

## **DRIVING AND MOTOR VEHICLE POLICY**

### **I. PURPOSE:**

The purpose of this policy is to set forth the requirements applicable to all drivers of University of Connecticut (UConn) owned, operated, leased, and/or rented vehicles when in the course of conducting official university business. UConn intends to provide a safe and healthy environment for all students, faculty, staff, and visitors. This policy is designed to safeguard people, protect equipment, and reduce the frequency of accidents, both on and off campus, involving UConn vehicles and personnel.

### **II. SCOPE AND APPLICATION:**

This policy applies to all UConn faculty, staff, students, and any other persons whom the university grants the privilege of operating a UConn owned, operated, leased, or rented vehicle for official university business

The CT Department of Administrative Services (DAS) delegates authority of General Letter 115 to all executive branch agencies of State Government, except the State Police. As General Letter 115 applies to UConn and its branches, the Agency Head would be the University President and the responsibilities of the Agency Transportation Administrator fall within the duties of the Vice President of Administration and Finance as its Transportation Administrator.

*General Letter 115 is attached to this document as Attachment 2, in Adobe format.*

### **III. DEFINITIONS:**

**Authorized Passengers** – Vehicles may only be utilized to transport university or state employees, students, and authorized guests when transportation is necessary for the performance of official UConn business. The transportation of passengers for any purpose is generally restricted to activities associated with UConn i.e., conferees, seminar attendees, authorized guests/visitors of departments, candidates for UConn positions, contractors or vendors, prospective students and their family members

**Authorized Student Driver** – An authorized student driver is a student who is enrolled at UConn (or who has a valid non-UConn student authorization on file with Student Employment) who is either

1. Employed by UConn **or**
2. Serves in a volunteer capacity for a properly recognized student organization, program, or athletic team  
**and**
3. Is properly licensed to operate a university owned, operated, leased, or rented vehicle.

To be a properly authorized student driver, a student must receive written authorization from either the Director of Student Activities or designee (for recognized student organizations or department student programs), department heads or designees (for corresponding student programs or Athletic teams) **or** by

the Manager of Transportation Services (for Shuttle Bus and Accessible Van drivers), on forms provided by the UConn Department of Transportation Services.

**Drive** – To drive, operate or be in physical control of a motor vehicle, including a motor vehicle being towed by another

**Highway** – Any state, other public highway or institutional road, street, avenue, alley, driveway, parkway, or place under the control of the state or any political subdivision of the state dedicated, appropriated, or opened to public travel or other use. This includes roads in and around the UConn campuses

**Official Business** – For the purpose of this policy, official business is defined as being in the performance of one’s state and/or university duties as a:

1. Faculty or staff member
2. Student employee or student teaching/graduate assistant
3. A member of a UConn student organizations duly recognized by the Department of Student Affairs pursuant to proper and prior written authorization.
4. A member of a UConn Athletic teams who has received proper and prior written authorization from the Department of Athletics

**Operator** – A person who operates a motor vehicle or who steers or directs the course of a motor vehicle being towed by another motor vehicle

**Service Bus** – Any vehicle except a vanpool vehicle or school bus designed and regularly used to carry ten or more passengers when used in private service for the transportation of persons without charge to the individual

**Student Employee** – A person who is enrolled and/or registered in an academic program or class at UConn and who has an approved and active payroll authorization on file through Student Employment and the Student Payroll Office

**Motor Vehicle** – Any automobile, truck, bus, or emergency vehicle

**Official Duty Station** – The state-owned or leased building or other location where a state employee reports for duty.

**Pool Vehicle** – A state-owned motor vehicle assigned to an agency for use by two or more employees

**University Employee** – A person who has an approved and active payroll authorization on file in the Payroll Office or is an employee of an institutional activity fund as approved by the Board of Trustees

**Driver for Hire** – Any authorized operator that will be compensated for his/her services as a driver and will be driving a motor vehicle with passengers

#### **IV. AUTHORIZED DRIVERS:**

Only those personnel listed below who are properly licensed and/or certified may qualify as authorized drivers of UConn owned, operated, leased, and/or rented vehicles when conducting official UConn business (see “Definitions”):

- Faculty and staff employed by UConn
- UConn students as defined under “Authorized Student Drivers,” in section III of this manual
- When a UConn driver is considered a “**driver for hire**” a minimum of an ‘**F**’ Endorsement on their CT driver’s license is required. (See **Section V Drivers/Vehicles Endorsements** below.)

**V. DRIVER LICENSING REQUIREMENTS:**

**Standard Driver Licensing:**

All drivers require a valid driver’s license. Additionally, per state of Connecticut standards, those faculty, staff and students who are not currently residents of CT and do not currently hold a CT license, the following rules apply:

- **Non-CT residents** can drive with a valid license (not a learner’s permit) from their home state or country
- **Legal Visitors and Temporary Resident Aliens** – Any foreign teacher or businessperson who holds a valid license issued by such person’s home country. However, if the license is in a language other than English, Spanish, or French it must be accompanied by an International Driving Permit
- **New CT Residents** – Anyone who operates a motor vehicle on public roadways in CT is required to have a driver’s license. If you are a new CT resident you are required to obtain a CT driver’s license if you live in the state for more than 30 days.

**Drivers/Vehicles Requiring Passenger Endorsements:**

If an authorized UConn driver is considered a driver for hire, a minimum of an ‘F’ Endorsement on their CT driver’s license is required.

**“F” endorsement:** required before operating a taxi, livery vehicle, service bus, motor bus or motor coach.

- If passengers under the age of 18 are to be transported by said driver for hire, the minimum of an ‘A’ endorsement on their CT driver’s license is required.

If an authorized UConn driver will be driving any of the following vehicles, he or she is required to have a Passenger Endorsement on their CT driver’s license:

- **Motor Bus/Motor Coach** – Includes any vehicle, except taxicabs (as defined as), operated as a means of transportation by receiving or discharging passengers, or running on a regular route or over any portion of a regular route or between fixed terminals.
- **Service Buses** – Includes any vehicle(except vanpools) designed to carry 10 or more persons when used in private service for the transportation of persons without charge to the individual (ex: Community Outreach mini-buses).

- **EXCEPTIONS:** A nonresident of CT who holds an operator’s license issued by another state or country may operate a vehicle that otherwise requires a CT public passenger endorsement, provided the non-resident holds the equivalent endorsement from their home state

Vehicles requiring certain endorsements may be operated by drivers not holding public passenger endorsements and restrictions when the vehicle is **not** transporting passengers. If, however, the vehicle is a commercial motor vehicle, a CDL with a “P” endorsement is required.

- **Passenger Endorsement Eligibility Requirements:**

- Must have a valid CT driver’s license
- Must be at least 18 years of age
- Must have acceptable driving record
- Must possess good moral character
- Must pass a review of their criminal record
- Must be subject to medical review and meet the physical requirements outlined on the medical evaluation form

**CDL Licensing:**

Any driver of a university owned, operated, leased or rented vehicle, on official university business, with a passenger capacity of 16 passengers or more, or is used in the transportation of hazardous materials in any quantity requiring placarding or a vehicle weight (GVWR) of 26,001 or more pounds must hold a Commercial Driver’s License (CDL) with the appropriate endorsements and restrictions for the types of vehicle(s) driven. Additionally, the following rules apply for CDL holders:

- **CDL Driver qualifications (Per the CT Department of Motor Vehicles):**

- Driver must be at least 18 years old
- Driver must be at least 21 years old to haul hazardous materials and/or drive interstate (outside of CT)
- Drivers must carry a medical certificate dated within two years stating he/she meets the federally mandated physical requirements
- Must be medically examined every 24 months and have in their possession the original or legible copy of the medical examiner’s certificate
- Can speak, read, and write English well enough to do the job
- Can drive the vehicle safely
- Can tell if the vehicle is safely loaded

- Know how to tie-down cargo (if applicable)
- Have a completed detailed job application on file with UConn
- Operators of commercial motor vehicles requiring a CDL are subject to controlled substance and alcohol testing by federal and state regulations.
- Have a good driving record and have not been disqualified
  - Any person who is disqualified shall not drive a commercial motor vehicle. An employer shall not knowingly allow, require, permit, or authorize any person who is disqualified to operate a commercial motor vehicle. Disqualifying offenses can be found in the State of CT DMV Motor Carrier Safety Assistance Program Motor Carrier Handbook (revised July 2004).

○ **Hours of Service Maximum Driving and On-Duty Time:**

No person shall drive, nor shall any motor carrier permit or require a driver employed or used by it to drive or operate for, more than 10 hours in the aggregate (excluding rest stops and stops for meals) in any period of 24 consecutive hours unless such driver be afforded 8 consecutive hours rest immediately following the 10 hours aggregate driving. The term "24 consecutive hours" as used in this part means any such period starting at the time the driver reports for duty.

○ **Vehicles exempt from CDL Requirements:**

- Vehicles used for farming (within 150 air mile radius)
- Fire fighting apparatus
- Authorized emergency vehicles
- Military vehicles operated by military personnel

**VI. AUTHORIZED USE AND ASSIGNMENT OF VEHICLES: A Vehicle Use Agreement Form is Required**

**USE OF VEHICLES BY VOLUNTEERS AND CONTRACT EMPLOYEES:**

State-owned, leased or rented vehicles may not be driven by volunteer workers unless and until the Transportation Administrator grants permission. Contracted employees (under contract with UConn) cannot drive state-owned, leased or rented vehicles, although they may ride in the vehicle as a passenger.

The process for gaining permission from DAS for non-student volunteers to drive state-owned, leased or rented vehicles is:

- The UConn department must fax a legible copy of the volunteer's driver's license and the driver approval form and *a short letter justifying why the volunteer should be granted permission*. This letter and the copy of the license will be faxed to the Office of the Transportation Administrator (860) 486-0191 attn. Nancy Beland
- UConn student volunteers are not required to follow the steps above. The Manager of Transportation Services, the Department of Student Activities, and individual UConn department heads are authorized to verify the validity of the student volunteer's license.

**Official Use** – State and UConn vehicles shall only be used to support officially sanctioned university-related business

**Personal Use** – The personal use of state and UConn vehicles for any purpose, whether on or off-duty, is not permitted. Personal use is defined as any activity that is not directly related to state or UConn business

**Use Restrictions** – State and UConn vehicles may not be loaned, donated, leased, or rented to any person, organization, business or other governmental agency unless deemed necessary by competent state or UConn authority in a state emergency or natural disaster

Vehicles may be assigned to individual employees if a vehicle is required to perform job duties and the use of a privately-owned vehicle is inappropriate or not feasible. UConn vehicles are assigned to a department, unit, subunit, or regional campus. It is the responsibility of the UConn department head to determine which of his or her eligible and authorized drivers may be assigned use of a state vehicle

Regardless of the funding source or department ownership, overall management (as described above) of the UConn fleet rests with the Department of Transportation Services, 3 North Hillside Rd, Unit 6199, Storrs, CT 06269

**Information Required to be Carried in State Vehicles:** UConn Transportation Services will provide each department/agency with packets that will be required to be placed and kept in all UConn vehicles. This packet will include the following:

- Daily and Monthly Mileage Reports
- Certificate of Insurance (this is the same form for all vehicles)
- Accident Reporting Form (MVCU-1)

**Overnight Parking of University or other State-Owned Vehicles** – In general, all state vehicles will be parked at state-owned or leased facilities. It is the policy of the State of CT to park vehicles at:

- A regional or agency pool location
- The building or office where principal drivers are assigned
- An approved location which most coincides with the employees normal travel patterns.

- An approved state-owned or leased facility within the employee's geographic area

Vehicles shall not be parked overnight on any street, highway, or commuter parking lot except under emergency conditions.

There are no specific stipulations in General Letter 115 for parking a state vehicle out-of-state when on official business. The rules stated above would apply, just as they do for in-state parking of state vehicles. Costs incurred for parking a state vehicle in a secure location can be reimbursed through the UConn Travel Office.

**Parking of Vehicles at an Employee's Home** – UConn department heads may approve garaging of a vehicle at the home of an employee for no more than five (5) days in a month when it is deemed to be in the best interest of the State of CT.

Overnight parking of a state or university vehicle, at an employee's home, which is outside the borders of Connecticut, must be on approved out-of-state travel. Authorization to park at home may be removed at any time if determined to be in the best interest of the State of CT.

#### **VII. Limited Use (Construction) Vehicles in Reverse**

In order to establish safety measures and prevent injuries and damage to property resulting from unsafe vehicle backing up practices, a helper will be required for backing up except in the following instances:

1. In work areas protected by traffic control
2. While operating at remote work sites with no pedestrian or vehicular traffic (e.g. State sand piles). Nevertheless, in these instances the operator must still exercise caution and good judgment to ensure the safe operation of the vehicle.

The following vehicles are subject to this provision.

1. Any vehicle including motorized equipment, which does not provide full vision around vehicle or backing up area. This includes standard automobiles which do not provide full vision because of cargo, etc.
2. Transit and school buses
3. Dump trucks
4. Rack-body trucks
5. Bucket trucks
6. Sweepers
7. Van trucks
8. Pickup trucks when rear view is obstructed by equipment, hydraulic tailgate, towing equipment, cargo, etc
9. Low-bed trailers
10. Centerline paint machine trucks
11. Pay loader

#### **VIII. ROLES and RESPONSIBILITIES:**

**UConn Transportation Services** - The UConn Department of Transportation Services is tasked with overall management of the UConn vehicle fleet. Responsibilities include but are not limited to the following:

- Collection of all vehicle accident reports, from all departments, involving UConn Vehicles, including regional campuses

- Monitoring, filing and archiving of:
  - Vehicle mileage and collection of monthly vehicle mileage reports
  - Vehicle usage by area of assignment of vehicle(s)
  - Development, and updating as needed, of policies and procedures impacting UConn's motor vehicle fleet and authorized drivers
  
- Periodic visitation to each department on campus that owns a state 9-plate vehicle. This visit will include a review of the forms that are required to be completed and a general education of the policies and procedures outlined in this manual
  
- Updating of forms and policies posted to the Transportation Services website
  
- Regardless of the funding source or department ownership, overall management (as described above) of the UConn fleet rests with the Department of Transportation Services, 3 North Hillside Rd, Unit 6199, Storrs, CT 06269

**UConn Motor Pool** – The UConn Motor Pool is responsible for the following:

- Performing routine, preventative, and emergency maintenance on all state-owned vehicles assigned to UConn Storrs
  
- Assigning, in conjunction with The Purchasing Department, license plates to new and/or transferred vehicles
  
- Maintaining the state-owned fuel service station on North Hillside Rd, Storrs, CT
  
- Monitoring, filing and archiving of:
  - Fuel economy by make, model, year and area of assignment of vehicle(s)
  - Vehicle usage by make, model, year and area of assignment of vehicle(s)
  
- Monitoring fuel economy of all 9-plate vehicles

**Department Head** – Department heads are responsible for:

- Overseeing and enforcing the policies of UConn and the State of Connecticut by employee, student, and non-student authorized drivers
  
- Ensuring the efficient and cost effective use of state vehicles consistent with their departments mission and UConn policy
  
- Making sure each operator of a state-owned, operated, leased, or rented vehicle is aware of the UConn and State of Connecticut policies and procedures, is physically qualified, and has the applicable training, knowledge, skill, experience, and appropriate license to operate the type of vehicle(s) assigned and that all authorized drivers have a valid driver's license



- Gain permission from the University Transportation Administrator, (Director of Transportation, Logistics, & Parking Services) for any non-student volunteer drivers of state vehicles in accordance with Section X of this document
- Procurement of state vehicles for department use. This includes information to The Purchasing Department regarding registration of the vehicle upon receipt.
- Reporting all accidents to the Department of Transportation Services (486-6902) within 48-hours of the accident
- Complying with applicable state and federal directives for pre-employment, random, post-accident, reasonable suspicion, return-to-duty drug and alcohol testing of all CDL drivers
- Routine/periodic/scheduled maintenance of vehicles assigned to his/her department, through the UConn Motor Pool

Departments may establish additional internal vehicle usage policies which are consistent with this document. If internal departmental policies are in conflict with these policies and procedures, the policies and procedures in this document will be controlling.

**Drivers** – Drivers are responsible for:

- Being knowledgeable of, and compliant with, all rules and procedures outlined in this policy, with DAS General Letter 115 (April, 2012), and any applicable collective bargaining agreements
- Driving courteously and obeying all motor vehicle laws
- Ensuring state-owned vehicles are serviced at proper intervals
- Ensuring fluid levels (engine oil, transmission fluid, radiator coolant, and window washer fluid) of state-owned vehicles are checked and replaced when low
- Ensuring state-owned vehicles are brought in for emissions tests before expiration
- Ensuring state-owned vehicles' interiors are kept clean
- Complying with all UConn accident procedures, as outlined in this policy
- Promptly paying parking fines and other liability charges incurred while operating any motor vehicle on state business. Such fines are the personal liability of the driver
- Possessing the ability, knowledge, skill, experience, and appropriate license to operate the type of vehicle assigned
- Completing and submitting all required reports within established guidelines
- Ensuring that his or her motor vehicle licenses are kept active and up-to-date
- Promptly notifying his or her supervisor if his or her license is suspended, revoked, or expired

- Refueling vehicles and purchasing oil at the UConn Motor Pool and/or other state-owned stations throughout the state.
  - A university employee may purchase gasoline and/or oil from a commercial station only when he or she is operating the state-owned or rental vehicle outside of normal work hours, out-of-state, on weekends, or in an emergency

**Mileage Reporting for UConn Vehicles (including Regional Campuses)**

All UConn vehicles with an odometer are required to complete monthly mileage reports and submit them to Transportation Services (Unit 6199) no later than the 10<sup>th</sup> day of each month. (Attachment 5)

The following guidelines apply to the submission of monthly mileage reports:

- Forms should be completed in their entirety and sent via interoffice mail or email.
- Daily mileage and usage reports should be kept in each vehicle.  
<https://web2.uconn.edu/transportation/pdf/dailyMileage.pdf>  
*Reminder: Drivers are responsible for promptly paying parking fines and other liability charges incurred while operating any motor vehicle on state business. Such fines are the personal liability of the driver*
- Each vehicle that a department is responsible for will be accounted for separately on the monthly mileage reports.  
<https://web2.uconn.edu/transportation/pdf/monthlyMileage.pdf>
- If a vehicle is removed from the fleet it should be noted as such on the following month's mileage report. If the vehicle that is removed was the only vehicle belonging to the department, please email the Department of Transportation Services at [erin.lirot@uconn.edu](mailto:erin.lirot@uconn.edu) or phone (860) 486-6902.

**Procurement, Registration, and Disposition of Vehicles:** Vehicles may be ordered from any one of the university's authorized vendors. Refer to the Purchasing Website for current vendors.  
[http://www.purchasing.uconn.edu/staff/contracts/motor\\_vehicles.pdf](http://www.purchasing.uconn.edu/staff/contracts/motor_vehicles.pdf) (updated vendor information)

The following steps should be taken by the department/agency head or properly authorized designee:

- **Procurement:**
  - Coordinate with the Motor Pool Manager to determine the type of vehicle needed.
  - Request a signed quote from the vendor. The Purchasing Department requires a signed quote to proceed with the order
  - Submit the Purchase Order and the signed quote to the Purchasing Office in the Central Warehouse or by mail. Purchasing will review the order and issue you a Purchase Order number, upon approval of the University Transportation Administrator.

- Notify the vendor of the PO number so the vehicle can be ordered. When the vehicle arrives, the vendor will deliver it to the UConn Motor Pool. The Motor Pool will notify the department when the vehicle arrives and/or when it's ready to be picked-up by the department/agency.
- For detailed procurement instructions, see Attachment 6
- **Registration of Vehicles:**
  - When purchasing a vehicle from one of the authorized vendors ([http://www.purchasing.uconn.edu/staff/contracts/motor\\_vehicles.pdf](http://www.purchasing.uconn.edu/staff/contracts/motor_vehicles.pdf)) the department/agency head should state on the Purchase Order whether or not the vehicle will require a new license plate or if it is replacing an existing registered vehicle. If it is a new vehicle, the Transportation Administrator must approve the purchase in order for a new license plate to be ordered. The UConn Motor Pool will order a new license plate and will affix it to the vehicle when the vehicle is delivered. If it is a replacement, the license plate will be transferred.
- **Disposition:**
  - The Manager of the UConn Motor Pool will determine the disposition of the vehicle being replaced.
    - Disposition options are selling or giving the vehicle to another department or releasing it to Central Stores for sale at the state or UConn vehicle auction.

**IX. INSURANCE COVERAGE and ACCIDENT REPORTING:**

Staff, faculty and/or student drivers traveling on official business are subject to the following insurance coverage's and guidelines:

**WHEN USING A UNIVERSITY/STATE VEHICLE:**

The State of Connecticut automobile/fleet liability policy provides protection to authorized drivers using any University of Connecticut or State of Connecticut owned, leased or rented vehicles while on state-approved business. The policy provides liability coverage for damages to third parties, including bodily injury and property damage, arising out of the operation, use or maintenance of such State of Connecticut owned, rented, or leased vehicle by an operator acting within the course and scope of his or her duties. Personal property in a State of Connecticut vehicle is not insured for loss or damage by the State. Please be advised that as a general rule, there is no collision insurance coverage on University of Connecticut vehicles. Repair of any damage to such vehicle is the responsibility of the Department that owns said vehicle.

**Licensure:**

The State of Connecticut Department of Motor Vehicles requires that operators of vehicles that can transport greater than 15 passengers have a Commercial Drivers License. To comply with these regulations, any operator of a University-owned vehicle that can transport greater than 15 passengers must

have a Commercial Drivers License. Any liability arising out of the personal use of a State-owned vehicle is the responsibility of the driver. All accidents must be reported to Transportation Services at 860-486-6902, within 48 hours of the accident.

If an accident involves a state vehicle in which the driver requires a CDL, and there is a death, disabling damage and/or injuries, the operator's Department Head must be notified immediately. This is a requirement because drug testing must occur within eight hours and/or alcohol testing must occur within two hours of the accident, based on one or more of the following criteria:

- The accident involves a loss of human life
- Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident
- One or more motor vehicles incurring disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle

#### **WHEN USING A PERSONAL VEHICLE:**

Employees using their privately-owned vehicle for state-approved business are covered for liability through their own personal automobile insurance policy. Employees' injuries are covered by Workers' Compensation insurance. The State's automobile/fleet liability insurance policy is in excess of any and all other collectible insurance. Damage to your personal vehicle must first be reported to your personal automobile insurance company.

#### **TO EXPEDITE REPORTING OF AN AUTOMOBILE/FLEET LIABILITY VEHICLE ACCIDENT**

After a police report has been filed, individuals involved in accidents while driving state owned, leased or rented vehicles must complete an MVCU-1 Form within 48 hours of the accident.

This form can be obtained from Transportation Services by calling (860) 486-6902 or by accessing the website at

<http://transpo.uconn.edu/pdf/AccidentReport.pdf>

At a minimum, the following must be completed:

- a. Name, address, and phone number of other party
- b. Auto - describe property damages
- c. Property - describe property damages
- d. Name and address of authorities contacted
- e. Name and address of witnesses, if applicable

*NOTE: Individual UConn departments are under no obligation to interact with the insurance company of a non-state vehicle. All inquiries from insurance companies other than those who insure State of Connecticut vehicles should be referred to the Office of Real Estate and Risk Management at (860) 486-0621, or (860) 486-3396.*

In addition, the claim should be immediately reported to Constitution State Services (CSS), which is now the Third Party Claims Administrator for the State of Connecticut. The Teleclaim # is 1-800-832-7039. Identify yourself as a State of Connecticut employee, and you must also have the following information:

## **TO EXPEDITE REPORTING OF A PERSONAL INJURY**

At a minimum, the following must be completed:

### **Injured Party:**

1. Location of accident/incident (city, state)
2. Name and address of injured person(s)
3. Type of injury/part of body
4. Name and address of authorities contacted
5. Name and address of witnesses
6. Name and address of attorney

### **X. RENTAL VEHICLES (General):**

Per State of CT General Letter 115, April, 2012 the following rules apply to vehicle rentals by state employees:

- Except in special circumstances, only vehicles in the following classes shall be rented: Economy, Compact, Intermediate, Standard, Full-Size, and Mini-Van. The rental of any other class of vehicle (Premium, Luxury, Small Sport Utility, Large Sport Utility, and Cargo Van/Pick-Up Truck) is not permitted unless the Agency Transportation Administrator provides written approval to the rental agency.
- State employees who are renting a vehicle for use on state business, whether in state or out-of-state, must in all circumstances use the existing contract between the University and Enterprise

### **XI. ENFORCEMENT**

Violations of this policy may result in appropriate disciplinary measures in accordance with University Laws and By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Conduct Code.

## **ATTACHMENTS**

## **Attachment 1 - CT State Driving Laws and Rules of the Road:**

### **CONNECTICUT STATE DRIVING LAWS:**

This section is not all inclusive but does highlight some of the more frequently applied laws:

**Seatbelts** – It is illegal to drive or to be a front-seat passenger without wearing a seatbelt.

State law requires that safety belts must be worn-even if the vehicle is equipped with airbags.

**Cell Phones** – Hand-held cell phones or mobile electronic devices may not be used while operating a motor vehicle on any public highway. Drivers are permitted to use hands-free mobile telephone accessories. However, drivers who are 16 or 17 years of age are not permitted to use any type of cell phone or mobile electronic device while driving. A “mobile electronic device” includes a laptop computer, personal digital assistant (PDA), paging or text-messaging device, or similar device.

The exceptions to this requirement, where a cell phone or mobile electronic device may be used, by a driver of any age, is an emergency situation, when contacting emergency response operator, a hospital, physician’s office, health clinic, ambulance company or fire or police department. In addition, drivers who are 18 years of age or older who are peace officers, firefighters, or ambulance drivers may use hand-held cell phones and electronic devices.

### **STATE OF CT RULES WHEN SHARING THE ROAD WITH OTHERS:**

**Emergency Vehicles** – You must yield the right-of-way to police vehicles, fire engines, ambulances, and other emergency vehicles when sirens, air horns, or red or blue lights are flashing. When you see or hear an emergency vehicle approaching from any direction you must pull over to the right edge of the road, or as near to the right as possible, and stop your vehicle. You must remain stopped until the emergency vehicle has passed, unless otherwise directed by state or local police or fire personnel.

**Bicycles** – Under CT law, a bicycle is considered a vehicle with the same rights and responsibilities as cars and other vehicles on the road.

**Slow Moving Vehicles** – Watch for large trucks, buses, and small underpowered cars on steep grades or when they are entering traffic. They can all lose speed on long or steep hills and take longer to get up to speed when they enter traffic. You are not required to stop for a UConn bus that has passengers entering and exiting, as you would a “school” bus. Exercise extreme caution when passing a UConn bus, as passengers do cross the street in front of and behind the buses at any and all times.

Farm tractors, animal-drawn vehicles and roadway maintenance vehicles usually drive 25 mph or less. These vehicles should have a slow-moving decal (orange triangle) on the back.

**Horses** – Horseback riders are subject to and protected by the rules of the road. They must ride single file near the right curb or road edge or on a usable right shoulder, lane or path. When you approach a horse on a public highway, you must reduce your speed to avoid striking, endangering, or frightening the horse.

The law requires you to exercise due care when approaching a horse being ridden or led along a road. It is illegal to sound your horn when approaching or passing a horse.

**Traffic Crashes** – Do not stop at an accident scene unless you are involved or if emergency help has not yet arrived. Keep your attention on your driving and keep moving, watching for people who might be in or near the road. Never drive to the scene of an accident, fire or other disaster just to look (rubber necking). If you are involved in the accident while driving a State of CT owned, leased or rented vehicle, please refer to page 7 of this document for proper procedures and notification.

**Right-Of-Way** – The following right-of-way rules and laws apply in the State of CT:

- Drivers turning left must yield to oncoming vehicles going straight.
- Drivers entering a traffic circle or rotary must yield to drivers already in the circle
- At an intersection where there is no stop sign, yield sign or oncoming traffic signal, drivers must yield to vehicles coming from the right
- At a four-way stop, the driver reaching the intersection first goes first (after coming to a complete stop). If more than one vehicle arrives at the same time, the vehicle to the right goes first
- Drivers entering a road from a driveway, alley, or roadside must yield to vehicles already on the road
- Drivers must not enter an intersection unless they can get through it without having to stop
- Drivers overtaking a vehicle traveling in the same direction must yield to that vehicle, even if the vehicle is slowing or coming to a stop

**Crosswalks. Pedestrian-control signals. Regulation of pedestrians and motor vehicles at crosswalks**

- (a) The traffic authority shall have power to designate, by appropriate devices or markers or by lines upon the surface of the highway, such crosswalks and intersections as, in its opinion, constitute an especial danger to pedestrians crossing the highway including, but not limited to, specially marked crosswalks in the vicinity of schools, which crosswalks shall have distinctive markings, in accordance with the regulations of the State Traffic Commission, to denote use of such crosswalks by school children; and may maintain suitable signs located at intervals along highways, particularly where there are no sidewalks, directing pedestrians to walk facing vehicular traffic.

(b) At any intersection where pedestrian-control signals bearing the words "Walk" or "Don't Walk" are placed, pedestrians may cross the highway only as indicated by the signal. At any intersection where traffic is controlled by other traffic control signals or by police officers, pedestrians shall not cross the highway against a red or "Stop" signal and shall not cross at any place not a marked or unmarked crosswalk. A pedestrian started or starting across the highway on a "Walk" signal or on any such crosswalk on a green or "Go" signal shall have the right of way over all vehicles, including those making turns, until such pedestrian has reached the opposite curb or safety zone.

(c) Except as provided in subsection (c) of section 14-300c of the State of CT Statutes, at any crosswalk marked as provided in subsection (a) of this section or any unmarked crosswalk, provided such crosswalks are not controlled by police officers or traffic control signals, each operator of a vehicle shall grant the right-of-way, and slow or stop such vehicle if necessary to so grant the right-of-way, to any pedestrian crossing the roadway within such crosswalk, provided such pedestrian steps to the curb at the entrance to a crosswalk or is within that half of the roadway upon which such operator of a vehicle is traveling or such pedestrian steps to the curb at the entrance to a crosswalk or is crossing the roadway within such crosswalk from that half of the roadway upon which such operator is not traveling. No operator of a vehicle approaching from the rear shall overtake and pass any vehicle the operator of which has stopped at any crosswalk marked as provided in subsection (a) of this section or any unmarked crosswalk to permit a pedestrian to cross the roadway. The operator of any vehicle crossing a sidewalk shall yield the right-of-way to each pedestrian and all other traffic upon such sidewalk. A violation of this subsection shall be an infraction.

(d) In any civil action arising under subsection (c) of this section or sections 14- 300b to 14-300d, inclusive, the doctrine of negligence per se shall not apply.

**Attachment 2 – General Letter 115, April, 2012**

**[DAS Letter 115.pdf](#)**

**Attachment 3 – Driver Form**

**UNIVERSITY OF CONNECTICUT**



**Vehicle Use Agreement**

Authorized Driver's Name (please print)		Valid Driver's License No:	State
Department Name:	Department U-Box:	Exp. Date:	Photo Copy
Department Telephone Number:		Department Fax:	
Department Contact Person:		Contact Person Telephone:	
Purpose of Use		Date(s) Needed:	
<b><u>Comments:</u></b>			

Date Signed Out	Start Mileage	End Mileage	Mileage Rate: @0.55.5/mile *Daily Usage Fee: @\$_____ <i>(if applicable)</i>
Date Returned	Total Daily Usage Fee: \$ _____	Total Mileage: _____	Total Amount Due: \$ _____

Department KFS Account No:	
----------------------------	--

By my signature, I understand and agree that my use of the \_\_\_\_\_ vehicle tag number \_\_\_\_\_, shall be used exclusively for the fulfillment of University business that I am authorized to conduct. I understand that I am not to use the vehicle for any other reason than for the purpose stated above. I further understand that only the authorized driver may operate this vehicle. I have a valid, non-conditional driver's license and my license is not currently under suspension. I further agree to each of the bulleted points hereafter.

**Agreement:**

- Borrower agrees to report to the Department of Transportation Services (860-486-6902) within 48 hours of any accidents, damage or moving violations incurred while driving said vehicle.
- Borrower agrees to operate the vehicle in a safe, prudent, and lawful manner at all times and to comply with applicable State motor vehicle laws and policies. Borrower agrees to be personally responsible for any and all traffic tickets, summonses, citations, or violations during my use of said vehicle.
- Seat belts will be worn at all times and by all vehicle occupants when the vehicle is in operation. Borrower will not permit any other person(s) to operate the vehicle, unless such use is made part of this agreement.
- Borrower agrees to not transport or consume alcoholic beverages or drugs while operating the vehicle.

- Borrower agrees to not drive the vehicle out of the state of Connecticut without prior approval from the Transportation Administrator.
- Drivers of vehicles out-of-state must be at least 21 years of age.
- Use of hand-held cell phones is illegal in Connecticut. Borrower agrees to not use hand-held cell phones while driving the vehicle.
- The maximum occupancy of said vehicle is \_\_\_persons. Borrower agrees to not exceed the maximum occupancy of the vehicle at any time.
- Borrower will return the said vehicle in good condition and clean and free of all waste materials by the agreed upon date and time.
- The said department agrees to pay a mileage fee at the current State of Connecticut rate as noted in said document and daily usage fee if applicable.
- Individuals using the \_\_\_\_\_ must log their starting and ending mileage for the trip on the mileage log provided in the vehicle.
- Borrower agrees to notify the department head of the Transportation Administrator immediately if there is a need to cancel the reservation or any changes in the use of the said vehicle. Failure to provide e-mail notice 24 hours prior to cancellation will result in \$\_\_\_\_\_ fee.
- I have read and agree to adhere to the University's *Driving and Motor Vehicle Policies* and *State of Connecticut Driving Policies and Procedures*.

**IF THE VEHICLE BECOMES DISABLED, PLEASE CONTACT THE MOTOR POOL AT (860) 486-3029.**

**Liability:**

- If the vehicle becomes inoperable through no fault of the Department, the Borrower (Department) agrees to notify the Transportation Department immediately and take reasonable steps to have the vehicle repaired unless the repair is covered under the vehicle warranty.
- Borrower agrees to preserve and protect said vehicle from loss or damage. Borrower agrees to be liable for all costs of repairs to the said vehicle that is not directly caused by the Department. Borrower shall not be responsible for maintenance or repair costs that were not caused directly by the Borrower.

**(Signatures Next Page)**

\_\_\_\_\_  
Authorized Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Authorized Name (please print)

\_\_\_\_\_  
E-mail Address

*(Department authorized signature verifies that the driver is authorized to operate the said vehicle and that they agree to pay any and all charges applied under this agreement)*

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Approved       Declined       Vehicle Inspected      Date: \_\_\_\_\_

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Authorized Signature

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Date

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1. ***Vehicles should be picked up and dropped off during the department's business hours of 8:00 AM to 5:00 PM. The vehicle must be returned to the appropriate location upon completion of the trip. If after 5:00 PM, the keys should be returned by 8:00 AM the following day. The vehicles are not to be driven to or parked at a home residence.***
  2. ***The vehicle usage agreement should be signed and returned to the Transportation Department within 48 hours of the reservation.***
  3. ***Daily usage fees (if applicable) shall be applied on a 24 hour basis.***

#### **Attachment 4 - Accident Reporting Form**

<http://transpo.uconn.edu/pdf/AccidentReport.pdf>

#### **Attachment 5 - Daily and Monthly Mileage Report Form**

Monthly Mileage Report: <https://web2.uconn.edu/transportation/pdf/monthlyMileage.pdf>

Daily Mileage Report: <https://web2.uconn.edu/transportation/pdf/dailyMileage.pdf>

Monthly On-Line Report: <http://www.bus.uconn.edu/#submitMileage>

#### **Attachment 6 – Detailed Procurement Procedures**

- University Departments seeking information about purchasing a vehicle should be directed to the Supervisor at the Motor Pool (860) 486-3029.
  - ❖ *This is **important** when planning to purchase a vehicle used for **towing a trailer**.*
- If the vehicle ordered is replacing another within the same department, the Department Head is responsible for coordinating with the Manager of Motor Pool and the Purchasing Department, the transfer of the license plate from one vehicle to the other.
- New Purchases which will replace an existing vehicle should include that information on the Purchase Order.
- Additions to the fleet should be approved by the Director of Transportation, Logistics, & Parking, and reviewed by the Supervisor of the Motor Pool.
- If the vehicle being ordered is new to the department and not replacing another, The Purchasing Department, in conjunction with the UConn Motor Pool, will order a new vehicle license plate for the vehicle.
- All vehicles should be ordered with four (4) keys. The Motor Pool retains a key to all University vehicles.
- All new vehicles and trailers (anything requiring a license plate) should be delivered to the Motor Pool.
- The Motor Pool should get the 'Receiving' copy of the Purchase Order to include a complete list of all options and specs.
- Trade-in vehicles should be identified on the Purchase Order to include: plate number, year, make & model, trade-in allowance, and Vehicle Identification Number (VIN).