



University Faculty and Staff

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
UNIVERSITY VEHICLES – RECORD KEEPING/REVIEW AND OPERATING REQUIREMENTS	March 16, 2011	1710.257(a)

PROCEDURE STATEMENT (R)

A. Driving Record Reviews/Recordkeeping Requirements:

The Division of Human Resources shall conduct driver’s license checks on all prospective candidates or current employees who will be assigned to drive a University vehicle as a key part of their job assignment and license verification, as applicable, in accordance with University Policy Number 1710.257. The University’s Division of Human Resources may also review and update a University employee’s driver’s license status on the Florida Division of Motor Vehicles Website, <https://www6.hsmv.state.fl.us/DLCheck/dl/pages/dlCheck.jsp>.

In addition, the University’s Division of Human Resources shall update the driving records of all University employees, who are required to drive University vehicles as a key part of their job assignment as follows:

Conduct a motor vehicle record check at least once every two years, or when reports or observations indicate that a University employee is not operating University vehicles safely. In the event that a University employee’s driving record reflects a violation that legally precludes the University employee from operating a University vehicle or that raises safety concerns regarding the employee’s ability to operate a University vehicle or if the University otherwise believes that the employee is not operating University vehicles in a safe manner, the employee shall not be authorized to operate a University vehicle. Set forth below, but not limited to, are the violations that shall preclude a University employee from operating a University vehicle, as determined by the University:

- Driving under the influence
- Negligent homicide
- Operating with a suspended license
- Using a motor vehicle in the 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

The University has the right to preclude a University employee from operating a University vehicle due to a violation of applicable motor vehicle laws and regulations if the University determines in its sole discretion that the violation raises safety or other related concerns. University employees’ driving records shall be maintained in the University employees’ files located in the Division of Human Resources.

University employees who drive University vehicles as part of their job assignment must immediately notify the Division of Human Resources of any change in their driver’s license status. Each time that a University employee takes out a University vehicle, he or she will certify that his/her driver’s license status has not materially changed since the time of the last driver’s license verification in the vehicle log assigned to that vehicle.

B. Operating Requirements

I. Prerequisites applicable to all University Vehicle Drivers:

In order to operate a University vehicle, a driver must meet the following minimum requirements:

1. Be 18 years old;

2. If operating a specialized vehicle, complete any training required by the University (e.g. mandatory golf cart training and mandatory 15 passenger van training);
3. Possess a valid, current and unrestricted driver’s license; and,
4. Obtain and maintain insurance required by the State of Florida for driving vehicles. Contact the Department of Risk Management if you have questions about whether you meet these insurance requirements.

Each University vehicle driver must:

- Timely resolve any tickets, citations or notices of violation arising from the manner in which a University vehicle is operated and report all such incidences to his/her supervisor.
- Update all vehicle logs and maintenance records maintained for the vehicle in accordance with University policies and procedures.
- Adhere to the following in the event of an accident:
 - * If there are injuries, always call 911.
 - * Notify local police.
 - * If on campus, notify the University Police Department at 305-348-2626.
 - * Notify his/her supervisor within 48 hours of the accident.
 - * Notify the Risk Management Department at 305-348-6970 within 72 hours after the accident. Also, the vehicle driver must subsequently provide all required documentation, including but not limited to written statements and police report, regarding the occurrence within 30 days after the accident.

The University’s Environmental Health & Safety Department (EH&S) shall investigate complaints received in response to the “How Is My Driving” phone number listed on each University vehicle. If necessary, the EH&S Department shall notify the University vehicle driver’s supervisor and the University’s Division of Human Resources of any complaint received. The University supervisor shall then be responsible for making a determination as to what corrective action, if any, shall be required which may include, but not be limited to, suspending an employee’s authority to drive University vehicles temporarily or permanently, imposing disciplinary action, or requiring additional training for the employee. Supervisors should contact the Division of Human Resources in making this determination.

RELATED INFORMATION (O*)

University Policy Number 1710.257 entitled “Pre-Employment Requirements.”
 University Policy Number 540.005 entitled “Acquisition, Assignment and Use of University Vehicles.”

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
 Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Department of Parking and Transportation
 PG5-Market Station
 885 S.W. 109 Avenue
 Miami, FL 33199
 Telephone Number: (305) 348-3615

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

FORMS/ONLINE PROCESSES (O)

Florida International University Daily Vehicle Trip Log

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

***R = Required *O = Optional**