Standard Administrative Procedure (SAP)

24.01.99.L1.01 Travel Safety

Approval Date: September 11, 2006
Revision Date: September 20, 2011
Next Scheduled Review Date: September 2014

Standard Administrative Procedure Statement

It is a University requirement that all official travel be properly planned, authorized, and reported. These procedures apply to faculty, staff, and student employees who engage in any University business or University-related travel activities that exceed 25 miles from the campus in a University owned vehicle or a leased or rented 12- or 15-passenger van. These procedures are the minimum standards that must be adhered to, and departments may develop more restrictive procedures.

Definitions

Recommending Authority (RA) - the President, Vice Presidents, Associate Vice Presidents, Deans or Directors of the department recommending approval of a driver.

Driver – for this SAP, driver refers to a TAMIU employee using a University owned vehicle or a leased or rented 12- or 15-passenger van for University business or University-related travel.

Procedures and Responsibilities

DRIVER RESPONSIBILITIES

The skill and care exercised by the driver is undoubtedly the most important aspect of safety. A driver should devote their full attention to safe driving. Activities such as eating, drinking, smoking or using a cell phone while driving should be avoided. The driver must remain alert and fresh whenever they are behind the wheel.

All drivers of University owned vehicles and leased or rented 12- or 15-passenger vans for University activities MUST be recommended by the Recommending Authority (RA) which includes the President, Vice Presidents, Associate Vice Presidents, Deans or Directors of their department AND be approved by the Office of Safety and Risk management by meeting the following requirements:

- The driver is 18 years of age or older.
- The driver has a valid Texas Class C operator’s license (or equivalent license issued from another state).
- The driver has a minimum of three (3) years of driving experience in the USA.
- The driver must be an approved driver based on the drivers’ record check.
The driver’s record check must be checked at least once every 12 months. The driver has maintained and satisfactorily completed a University 15-passenger van awareness training within the past 3 years, if applicable. The driver has completed the required form(s). See enclosures 1-6.

The driver of the vehicle has ultimate responsibility for obtaining information about driving safety and road regulations. Drivers will comply with all applicable laws and regulations, get proper training, report violations, and provide feedback for improved safety and efficiency. The driver must complete the proper forms. The Emergency Contact List must be provided to the Director/Dean or VP and UPD at least 24 hours before departure.

Drivers must ensure the following:

- The number of passengers (including the driver) should not exceed the number of working seatbelts in the vehicle.
- All passengers should be properly seated with seat belts fastened at all times the vehicle is in motion.
- The number of people and the maximum gross weight must not exceed the maximum limits specified by the manufacturer of the vehicle.

University employees will serve as primary drivers. Student employees may participate as secondary/backup drivers provided they meet all the above driver requirements AND the primary driver is present in the front passenger position of the vehicle. Secondary drivers will be identified before the trip begins and noted on the Vehicle Check-Out Authorization Form.

TAMIU RESPONSIBILITIES

TAMIU Directors/Deans or VPs will verify that their faculty, staff or student worker drivers are on the authorized driving list and allow only authorized individuals to drive for University-related activities, report all driver information updates to the University Police Department (including any offenses an employee may obtain between annual driver record checks), and report all auto accidents involving drivers to Office of Safety and Risk Management.

TAMIU University Police Department will evaluate Driver Record Checks for all anticipated drivers. UPD will also perform annual updates on all drivers. The points information assessed to the driver will be forwarded to the RA.

TAMIU Physical Plant Department will establish and maintain a system for maintenance of University vehicles, and help keep the list of authorized drivers current, allowing only authorized individuals to drive University vehicles.

TAMIU Office of Safety and Risk Management request the Driver Record Check information, coordinate and monitor procedures, promote safety regularly, and update this policy as needed. Risk Management will conduct/coordinate safety training certification and provide an updated list of approved drivers.

DRIVER RECORD CHECKS

If time does not permit completing a Drivers Record Check, then a Driver Record Certification Form (Enclosure 5) must be completed listing all traffic collisions/wrecks. License restrictions, and moving traffic violation convictions, including probations and appeals.
The University’s determination of an unacceptable driver is based on a review of the previous 3 years’ driving record which contains any of the following:

- DWI or DUI conviction
- Current suspension or revoked license
- 2 or more moving violations
- 2 or more at fault accidents
- Negligent homicide arising out of the use of a motor vehicle
- Operating a motor vehicle during a period of suspension or revocation of an operator’s license
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s authorization
- Permitting an unlicensed person to drive
- Reckless driving
- Racing or speeding contest
- Hit and run (bodily injury and physical damage) driving

If an employee authorized to drive for the University is convicted (including probation and appeals) of a moving traffic violation, DUI/DWI, or other violations as listed above, the employee must notify his/her Dean/Director or VP of the occurrence within one workday upon their return to work after receiving the conviction, probation, or appeal action. Any employee who fails to report an event as described in this paragraph will not be authorized to drive on official University business.

Employees who are involved in a collision/wreck regardless of the extent of the damage or injury while driving on University business or operating motorized equipment for the University are required to report collisions/wrecks to their Dean/Director or VP immediately, if not incapacitated.

All drivers are required to inform their Dean/Director or VP of any physical or mental disabilities that might affect their fitness to drive any vehicle. Special care must be taken with the use of any medication, prescribed or otherwise, which might affect one’s driving ability. (See enclosure 1).

The following driver activities are **PROHIBITED**:

- Driving while under the influence of alcohol or other impairing drugs.
- Picking up hitchhikers.
- Exceeding the posted speed limits and disobeying other motor vehicle laws.
- Using speed detection devices.
- Using headphones or earphones.
- Using a handheld cell phone while driving.
- Eating, smoking or drinking while driving.
- Engaging in horseplay while in the vehicle.

**TRAINING**

The Office of Safety and Risk Management will provide a University approved driver’s safety awareness program for all University employees and student workers who are assigned/recommended by a department to operate a vehicle for University related business/activity.
VEHICLES

All vehicles owned by the University must be regularly maintained and kept in a roadworthy condition (See enclosure 2). Use of 15-passenger vans is strongly discouraged and requires approval of the President prior to rental. Additionally, 12- or 15-passenger/extended van occupancy may not exceed a total of 9 individuals, including the driver. This number must be reduced by one for every 170 pounds of luggage/equipment.

TRAVEL TO MEXICO

University owned vehicles shall not be used. Additional insurance is required for rental cars. Additional Mexico insurance should be obtained for travel involving personal vehicles.

FAILURE TO COMPLY

All drivers of University owned vehicles and leased or rented 12- or 15-passenger vans for University activities are required to follow these procedures. Failure to do so may result in immediate suspension from operating any vehicle for University business.

EXCEPTIONS

The University President or his designated representative may make the following exceptions to the University Travel Safety Procedures:

- An exception may be granted when required due to extenuating circumstances. The exception must specify the purpose, circumstance or need, dates of travel, and the name of the individual to whom the exception is granted. All exceptions will be in writing.
- An exception may be granted to adopt departmental travel procedures that are more restrictive than the procedures contained in this SAP.

Related Statutes, Policies, Regulations, Rules or Requirements

Supplements System Policy 24.01, Risk Management
Supplements System Regulation 24.01.01, Supplemental Risk Management Standards
Supplements University Rule 13.04.99.L1, Student Travel
Supplements TAMIU Standard Administrative Procedure 13.04.99.L1.01, Student Travel
Supplements TAMIU Standard Administrative Procedure 24.01.99.L1.02, Van Safety

Appendix

The following forms must be completed and filed as appropriate:

- Driver Check List - Enclosure 1
- Motor Vehicle Safety Inspection - Enclosure 2
- Authorization For Travel (Employees and Students) – Enclosure 3
- Driving Record Certification – Enclosure 4
- Request for Driver Record Check Form – Enclosure 5
- Emergency Contact List – Enclosure 6
For clarification or interpretation, contact the Office of Safety and Risk Management or University Police, if applicable.
TEXAS A&M INTERNATIONAL UNIVERSITY

Enclosure 1

Driver Check List

(Subject to Verification by the University Police Department)

Applicant Name ___________________________ Date of Birth __________ Phone __________

Department/Division ______________________________________________________________

Driver’s License # ___________ Exp. Date ________________

State, Country or International ___________ Class ________________

1. Have you held a driver’s license for the last 3 years? Yes ___ No ___

2. During that time, have you driven at least 2,000 miles? Yes ___ No ___

3. During that time, have you driven these vehicles?
   Auto Yes ___ No ___
   Minivan Yes ___ No ___
   Van Yes ___ No ___
   Bus Yes ___ No ___
   <15' Truck Yes ___ No ___
   >15' Truck Yes ___ No ___

4. Are there any physical, mental or medical reasons/conditions which may affect your fitness to drive? Yes ___ No ___

5. Have you received any moving violations in the last 3 years? Yes ___ No ___

6. Was there a collision/wreck involved in your traffic violation(s)? Yes ___ No ___

7. Have you been in a vehicle collision/wreck while driving during the last 3 years? Yes ___ No ___

If you answered Yes to questions 5, 6, or 7, please describe below:

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<th>City/State</th>
<th>Description</th>
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I certify that all the information provided above is correct and truthful and that I have read, understand, and agree to abide by Texas A&M International University Travel Safety Procedures. I agree to immediately notify my supervisor and the University Safety Coordinator of any change in my license status, or if my license is revoked or suspended during the year. Violation of this procedure may result in loss of driving privileges and/or other disciplinary action.

Signature ___________________________ Date ________________
# Motor Vehicle Safety Inspection (University Owned Vehicles)

Complete before vehicle use.

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<tr>
<th>VEHICLE # ___________________</th>
<th>DATE __________________________</th>
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<tbody>
<tr>
<td>LICENSE PLATE # _____________</td>
<td>ODOMETER ______________________</td>
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| DEPARTMENT ___________________ | INSPECTOR _______________________ |

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<tr>
<th>OK</th>
<th>NOT OK</th>
<th>COMMENT ON DEFECTS</th>
<th>DATE CORRECTED</th>
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- **Tires and wheels**: (damage, wear, inflation)
- **Check for fluid leaks**: (gas odor, puddle under vehicle)
- **Mirrors and reflectors**: (missing or damaged)
- **Spare tire and jack**: (missing or damaged)
- **Window glass**: (broken or inoperable)
- **Windshield wipers and washers**: (do they work?)
- **Clean all glass and lamp lenses**
- **Horn**: (does it work?)
- **Clean interior and remove debris**
- **Seat belts**: (for each seat), and **Airbag(s)** in good condition?
- **Instruments and warning lights**: (do they work?)
- **Headlamp adjustment**: (obvious misalignment)
- **Exhaust system**: (listen for loud or sputtering noises)
- **Parking brake**: (does it hold the vehicle?)
- **Road test for even braking**: (should not pull to the side)
- **Steering**: (excessive play or wobble?)
- **Lights and signal system**: (do they work?)
- **Fuel tank cap**: (has it been lost?)
- **Door locks and latches**: (do they work?)
- **Registration insurance card**, collision/wreck report kit (in glove compartment?)

**OTHER COMMENTS**:

________________________________________________________________________

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Complete reverse side.
**Fuel:**

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<th>1/4</th>
<th>3/8</th>
<th>1/2</th>
<th>5/8</th>
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**Legend**

- X = Dent
- -- = Scratch
- 0 = Missing

Condition Agreed to: _____________________________
## TRIP MANIFEST

Enclosure 3

Vehicle Plate #: __________  
Vehicle Make and Type: ____________________________

Title/Department: ______________________________________________________

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<tr>
<th>Date</th>
<th>Odometer Reading</th>
<th>Daily Mileage</th>
<th>Purchases</th>
<th>Purpose of Vehicle Usage</th>
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<td>(Show towns and inter-city travel)</td>
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<td>Begin</td>
<td>End</td>
<td>Gals. Gas</td>
<td>Qts. Oil</td>
<td>Please write a brief description of travel</td>
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The following must be signed by the driver before turning in this report:

I hereby acknowledge that I have used the University Vehicle for University purposes only and have noted all information requested.

Name: ___________________________  
Date: ________________

Signature: ___________________________
15 Passenger Van University Travel Request

Organization Sponsor: ____________________________________________________________

Driver: ________________________________

Date: ________________________________

Date of Departure: _____________________

Date of Return: ________________________

Destination: __________________________

Purpose: __________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Training provided by Risk Management Date: _______________________

Note: Use of 12 or 15 passenger vans is strongly discouraged. The only 12 or 15 passenger van usage allowed by TAMIU is if special permission is granted by the President in writing prior to rental. 12 or 15 passenger/extended van occupancy may not exceed a total of 9 individuals, including the driver. This number must be reduced by one for every 170 pounds of luggage/equipment.

Approved by and date:

Organization Sponsor: ________________________________ Date: ______________________

Risk Management: ________________________________ Date: ______________________

TAMIU PD: ________________________________ Date: ______________________

President: ________________________________ Date: ______________________
TEXAS A&M INTERNATIONAL UNIVERSITY
Driving Record Certification

Enclosure 5

I certify that my record of vehicle collisions/wrecks and moving traffic ticket convictions during the three years preceding this date is:

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<th>Month/Year</th>
<th>Collision/wreck or Offence</th>
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I understand that I may be permitted to drive on University business based upon the driving record listed above. In the event my Texas Department of Public Safety record or other state’s comparable record show any significant omissions from the record I have provided, I further understand that withholding job-related information may result in disciplinary action up to or including termination.

__________________________________________
(University Employee Signature)

__________________________________________
(Date)

__________________________________________
(Witness’ Signature)
TEXAS A&M INTERNATIONAL UNIVERSITY
Emergency Contact List

Trip Description: __________________________________________________________

______________________________________________________________________

Date: __________________________

Primary Driver Information:

Name: ________________________________________________________________

Emergency Contact Name and Number: _________________________________

Secondary Driver Information:

Name: ________________________________________________________________

Emergency Contact Name and Number: _________________________________

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<tr>
<th>PASSENGER</th>
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