

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

**Policy Statement.** University vehicles and mobile equipment may be operated only by an individual who meets the eligibility requirements established by Risk Management Services (RMS).

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

**Definitions.**

1. **Accident.** “Accident” means an unforeseen, unintended event resulting in bodily injury or property damage 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 RMS 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 motorized utility vehicle used as a land vehicle and 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 (UNT).

11. Unit Administrator. “Unit Administrator” means an individual with supervisory responsibilities in a UNT 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 required to be licensed.

### **Procedures and Responsibilities.**

The University may authorize employees and nonemployees to operate motor vehicles and mobile equipment and revoke this authorization at its sole discretion and at any time. RMS 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 RMS for consideration to become an approved driver. By submitting an application, an individual authorizes UNT to obtain the applicant’s Motor Vehicle Report (MVR).
- B. Motor Vehicle Report.
  1. RMS is responsible for obtaining a Motor Vehicle Report 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 Motor Vehicle Report from the state in which the applicant is licensed to drive a motor vehicle at the time the application is submitted to RMS.
- C. Evaluation. RMS will evaluate the applicant’s MVR to determine if the applicant will be approved to operate a university vehicle or mobile equipment.
- D. Exception.
  1. The UNT President has delegated authority for granting exceptions to the UNT Risk Manager.
  2. The UNT Risk Manager 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. RMS and Applicant.

- II. Approved Driver Responsibilities. Approved drivers are responsible for operating university vehicles or mobile equipment in compliance with applicable laws and UNT policies at all times.
  - A. The use of cell phones, tablets, or similar devices is prohibited 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 any major traffic violation(s) to their supervisor and RMS.
- 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.

Responsible Party: Approved Driver, RMS and Facilities.

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. UNT 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.

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 from the state from which the driver's license is issued.
- B. The unit administrator will be contacted if an evaluation results in a change of driver status.

Responsible Party: RMS.

- V. Accident Reporting. Accidents involving a university vehicle or mobile equipment must be reported to RMS 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 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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