
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management
AREA: Campus Support Services

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| Vehicle Fleet Driving Safety | MAPP 04.03.06 |
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I. POLICY

A. Lamar University (LU) promotes safe driving and operation of all University fleet vehicles.

II. PURPOSE AND SCOPE

A. This policy falls under the authority of the TSUS Rules and Regulations, Chapters IV and VII; the Texas State Vehicle Fleet Management Plan administered by the State of Texas' Office of Vehicle Fleet Management (OVFM); the Texas Government Code, Chapters 2158, 2171, and 2175; and all other applicable federal, state, and TSUS laws, statutes, rules, and regulations.

III. SAFE DRIVING POLICIES

- A. Only University-sanctioned drivers are allowed to drive or operate LU's fleet vehicles. (For more information, see LU's Vehicle Fleet Driver Selection Policy.)
- B. Drivers who do not hold University driving privileges may not operate a University vehicle. LU employees who drive or operate a University vehicle without these privileges, or employees who allow an un-sanctioned driver to operate a University vehicle, are subject to disciplinary action in keeping with the University's disciplinary policies and procedures.
- C. University drivers shall obey all traffic laws. University drivers who are ticketed by state, local, or campus authorities for violations of traffic laws are required to pay their own fines, legal expenses, and court costs.
- D. Drug use, alcohol use, and smoking are prohibited while driving or traveling in a University vehicle. Drivers and passengers who fail to comply are subject to disciplinary action in keeping with the University's disciplinary policies and procedures.
- E. All University drivers must maintain a safe driving record to maintain their University driving privileges. A safe driving record is defined as one that is accident-free and free of any traffic violations.
- F. An employee's driving privileges may be revoked if the employee does not maintain a safe driving record. Facilities Management may revoke driving privileges, in consultation with Human Resources and, as needed, the LU Police Department (LUPD). If the employee's job position

requires driving, the employee may be subject to performance review or disciplinary action in keeping with the University's Human Resources policies and procedures.

IV. VEHICLE ACCIDENT REPORTING

- A. An accident occurs when a moving vehicle or object comes into contact with another vehicle or object, causing damage to the vehicle or object and/or resulting in bodily injury. All accidents (major or minor) involving University fleet vehicles must be reported to the Director of Campus Support Services in Facilities Management; the University's Office of Risk Management; and the supervisors of LU employees involved in the accident.

V. POST-ACCIDENT PROCEDURES

- A. The driver must stop immediately after an accident and determine damage. Obstruction of traffic should be avoided, if possible.
- B. Aid and medical attention must be rendered to the injured, as needed, as soon as possible. In case of emergency, dial 911.
- C. If the accident occurs on campus property, contact the LUPD for assistance. If the accident occurs off campus, contact local police authorities for assistance.
- D. Statements should be made only to police officers, direct supervisors, or Facilities Management.
- E. No settlements should be made at the accident site, and all arguments should be avoided.
- F. If the accident involves an unattended vehicle or fixed object, reasonable steps must be taken to locate and notify the owner. If the owner cannot be found, a notice must be left in a conspicuous place on the vehicle or object; the notice should include the driver's name, office address, office telephone number, and a brief description of the accident, with the date and time included. Whenever possible, witness contact information or statements should be collected.
- G. As soon as possible after the incident, the accident must be reported to the Director of Campus Support Services in Facilities Management; the University's Office of Risk Management; and the supervisors of LU employees involved in the accident.
- H. The driver of the vehicle should complete and retain copies of all necessary paperwork related to the accident. Paperwork should be sent to the Director of Campus Support Services in Facilities Management, whose department processes and follows up on the paperwork and accident as needed.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VII. APPROVAL

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| Dr. Robert H. Wagner | 07/19/2022 |
| Chief Operations Officer | Date |

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| Dr. Jaime R. Taylor | 07/20/2022 |
| President | Date |

REVISION LOG

| Revision Number | Date | Description of Changes |
|-----------------|------------|--------------------------------|
| 1 | 07/12/2022 | Version created. |
| | 07/20/2022 | Version approved by President. |