Ball State University
Driving Privileges Policy

Purpose

The safety of Ball State University’s students, faculty, staff, and the public is a central concern to the University. This policy governs the use of BSU’s vehicles by applicable individuals and is designed to support safe and prudent use of BSU owned, leased and rented vehicles.

Approved Drivers

Transportation Services maintains a list of all drivers required to drive on authorized University Business as a condition of their employment as well as other individuals who may be permitted on an occasional basis to drive on authorized University Business. “University Business” means those activities that further the mission of the University and, in the case of an employee of the University, are within the scope and authority of that person’s employment. Driving on authorized University Business includes operating university owned or leased vehicles as well as personally owned or leased vehicles.

Anyone wishing to be added to the list to drive on an occasional basis must present a valid driving license to Transportation Services and consent to a driving record check. Transportation Services and the Office of Risk Management will reject the applicant if the applicant’s driving record would cause a suspension or termination of driving privileges under University policy.

Driver Responsibilities

All approved drivers must follow all Transportation Services published guidelines and the safety guidelines for an approved driver in this policy while driving on University Business and must continuously self-evaluate driving performance to insure it remains in compliance with the Driving Privileges Policy. In this process of self-evaluation an approved driver must report any incident to Transportation Services and the Office of Risk Management that might cause approved status to change. Such incidents could include traffic citations, accidents, license suspension or revocation, medical restrictions that may interfere with driving or any incident that may result in a suspension or termination of university driving privileges as enumerated below in this policy.

Driving Record Reviews

Driving on authorized University Business serves as consent for driving record review. Transportation Services and the Office of Risk Management will periodically review the driving records of current employees or others operating university owned or leased vehicles or personally owned or leased vehicles to determine continued eligibility to drive on University Business.
Suspension of University Driving Privileges

Violation of any of the following numbered offenses will likely result in the suspension of the privilege to drive on authorized University Business. Suspension of driving privileges may also result in appropriate university disciplinary action, up to and including termination of employment, independent of action taken by the Office of Risk Management. The Office of Risk Management will notify the driver, the driver’s supervisor, and other appropriate university offices of the suspension of driving privileges. The Office of Risk Management will make the determination if and when the suspension will be removed and what, if any, probationary conditions or driving limitations will be imposed on the driver.

1. Suspension or revocation of one’s driver’s license in the last two years on a rolling time basis.

2. Failure to timely report an accident to Transportation Services while driving on authorized University Business.

3. Two or more at fault crashes involving property damage in excess of $10,000 or bodily injury in the last two years on a rolling time basis.

4. A conviction for driving under the influence of drugs or alcohol in the last two years on a rolling time basis.

5. Cumulative moving violation point totals of 12 points or more in the last two years on a rolling time basis as assessed by the Indiana Bureau of Motor Vehicles.

6. Failure to follow the safety rules for an approved driver listed below in this policy.

7. Flagrant and repeated disregard for the guidelines listed below in this policy while driving on university business.

Termination of University Driving Privileges

A conviction for or violation of any of the following numbered offenses while driving on authorized University Business will result in the termination of driving privileges. Termination of driving privileges may also result in appropriate university disciplinary action, up to and including termination of employment, independent of action taken by the Office of Risk Management. The Office of Risk Management will notify the driver, the driver’s supervisor, and other appropriate university offices of the termination of driving privileges.

1. Driving without a valid driver’s license.

2. Driving while under the influence of alcohol or drugs.
3. Refusal to submit to a blood alcohol test.

4. Leaving the scene of an accident.

5. Any felony crime committed with a vehicle.

**Driving as a Condition of Employment**

It is the responsibility of the individual department when hiring an employee whose job description requires driving as a condition of employment to request from Transportation Services a driving record review of the prospective employee prior to the offer of employment. Transportation Services and the Office of Risk Management will act in an advisory capacity regarding the evaluation of the driving record. The final hiring decision rests with the individual department and the special needs of the University may require hiring an individual whose past driving record would not qualify that individual to be added to the list of approved drivers. Consequently, Transportation Services and the Office of Risk Management may request frequent driving record reviews, impose restrictive driving standards, or require other education or training as a condition for driving on authorized University business.

**Safety Rules for an Approved Driver**

1. Use seat belts or other available occupant restraints and require all passengers to use seat belts or other available occupant restraints.

2. Not transport unauthorized passengers or cargo while driving on University Business, or permit any unauthorized person to drive the vehicle while on University Business. Pets are not allowed in University owned or rented vehicles.

3. Not drive under the influence of any substance, including alcohol, illegal drugs or medications (prescription or over the counter), that may cause impairment.

4. Promptly report all collisions, thefts, or vandalism to the appropriate law enforcement agency. Upon return to campus, notify his or her supervisor, Transportation Services, and the Office of Risk Management.

**Guidelines While Driving on University Business**

1. Distracting behaviors which take a driver’s focus off of driving should not be engaged in. Using a cell phone or eating while driving are examples of distracting behaviors.

2. Refrain from using all tobacco products in University owned or rented vehicles.

3. Inspect the vehicle for safety concerns prior to use, including checking tires, wipers, lights and other safety equipment for observable defects, and not operate any vehicle with deficiencies that make it unsafe to operate.
4. On any trip with one or more passengers, designate one passenger to serve as the navigator with the responsibility to monitor road conditions and the driver’s driving behavior at all times, especially with regard to driver fatigue.

5. Drive on authorized University Business in a safe, controlled, and courteous manner, in compliance with applicable laws, safe driving principles and techniques (taking appropriate rest stops on long trips and not driving more than 10 hours in any 24-hour period), this policy, and any other applicable University policies.

6. Assume personal responsibility for any and all fines, parking, or traffic violations associated with driving on University Business.

Approved by the President’s Cabinet on September 7, 2011