

# **Ball State University**

## **Driving Privileges Policy**

### **Purpose**

Ball State must ensure that the operation of University vehicles is done in a manner that minimizes risk to the general public as well as to our employees and students. This policy which governs the use of Ball State vehicles is designed to support safe and prudent use of University owned, leased, and donated or rented vehicles, including personal vehicles in the event the vehicle is used on University Business. University Business is defined as those activities that further the mission of the University and, in the case of an employee of the University, are within the scope and authority of that person's employment or for activities which they are seeking mileage reimbursement.

### **Authorized Drivers**

Drivers of University vehicles must be 18 years of age or older *and* have a valid driver's license. Only the following individuals may qualify as authorized vehicle drivers.

- a. Employees (faculty, staff) of the University whose job description requires driving as a condition of employment.
- b. Employees of the University on official travel status with an approved Travel Authorization (TA).
- c. Ball State students (undergraduate, graduate) working in a paid position on campus who are either traveling on authorized University business or whose job description requires driving as a condition of employment.
- d. Other individuals who may be permitted on an occasional basis to drive on authorized University Business.

### **Driver Responsibilities**

To be considered for approval to drive, the individual must:

- a. Have a valid Indiana driver's license or out-of-state license for at least 3 years.
- b. Consent to a Motor Vehicle Record (MVR) check for Indiana driver's license and/or in the case of out-of-state driver's license(s), provide a current copy of their MVR from the state where their license is issued that covers the previous 36 months. The cost to obtain the out-of-state driving record is the responsibility of the driver.
- c. Maintain an acceptable driving record as determined by the University's MVR Point System in Appendix A of this policy.
- d. Meet the acceptable risk standards set forth by the University's insurance carrier;
- e. Continuously self-evaluate driving performance to ensure it remains in compliance with this policy.
- f. Comply with Transportation Services Guidelines and obey applicable state laws.
- g. Immediately report any incident or situation to his/her supervisor that might cause approval status to change. Such incident or situation could include moving violations,

license suspension or revocation, and medical restrictions which may interfere with driving. The supervisor will immediately report such incident or situation to Transportation Services.

- h. Immediately report all accidents, involving a university vehicle, regardless of the extent of damage, to the police and to Transportation Services. An accident is defined as any incident involving an automobile that causes damage to people or property.
- i. Drivers should not make any statements concerning responsibility for accidents since any admission may impair the insurer's ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability.

## **Driving Record Reviews**

A Motor Vehicle Record (MVR) is a driving history report, as reported from the Department of Motor Vehicles (BMV, or similar state agency). Information on this report may include driver's license information, point history, violations, convictions, and license status. Based on the MVR review, each driver's status is classified as acceptable, conditional, or unacceptable using the University's MVR Point System in Appendix A.

The following parameters will be observed in the review of MVR's:

- a. MVR reviews are performed annually for all authorized drivers. MVR reviews may also be performed after any accident involving a university vehicle, on an increased frequency for conditional drivers, and on request from a supervisor if there is a reasonable basis for the request.
- b. The University reviews moving violations and offenses for the past three years; and five years for driving under the influence of drugs or alcohol.
- c. MVR reviews may result in a driver being placed in a conditional or unacceptable status which in turn could result in disciplinary action up to and including termination of employment.

## **Driver Safety Program**

Driver training may be required as a result of individual driving performance issues identified via accident history and MVR reviews. The Office of Risk Management may recommend additional training based on performance metrics such as too many backing events or speeding violations. Drivers will be required to successfully complete the assigned training or be placed on conditional status.

## **Conditional Status and University Driving Privileges**

As conditions warrant a driver may be placed on conditional status limiting their ability to drive for the University. In such instances, the Office of Risk Management will provide written notification to the employee, the employee's supervisor, and Employee Relations outlining the expected duration of conditional status and any corrective action to be taken. Conditional status applies until further notice is given. Drivers placed in a conditional status are expected to cooperate fully with any impending corrective action measures.

## **Suspension or Termination of University Driving Privileges**

The following offenses may result in the suspension or termination of university driving privileges:

- a. Unacceptable MVR status as determined by the MVR Point System.
- b. Failure to maintain a valid driver's license.
- c. Operating a university vehicle on a suspended, revoked or cancelled license.
- d. Failure to immediately report an accident to law enforcement and Transportation Services while driving a University vehicle.
- e. Two or more at fault accidents involving bodily injury or cumulative property damage for all accidents in excess of \$10,000 while driving on university business in the past three years.
- f. Operating a University vehicle under the influence of alcohol/drugs or refusing to submit to a sobriety test.
- g. Knowingly operating a University vehicle in violation of this policy.

The Office of Risk Management will make the determination if and when a suspension or termination of driving privileges is appropriate, the duration, and what, if any, driving limitations will be imposed on the driver after the suspension. Written notification will be provided to the employee, the employee's supervisor and Employee Relations outlining the necessity for the suspension or termination of driving privileges and the recommended course of action. If driving on University Business is an essential function of an employee's position, suspension of driving privileges may also result in appropriate university disciplinary action, up to and including termination of employment, independent of action taken by the Office of Risk Management.

## Appendix A

All drivers must consent to a Motor Vehicle Record (MVR) check to ensure they continually meet the approval requirements set forth in this policy. For employees who reside out-of-state, employees must provide BSU Transportation Services a current MVR annually. Situations which may affect driver approval consist of any combination of violations or convictions which total eight or more points in the previous three years. Point values range from zero to twelve (0-12) points and correlate to the seriousness of the offense in posing a safety risk. Not wearing a seat belt is counted as zero points for the first violation and as 2 points for the second and successive violation of the same offense.

### MVR Point System

	Acceptable	Monitored	Conditional Requirements Must be Completed	Unacceptable
Moving Violations	0 – 4 points in the past 3 years	5 - 7 points in the past 3 years	8 - 12 points in the past 3 years  Conditional requirements must be met in the timeframe given otherwise status will be moved to Unacceptable.	13 or more points in the past 3 years  Receiving an additional moving violation after being placed on conditional status  Drivers with active suspensions  Suspension or revocation in the past 3 years due to a traffic-related offense
Suspension – Non felony offense, i.e., failure to appear, failure to submit proof of insurance or failure pay a fine			Risk Management Committee will review and make final determination on status	Status will be determined by Risk Management Committee
Major Offenses				A single citation in the past 3 years for any felony crime committed with a vehicle or leaving the scene of an accident  A single citation in the past 5 years for any alcohol or drug-related driving offenses or refusing to take a substance test

**MVR Point System for Student Employees**

	<b>Acceptable</b>	<b>Monitored</b>	<b>Conditional Requirements Must be Completed</b>	<b>Unacceptable</b>
Moving Violations	0 - 4 points in the past 3 years	5 - 7 points in the past 3 years		8 or more points in the past 3 years  Drivers with active suspensions  Suspension or revocation in the past 3 years due to a traffic-related offense
Suspension – Non-felony offense, i.e., failure to appear, failure to submit proof of insurance or failure pay a fine			Risk Management Committee will review and make final determination on status	Status will be determined by Risk Management Committee
Major Offenses				A single citation in the past 3 years for any felony crime committed with a vehicle or leaving the scene of an accident  A single citation in the past 5 years for any alcohol or drug-related driving offenses or refusing to take a substance test

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