

UNIVERSITY VEHICLE USE

The University of the Pacific School of Dentistry is committed to maintaining a motor vehicle accident control program to assist vehicle operators in controlling physical and economic loss regarding the operation and use of University vehicles.

Safe operation of any university vehicle is of paramount importance. All drivers of a university vehicle are responsible for:

1. Knowledge of and maintaining driver safety rules and regulations as established by the Department of Motor Vehicles, State of California, and the University of the Pacific;
2. Adherence to established policy and procedures for safe driving practices;
3. Accountability for deviations from safe driving practice.

All drivers of a university vehicle must sign documentation agreeing to the above policy stipulations.

VEHICLE PRE-OPERATION

1. Only university employees, or those designated by the Dean, may drive a university vehicle.
2. Any individual not employed by or associated with the university shall not be taken on as a passenger in a university vehicle unless authorized by the Dean.
3. Employees assigned to driving a university vehicle must maintain a good driving record while employed with the university. Management reserves the right to review Department of Motor Vehicles (DMV) reports periodically. Such reports will be reviewed with individual employees.
4. Drivers must carry a valid driver's license at all times. Anyone who loses a license to suspension or any other circumstance must notify the Associate Dean for Business and Financial Services immediately upon receipt of such notice.
5. Drivers who require corrective lenses or hearing aids must wear them at all times while driving.
6. Any driver taking prescribed medication that may cause drowsiness or requires extra precaution while operating a vehicle must notify the Associate Dean for Business and Financial Services or his/her immediate supervisor that such a prescription is being taken.
7. University vehicles will not be loaned to employees for personal use at any time.

8. Any cargo must be sufficiently secured and packed so as not to obstruct the driver's rear or side views.

VEHICLE OPERATION

1. Seat belts must be worn at all times by drivers and passengers riding in a university vehicle.
2. Vehicle registration and insurance documents must be in a university vehicle at all times.
3. All university vehicles will be operated under the regulated conditions established by the State of California Department of Motor Vehicles.
4. All violations of driver safety rules and regulations resulting in ticketing by an unauthorized police or highway patrol officer shall be the responsibility of the driver. Such ticketing shall be made known to the Associate Dean for Business and Financial Services.
5. Operating a university vehicle while under the influence of drugs or alcohol is strictly prohibited and is cause for immediate dismissal.
6. Drivers must exhibit consistent safe driving practices to include:
 - a) Using turn signals when entering the traffic stream, changing lanes, or making turns.
 - b) Setting the parking brake and using hazard lights when the vehicle is double-parked for delivery purposes.
 - c) Obeying the speed limit and observing the basic speed law equal to road conditions, number of other cars, visibility factors, cyclists, pedestrians, road surfaces, and weather conditions.
 - d) Allowing for the 3-second interval in distance when following another car.
 - e) Driving in a manner that eliminates weaving, sudden stops, horseplay, etc.
7. In the event of an accident, the local police and the Director of Security should be notified immediately. Do not leave the scene of any accident without the proper exchange of information with the other party. This information should include:
 - a) name
 - b) address
 - c) telephone number
 - d) license number
 - e) insurance carrier
 - f) vehicle license plate number

8. Accident report forms and 24-hour contact names must be kept in the vehicle at all times.
9. Management will investigate all accidents. If the occurrence is determined to have been preventable according to established safety rules; the responsible employee(s) shall be subject to dismissal or disciplinary action at the discretion of management.