

# The University of Mississippi

## Motor Vehicle Policy And Fleet Management Guide

### Foreword

This guide contains the basic elements concerning the safe and legal use of all vehicles operated for the benefit of the University of Mississippi, whether they are university vehicles, rented, or private vehicles. The use of this guide will facilitate continuity across the IHL System with regard to elements addressed while allowing flexibility among member institutions as to how each element is addressed. The following elements are reflective of various state and federal laws and regulations, insurance industry standards, and safety standards. The following practices are designed to apply to motor vehicles that are licensed to operate on public roadways and the drivers of such vehicles, in compliance with IHL Board Policy 711.06.

### Policies

The following University policies exist to promote the safe, the safe, legal, and responsible use of University vehicles owned or operated for the benefit of the University of Mississippi. The protection of life, property, and the good stewardship of public resources is at stake. These policies apply to any and all vehicles used for the benefit of the University that are licensed to travel on public roads. Failure to follow any of these policies will subject the person violating the policy to disciplinary action, including possible dismissal from the University.

Motor Vehicle Management and Maintenance Policy [\[Link\]](#)

Vehicle Use and Risk Management Policy [\[Link\]](#)

Vehicle Rental Policy [\[Link\]](#)

## Appendices/Forms

## **Classes of License and Endorsements**

Classes of License and Endorsements can be found at the following link: [License Class](#)

## FORM A

### Vehicle Use Agreement

Operating a University vehicle is a privilege. All drivers will be responsible and accountable to:

- Possess a valid motor vehicle driver's license. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the University.
- Operate University vehicles for official University business only.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable state laws and regulations.
- Maintain vehicle in a safe operating condition.
- Maintain vehicle in accordance with the maintenance schedule.
- Report moving violations to their Supervisor.
- Report changes in their driver's licensing to Human Resources or the Office of Procurement Services.
- Accurately record and report vehicle mileage in accordance with University procedures (i.e., daily travel log).
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.
- Pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.
- Refrain from towing any personal equipment (boats, campers, etc.) with a University vehicle.
- Not alter vehicles leased, owned, or rented by the University in any way.
- Never deactivate air bags on any vehicles leased/owned by the University, rented vehicles or personal vehicles used for University business.
- Never operate a computer while the vehicle is moving.

- Pull off the road to a safe location prior to making or receiving phone calls.
- Comply with University policy on transport of passengers. Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver's license is revoked, suspended, withdrawn, or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with University policies or as required by applicable state or jurisdiction laws.
- Operating outside the limitations of a restricted license.

In case of vehicle damage:

- Report any vehicle damage to the University immediately.
- Police reports, witness statements or other pertinent documents should be obtained and forwarded to the University.
- The driver shall cooperate with representatives of the University, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.
- Drivers should not make verbal or written statements concerning an incident during its immediate aftermath except to law enforcement officials or representatives of the University or its agents.

I, \_\_\_\_\_, have read and understand the *University of Mississippi's Motor Vehicle Policy and Fleet Management Guide*. I agree to abide by the provisions of the University's policies on motor vehicle and fleet management. I understand that violation of those policies may result in disciplinary action, up to and including termination of employment.

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\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Driver's License Number (*required*)

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**(\*Mandatory for drivers of University vehicles)**

**FORM B**

**MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY DRIVER RECORDS  
REQUEST  
DRIVER SERVICES POLICY: 6-9(A)**

NAME \_\_\_\_\_

DRIVER LICENSE NO: \_\_\_\_\_ DOB: \_\_\_\_\_

I HEREBY GRANT THE UNIVERSITY OF MISSISSIPPI PERMISSION TO  
OBTAIN THE FOLLOWING RECORDS RELATING TO THE ABOVE-NAMED  
PERSON:

Record Requested: MVR Summary

Authorized persons that drive or operate University of Mississippi vehicles must possess a valid driver's license. The MVR Summary report will be obtained from the Mississippi Department of Public Safety for use by the University of Mississippi for the sole purpose to obtain or verify information relating to the holder of a valid driver license, commercial or otherwise.

I understand the personal information furnished is confidential under Federal and State law and is being released to the University of Mississippi only for the reason indicated above and that it is unlawful for the university to furnish the information to an unauthorized person or entity.

Printed Name of Individual: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FORM C

## The University of Mississippi AUTHORIZATION FOR MOTOR VEHICLE RECORD CHECKS

**NOTICE: This consent form is limited only to background checks involving motor vehicle records.**

### **DISCLOSURE AND CONSENT FORM**

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize The University of Mississippi as well as its designated agents and representatives (the "University") to conduct a review of my motor vehicle records background through a consumer reporting agency. I understand the scope of the consumer report or reports may include the following areas: motor vehicle record searches. A summary of your rights under the Fair Credit Reporting Act is provided in the attached document, or viewable at <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.

### **AUTHORIZATION**

I have carefully read and understand this Disclosure and Consent form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports prepared by a consumer reporting agency and/or the University, including its designated representatives and agents as well as insurers. I am authorizing the University, including its agents, assigns, and affiliated entities, to obtain motor vehicle reports, and this consent shall apply at any time during my employment or independent contractor relationship with the University.

I also understand that information contained in my application or otherwise disclosed by me before or during my appointment or employment, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports. By my signature below, I authorize individuals, institutions or agencies contacted by the University as well as its designated agents or representatives to furnish information as stated above. I understand that information pertaining to me and obtained through motor vehicle reports may be used for hiring, employment, or underwriting purposes.

By my signature below, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Consent form, whether in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any reports that may be requested by or on behalf of the University.

Last Name (Printed)

First

Middle

Driver's License Number

License State

Date of Birth

Present Address

City, State, Zip Code

Signature

Date

Email

Guardian Signature if individual is under 18

Date

Guardian Printed Name

Relationship to Minor

**FORM D**

**Monthly Vehicle Inspection Checklist**

Department: \_\_\_\_\_

Vehicle No: \_\_\_\_\_ Date \_\_\_\_\_

Driver's Name (Printed): \_\_\_\_\_

Inspected by (Name): \_\_\_\_\_

List Problems:

Brakes (Pedal Pressure) ) \_\_\_\_\_

Both Taillights \_\_\_\_\_

Windshield Wipers \_\_\_\_\_

Windshield Defroster \_\_\_\_\_

Horn \_\_\_\_\_

Mirrors (Adjust before driving) \_\_\_\_\_

Turn Signals \_\_\_\_\_

University Logo Vinyl \_\_\_\_\_

Backup Lights \_\_\_\_\_

Headlights (High & Low Beam) \_\_\_\_\_

Brake Lights \_\_\_\_\_

Hazard Lights \_\_\_\_\_

Seat Belts (Front & Back) \_\_\_\_\_

Tires \_\_\_\_\_

Tread \_\_\_\_\_

Inflation \_\_\_\_\_

Spare \_\_\_\_\_

Fluid Levels \_\_\_\_\_

Gasoline \_\_\_\_\_

Power Brakes \_\_\_\_\_

Windshield Washer \_\_\_\_\_

Oil \_\_\_\_\_

Coolant \_\_\_\_\_

Power Steering \_\_\_\_\_

Transmission \_\_\_\_\_

(\*Optional for university vehicles)



## FORM E

### Driver's Pre-Trip Inspection Checklist

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Vehicle Make & Model \_\_\_\_\_ Date \_\_\_\_\_

#### **ELEMENT ( ) SATISFACTORY ( ) UNSATISFACTORY (OR COMMENT)**

1. Brakes – do service brakes and parking brakes operate?
2. Lights – check headlights, high beams, blinkers, taillights, brake lights, back-up light, parking lights and side markers. Are all working?
3. Tires – check pressure against p.s.i. noted on tire. Check treads depth (at least 1/8 inch). Check for defects such as unusual wear pattern, bubbles or deformed sidewalls.
4. Belts – are they quiet with engine running?
5. Glass – no broken windows, no cracks that interfere with driver's vision. Clean.
6. Mirrors – are side and rearview mirrors intact?
7. Windshield wipers – do they operate and remove washer fluid when tested?
8. Windshield washer – is reservoir full, does it pump when operated?
9. Engine oil – check dipstick. Any leaks?
10. Coolant – is fluid to mark on reservoir?
11. Transmission – check dipstick. Any problems shifting?
12. Steering – does steering react when steering wheel is turned? Any noise?
13. Occupant restraints – are all seatbelts and airbags present? Do seat belts operate properly?
14. State inspection sticker – is a current inspection sticker in lower driver's side corner of windshield?
15. License Plate – is a license plate mounted and easily seen?
16. Emergency equipment – is there a jack, lug wrench, flashlight, etc.?
17. Keys – do keys operate ignition and all locks? Are a spare set of keys available?

*Note: Consider a similar checklist for use when returning a vehicle after a trip to report needed repairs.*

(\*Optional)

## FORM F

### Motor Vehicle Incident Reporting Instructions for Drivers

**General Information:** The following information should be kept in all vehicles used for university business:

- Phone number(s) to which incidents are to be reported.
- Insurance carrier information that can be provided to other involved parties. Current proof of coverage from the liability insurance carrier should always be kept in vehicle.
- Instructions for notifying the university's insurance carrier (see insurance card)
- Instructions for contacting law enforcement and emergency personnel; and instructions for contacting roadside assistance services, if available.
- Instructions for leaving the incident scene intact, securing the scene against further collisions or injuries until emergency personnel arrive, and meeting regulatory requirements (if any) for blood alcohol testing.
- A reminder to the driver that they should not make a statement after the incident.

Materials to consider placing in vehicle may also include a disposable camera for documenting the scene, a witness card for recording initial comments and contact data from potential witnesses, and a pen or pencil.

**Incident Information:** Recommended information to be collected in the event of a motor vehicle incident are as follows:

- Name of other driver(s)
- Address of other driver(s)
- Phone number(s) of other driver(s)
- Driver's license number(s) of other driver(s)
- License plate number(s)
- Vehicle make and model
- Name of insurance carrier
- Insurance policy number
- Name, address, and phone number(s) of all parties involved in the incident, including passengers in each vehicle
- Name, address, and phone number(s) of all witnesses
- Date and time of the incident
- Location of the incident (intersection or milepost)
- The party to whom the driver's vehicle was registered (e.g., the University, the driver, another individual, or a rental agency)
- Name and phone number(s) of the investigating law enforcement officer on the scene, if any
- Any other entities responding at the scene (e.g., fire department, ambulance, hazardous materials unit)
- Citations issued
- A detailed narrative of the incident
- Space to allow the driver to make a sketch or diagram of the incident scene

## FORM G

### Factors to Consider during an Incident Review

During a review of a motor vehicle incident, possible contributing factors may be considered using the following framework:

#### Driver:

- Driver's work schedule for at least the week preceding the incident
- Length of time on duty since the previous break prior to the incident
- Fatigue
- Scheduling demands on driver
- Motor vehicle record history
- Physical condition of the driver at the time of the incident
- Physical limitations of the driver at the time of the incident
- Training history
- Driver's emotional state

#### Vehicle:

- Maintenance and inspection records
- Vehicle condition
- Damage to the vehicle from the incident
- Suitability and safety of the vehicle for the work task
- Vehicle control layout
- Modifications to the vehicle that may have contributed to the incident

#### Operating Environment:

- Weather
- Road conditions
- Traffic conditions
- Route planning
- Delivery or service schedules

The following reference sources provide further information on factors that may be considered in determining causation:

[Large-Truck Crash Causation Study: An Initial Overview](#). U.S. Department of Transportation, National Highway Traffic Safety Administration.

[A Guide to Determine Motor Vehicle Accident Preventability](#)  
National Safety Council

[Accident Countermeasures Manual](#) U.S. Department of Transportation.

## FORM H

### Mississippi Institutions of Higher Learning Van Safety Recommendations for 15-Passenger Vans

Please review Mississippi Institutions of Higher Learning Van Safety Recommendations for 15-Passenger Vans at this link:  
[Mississippi Institution of Higher Learning Van Safety Recommendations](#)

### Considerations When Hiring Bus Companies

Using a list of pre-qualified bus companies for transporting people to and from activities is the simplest way to ensure continuity and safety when outside vendors must be used.

A. For criteria in establishing such a list, request the bus company's USDOT number, and log on to <http://www.safer.fmcsa.dot.gov/> for information, including:

- the bus company's current USDOT safety rating, if issued, and the date of the company's last compliance review (on-site inspection by motor carrier safety authorities)
- whether the company is authorized to transport passengers for hire
- whether the company has current insurance inforce
- the company's record of regulatory violations and roadside out-of-service violations, with a comparison to national averages
- the company's highway crash history

B. Whether or not you are working from a list of pre-qualified bus companies, ask the following questions and include similar language in contracts:

- Does the driver have a current commercial driver's license (CDL) with a passenger endorsement?
- Does the driver possess a valid medical certificate?
- Does the company have a driver drug and alcohol testing program that complies with USDOT regulations?
- Will your trip be completed within the legal limit of 10 driving hours? If not, will there be a second driver or overnight rest stop scheduled to legally complete the trip?
- Does the company have its buses inspected annually? By whom?
- Does the company have the required \$5 million of public liability insurance?
- Can the University be named as an additional insured and certificate holder?

- Does the company subcontract with others for equipment and/or drivers? If so, what is the name of the second bus company and its USDOT number?
- Does the company have notification procedures for roadside emergencies and breakdowns? Is the driver equipped with a wireless communications device?

For more information on charter bus safety, visit:

<http://www.fmcsa.dot.gov/safety/passenger-safety/tips-chartering-bus>