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| <b>Policies of the University of North Texas at Dallas</b> | Chapter 15             |
| <b>15.008 Operation of University Vehicles</b>             | <b>Risk Management</b> |

**Policy Statement.** University vehicles and mobile equipment may be operated only by an individual who meets the eligibility requirements established by UNTD Police Department (PD).

**Application of Policy.** Anyone operating a university vehicle or mobile equipment.

**Definitions.**

1. **Accident.** “Accident” means an unforeseen, unintended event resulting in property damage or bodily injury or to the driver or to a third party.
2. **Applicant.** “Applicant” means an individual requesting authorization to drive a university vehicle or mobile equipment.
3. **Approved Driver.** “Approved driver” means an individual who meets eligibility requirements and is authorized by PD to operate a university vehicle or mobile equipment for official university business.
4. **Eligibility requirements.** “Eligibility requirements” means the standards an individual must meet to be authorized to drive a university vehicle or mobile equipment as outlined in this policy.
5. **Employee.** “Employee” means a person currently employed by the University on a full-time, part-time or hourly basis.
6. **Major traffic violation.** “Major traffic violation” means hit and run, driving under the influence (DUI)/driving while intoxicated (DWI), motor vehicle felony, license revocation, driver delinquency, driving at unsafe speed, negligent driving, and license suspension or revocation.
7. **Mobile Equipment.** “Mobile Equipment” means any university-owned motorized utility vehicle used as a land vehicle, of which the equipment is not required to be licensed (e.g., golf carts, Gators, Carryalls, ATVs, etc.).
8. **Motor Vehicle Report (MVR).** “Motor vehicle report” means a document that contains information about a person’s driving history, including information about traffic violations, accidents, etc.
9. **Non-Employee.** “Non-Employee” means any other person not defined as an employee.
10. **Third Party.** “Third party” means a person or organization not affiliated with the University of North Texas at Dallas (UNTD).
11. **Unit Administrator.** “Unit Administrator” means an individual with supervisory responsibilities in a UNTD department or college responsible for sponsoring an

approved driver to operate a university vehicle or mobile equipment on behalf of the University.

12. University Vehicle. "University vehicle" means any university-owned vehicle, courtesy vehicle, leased vehicle, or rental vehicle of which the driver is required to be licensed in order to operate.

### **Procedures and Responsibilities.**

The University may authorize employees and nonemployees to operate motor vehicles and mobile equipment, and may revoke this authorization at its sole discretion and at any time. PD shall be responsible for managing the University's driver program as outlined in this policy.

#### I. Eligibility.

- A. Request to Operate University Vehicle. Each applicant must complete and submit a driver request form to PD for consideration to become an approved driver. By submitting an application, an individual authorizes UNTD to obtain the applicant's MVR.
- B. Motor Vehicle Report.
  1. PD is responsible for obtaining a MVR for an applicant with a Texas driver's license.
  2. An applicant with an out-of-state driver's license is required to obtain their personal MVR from the state in which the applicant is licensed to drive a motor vehicle, and provide their MVR at the time the application is submitted to PD.
- C. Evaluation and Notification. PD will evaluate the applicant's MVR to determine if the applicant will be approved to operate a university vehicle or mobile equipment. The applicant will be notified of their approval or denial status via electronic communication from PD.
- D. Exception.
  1. The UNTD President has delegated authority for granting exceptions to the UNTD Chief of Police.
  2. The UNTD Chief of Police may grant an exception to the driving eligibility requirements set out in this policy. However, any consideration for exception must be based upon the necessity for driving off campus as an essential function for completing job requirements; e.g., recruiting and law enforcement.

Responsible Party. UNT Dallas Parking & Transportation, PD, and Applicant.

- II. Approved Driver Responsibilities. Approved drivers are responsible for operating university vehicles or mobile equipment in compliance with applicable laws and UNTD policies at all times.

- A. Approved drivers are prohibited from using cell phones, tablets, or similar devices while driving, except when an employee is operating an emergency vehicle as defined under Texas Transportation Code section 541.201 in the course and scope of the operator's employment.
- B. Approved drivers must immediately report to their supervisor and PD any major traffic violation(s) in which they cause or are involved.
- C. Approved drivers who operate university vehicles classified as large cargo or multi passenger vans (10+ passengers) must satisfactorily complete van driver training before operating the vehicle.
- D. Approved drivers may only operate university vehicles for official university business. University vehicles may not be operated for personal use.

Responsible Party: Approved Driver, UNT Dallas Parking & Transportation

III. Approved Driver Requirements.

- A. Employees who are approved drivers are allowed to drive university vehicles and mobile equipment.
- B. Non-employees are eligible to operate mobile equipment and rental vehicles upon approval from their unit administrator.
- C. UNTD is not responsible for medical expenses incurred by non-employee drivers when operating mobile equipment or rental vehicles.
- D. Employees who are approved drivers are encouraged to use a university vehicle for university business.

Responsible Party: Approved Driver, UNT Dallas Parking & Transportation

IV. Annual Evaluation and Driver Status Update.

- A. The driving record of each approved driver will be evaluated annually. A MVR will be obtained annually for all drivers with a Texas license. Drivers with an out-of-state license are required to obtain their personal MVR annually from the state of driver's license issuance.
- B. The unit administrator will be contacted if an evaluation results in a change of driver status.

Responsible Party: UNT Dallas Parking & Transportation

- V. Accident Reporting. Accidents involving either a university vehicle or mobile equipment must be reported to UNT Dallas Parking & Transportation and Risk Management Services by the approved driver within 24 hours of the accident occurring.

- VI. Compliance. Persons violating this policy will face disciplinary action in accordance with UNT Dallas policies including termination.

**References and Cross-references.**

Transportation Code §541  
University Driver Procedures

**Forms and Tools.**

Driver Rating Evaluation Form  
University Driver Request Form

Vehicle Accident Report Form  
Van Driver Training email: [van.training@unt.edu](mailto:van.training@unt.edu)

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