



Last Name _____ First Name _____

Eligibility Requirements and Policy for Authorized Drivers of Nazareth University

All Drivers must:

- Be an active and current Nazareth student, staff, or faculty.
- Be over 18 years old.
- Possess a valid NYS class D driver's license or equivalent from other states. *International licenses are not acceptable.*
- Complete a valid Driver Safety Course (See **Driver Safety Course** section below).
- Complete the Nazareth Driver's Training Course (see **Nazareth Driver Training Course** section below)
- Successfully complete the hands-on University van assessment program, if necessary (see requirements below)
- Maintain a safe driving history as defined in the **Safe Driving History & MVR Review** section below.
- Review, agree to, and sign a copy of the **Eligibility Requirements and Policy for Authorized Drivers of Nazareth University.**

Drivers Safety Course

There are two options available to fulfill the requirement for the Driver Safety Course. Approved drivers must complete one of these two options. Either option can be completed by individuals wanting to drive a university vehicle for Nazareth University:

- United Educators Driver Safety Online Course. Nazareth University has a site-wide subscription to United Educators materials and thus this training is available at no charge to current students, staff, and faculty.
- A New York State DMV-approved Defensive Driving Class, also called a Point and Insurance Reduction Program (PIRP) class. These are available at multiple locations and results in an insurance reduction for a period of 3 years. Any fees for this option are the driver's responsibility and will not be paid/reimbursed by Nazareth.

Nazareth University Drivers Training Course

The Approved Driver Orientation and Safety Training Course is required to be completed by all potential drivers. It is an online program offered through the University's LMS system (Moodle) that is designed to give an orientation to new drivers to train them in the University's driving policies and procedures and provide industry best practices.

Hands-on Van Assessment Program

The hands-on van assessment program is required for anyone who has possessed their full license¹ (class D in NYS or similar from other states) for less than two years. The hands-on van assessment program is to evaluate the individual's driving skills on a short route. This program is coordinated by Campus Safety and utilizes in-house trained instructors.

Safe Driving History and MVR Review (Part 1 for employees and Part 2 for students)

Part 1 Employees²

Human Resources, Campus Safety, and Finance and Administration will work together to evaluate your driving history. Motor Vehicle Records (MVR's) are used to make the determination. MVRs are reviewed upon hire for specific positions. New violations are reported to Nazareth University by the Department of Motor Vehicles (DMV) on an ongoing basis through an automated program.

Guidelines for a safe driving record for employees exclude the following, however the totality of an employee's driver history and employment history will be utilized for determining eligibility to drive for the University. Aspects such as, but not inclusive of, employment longevity, job performance, severity and frequency of MVR infractions, severity and frequency of Nazareth policy violations, and requirements for employment positions may be considered. The decision to be authorized to drive for the University will be made by collaboration between Campus Safety, Human Resources, and Finance and Administration. This decision to become an approved driver may include additional training, conditions, or limitations on the employee's ability to drive.

Guidelines for a safe driving history for employees exclude:

- Current suspension or revocation of a driver's license.
- Driving while intoxicated conviction within the last 5 years.
- Driving while impaired conviction within the last 5 years.
- Reckless driving conviction³ in the last 5 years.
- Using a motor vehicle during the commission of a felony conviction.
- Leaving the scene of an accident conviction in the last 5 years.
- 3 or more moving violations within the last 3 years.
- 2 or more moving violations within the last year.

For existing employee Authorized Drivers, if any of the above guidelines are violated, the University approved driving privileges may be revoked.

New York State MVRs are obtained by Campus Safety. Out of state MVRs are to be provided to the Campus Safety Department by the driver, on state letterhead, from their licensing state on a semi-annual basis (once per semester in the fall and spring). Drivers with licenses from other countries need to obtain a valid state issued

¹ A full license is defined as one with no driving restrictions. A learner permit, a junior operator's license, or a license with hour/passenger restrictions is not acceptable as a full license. A full license must be issued by a US state.

² Employees are defined as any paid position that drives Nazareth owned/controlled vehicles or are covered by Nazareth insurance policies.

³ The definition of violations that are included under "Reckless Driving" will be determined by Campus Safety on an individual basis considering the totality of a driver's record. In general, "Reckless Driving" violations demonstrate a lack of respect for the safety of others and/or egregious unsafe operation of a vehicle.

license to be eligible to become authorized drivers of Nazareth University vehicles.

Part 2: Students: Campus Safety will evaluate your driving history based on MVR's. Outreach and collaboration will be as needed with Finance and Administration. New violations are reported to Nazareth University by the Department of Motor Vehicles(DMV) on an ongoing basis through an automated program.

Guidelines for a safe driving record for students exclude the following, however the totality of a student's driver history and behavioral history will be utilized for determining eligibility to drive for the University. The decision on being authorized to drive for the University will be made by collaboration between Campus Safety, Student Conduct, and Finance and Administration. This decision to become an approved driver may include additional training, conditions, or limitations on the employee's ability to drive.

A safe driving history for students will **NOT** include any of the following:

- Current suspension or revocation of a driver's license.
- Driving while intoxicated conviction within the last 5 years.
- Driving while impaired conviction within the last 5 years.
- Reckless driving conviction⁴ in the last 5 years.
- Using a motor vehicle during the commission of a felony conviction.
- Leaving the scene of an accident conviction in the last 5 years.
- 3 or more moving violations within the last 3 years.
- 2 or more moving violations within the last year.

For existing student Authorized Drivers, if any of the above offenses occur, University approved driving privileges will be revoked.

New York State MVRs are obtained by Campus Safety. Out of state MVRs are to be provided to the Campus Safety Department by the driver, on state letterhead, from their licensing state on a semiannual basis (once per semester in the fall and spring semesters). Drivers with licenses from other countries need to obtain a valid state issued license to be eligible to become authorized drivers of Nazareth University vehicle.

Driver's Responsibilities

Drivers of Nazareth University vehicles are required to:

- Use vehicles only to support official university sponsored/sanctioned events only as per the van reservation through your department. No additional or personal use is permitted.
- Vans must be reserved online through your department before picking up keys at the Campus Safety office. If you did not reserve a van, you will not be given keys.
- When picking up keys you will need to swipe your NazCard in the "Van Out" card reader. When you sign out the keys to the van, the van then becomes your responsibility.

⁴ The definition of violations that are included under "Reckless Driving" will be determined by officers in Campus Safety on an individual basis considering the totality of a driver's record. In general, "Reckless Driving" violations demonstrate a lack of respect for the safety of others and/or egregious unsafe operation of a vehicle.

- Always carry a valid driver's license while operating a university vehicle.
- Report any change in safe driving history, per **Safe Driving History and MVR Review**, immediately to Human Resources (for employees) or Campus Safety (for students).
- Wear seat belts at all times and require passengers to wear them. Under no circumstances should the number of passengers exceed the number of seat belts.
- Not be under the influence of any controlled substances and/or alcohol while driving.
- Not allow the consumption of alcoholic beverages and/or use of controlled substances in a university vehicle at any time.
- Not smoke or allow passengers to smoke in a university vehicle. This includes electronic/battery powered cigarettes (e-cigs) in accordance with the University's tobacco policy.
- Not transport people not involved in Nazareth's business, such as hitchhikers, family members or friends for unauthorized use.
- Ensure all passengers are in seats designed for such use; never transport any passengers in cargo areas.
- Transport children, for approved use only, in appropriate safety seats as required by NYS regulations. Preapproval by Campus Safety is required.
- Drive in a defensive manner, anticipating situations that may be hazardous.
- Park in proper parking spaces. No parking:
 - In fire lanes
 - In signed/restricted parking (Accessible Parking, Reserved, No Parking Areas)
 - In areas not intended to be parking spaces
 - Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic, vehicular traffic, or emergency services.
 - On sidewalks or ramps.
- Not use ANY electronic devices (cell phones, headsets, etc.) while operating a university vehicle.
- Keep vehicles clean while using them.
- Close windows and lock the doors when parked or unoccupied. Operate Nazareth University vehicles in accordance with applicable local and federal laws and Nazareth University regulations.
- Be solely responsible for any damages incurred to University-owned vehicles by act of own negligence.
- Be responsible for any tickets (including all fines, fees, and other costs) issued for violations of traffic laws and regulations while operating University-owned vehicles.
- Immediately notify their supervisor/department and Campus Safety if their license is suspended or revoked. If the license is revoked or suspended, operating privileges will be terminated.
- Immediately notify their supervisor/department and Campus Safety of any accidents or damage, no matter how minor, to university vehicles or to other vehicles potentially caused by a university vehicle. When you return to campus, park in the appropriate locations, remove all your personal items, and lock the van.
- Upon return of the van, bring the keys to the Campus Safety office and swipe your NazCard in the "Van In" card reader. You will also need to sign the logbook with the date/time of your return. Keys must be returned to Campus Safety as soon as you return to campus.

At Nazareth University, the safety and well-being of our community members are of utmost importance. As part of our Approved Driver Program, the administrators reserve the right to thoroughly review any and all reported behaviors of applicants seeking or maintaining the privilege of participating in the program. This review process is separate and distinct from other evaluations conducted on campus, such as student conduct or HR investigations. The administrators have the authority to temporarily or permanently remove individuals (faculty, staff or students) from the Approved Driver program based on this review process.

Being an approved driver comes with heightened responsibilities, as individuals entrusted with this privilege are responsible for the transportation and well-being of fellow community members. Therefore, the administrators will apply a reasonable person standard while considering applicants for the program or maintaining a person's approved driver status⁵.

By implementing this review process, we aim to ensure that only individuals who demonstrate a commitment to safety, responsible behavior, and adherence to the rules and regulations of the program are granted the privilege of becoming or maintaining approved driver status. This approach reinforces our dedication to maintaining a secure and positive environment for all members of the Nazareth University community.

Appeal of denial of approval or termination of an approved driver status

The decision of approval and/or continuation of a person's approved driver status will be determined by the program administrator in accordance with this policy. The program administrator for the approved driver program is the Associate Director of Campus Safety at Nazareth University. Any appeal against a decision regarding driving status should be provided in writing to the program administrator via email within 10 days of a decision. The appeal shall state the reasons to overturn the decision made and provide supporting documentation, as necessary.

Any secondary appeal process is available regarding the decision of the first appeal by the program administrator. A secondary appeal shall be provided in writing to the Vice President of Finance and Administration within 10 days of a decision via email. This secondary appeal shall state the reasons to overturn the decisions made and provide supporting documentation, as necessary.

⁵ The definition of an acceptable behavioral background will be determined by the program administrator on an individual basis considering the totality of a driver's record and/or reports.

If the University vehicle you are driving is involved in an accident:

- Remain at the scene (if safe) and get medical attention for those who need it.
 - Stay calm.
 - Don't apologize.
- Report your accident to the police immediately.
 - Always file a report
 - Obtain a copy of the police report at the scene.
- Contact
 - Campus Safety at Nazareth immediately.
 - Your supervisor at Nazareth.
 - Roadside assistance if applicable.
- Identify and record the information for all the drivers involved in the car accident.

NOTE: The Campus Safety staff will investigate the accident. Upon completion of the investigation appropriate corrective actions will be taken.

How's my driving program.

All Nazareth University fleet vehicles that drive on public roads, are enrolled in the "How's My Driving Program." This program places a unique identifier with a reference phone number on a sticker on the back of each vehicle. Other drivers are encouraged to provide feedback (positive or negative) on the operation of the Nazareth University fleet vehicles. Feedback (positive and negative) will be communicated to Campus Safety. Campus Safety will investigate and follow-up on any reported violations that create a safety hazard and/or demonstrate an unsafe operation of the vehicle. The administrators have the ability to remove or suspend the Approved driver status, either temporarily or permanent, from individuals based on the outcome of the investigation.

Safe driving tips and reminders are communicated to all active drivers periodically via email. Approved drivers are expected to carefully review this material in full. Approved drivers are expected to bring any questions or concerns to Campus Safety.

❖ Additional Requirements to be an Authorized Unlicensed Off-Road Vehicle Driver:

If operating University owned or rented unlicensed off-road vehicles, e.g., golf carts and utility vehicles, for use during special events you must:

- Become an approved driver (fleet vehicles) for the University.
- Successfully complete the off-road vehicle safety training course
- Successfully complete the hands-on University cart safety training program
- Review the Unlicensed Off-road Vehicle Policy and Procedures
- Sign the Acknowledgment form titled "Unlicensed Off-Road Vehicle Policy and Procedures Acknowledgement Form".

All aspects of the approved driver (fleet vehicles) policy carry over to being an authorized unlicensed off-road vehicle driver.

As an authorized driver of a Nazareth University owned or leased vehicle, I hereby agree to adhere to all driver responsibility rules and regulations stated in this document. Failure to adhere to these regulations may result in revocation of driving privilege for University owned/leased vehicles or additional sanctions through the student conduct or Human Resources process.

Name: _____
(print)

Signature: _____

Date: _____

