



VCU

Vehicle Accident Prevention and Safety Policy

Policy Type: Administrative

Responsible Office: Insurance and Risk Management

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Policy Statement and Purpose

Virginia Commonwealth University is committed to supporting and promoting the safe, responsible and prudent operation of all university owned, leased or rented vehicles. Because vehicle operations are essential to the services provided by many of the university's departments, achieving the goal of preventing motor vehicle accidents requires a university-wide commitment to the departmental and individual responsibilities and procedures as set forth in this policy.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU does not tolerate any form of retaliation against an employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation.

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Who Should Know This Policy

All university employees and students who drive a VCU vehicle for the purpose of conducting university business, as well as the supervisors and heads of departments that own or lease one or more vehicles.

Definitions

Accident

Any crash involving the operation of a VCU vehicle that results in bodily injury or property damage of any kind, regardless of extent. Accidents will be given one of the following designations:

Preventable Accident - The accident will be defined as preventable when the driver of the VCU vehicle is found to be negligent after a review by the VCU Accident Review Committee of all pertinent information, including the police report.

Non-Preventable Accident - The accident will be defined as non-preventable when it is determined that the driver of the VCU vehicle did not contribute to cause the accident.

Incident - An event resulting from natural forces, from a non-perceivable object, or while the vehicle is properly parked. Incidents are not considered as accidents under this safety policy. Examples include damage from hail, lightning, flood, road hazards and vandalism.

At-Fault Accident

Any motor vehicle accident that results in bodily injury or property damage where the police report indicates that, in the opinion of the investigating officer, the prime contributor to the accident was the driver's violation of a specific traffic law or his or her negligent actions or behavior.

Infrequent Driver

Any VCU employee or student who is not required to operate a VCU vehicle as part of his or her work or activities for VCU, but who may, on an infrequent basis, operate a VCU vehicle. An employee who occasionally rents a vehicle from a rental car agency to travel on VCU business is considered an Infrequent Driver.

Major Driving Violation

Any moving violation conviction that includes, but is not limited to:

- Driving under the influence (DUI)
- Negligent use of a motor vehicle resulting in death
- Operating a vehicle with a suspended license
- Use of a vehicle in commission of a felony
- Reckless Driving
- Two (2) speeding violations in excess of 15 MPH over the posted speed limit will be considered one (1) major driving violation.
- Hit and Run
- Knowingly making a false statement to a police officer concerning an accident.

Minor Driving Violation

Any moving violation (excluding major driving violations) that include, but are not limited to the following:

- Speeding over the posted speed limit
- Traffic light or stop sign violation
- Improper lane change
- All other moving violations

MVR

A Motor Vehicle Report (MVR) documents a person's driving history and is obtained from the Virginia Division of Motor Vehicles or another State's licensing authority.

Regular Driver

Any VCU employee or student who operates a VCU vehicle on a routine basis is a regular driver. Anyone who operates a passenger van or bus while transporting passengers on VCU business, on any occasion is also considered a regular driver.

Routine, Routinely or Routine Basis

Daily, weekly or regularly scheduled as a function of his or her duties.

Student

Any non VCU employee who is currently enrolled in one or more classes for credit at VCU.

Valid Driver's License

A driver's license that is recognized as valid by the Commonwealth of Virginia and of the proper class for the type of vehicle to be driven. A driver's license duly issued by a foreign country if recognized as valid by the Commonwealth of Virginia.

VCU Business

Activities that are performed on behalf of VCU and/or in the course and scope of employment or in one's role as a student.

VCU Vehicle

Any motor vehicle licensed for highway use including trailers and motorcycles owned by VCU or leased by VCU from the Commonwealth's Department of General Services. This also includes vehicles that are rented from rental car companies by employees or students traveling on official university business.

Contacts

The Office of Insurance and Risk Management officially interprets this policy. Insurance and Risk Management is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to Insurance and Risk Management.

Procedures

The following procedures outline the responsibilities of the departments and individuals for complying with the Vehicle Accident Prevention and Safety Policy. It should be noted that the Driver Qualifications section is intended to establish a minimum standard. Departments may document additional criteria to be included with these minimum standards.

A. Functional Responsibilities (Departments)

1. All VCU Departments that operate one or more VCU vehicles must do the following:

- a. Ensure data security measures are followed with respect to the transmission and storage of MVR Request and Release Forms and DMV MVRs, as required by the Virginia Division of Motor Vehicles and recommended by VCU Technology Services

Note: Departmental data security regarding drivers' records is subject to audit by VCU Assurance Services and the Virginia Division of Motor Vehicles.

- b. Ensure that only employees and students who meet all of the driver qualifications as defined by this policy are permitted to drive a VCU vehicle.
- c. Require that all employee or student drivers read this policy and sign the Vehicle Accident Prevention and Safety Acknowledgement Form before authorizing these individuals to operate a VCU vehicle. A copy of the completed acknowledgement form will be given to the driver and the original filed in his or her departmental personnel file.
- d. Obtain authorization (a completed MVR Request and Release Form) from job applicants for positions that require a regular driver or from a current employee who will be assigned new responsibilities requiring the routine use of a VCU vehicle. If the job applicant or employee possesses an out of state license, require that he or she provide a copy of their current MVR for review.
- e. When hiring for a position that requires the routine use of a VCU vehicle, it should be established that the job applicant possesses an acceptable MVR prior to extending an offer of employment.
- f. Schedule all new hires, or current employees and students who have new job responsibilities requiring routine use of a VCU vehicle, to complete and pass the university approved defensive driving course and test within 30 days of being assigned a driving responsibility.

Note: Providing the employee or student meets all other driver qualifications as set forth in this policy, he or she will be permitted to drive a VCU vehicle (with the exception of a passenger van) on an interim basis, pending

successful completion of the defensive driving course. New drivers must successfully complete all required driver training, including behind the wheel training, before being authorized to drive a passenger van.

- g. Departments are responsible for all costs associated with remedial driver training for their employee drivers when required for reinstatement of suspended driving privileges or when following a failed second test.
- h. Verify annually, during the annual performance evaluation process, that all regular drivers and infrequent drivers have a valid driver's license. Place a photocopy of the license of each regular driver in his or her departmental personnel file.
- i. Ensure that in the event of an accident drivers notify VCU Police (State Police if off campus) promptly and before leaving the scene of the accident. Further ensure that the driver expeditiously completes the Automobile Loss Notice Form and submits the completed and signed form to Insurance and Risk Management within 24 hours of the accident. Complete the VCU Accident Report and Physician Selection forms if an injury occurs to a VCU employee.
- j. In January of each year, submit a list of all regular drivers to Insurance and Risk Management for the annual MVR review.
- k. Take disciplinary action with drivers who fail to comply with the Vehicle Accident Prevention and Safety Policy. See possible actions on pages 10 and 11 under Accident Review and Consequences. Consult with Human Resources prior to issuance.
- l. Schedule necessary maintenance in accordance with VCU Physical Plant Vehicle Maintenance rules and/or motor vehicle laws of Virginia.
- m. Anytime that a driver reports a mechanical failure of a VCU owned or leased vehicle, the supervisor will notify VCU Physical Plant Vehicle Maintenance. The vehicle will be immediately removed from service until repaired.
- n. The department that owns or leases a vehicle is responsible for the \$1,000 deductible in the event the VCU vehicle is damaged in an at-fault accident. This deductible also applies to damage covered under comprehensive (glass breakage, fire, theft, vandalism, etc.)

2. Insurance and Risk Management

- a. Comply with and communicate to departments all data security measures as required by the Virginia Division of Motor Vehicles and recommended by VCU Technology Services for the transmission and storage of MVR Request and Release Forms and MVRs.

- b. Maintain detailed records of accidents and related costs.
- c. Prepare and present automobile claim summary data as requested.
- d. Monitor accident activity and advise departments when an employee is involved in multiple at-fault accidents involving a VCU vehicle.
- e. Respond to questions and requests for guidance related to driver eligibility.
- f. Monitor compliance regarding successful completion of defensive driver training.
- g. Monitor compliance with annual Motor Vehicle Report (MVR) reviews.
- h. Responsible for the costs associated with initial and refresher defensive driver training for all regular drivers, as well as the passenger van driver course.
- i. Screen prospective new hires identified by the hiring department as a regular driver for MVR qualifications as required by the Vehicle Accident Prevention and Safety Policy.
- j. Process annual MVR screening of all regular drivers as submitted by the departments.
- k. Communicate to each department head or designated departmental representative the MVR status of each regular driver annually and as requested.

3. Human Resources

- a. Notify Insurance and Risk Management of workers' compensation claims involving VCU vehicle accidents.
- b. Consult with departments on possible disciplinary actions.

4. VCU Police

- a. Investigate all reported on-campus accidents involving VCU vehicles.
- b. Promptly notify Insurance and Risk Management and department contact of all accidents involving a VCU vehicle.
- c. Forward to Insurance and Risk Management in a timely manner a copy of all police accident reports and related documentation.
- d. Provide behind the wheel training to drivers of passenger vans for departments requesting this training and provide documentation of completed training to the employee's or student's department and to Insurance and Risk Management.

B. Driver Qualifications

1. Any employee or student who is permitted to operate a VCU vehicle (including infrequent drivers) must meet all of the following driver qualifications:
 - a. Be at least 19 years of age and possess a valid driver's license for a minimum of one year.
 - b. Be at least 20 years of age and possess a valid driver's license for a minimum of two years to drive a passenger van.
 - c. Possess a current driver's license that is recognized as valid by the Commonwealth of Virginia and of the proper class for the type of vehicle to be driven.
 - d. Have no medical condition that precludes the safe operation of a motor vehicle.
 - e. Read the Vehicle Accident Prevention and Safety Policy, sign the Vehicle Accident Prevention and Safety Acknowledgement Form and adhere at all times to the safe driving regulations by law and as outlined below.
2. In addition to the qualifications above, any employee or student who is required to operate a VCU vehicle on a routine basis must also:
 - a. Authorize VCU to review his or her Motor Vehicle Report (MVR) whenever it is deemed necessary by the university by signing the MVR Request and Release form.
 - b. Maintain an acceptable MVR, as defined in Section F.
 - c. Demonstrate his or her knowledge and understanding of defensive driving principles by successfully completing a university authorized defensive driving course within 30 days of employment or being assigned a new job responsibility that requires routine use of a VCU vehicle, as well as by successfully completing a refresher course every three years thereafter.
3. Any employee or student who will drive a passenger van (routine or infrequent basis) on VCU business must meet all of the above driver qualifications, as well as successfully complete a university authorized van driving course and separate behind the wheel training. Anyone who will operate a passenger van must meet all driver qualifications and complete all training prior to transporting passengers.

4. Drivers of VCU vehicles requiring a Commercial Drivers License (CDL) must meet all qualifications and complete all training required for this license. Departments are responsible for the related costs.

C. Safe Driving Regulations

1. VCU vehicles will only be used for purposes related to university business and/or university-sponsored events.
2. No person, other than VCU employees and students, will be transported in a VCU vehicle unless the person is being transported in connection with university business, law enforcement matters, for medical purposes, or as authorized by a Department Head or Dean.
3. When equipment, supplies, etc. are being transported, the driver will ensure that all items are properly secured to prevent shifting or falling from the vehicle.
4. To the extent possible, only employees of VCU should drive a VCU vehicle. In certain situations approved by department heads or deans, such as athletic team travel, students may be allowed to drive.
5. No person will be allowed to ride on or in any vehicle non-passenger compartment including running boards, fenders, hoods, tailgates, or in truck beds.
6. All occupants of a VCU vehicle are required to wear seatbelts when the vehicle is in motion. (This does not apply to vehicles that are not required by law to have seatbelts, such as school buses).
7. Hitchhikers and pets are not permitted to ride in any VCU vehicle.
8. Cell phones, blackberries, smart-phones, and other electronic devices must be operated with a hands-free device. Talking on a cellular or two-way radio device that is not hands free, text messaging and emailing are strictly prohibited when the vehicle is in drive and/or in motion. This policy also applies to vehicles rented for university approved travel.
9. Drivers of emergency vehicles may exercise those privileges granted to them under university policies and procedures and by the laws of Virginia. This provision does not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all persons.
10. No person will operate or allow to be operated any VCU vehicle by a person who is under the influence of any alcoholic beverage, narcotic drug, hallucinogen, or any substance that may impair the ability of the driver to safely operate the vehicle.

11. Regular and infrequent drivers are required to notify their supervisor within five calendar days of any conviction for a driving violation which results in a restricted or suspended driver's license.
12. A driver whose vehicle is towing a trailer, dolly or other equipment will ensure that the trailer hitch is securely latched and that safety chains and other safety equipment are properly attached and operable.
13. Any VCU vehicle having a load that extends beyond the rear bumper of the vehicle will have the end of the load marked with a red flag or other warning in accordance with Virginia motor vehicle laws.
14. No driver will operate a VCU vehicle when it is so loaded that the driver's view is obstructed and/or the load interferes with the driver's control of the vehicle.
15. Before a driver leaves a VCU vehicle unattended, the driver must shut off the engine, remove the keys, set the emergency brake, and lock the vehicle.
16. Eating food is prohibited while driving a VCU vehicle.
17. Whenever work requirements make it necessary for a VCU vehicle to block or obstruct traffic, the driver will place warning signs and/or traffic cones to warn motorists of the obstruction.
18. All drivers of VCU vehicles will, at all times, obey local and Commonwealth traffic laws.
19. When possible, drivers will position their vehicles so as to avoid the necessity of backing up. When backing up is necessary, the driver will check the rear clearance of the vehicle from other vehicles or objects before moving.
20. Any defects or damage noted by the driver that affects the safe operation of the VCU vehicle will be reported to the driver's supervisor. It is the supervisor's responsibility to arrange for such defects or damage to be corrected.
21. Properly maintain and clean the vehicle after each use.

D. Accident Reporting

1. Render all possible aid to anyone injured and call for an ambulance, if needed.
2. While the vehicle is at the accident scene, notify the Virginia State Police (911) or, if the accident occurs on campus, the VCU Police (804-828-1234). Also notify your supervisor.
3. Document the names, addresses, phone numbers, vehicle license numbers and insurance information of all persons and vehicles involved, including this information from any witnesses.
4. To the extent possible, document the names, phone numbers, and addresses of anyone injured or claiming to be injured.

5. Each VCU owned or leased vehicle will carry an insurance information packet. The packet will include an "Automobile Loss Notice" form (see Forms, page 13) that the driver must complete and forward to Insurance and Risk Management at P.O. Box 843040, 700 West Grace Street, Suite 3200, or fax to 804-828-8510 within 24 hours of the accident. If an injury to an employee occurs, a VCU Accident report and Physicians Selection form should be completed within 24 hours of the injury.
6. If the accident involves a rental vehicle, contact your supervisor or Insurance and Risk Management and you will be provided with an Automobile Loss Notice Form" to complete. If an injury to an employee occurs, a VCU Accident report and Physicians Selection form should be completed within 24 hours of the injury.
7. Do not comment on fault or make any statement to anyone except a VCU employee, a representative of the Commonwealth's Division of Risk Management, a law enforcement officer or a representative of VCU's claim adjusting organization.
8. If an accident involving a VCU vehicle occurs outside the Commonwealth of Virginia:
 - a. The driver must report the accident to the State Police, Highway Patrol, or local police department having jurisdiction before the vehicle is moved from the scene of the accident.
 - b. The driver of the VCU vehicle must obtain information from the investigating officer about how to obtain a copy of the police accident report and the names, addresses, phone numbers and insurance information of the other drivers/ vehicles involved.
 - c. This information is to be provided to the driver's supervisor immediately upon return, as well as to Insurance and Risk Management at P.O. Box 843040, 700 West Grace Street, Suite 3200, or fax to 804-828-8510 within 24 hours of the accident.
9. The failure to make a report of a vehicle accident as required by the VCU Accident Prevention and Safety Policy and the laws of the Commonwealth will be handled in accordance with the Commonwealth of Virginia Standards of Conduct and Performance.

E. Accident Review and Consequences

The VCU Accident Review Committee, which is comprised of a minimum of five VCU employees, reviews each accident involving a VCU vehicle. The committee will consider all relevant information including information provided by the Commonwealth's claim adjusting organization, the VCU driver, witnesses to the accident, and information contained in any police reports in determining its decision. After reviewing all of the material, the committee will evaluate the accident as preventable, non-preventable, or incident.

If the accident is found to be preventable, the committee will provide a written report of the findings to the Vice President for Finance and Administration and the driver's department head, which will include the results of the driver's most recent MVR. The department head will consult with HR Employee Relations and then advise the driver of the findings and of any action that will be taken with respect to their driving privileges, which for employees will include their

personal responsibility for the first \$100 of the cost of repairs to the VCU vehicle. In addition, if damage to the VCU vehicle exceeds \$1,000, damage to a non VCU vehicle exceeds \$500, or the preventable accident causes injury:

1. The employee's driving privileges will be suspended for a period of 30 days, during which time he or she will successfully complete a remedial defensive driving course at the department's expense. If a student driver has a preventable accident that meets any of the above criteria, his or her driving privileges will be revoked permanently.
2. If an employee driver has a second preventable accident within a six-month period that results in damage to the VCU vehicle in excess of \$1,000, damage to a non VCU vehicle in excess of \$500, or the preventable accident causes injury, the employee's driving privileges will be suspended and he or she will be subject to the actions as set forth for a Restricted MVR (see pages 12 and 13).

Other possible discipline includes appropriate action under the Commonwealth of Virginia Standards of Conduct policy, Administrative and Professional Faculty and Faculty Holding Administrative Positions, Faculty Promotion, and Tenure Policy, Rules and Procedures or other University policies as applicable and may affect continued employment.

If a question as to the classification of an accident is in dispute between the driver and the university, the matter may be referred to the Department of State Police within 30 calendar days. The State Police will review the facts of the case and will provide a report of its findings and recommendations to the university. Based on a determination by the State Police, appropriate action will be taken by the university.

F. Motor Vehicle Report (MVR) Review

1. **Authorization** – As a condition for authorization to drive a VCU vehicle on a routine basis, employees, prospective employees, and students must provide a current drivers' license to their supervisor and authorize VCU to obtain and review his or her MVR whenever it is deemed necessary by the university. Drivers possessing an out of state driver's license will also provide a current MVR to their supervisor within 30 days of request.
2. **MVR Request** – A current regular driver list will be submitted to Insurance and Risk Management by each department head (or his or her designated representative) in January of each year for an annual MVR review. Interim requests, as deemed necessary by an employee's supervisor, are to be submitted to Insurance and Risk Management based on recent accident history or notification by the driver of a driving related conviction or change in driver's license status. A copy of this list will also be provided to the departmental Personnel Administrator.
3. **Analysis of MVR** – Motor Vehicle Reports will be assessed based on the criteria below, as a minimum standard. In certain circumstances, drivers may be held to higher

standards, depending on the nature of the driving, the driver's report, or concerns about the driver's ability to drive safely.

- a. Acceptable:** MVR includes no more than one at-fault accident or one minor driving violation in the past three years

Action: The department head or designated representative and employee will be notified of the results of the report. No further action is required.

- b. Conditional:** MVR includes a combination of no more than two at-fault accidents or minor driving violations in the past three years.

Action: The department head or designated representative will be notified of the results of the report. The employee will be given a verbal notification and counseled by his or her supervisor regarding the conditional status of their MVR and the importance of practicing safe driving habits. The conditional status of the employee's MVR may be documented in a counseling memo or a disciplinary action. The documentation will be maintained in the employee's departmental file or personnel file, as appropriate. The supervisor will order a new Motor Vehicle Report for the employee in six months to re-evaluate the employee's driving privileges. During this period, the employee may continue to operate a VCU vehicle.

- c. Restricted:** MVR includes a combination of three or more at-fault accidents or minor moving violations or includes a conviction for any of the following major driving violations within the past three years:

- Driving under the influence (DUI)
- Negligent use of a motor vehicle resulting in death
- Operating a vehicle with a suspended license
- Use of a vehicle in commission of a felony
- Reckless Driving
- Hit and Run
- Knowingly making a false statement to a police officer concerning an accident.
- Two (2) speeding violations in excess of 15 MPH over the posted speed limit will be considered one (1) major driving violation.

Action: The department head or designated representative will be notified of the results of the report. Driving privileges for VCU will be suspended until the employee's motor vehicle report reflects an Acceptable or Conditional status. At a minimum, the employee will be issued a written notice stating the reason his or her driving privileges have been suspended and counseled by his or her supervisor regarding the importance of practicing safe driving habits. The restricted status of the employee's MVR may be documented in a counseling memo or a disciplinary action. Documentation will be maintained in the employee's departmental file or personnel file, as appropriate. The supervisor will order a new motor vehicle report for the employee in six months to re-

evaluate the employee's driving privileges and to discuss areas of concern. Prior to reinstatement of suspended driving privileges, the employee will be required to successfully complete the university approved defensive driving course.

4. **Disciplinary Procedures** – An employee placed on Restricted Driving Status will be subject to the Commonwealth of Virginia Standards of Conduct.

G. Policy Implementation

Policy implementation will be phased in beginning with the Motor Vehicle Report (MVR) review process. Within 60 days of policy approval, Department supervisors will obtain from each of their employees who drive a VCU vehicle on a routine basis a signed MVR Request and Release Form. Supervisors will also request a current MVR from all regular drivers who possess an out of state driver's license.

Departments will then submit a list of all routine drivers and corresponding copy of their signed MVR Request and Release Form (or out of state MVR) to Insurance and Risk Management following approved data transmission methods. Insurance and Risk Management will coordinate the initial scheduling of the defensive driver and van driver training (when applicable), as well as the initial MVR screenings. All routine drivers will complete driver training within 90 days of implementation of this policy. Drivers are permitted to retake both the defensive driving course (and van driver course, if applicable) twice. Driving privileges are subject to suspension for a second failed test. Behind the wheel training is waived for current VCU passenger van drivers who have a minimum of three hours practical behind the wheel experience driving a VCU passenger van.

Forms

All forms can be accessed from the VCU Office of Procurement Services website at

1. Automobile Loss Notice Form
http://procurement.vcu.edu/files/automobile_loss_notice_form.pdf
2. MVR Request and Release Form
http://procurement.vcu.edu/files/MVR_Request_and_Release_Form.docx
3. Vehicle Accident Prevention and Safety Acknowledgement Form
http://procurement.vcu.edu/files/Vehicle_Accident_Prevention_and_Safety_Acknowledgement_Form.docx

Related Documents

1. DHRM Standards of Conduct
2. VCU Alcohol and Drug Policy
3. DGS, Office of Fleet Management Services – Policies and Procedure Manual
4. Virginia State Police Memo - 2001 - NO. 10 Uniform Accident Prevention and Safety Program

Revision History

This policy supersedes the following archived policies:

None – New Policy

FAQs

1. **Question:** When I am driving a VCU vehicle, am I permitted to use my cell phone?

Answer: Cell phones, blackberries, smart phones and other electronic devices must be operated with a hands-free device. Texting and emailing are strictly prohibited when the vehicle is in drive and/or in motion. This also applies to vehicles rented for university approved travel.

2. **Question:** Does the Commonwealth's automobile insurance program cover my personal automobile while being driven for university business?

Answer: No, insurance follows ownership of the vehicle. Therefore, when an employee of the university is driving a personal vehicle on university business, the vehicle owner's personal auto insurance is primary. The Commonwealth's coverage may also apply, but only after limits of liability on the owner's personal auto policy are exhausted.

3. **Question:** If I rent a vehicle to travel on VCU business, does the Commonwealth's automobile insurance program cover the rental vehicle or should I purchase the insurance offered by the rental car company?

Answer: The Commonwealth's automobile insurance program does cover rental vehicles. However, if the rental vehicle is damaged and you are at fault, your department is responsible for the \$1,000 deductible. If you rent through Enterprise or National using the VCU account number, the \$5 per day damage waiver fee will be added to the price of the rental and is a reimbursable expense.

If you are renting a vehicle outside of the United States, purchase both the damage waiver and liability coverage offered by the rental car company of your choice. Both are reimbursable expenses for international travel.

4. **Question:** I drive a VCU vehicle on occasion but not often. Does this policy apply to me?

Answer: Yes. To be permitted to drive a VCU vehicle, every employee and student must be at least 19 years of age (20 years of age to drive a passenger van). He or she will also possess a driver's license that is recognized as valid by the Commonwealth of Virginia and agree in writing to abide by the rules and regulations of this policy. Your supervisor will determine, based on the requirements of your job, if you are considered to be a regular driver and subject to periodic Motor Vehicle Report (MVR) reviews and defensive driver training.

5. **Question:** Does a new hire need to complete the defensive driver course prior to being authorized to drive a VCU vehicle?

Answer: Providing the new hire has an acceptable MVR and meets all other driver qualifications, he or she will be permitted to drive a VCU vehicle on an interim basis, pending successful completion of the defensive driver training within thirty days on the job. However, no employee or student is permitted to transport passengers in a passenger van until all training (defensive driving, van driver, and van driver behind the wheel) is successfully completed.

6. **Question:** What happens if I do not pass the driver training course?

Answer - Drivers are permitted to retake both the defensive driving course (and van driver course, if applicable) twice. Driving privileges are subject to suspension for a second failed test. However, a driver may take the course a third time with the approval of their Department Head. The department will incur the cost of the third test.

7. **Question:** My department has stricter standards for drivers than found in the Vehicle Accident Prevention and Safety policy. Is this allowed?

Answer: Yes. The driver qualifications section of this policy is intended to establish a minimum standard for the university. Departments may hold their drivers to higher standards, provided these standards are consistently applied to all drivers in the department.

8. **Question:** Why are drivers of passenger vans required to complete behind the wheel training in addition to the defensive driver course?

Answer: The size and handling characteristics of these vehicles demand that anyone who will transport passengers be trained and demonstrate their ability to operate a passenger van safely.

9. **Question:** If I already have experience driving my personal passenger van, am I required to complete the behind the wheel training for this type of vehicle?

Answer: Yes. The behind the wheel training for passenger van drivers is waived only for current drivers who have a minimum of three hours of practical behind the wheel experience in a VCU passenger van, at the time of policy implementation.