

09. Vehicle Safety

The purpose of this procedure is to ensure that employees operate vehicles in a safe manner and in compliance with federal, state and University of Wisconsin-Madison regulations. This procedure applies to all employees that drive state owned vehicles and personal vehicles for state business. For those who operate a personally owned vehicle on University of Wisconsin-Madison property; the same procedures apply as it relates to the rules of operation.

09.01. Definitions

09.01.01. State Vehicle: A vehicle owned by the State of Wisconsin for use to conduct official state business. A state vehicle also includes a commercially leased or rented vehicle that is assigned to an individual, agency or business sub unit for use to conduct official state business.

09.02. Requirements:

09.02.01. Shall have a valid operator's license,

09.02.02. Shall have minimum of two years licensed driving experience, and

09.02.03. Shall be eighteen (18) years of age.

09.03. Vehicle Use Agreement:

09.03.01. The employee and their supervisor shall complete a Driver Authorization form and submit it to the Risk Management Office.

09.03.02. Link where form can be filled in online: http://www.bussvc.wisc.edu/risk_mgt/DraftFacStaff_VUA_from%20website.pdf

09.03.03. Link to Statewide Fleet Policies and Procedures: <http://www.doa.state.wi.us/docview.asp?docid=3962>

09.04. Driver Disqualification:

09.04.01. Three or more moving violations and or at-fault incidents within the past two years.

09.04.02. An Operating While Intoxicated (OWI) Driving under the Influence (DUI) citation within 12 months.

09.04.03. Suspension or revocation of a valid driver's license.

09.04.04. Using State Owned Vehicles:

09.04.04.01. Employees and passengers shall wear seat belts while the vehicle is in motion.

09.04.04.02. Employees shall report all mechanical problems to their supervisors immediately.

09.04.04.03. Employees shall report any motor vehicle incident that results in damage, injury and or a citation to their supervisors immediately.

09.04.04.04. Employees shall have a valid driver's license for the vehicles they will

operate, shall follow all license restrictions, and shall have their license in their possession when they are driving. A driver whose license is suspended, revoked or terminated will notify their supervisor immediately.

09.04.04.05. Employees are completely responsible for all traffic and parking violations they receive when using state vehicles.

09.04.04.06. Smoking is prohibited in state vehicles.

09.04.04.07. State vehicles shall not be used for personal purposes.

09.04.04.08. Texting while operating a moving vehicle is prohibited and illegal.

09.05. Cell Phone Use:

09.05.01. The following practices shall be followed when you use a mobile phone when you are driving:

09.05.01.01. Find a safe place to pull off of the road and place your call.

09.05.01.02. If you receive a call while driving, let the call go to voice mail and answer when it is safe to do so.

09.05.01.03. Employees who use hands-free devices may accept calls while driving but shall find a safe place to pull off of the road to place calls unless able to place calls hands-free.

09.06. 09.15. General Safe Driving Practices:

09.06.01. When driving for prolonged periods, it is a good practice to take short breaks every two hours.

09.06.02. It is also a safe practice to allow for no more than 10 hours driving per day in good driving conditions.

09.06.03. Use of electronic devices while driving can distract your attention while driving and distracted driving is never a good thing. Pre-set devices prior to driving or pull over to a safe location to re-adjust.