures.
- Provides for a driver training program and maintains the list of authorized drivers.
- Coordinates university claims made by or against the University with the University's insurance carrier and departments involved in the loss-producing accident.
- Review accident investigation reports, identifies preventive measures, recommends the implementation of accident prevention measures to appropriate parties, and takes other action when necessary in conjunction with department heads.
- Maintains records associated with the university vehicle policy and performs analysis of accidents and driver incidents.

DEPARTMENT OF PUBLIC SAFETY (DPS) RESPONSIBILITIES

In accordance with their normal operating procedures, the DPS shall:

- In the event of any accident on or off-campus involving a University vehicle, document the accident through the university's incident reporting program including the extent of damages to all vehicles involved.
- Notify the Office of Risk Management of accidents and forwards the accident investigation report as well as any photographs and diagrams of motor vehicles and/or accident scene within twenty-four (24) hours of the accident.
- Coordinate with the Office of Risk Management any additional investigation needed for University-owned or leased vehicle claims.

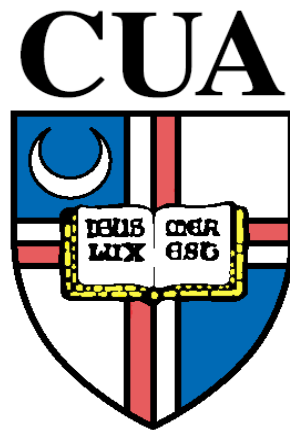
FACILITIES MAINTENANCE & OPERATIONS (FMO) RESPONSIBILITIES

FMO provides the following services regarding University vehicles:

VEHICLE GUIDELINES & PROCEDURES

- Routine preventative maintenance on vehicles
- Routine breakdown repairs; major repairs or repairs resulting from accidents are funded by the department owning the vehicle or, in the case of accidents, through the university insurance program as delineated above.
- Inspection, registration and tag renewals
- Manage vehicle inspection logs.
- Manages the university gas program.
- Conducts quarterly safety checks and yearly inspections and provides vehicle condition assessments to the Office of Risk Management in support of the programming and budgeting of vehicle assets.

VEHICLE GUIDELINES AND PROCEDURES



APPENDIX A

DRIVER OBLIGATIONS & RESPONSIBILITIES

Driver Obligations and Responsibilities

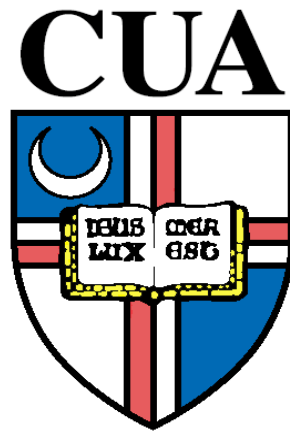
All University drivers are required to:

- keep safety and accident prevention foremost at all times.
- agree to operate University motor vehicles in accordance with applicable local and federal laws and University regulations, at all times, (this agreement is found on the bottom portion of the application and must be signed by the driver at the time eligibility is conferred).
- have a valid domestic driver's license.
- immediately report any change in license status (i.e. if your license has been suspended or revoked) to the supervisor and Office of Risk Management within five (5) working days of any such change.
- use University vehicles for authorized business only.
- not permit any unauthorized person to drive the vehicle.
- not transport unauthorized passengers such as hitchhikers, family members, or friends.
- use seat belts or other available occupant restraints and require all occupants to do likewise.
- be aware of the load and handling characteristics associated with the vehicles
- not drive under the influence of alcohol, prescription or non-prescription drugs that may impair a driver's judgment or other faculties.
- drive the vehicle at posted speed limits or less depending on road conditions.
- not drive the vehicle "off road" unless given explicit permission from your supervisor.
- immediately report all accidents to University Department of Public Safety at (202) 319-5111 and report same to his/her supervisor. See Appendix D "In Case of an Accident".
- Students involved in accidents while not conducting University business and not en route to the specific University function will lose vehicle privileges for one year and will have no insurance coverage for the accident.
- turn off the vehicle, remove the keys, and lock the vehicle when it is left unattended
- return vehicles in good clean condition, removing all garbage and food items;

Driver Obligations and Responsibilities (cont.)

- not drive the vehicle that the driver suspects is not operating properly.
- before leaving the parking area or garage, use the Safety Checklist in Appendix E to ensure the vehicle is in safe condition to drive. Any defects or damage should be immediately reported to your supervisor. After the driver initiates operation of the vehicle, all unreported damages are the responsibility of the driver.
- not drive the vehicle when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions) without explicit permission from your supervisor.
- not drive more than four hours in a day and no more than two consecutive hours without explicit permission from your supervisor. All trips over two hours require at least two approved drivers.
- not drive between 9:00 p.m. and 5:00 a.m. without explicit permission from your supervisor.
- not drive the vehicle while using music players, cell phones, text messaging or other devices. Hands-free cell phone and hand-held radio use is considered a distraction and is not to be used by the driver when he/she is operating the vehicle.
- not allow vehicles to sit at idle for periods in excess of three (3) minutes (District statute)
- understand that personal property in University vehicles is not covered by the University's insurance.
- assume personal responsibility for any traffic/parking citations incurred during the time that said driver is responsible for the operations of the University vehicle.

VEHICLE GUIDELINES AND PROCEDURES



APPENDIX B

DRIVER TRAINING

Driver Training

Catholic University is committed to the safety of its employee and student drivers as they operate University vehicles. It is the intent of the University to require driving training in order that drivers may carry out their responsibilities with respect to safe driving principles and practices. The university's Safe Driving Course incorporates safe driving rules with defensive driving techniques, unique vehicle characteristics and University policies and procedures. Satisfactory completion of the course is mandatory for all drivers of University-owned or leased vehicles, including utility and golf cart style of vehicles.

Course Requirements

The defensive driving class is sponsored and managed by the Office of Risk Management and is coordinated through the Training Office of the Department of Human Resources.

Employee/Volunteer Training

Staff and faculty who drive regularly for their jobs will be given the driver's training course at the onset of employment and every three years thereafter. Individuals involved in **two at fault** accidents within twelve months or **three at fault** accidents in two years, will have their right to drive suspended for one year and must successfully re-complete the driver safety course. The employee/volunteer course consists of:

1. Eight High Impact Traffic Safety online modules consisting of:
 - Written Content Slides
 - Short Video Clips
 - Module Test
2. Email review and acknowledgement of University vehicle procedures and Driving Safety Tips.

Student Driver Training

Students are required to take the defensive driving course prior to driving any university vehicle and after successful MVR check. The course will be provided annually to all students with the hands-on training portion provided to students new to university driving. Any student driver who has two accidents within a one-year period will lose his/her driving privileges for one year. If he/she is involved in three accidents, he/she will lose their University vehicle driving privileges permanently. The student course consists of:

1. National Safety Council's DDC-4 Course "Coaching the Van Driver II"
 - Class lecture/video and discussion
 - Successful completion of written test
2. Review of University's driving procedures

VEHICLE GUIDELINES & PROCEDURES

3. Driving safety tips
4. Hands-on training for first time university drivers

Safe Driver Training Tips and Concepts

- Van & truck driving is different than passenger driving:
 - Blind spots are larger
 - Avoid backing situations if possible (use a spotter)
 - Vehicle height and loading impact stability and maneuverability
- All occupants are required to wear seat belts.
- Check instruments and gauges of the vehicle before leaving.
- Scan parked cars carefully.
- Make a positive glance over your shoulder when changing lanes or backing up to avoid blind spots. Have a passenger get out and help when backing.
- Look "**Left--Right--Left**" before proceeding through intersections.
- Do not go through intersections on a yellow light; pick a point of decision and don't get caught in the middle of the intersection.
- Check wheel-to-lane reference of vehicles next to you--anticipate their movement into your lane--next to or in front of you.
- Following time should be 3 seconds from the vehicle in front of you, depending upon the speed, road conditions and whether city or highway driving.
- Stop far enough behind the vehicle in front of you at intersections to see the tires of that vehicle touching the pavement.
- Count a 2 second delay at intersections to allow appropriate following time from the car in front of you.
- Know the stopping distance requirements for the vehicle you're driving, including effects of inclement weather conditions. As a guide, it normally takes one car length for every 10 M.P.H. of speed to stop.
- Check the road 12 - 15 seconds ahead on the highway; 4 - 6 seconds in city driving (about two blocks).
- Check mirrors every 3 - 5 seconds in the city, 5 - 8 on the highway.
- Tune out passengers, concentrate on your driving and focus on the driving of those around you.
- Avoid eating while driving; both hands should be on the wheel. No smoking in CUA vehicles.
- No using cell phones while driving.
- Be prepared for construction hazards, including narrow roads.
- **AVOID ROAD RAGE -- BE PATIENT, ALLOWING A CAR IN FRONT OF YOU TAKES LESS TIME THAN AN ACCIDENT.**

**VEHICLE GUIDELINES
AND PROCEDURES**

APPENDIX C

DEPARTMENTAL RESPONSIBILITIES

Departmental Obligations and Responsibilities

As a minimum requirement, each department or group authorized to operate a University vehicle is required to establish departmental policies and procedures for the use of university vehicles which, as a minimum, follow the procedures outlined below. Departments may institute additional policies or procedures, as they deem necessary. The Office of Risk Management may be consulted for advice relating to additional departmental procedures and may exercise at its discretion, the right to request copies of each specific department or group's written procedures for review. At a minimum, the department's program must:

- designate an individual within the department with the responsibility over university vehicles and the department's compliance with vehicle policy and procedure.
- ensure only those individuals, who have been determined eligible and are authorized, operate a University motor vehicle. As such, each department must maintain a listing of authorized university drivers and a copy of the motor vehicle licenses for all assigned drivers.
- establish a vehicle check out procedure and ignition key control system that:
 - Controls issuance of ignition keys in such a manner so as to prevent unauthorized use of university vehicles.
 - Requires operators to conduct daily vehicle safety inspections.
 - Requires the department to conduct weekly/monthly vehicle inspections.
 - Authorizes a responsible individual to maintain ignition keys and a daily check out log which identifies all persons within the department who operate a particular University motor vehicle and provides verification of the following:
 - Name of eligible driver
 - Trip destination and estimated duration
 - Activity being attended or reason for use
 - Date/time vehicle was taken taken and returned
 - Mileage
- establish and maintain a current list of all persons within the department who have been determined eligible and are authorized by the Office of Risk Management to operate a University motor vehicle.
- maintain each motor vehicle according to the motor vehicle manufacturer's recommendation and the Facilities Management Operations (FMO) Department preventive maintenance schedules.

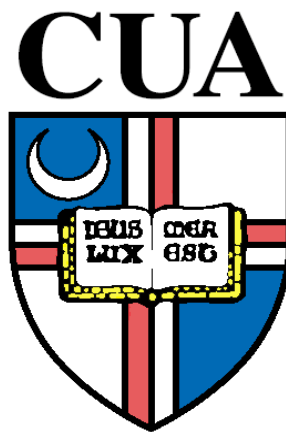
Departmental Obligations and Responsibilities (cont.)

- ensure that damage is immediately reported to supervisor and the Department of Public Safety.
- maintain an indefinite central paper file for each vehicle with:
 - All Vehicle Registration Forms
 - All Vehicle Safety Checklists
 - Copies of all DPS reports specific to this vehicle
 - Copy of the vehicle Insurance Card
- submit a monthly mileage report to the Office of Risk Management.
- establish procedures for reviewing instances of possible misuse of a vehicle and take appropriate supervisory action. Such action may include a requirement for reimbursement of costs incurred by the University through the misuse, cancelling or limiting authorization to use a University, or disciplinary actions as may be deemed appropriate in accordance with university human resources guidelines. The Office of Risk Management will be notified of all changes to the driving privileges of any driver.
- ensure assigned drivers pay for citations and send a copy of violations and tickets involving CUA vehicles to the Office of Risk Management office within five (5) business days of receiving it.
- notify all departmental personnel about updates and changes to the university vehicle policy and procedures.
- acknowledge that failure to abide by University policies may result in the reassignment of assigned University vehicle(s).

In addition to the procedures above, departmental programs should ensure the materials listed below are maintained in each University owned and leased motor vehicle:

- Vehicle registration
- Emergency and Accident packet including the following:
 - Vehicle accident report brochure
 - First aid kit
 - Emergency reflector triangles and battery-operated warning lights or U.S. Department of Transportation approved road flares

VEHICLE GUIDELINES AND PROCEDURES



APPENDIX D

IN CASE OF AN ACCIDENT

In Case of an Accident

Breakdowns

In case of a breakdown, contact Department of Public Safety (DPS) at 202-319-5111. They will coordinate the disposition of roadside assistance and/or towing regardless of your location. Once you are able to make arrangements with the DPS, notify your supervisor immediately.

Accidents

Accidents can be traumatic events with high costs to individuals and the University alike. It is therefore imperative that the driver (if uninjured) of the university vehicle involved in an accident do his/her best to document the events as they occurred. The driver should be prepared to provide a written account of the accident upon return to the university. Following the below guidelines should help the driver through this process.

1. **Stay Calm.** Your primary concern is the safety of everyone involved in the accident.
2. **Stop at once.** Take the following steps:
 - Prevent further accidents. Turn on emergency flashers & move the vehicle away from traffic. Protect the passengers and the vehicle.
 - Keep passengers with the vehicle. No one should walk for help unless absolutely necessary and only after you have contacted CUA Public Safety.
 - Call CUA Public Safety Office, no matter place or time, at (202) 319-5111.
 - Gather the facts. Write down the name(s) of the other driver(s), addresses, and telephone numbers, insurance information as well as names and telephone numbers of all passengers and witnesses. Note the nature and extent of damage to other property or vehicles and be sure to include license number, make of car, and body type. If you have time, write down what happened to aid in future recollection. The below form is provided for this purpose and should be kept in the vehicle.
 - **NEVER ADMIT FAULT OR LIABILITY.** Only explain what happened and only to the authorities on the scene.
 - Exchange information with the other driver (name, address, license plate number, CUA Public Safety's phone number and insurance information from the insurance card in the glove compartment)

VEHICLE GUIDELINES & PROCEDURES

In Case of an Accident (cont.)

- **If you need Towing:** Contact CUA Public Safety who will call the towing company. The vehicle should be towed back to campus where Public Safety will direct the tow truck driver to the Facilities Maintenance Center.
 - Before leaving the scene of the accident, check to determine if all factual information has been recorded.
 - The driver must report into Public Safety Office upon returning to CUA and to the office from which the vehicle was checked out. After filing reports, they will be directed to contact the Office of Risk Management (ORM) at x5044. If the police issued a citation, ORM must receive that number with any documentation received.
3. If you hit property (public or private), or damage the CUA vehicle in any way, call CUA Public Safety immediately at (202) 319-5111. Not doing so may result in disciplinary action. No matter where you are, how far away, even if it was a minor incident and no one was hurt, you must call CUA Public Safety. The driver is liable and responsible for damage to the vehicle.
 4. Discuss the accident only with the local police, CUA Public Safety, and ORM officials. This is in your and CUA's best interest. Do not discuss details with other drivers, witnesses, or passengers. Give only your name, home address, phone number, vehicle license plate, CUA Public Safety's telephone number and insurance information.

In Case of an Accident (cont.)

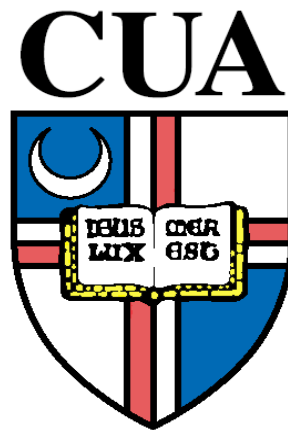
CUA VEHICLE ACCIDENT

On Scene Actions

- Stay Calm... Stay Safe.
- Notify police Dial 911 (5111 if on campus).
- Call CUA Public Safety Office (202) 319-5111
- NEVER ADMIT FAULT OR LIABILITY
- OTHER DRIVER'S INFORMATION:
 - **Name:** _____
 - **Date of Birth** _____
 - **Driver's License #/state:** _____
 - **Phone Number:** _____
 - **Address:** _____
 - **Insurance company, policy #** _____
 - **License Plate Number** _____
 - **Make/Model/Year of Vehicle** _____
 - **Damage to other Vehicle** _____
 - _____
 - **Injuries (if any)** _____
 - **Date/Time/Location & Weather Conditions:** _____
 - _____
 - _____
- WITNESS/PASSENGER INFORMATION:
 - **Names & phone #'s on back**
- INVESTIGATING OFFICER'S INFORMATION:
 - **Officer's Name** _____
 - **Officer's Badge #** _____
 - **Phone #** _____
 - **Report #** _____
 - **Citation Information (if any)** _____

(Cut out & keep this card with insurance card in glove box)

VEHICLE GUIDELINES AND PROCEDURES



APPENDIX E

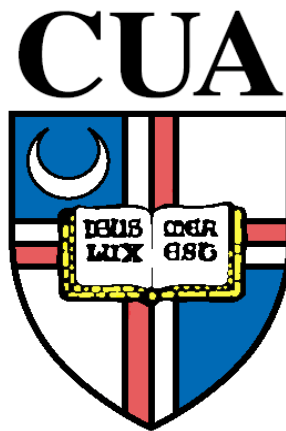
SAFETY CHECKLIST

VEHICLE GUIDELINES & PROCEDURES

Safety Checklist

Safety Belts	All in good working order
Headlights	2 white headlights, both working
Taillights	2 red taillights, both working, visible for 500 feet to the rear. Red lenses are required.
License Plate Light	White rear license plate light visible for 50 feet to the rear.
Rear Reflectors	2 red reflectors on side rear fenders of vehicle, either part of taillights or separate.
Brake Lights	2 brake lights, both working, visible from 500 ft in normal daylight. Red lenses are required.
Turn Signals	Right and left turn signal on the front and rear of vehicle. Front signals may be white or amber, rear signals may be red, yellow, or amber. Must be visible from 500 feet.
License Plates	Front and rear plates are required except for motorcycles and trailers.
Brakes	In good working order.
Tires	No body ply or belt material exposed, no tread or sidewall separation, should have a min of 2/32 inch of tread. Check tire pressure.
Exhaust System	Good working order and constant operation.
Windows/Windshield	Clean, free from obstruction, cracks or decals.
Windshield Wipers	Good working wipers required
Rearview Mirror	Driver must be able to see at least 200 feet behind the vehicle at all times.
Horns	Working horn required, must be heard from 200 feet away.
Fenders	Must cover entire width of tire tread that touches the pavement.
Minimum Clearance	No part of a passenger vehicle can have less clearance from the road than the lowest part of the rim of any wheel.

VEHICLE GUIDELINES AND PROCEDURES



APPENDIX F

DRIVER APPLICATION & MOTOR VEHICLE RECORD (MVR) CHECK



**The Catholic University Of America
Driver Application and Motor Vehicle Record Check**

**PRINT ALL INFORMATION EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE
(show information from all licenses held from all sources over the past three years)**

Last Name: _____ **First:** _____ **Middle:** _____
Driver's License #: _____ **State:** _____ **Exp. Date:** ___/___/___ **License Class:** _____

Last Name: _____ **First:** _____ **Middle:** _____
Driver's License #: _____ **State:** _____ **Exp. Date:** ___/___/___ **License Class:** _____

Last Name: _____ **First:** _____ **Middle:** _____
Driver's License #: _____ **State:** _____ **Exp. Date:** ___/___/___ **License Class:** _____

Driver's Email: _____ **Driver's Phone #:** _____ **Date of Birth:** ___/___/___
Department: _____ **Job Title:** _____
Supervisor/Department Contact: _____ **Supervisor Phone #:** _____

Classification: Faculty: ___ **Staff:** ___ **Student:** ___ **Volunteer:** ___
EID or SID# _____

AUTHORIZATION AND ACKNOWLEDGEMENT OF DRIVER RESPONSIBILITIES

All persons (employees, students, volunteers) who drive any vehicle on University business are required to provide current driver's license information for verification of license status and driving history.

By signing below, I authorize The Catholic University of America to obtain my MVR from any state where I have held a driver's license in the last 3 years. I understand that the University will consider this information when making decisions regarding my ability to drive University vehicles and regarding my employment at the University. In the event of an adverse personnel decision based on MVR information, I understand that I will be provided a copy of the MVR data, and given an opportunity to refute or correct that information.

Furthermore, I understand and agree that driving any vehicle on University business imposes certain requirements and responsibilities on all drivers as listed on the reverse side of this form. I agree to abide by these obligations and requirements, and any other laws or policies that may be applicable. I understand that failure to comply with these requirements, and failure to maintain an acceptable or conditional driving record (as defined below), may result in disciplinary action up to and including suspension or revocation of University driving privileges and/or termination of employment.

I understand and acknowledge that this MVR may be considered a "consumer report" under the provisions of the Fair Credit Reporting Act, that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided a proper identification. The University's disclosure of intent to procure such a consumer report has been attached to this form.

Signature: _____ **Date:** ___/___/___



**The Catholic University Of America
DRIVER RESPONSIBILITIES**

When driving any vehicle on Catholic University of America business, I agree to each of the following:

1. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
2. Have a valid US driver's license in my possession at all times.
3. Use University vehicles for authorized, official purposes only; not to make unauthorized stops.
4. Operate vehicles in accordance with University policies and follow all applicable traffic laws.
5. Not to use a cell phone or other devices (text messaging/email/PDA) while driving.
6. Drive vehicles at lawful speeds that are appropriate to road, loading, and hazard conditions.
7. Assume responsibility for any fine or citation received while driving on University business.
8. Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
9. Not operate a vehicle unless all occupants are wearing seatbelts.
10. Not drive under the influence of alcohol or drugs, including medications.
11. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
12. Inspect the vehicle for obvious safety concerns prior to use, report defects to the appropriate authority, and not operate a vehicle that has deficiencies that make it unsafe to drive.
13. Immediately report all accidents or traffic citations to my direct supervisor.
14. Immediately advise my direct supervisor of any change in driving status such as license suspension or revocation.
15. Immediately advise my direct supervisor of any inability to drive safely and without impairment.
16. Participate in driver training as specified by applicable University regulations, and not operate a vehicle on University business if applicable required training has not been completed.

I understand failure to comply with these requirements, and failure to maintain an acceptable driving record, may result in disciplinary action up to and including suspension or revocation of University driving privileges and/or termination of employment.

Signature: _____ **Date:** ____/____/____

FORWARD COMPLETED FORM WITH A COPY OF YOUR DRIVER'S LICENSE TO:
Office of Risk Management, Leahy Hall LL40



The Catholic University Of America

Disclosure of Intent to Procure Consumer Reports

As an ongoing part of Catholic University's administration of the university driving policy, the university will conduct Motor Vehicle Records checks for employees, students, and volunteers who may operate motor vehicles on behalf of the University.

When used for employment purposes, these records checks may become "consumer reports" under federal law.

The Federal Fair Credit Reporting Act ("FCRA") protects consumers and provides them rights with respect to "consumer reports". In addition to the traditional "credit report" that credit reporting agencies provide, FCRA applies to Motor Vehicle Records checks that Catholic University conducts on applicants and its employees for employment purposes. Accordingly, an authorization has been prepared for each applicant and Catholic University employee to sign that will allow Catholic University to conduct only the driving record checks.

Catholic University will not use this authorization to obtain any credit or financial information about you, nor does this authorization permit Catholic University to use the consent in such a manner.

You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of Your Consumer Rights Under the Fair Credit Reporting Act.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CR). Most CRA's are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance or employment – must tell you, and give you the name, address and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are entitled to one free report every 12 months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

A Summary of Your Rights

Under the Fair Credit Reporting Act (cont.)

- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve your dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, in error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old, ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for send you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.