



# NCCU Driver Safety Program

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## DRIVER SAFETY POLICY

1. **Policy**, many employees operate University owned, leased, rental or personal vehicles as part of their Jobs. Employees are expected to operate vehicles safely to prevent accidents, which may result in injuries and property loss. It is the policy of NCCU University to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from any injury and property loss. The University considers the use of automobiles part of the environment. The University is committed to promoting a high level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Drivers Safety Program. Elements of this program include:
    - A. Assigning responsibilities at all levels of employment.
    - B. Vehicle use and insurance requirements.
    - C. Employee driver's license checks and identification of high-risk drivers.
    - D. Accident reporting and investigation.
    - E. Accident Review
    - F. Vehicle selection and maintenance
    - G. Training standards.
    - H. Safety regulations.
  2. **Responsibility**, Management is responsible for successful implementation and on-going execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.
  3. **Scope**, this policy applies to employees who operate vehicles on University business and will be reviewed by managers and supervisors to ensure full implementation and compliance.
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## ORGANIZATION AND RESPONSIBILITIES

1. **The Risk Management Office will:**
  - A. Implement the Driver Safety Program campus-wide.
  - B. Establish measurement objectives to ensure compliance with the program.
  - C. Provide assistance and the resources necessary to implement and maintain the program.
2. **Directors/Department Should:**
  - A. Implement the Driver Safety Program in their areas of responsibility.
  - B. Report all accidents involving a motor vehicle used in performing University business.
  - C. Approve credentialing process for new drivers.
  - D. Report all accident using this link [https://myeol.nccu.edu/webform/NCCU-Auto-Accident-Reporting-Form?check\\_logged\\_in=1](https://myeol.nccu.edu/webform/NCCU-Auto-Accident-Reporting-Form?check_logged_in=1) located on the Environmental Health and Safety website.
3. **Risk Manager will.**
  - A. Review motor vehicle accident reports.
  - B. Revise and distribute changes to the Driver Safety Program to managers, supervisors and drivers as necessary.
  - C. Maintain appropriate records.
4. **Drivers will:**
  - A. Be verified as valid licensed driver and NCCU employee.

- B. Always operate a motor vehicle in a safe manner as explained under the section titled, "Driver Safety Regulations."
  - C. Maintain a valid driver's license
  - D. Assist departments with maintaining assigned vehicles according to established maintenance standards.
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## VEHICLE USE

1. **University Owned Vehicles,** Drivers of all vehicles must be authorized and credentialed to be eligible for coverage under the University insurance policy.
  2. **Department Vehicles,** Employees authorized by their supervisors will be permitted to operate a department vehicle. Students are not permitted to drive unless they are NCCU employee, no exception.
  3. **Golf Carts, Gators, Etc.,** All vehicles requiring a driver are covered under this policy.
  4. **Personal Vehicles on University- Business,**
    - A. Employees who drive their personal vehicles on University business will be responsible for any damage or accidents. Their personal insurance will be primary.
  5. **Rental Vehicles,**
    - A. Rental vehicles will be leased from a vendor approved by the university. Please contact the purchasing office for a list of these approved companies. Please do not add additional coverage when renting. You are covered under the state of NC policy.
    - B. Rental Equipment should be reported to the Insurance and Risk Management office for coverage. Most leased companies will require you to carry the coverage.
  6. **Unauthorized Use of Vehicles,** Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a University vehicle. No Exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible employee will be required to make restitution for the damages.
  7. **Contractor's Employees,** Contractor and temporary employees will be treated as University employees and will comply with the requirements of this program. Failure to meet all requirements will result in the immediate loss of driving privileges.
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## DRIVER SELECTION

1. **Driver Credentialing,** Employees will be evaluated and selected based on their driving ability. To credential employees as drivers, their hiring department will:
  - A. All new employees and current employees recently assigned to driving duties will be required to complete the driver authorization form.
  - B. Ensure the employee has a valid driver's license.
  - C. Ensure the employee is qualified to operate the type of vehicle he/she will drive.
  - D. Ensure all required qualifications have been satisfied.
2. **Driver Qualifications,** Effective driver qualification controls are important elements of a successful motor vehicle safety program. Management developed and incorporated standards into this program, which reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal and state regulations. Drivers of a University owned vehicle and rented vehicles:
  - A. Must be an employee of the University.
  - B. Must have a valid United States license.
  - C. Must complete a Driver Authorization form annually.

- D. Must meet any specific requirements of the rental company (if applicable).
  - E. Must have a current Commercial Driver's License (if applicable).
  - F. Must meet any state regulated driver qualifications.
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## ACCIDENT RECORDKEEPING, REPORTING AND ANALYSIS

1. **Reporting**, NCCU considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to the Risk Manager, investigated, documented and reviewed to identify needs
2. **Recordkeeping**, Motor vehicle accident recordkeeping procedures consist of the following components:
  - A. Documentation of causes and corrective action.
  - B. Management review to expedite corrective action.
  - C. Analysis of accident history to determine driver preventability, trends, recurring problems and the need for further control measures.
3. **Responsibility**, Implementation of these procedures remains the responsibility of both the driver and supervisor.
4. **Driver**, Since the driver is the first person at the accident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible.
5. **Risk Manager**, The Risk Manager will obtain accident data from the driver through the Accident Reporting form and/or by verbal communication. It is important for management to determine the extent of the accident, especially if it involves injury or death to the driver, passengers, or other parties.
  - A. The Risk Manager will immediately proceed with a formal investigation to determine the underlying causes as well as what can be done to prevent similar occurrences. The accident will be forwarded to the insurance claims office along with any additional support data (e.g. witness statements, photographs, police reports, etc.).

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## EMPLOYEE ACCIDENT REPORTING PROCEDURE

1. **Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:**
  - A. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.
  - B. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance -company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Insurance and Risk Management Accident Report form. **Do not discuss fault with, or sign anything for anyone except an authorized representative of North Carolina Central University, a police officer, or a representative of Travelers Insurance Company.**
  - C. Notify the Risk Management office as soon as possible, using the link to report accident. If any injuries were involved contact your supervisor immediately.

- D. You will be contacted by the NCCU Risk Manager to advise you how to arrange for repairs to department vehicles only. Do not have department vehicles repaired until you receive authorization from the Insurance and Risk Management office.
  - i. Damages to an employee's personal vehicle are the employee's sole responsibility.
  - ii. Failure to report accidents in a timely manner may result in disciplinary actions.
- 2. **When there is theft of or damage to a rental or department vehicle only:**
  - A. If you did not witness the damage to the vehicle, you must notify the local police department immediately.
  - B. Immediately notify Insurance and Risk Management. You will be contacted by Risk Manager to advise you how to arrange for repairs to or replacement of the vehicle. Do not have department vehicles repaired until you receive authorization from the university Risk Manager.
  - C. Send a copy of the police report along with a memo outlining any additional information to NCCU Insurance and Risk Management office.

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## VEHICLE SELECTION, INSPECTION AND MAINTENANCE

(Department Vehicles Only)

1. **Introduction**, Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well-implemented maintenance policy.
2. **Vehicle Selection**, Selection of vehicles begins with understanding the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. The University will purchase vehicles designed for their intended use.
3. **Vehicle Maintenance**, Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the NCCU Driver Safety Program, the most cost effective control is preventive maintenance. A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.

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## DRIVER SAFETY REGULATIONS

1. **Safety Belts**. The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring all federal and state regulations are adhered to.
2. **Impaired Driving**, the driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.
3. **Traffic Laws**, Drivers must abide by all Federal, state and local motor vehicle regulations, laws and ordinances.
4. **Vehicle Condition**, Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.
5. **Cellular Telephones**, the following procedures apply to employees driving on University business who wish to use cellular telephones in the vehicle.
  - A. External speaker and microphone must be included to allow hands-free operation.

- B. Drivers are to refrain from placing outgoing calls while the vehicle is in motion.
  - C. Drivers are to refrain from texting while the vehicle is in motion.
  - D. Incoming calls should be limited.
  - E. If hands-free operation is not an option, use of the telephone is authorized only when the vehicle is safely parked.
6. **General Safety Rules**, Employees are not permitted to:
- A. Pick up hitchhikers.
  - B. Accept payment for carrying passengers or materials.
  - C. Use any radar detector, laser detector or similar devices.
  - D. Push or pull another vehicle
  - E. Transport flammable liquids or gases unless an Environmental Health and Safety officer approved transport and container. Only then in limited quantities.
  - F. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.
7. **University and Personal Property**, Employees are responsible for University property such as computers, work papers and equipment under their control. The University will not reimburse the employee for stolen property.

## GOLF CART GUIDELINES

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1. These guidelines cover motorized vehicles including golf carts and other 3- and 4-wheeled vehicles that are powered by electric or internal combustion motors.
2. **Guidelines**
  - A. Golf carts are restricted to streets and designated walkways on North Carolina Central campus. The following areas are off-limits:
    - i. Any grass areas (except for gaining access to intramural/athletic fields without sidewalk access)
    - ii. Any areas off the University campus
    - iii. Entryways to all University buildings
    - iv. Inside any University buildings (exception for scissor lift operated by Physical Plant)
3. **Parking**, Parking is preferred on hard, covered surfaces such as asphalt and concrete. The following areas are prohibited:
  - A. Entrances to buildings, stairways, or disability ramps
  - B. Gas golf carts must be parked at least 10 feet from any building
4. **Authorized Use**, the acquisition and use of golf carts is limited to departments with valid business use to include transporting personnel, equipment, and/or supplies for University purposes.
5. **Safety**
  - A. Operators shall not exceed 15 m.p.h. Operators must reduce speed on walkways and in pedestrian areas. In crowded areas, such as during class changes, operators must park or proceed at a slow walking pace and always yield to pedestrians.
  - B. Travel shall be with the flow of traffic and follow the same protocols as a motor vehicle (ie. Stopping at stop signs, etc).
  - C. Vehicles shall not be operated in a manner that may endanger passengers or other individuals or property.
  - D. Do not exceed the passenger limit and load capacity designated by the manufacturer. For the most common type golf carts that means two passengers in the front seat and two additional passengers if a back seat is installed.

- E. Passengers must keep their head, legs, feet and arms within the cab. Passengers must stay seated at all times, while the vehicle is in motion.
  - F. Golf carts must have headlights when operating after dark (tail lights also recommended). Supervisors shall ensure that vehicles are routinely inspected at least every 6 months, and as needed to repair malfunctioning items.
- 6. Acquisition,** Procurement of golf cart-type vehicles must be acquired through the Purchasing.
- A. New Golf carts that will be used on highway must include the following safety features:
    - i. Rear view mirror
    - ii. Turn indicator signals
    - iii. Tail lights
    - iv. Head lights
    - v. Horn
  - B. All new vehicles must be reported to Insurance and Risk Management office for insurance coverage.
- 7. Enforcement**
- A. Campus Security enforces the appropriate and safe operation and parking of golf carts. They may issue tickets accordingly.
- Improperly parked vehicles may be towed or otherwise disabled by Campus Security.