8.4.2 VEHICLE USE

Last updated on: 12/20/2012

Formerly Known As Policy Number: 85.2
This Guide Memo outlines policies on the authorized use and operation of vehicles in connection with official University activities. Additional information is available at vehicles.stanford.edu [1].

Authority:
Approved by the Vice President for Business Affairs & Chief Financial Officer.

Applicability:
Applies to all faculty, staff, students, volunteers and others authorized to drive in connection with official University activities ("authorized drivers").

Exceptions:

1. The use of government-owned SLAC National Accelerator Laboratory (SLAC) vehicles is covered under a separate SLAC policy. SLAC vehicles may not be used for official University activities and are therefore exempt from this policy. This policy does apply to the use of University, personal or rented vehicles on SLAC business.
2. The use of Stanford University Golf Course golf carts on the golf course is exempt from this policy.

1. Driver Authorization

a. Requirements
A driver may operate a vehicle in connection with official University activities only if he or she meets all of the following criteria:

- Is using the vehicle for a valid business purpose.
- Meets the driver's license requirements of Section 1.b below.
- Has signed all applicable agreements described in Section 1.d below.
- Is 21 years of age or older. If there is no alternative driver, an individual who is age 18 or over may drive a vehicle in connection with an official University activity with the approval of the applicable academic or administrative organization ("organization").
- Completes the vehicle sign-out records described in Section 3.c below when driving University vehicles as defined in Guide Memo 8.4.1 [2]: Vehicle Acquisition, Ownership and Disposition.
- Meets the insurance requirements described in Section 7.b below when driving personal vehicles.

b. Driver's License
(1) License Requirement
Each person who drives a vehicle in connection with official University activities must have a valid California
driver's license.

**Exceptions:**

a) An authorized driver who is conducting official University activities outside of California may have a driver's license from that jurisdiction.

b) Enrolled students with a valid driver's license from their state or other jurisdiction of residence and any other driver with a valid driver's license from other jurisdictions who is permitted to drive using such license under California laws.

(2) Loss of License/Change in Status

Authorized drivers are prohibited from driving in connection with official University activities if their license is revoked, suspended or expired, or their driving privileges are otherwise restricted. Employees who drive in connection with official University activities are required to report a change in driver's license status immediately to their supervisors. Non-employees must report a change in driver's license status to the organization on whose behalf they are authorized to drive.

c. Driving as a Job Requirement

(1) Include Driving in Job Descriptions

Jobs that require driving University vehicles shall include in the job description: a) the driving requirement, and b) the necessity to possess and maintain the appropriate driver's license.

(2) Employees Who Are Unable to Drive

If an employee's job requires the employee to drive a University vehicle as part of his/her duties and the employee's license is suspended or restricted in a way that prevents the performance of driving duties, the employee will be subject to termination and the University will have no obligation to transfer the employee to another position. **Exception:** The University will meet any obligation to reasonably accommodate a disability.

d. Signed Agreements

Employees who drive University vehicles and employees who drive personal vehicles in connection with official University activities more than 20 hours per month, must complete and sign all of the following before driving in connection with official University activities:

(1) A written agreement to comply with all provisions of this policy and all provisions of Guide Memo 2.2.8 [3]: Controlled Substances and Alcohol, available here [4].

(2) Risk Management's Driver Authorization Forms and the DMV's Employer Pull Notice Program Authorization for Release of Driver Record Information. These forms are available at the Risk Management Department [5].

(3) The organization's vehicle use procedures.

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**2. Local Fleet Manager**

a. Designation

Each organization that uses vehicles in connection with official University activities will identify a local fleet manager. The local fleet manager will ensure compliance with the organization's vehicle use procedures, this Guide Memo and Guide Memo 8.4.1 [2]: Vehicle Acquisition, Ownership and Disposition for all vehicles used by the organization.

b. Establishing Vehicle Use Procedures

The local fleet manager will establish a written procedure for the organization that describes who may drive vehicles in connection with the organization's official University activities and under what circumstances. This
procedure may be more restrictive than this Guide Memo, but may not be less restrictive.

c. Maintaining Drivers' Records
The local fleet manager will obtain and maintain copies of all signed agreements listed under Section 1.d above. Driver's license numbers are High Risk Data, as defined by the Information Security Office, and must be stored in a secure, locked location.

d. Confirming Status of Driver's Licenses
Unless the University has enrolled a driver in the DMV's Employer Pull Notice Program, the local fleet manager will confirm annually that employees who drive University vehicles and employees who drive personal vehicles in connection with official University activities more than 20 hours per month do not have expired, revoked, suspended or restricted drivers licenses.

e. Monitoring Sign-out Records
At least monthly, the local fleet manager will review the organization's sign-out records described in Section 3.c to ensure that University vehicles are being used only for business purposes.

3. Use of University Vehicles

a. Official Trips Only
University vehicles may be used only in connection with official University activities. Except for authorized overnight trips as described in Section 3.b, University vehicles may not be used for personal or other incidental trips at any time.

b. Overnight Trips
University vehicles may only be taken home at night or used on overnight trips with prior written approval by the head of the organization or his/her designee, including approval of the specific business purpose for such use of the vehicle.

c. Sign-out Records
Each organization will maintain records that track University vehicle usage, and each driver must complete the records each time he/she checks out a vehicle. The records shall include the name of the driver, the times the vehicle was checked out and returned, and the specific business purpose for using the vehicle. **Exception**: The organization may use a different procedure to maintain appropriate records of University vehicles assigned to a single employee for his or her exclusive use.

d. Maintenance Needs
Drivers of University vehicles shall report all vehicle damage and problems with the vehicle's operation to the local fleet manager immediately. University policies on maintenance and fuel are set forth in Guide Memo 8.4.1 [2]: Vehicle Acquisition, Ownership and Disposition.

e. Smoking Prohibited
Smoking is not allowed in University vehicles at any time.

4. Use of Golf Cart-Type Vehicles
In addition to the other provisions in this Guide Memo, the following provisions apply to the use of golf cart-type vehicles.

**a. Valid Business Purpose**
Valid business purpose for golf cart-type vehicles is limited to:
- Transporting personnel/equipment/supplies for University purposes.
- Transporting employees/students with temporary or permanent disability-related needs.
- Transporting members of the Stanford community using 5-SURE Security Escorts.

Student use of golf cart-type vehicles for personal transportation, other than for disability-related need or 5-SURE Security Escorts, is prohibited on campus.

**b. Approved Areas on Campus**
Operation of golf cart-type vehicles is limited to designated streets and paths on the University campus. See the University's Service and Delivery Map for approved routes.

**c. Prohibited Areas on Campus**
Golf cart-type vehicles may not be operated on landscaped or other unpaved surfaces. The following areas are off-limits:
- Inner quad courtyard of the Main Quad complex.
- All covered arcades (e.g., in the Main Quad, Green Library, Old Union).

*Exception:* Use of golf cart-type vehicles in these restricted areas is permitted in cases of medical need and for deliveries if no other access is available. Use of golf cart-type vehicles is also permitted on unpaved surfaces at Jasper Ridge Biological Preserve, as permitted by the Jasper Ridge Administrative Director.

**d. Parking**
Parking is allowed only on hard, covered surfaces (e.g., asphalt, concrete, brick). The following are prohibited:
- Parking on soft surfaces such as landscaping, unpaved surfaces, tanbark-covered areas or within the drip line of any tree, unless those areas are specifically marked as golf-cart parking.
- Blocking entrances to buildings, stairways, disability ramps or main thoroughfares.
- Chaining vehicles to trees.

If the vehicle becomes disabled and is parked in an improper location, the driver should leave a note on the vehicle indicating its problem to alert Public Safety that the vehicle is receiving attention.

**e. Operation off Campus**
The local fleet manager must approve the off-campus use of golf cart-type vehicles. The driver must be familiar with the California Vehicle Code provisions governing the operation of golf cart-type vehicles on municipal streets, or contact Public Safety for information.

**f. Speed Limits**
Drivers shall not exceed speed limits for motorized vehicles, and must reduce speed in pedestrian areas. In crowded pedestrian areas, drivers must park vehicles or proceed at a slow walking pace, if safe.

**g. Passenger Limit and Load Capacity**
Drivers shall not exceed the passenger limit and load capacity designated by the vehicle’s manufacturer.

**h. Safety**
Drivers and passengers must keep their head, legs and arms within the passenger compartment.

**i. Charging**
Electric vehicles will be recharged only at locations designated for such use. Use of extension cords from inside buildings to vehicles is prohibited.

**j. Enforcement**
Public Safety enforces the laws and policies governing operation of golf cart-type vehicles and may cite drivers for violations. Improperly parked vehicles may be ticketed, towed, "booted" or otherwise disabled by Public Safety.

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**5. Safety**

**a. General**
Vehicles may not be operated in a manner that may endanger passengers or other individuals or harm Stanford University.

**b. No Operation of Unsafe Vehicles**
Vehicles with a known safety-related problem may not be operated in connection with official University activities.

**c. Seat Belt Requirement**
The driver and all passengers must wear seat belts, except in golf cart-type vehicles that are not equipped with them.

**d. Tying Down Tools**
All tools being transported in a University vehicle must be secured.

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**6. Accidents**

**a. Initial Accident Reports**
Drivers must report all accidents involving University vehicles or personal or rented vehicles being used in connection with official University activities as soon as possible to local law enforcement and to the driver's supervisor. For on-campus accidents, the Department of Public Safety is the appropriate law enforcement agency. Injuries that need prompt medical attention must be reported to 911.

**b. No Admission of Liability**
The driver shall not jeopardize the University’s position regarding its insurance by admitting fault or liability, nor shall any reimbursement or other payment be offered or made. The driver is expected to cooperate with any internal investigation of the accident.

**c. Information to Gather**
At the time of the accident, the driver must note the following information and give it to his or her supervisor:

- Nature and extent of the damage to vehicles and other property.
- Name and address of the legal owner of the other vehicle or vehicles, if any.
- Name, address, driver's license number and state, and date of birth of the driver of the other vehicle or vehicles, if any.
License number, make and model of the other vehicle or vehicles, if any.
Name of the insurance company of any other driver or drivers, policy number and expiration date, and policy holder's name and address.
Time, place and date of the accident.
Names and addresses of anyone injured and description of injuries.
Names and addresses of any passengers and other witnesses.

**d. Supervisor's Responsibilities**
The driver's supervisor is responsible for reporting the information gathered in Section 6.c to Risk Management. (See Guide Memo 7.6.1 [7]: Accident and Incident Reporting.

**e. Medical Costs**
Faculty and staff who have been authorized to drive in connection with official University activities may be eligible for Workers' Compensation benefits, including costs of medical treatment, hospitalization and partial compensation for time lost from work. (See Guide Memos 2.1.7 [8]: Sick Time, and 2.3.5 [9]: Disability and Family Leaves.

### 7. Insurance

**a. University Vehicles**
Stanford's liability insurance program provides protection to authorized drivers of University vehicles. Stanford self-insures for collision, fire, theft and liability. When an accident is due to an authorized driver's negligence, the organization usually pays the first $1,000 in vehicle repair costs. See Guidelines for University Vehicles, Rentals, Accident Reporting and Personal Vehicles [10].

**b. Personal Vehicles**

(1) **Required Insurance**
Indians who drive personal vehicles more than 20 hours per month in connection with official University activities must have the following minimum insurance coverage: bodily injury coverage of $100,000 per person and $300,000 per accident and $100,000 for property damage, or $300,000 combined single limit. (**Note:** These minimum insurance coverages are strongly recommended for individuals who drive personal vehicles in connection with official University activities less than 20 hours per month.) Any other individual driving a personal vehicle in connection with official University activities must have the minimum insurance coverage required by the jurisdiction in which the vehicle is registered. Proof of insurance must be provided upon request.

(2) **Excess Liability Coverage**
If an authorized driver has the minimum insurance required in Section 7.b.1, Stanford's liability insurance policy program may provide excess liability insurance protection to the driver while he/she is using a personal vehicle in connection with official University activities. The driver's insurance is primary and must be used before the University's insurance program will defend or pay any claim.

(3) **Coverage Limitations**
Stanford does not provide any insurance protection for fire, theft, collision or other loss or damage to personal vehicles. Individuals who use their vehicles frequently in connection with official University activities should consult with their insurance agent or broker to make sure their insurance meets their needs. The organization will pay the deductible for damage to a personal vehicle used in connection with official University activities, up to $1,000.

**c. Rented Vehicles**
For rented vehicles, including vehicles rented from a car-sharing service for local use, drivers must obtain or decline the rental car company's additional insurance according to the requirements of Guide Memo 5.4.2 [11]: Travel Expenses. The rental agency's insurance, if obtained, must first be used before Stanford's insurance becomes applicable. Organizations are not required to pay any costs for loss or damage to rented vehicles or for liability.

d. Business Travel Accident Insurance
If an employee is engaged in the performance of authorized travel for the University and the accident results in the employee's death, dismemberment or permanent total disability, the University's business travel accident insurance may apply. (See Guide Memo 2.3.1 [12]: Survivor Benefit Plans.

8. Compliance with Applicable Laws and Regulations

All parties covered by this policy must comply with and follow all requirements of the California Vehicle Code or other applicable vehicle code, and all other applicable regulations. Fines or penalties for infractions of the law, including parking tickets, are the personal responsibility of the driver for which the University assumes no obligation.

9. Violations of this Policy

Failure to follow this policy may result in disciplinary action up to and including termination of employment.

10. Related Stanford Policies


b. Guide Memo 2.2.8 [3]: Controlled Substances and Alcohol.

c. Guide Memo 7.6.1 [7]: Accident and Incident Reporting.

d. Guide Memo 5.4.2 [11]: Travel Expenses.

e. Use of Golf Cart-Type Vehicles [13] at Stanford University

f. Safety Guidelines: Operation of Rented or Personally-Owned Golf Cart-Type Vehicles by Authorized Visitors, Alumni or Contractors [14]

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