

### **9.10 Motor Fleet Safety**

Any individual who is required to drive a University vehicle or who seeks permission to drive a University vehicle shall successfully complete the driver clearance process prior to driving a University vehicle. All drivers are responsible to read and follow the Loyola University Maryland Transportation Policy found on: <https://inside.loyola.edu/departments/dept-park/driv/default.aspx>. The driver's motor vehicle record must meet University standards.

The motor vehicle records of all individuals who are required to drive any University vehicle will be verified annually. The motor vehicle records of individuals who drive University vehicles infrequently will be verified every three years and/or in the event of an accident involving a University vehicle.

Please pay special attention to all requirements of driving a University Vehicle. For example, use of cell phones without a hands-free device while operating a vehicle is strictly prohibited, and texting while operating a vehicle is strictly prohibited.

Any fines for violations received while driving a University owned vehicle are the responsibility of the individual.

Individuals whose duties require a current commercial driver's license (CDL) are also subject to Federal and State Departments of Transportation guidelines. Maintaining a current and valid CDL is a condition of employment for those individuals.

Maintaining a regular valid driver's license is also a condition of employment for individuals whose essential job duties require them to operate a motor vehicle. All motor vehicle and driver incidents (accidents, citations, etc.) must be reported to a supervisor within one business day.

Individuals who use personal vehicles for University business are not insured by the University. The driver will be expected to carry personal automobile insurance and the driver's insurance will take effect in the event of an accident.

Individuals who operate a University vehicle must abide by the Loyola University Maryland Transportation policy. Failure to follow all Loyola University Maryland Transportation policies and procedures may result in disciplinary action up to and including termination of employment.