

## Guide 1705 GD.01

### Auto Safety Rules and Regulations

Revision Date: 5/1/06

The following safety rules must be followed at all times while using a University owned or rented vehicle:

- Only properly authorized and licensed persons may operate University vehicles or rent a vehicle on the University's behalf.
- Employees are not to use University vehicles for personal use, except as provided in written employment contracts. Personal use may be considered taxable income, and the Tax Department should be consulted for additional information.
- Only passengers on official University business are allowed to ride in University vehicles.
- No driver shall operate a University vehicle under the influence of alcohol or drugs, or when his/her ability to operate a vehicle safely may be impaired by medication, illness, fatigue, or injury.
- All accidents resulting in personal injury or property damage, regardless of the degree of severity, must be reported to Campus or local Police immediately and to the driver's supervisor before the end of the driver's shift. The Office of Risk Management must be notified within 24 hours or as soon as practical thereafter.
- Motorcycles may not be purchased or rented except by authorized University police personnel.
- Seatbelts and other proper restraints must be worn by all occupants of any University vehicle in accordance with Connecticut state law.
- A hands free device must be used when talking on cellular phones while driving.
- All doors must be closed while the vehicle is in motion.
- Departmental regulations specify the authorization process for obtaining fuel. The basic fluid levels (oil, coolant, windshield washer) should be checked when getting fuel.
- Vehicle mileage and use logs must be kept for all University vehicles.
- Keys may not be duplicated, unless authorized, and must be returned promptly to the department after each use.
- All moving violations received while driving on University's behalf must be reported to an immediate supervisor within one working day.
- Whenever the vehicle is left unattended, the transmission must be placed in park or in gear, the parking brake set, the engine turned off, the windows closed, the doors locked, and the keys removed.
- Laws and regulations of Motor Vehicle Department are to be followed at all times.
- Handicapped spaces, fire lanes, and the area around hydrants must not be used as parking spaces.
- Defensive driving techniques should be exercised:
  - maintain a safe following distance, and increase it during slippery road conditions
  - yield the right of way when traffic controls mandate it and be prepared to yield the right of way to drivers who fail to follow the traffic signals
  - pedestrians and bicycles in the roadway always have the right of way.
- Check behind the vehicle before backing up, even if it means getting out of the vehicle
- Back into parking spaces whenever possible.

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