

PROCEDURE FOR USC Vehicle Driver Policy

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Procedure Introduction

Procedures for the USC Vehicle Driver policy which defines the compliance, restrictions and parameters for operating University Vehicles, leased, rental and personal vehicles for university business..

Responsibilities

POSITION or OFFICE	RESPONSIBILITIES
Office of Risk Management	<ol style="list-style-type: none"> 1. Monitoring and communication of Vehicle Driver policy and pull program
Department Fleet Manager	<ol style="list-style-type: none"> 1. Ensure department or school employees are enrolled in USC pull program 2. Notify Office of Risk Management and Insurance of add/deletions to pull program
Employee	<ol style="list-style-type: none"> 1. Notify Office of Risk Management and Insurance of any accidents in university vehicle 2. Employees must immediately report to their manager or Department Fleet Manager any conditions that may potentially affect the safe operation of a university vehicle. 3. Authorized drivers must immediately report a change in their driver's license status to their manager or the Office of Risk Management and Insurance

Procedure Details

Action #	Responsible Stakeholder	Details
1.0	<ul style="list-style-type: none"> • Employee (Authorized Driver) 	<p><u>Driver Requirements</u></p> <p>As a condition of employment, drivers of university vehicles are expected to obey all traffic laws and regulations and maintain a valid license in good standing. Accordingly, all citations and/or tickets including, but not limited to, those related to a driver's license, failure to wear a seatbelt, speeding, distracted driving, or DUI violations are the sole responsibility of the employee to either pay or successfully contest; the university assumes no obligation for any fines or fees. The employee's department/school is responsible for "fix-it"-related citations and/or tickets on university vehicles only.</p>

2.0	<ul style="list-style-type: none"> Office of Risk Management Employee (Authorized Driver) 	<p><u>Authorized drivers</u></p> <p>The Office of Risk Management and Insurance must pre-approve all employees (including all categories of faculty, staff, student employees, or temporary employees), who drive university vehicles. Non-USC individuals who do not fall in the categories listed above are prohibited from driving university vehicles unless authorized by the Office of Risk Management and Insurance.</p> <p>This pre-approval as an authorized driver requires the employee to meet all of the following criteria:</p> <ul style="list-style-type: none"> Have had a driver’s license for at least 2 years Have a minimum of 2 years driving experience with the same class of license as required by the university job description Provide legible copy of current valid California driver’s license – see below for California license requirement Have an acceptable driving record per university requirements – (scroll down to see Appendix A) Provide completed California Department of Motor Vehicles (DMV) Employer Pull Notice Program Authorization for Release of Driver Record Information form Successfully complete the Driving Defensively modules in TrojanLearn within 7 days of employment start date or date of driving responsibilities being added to job duties, and every 2 years thereafter prior to the anniversary of such date.
3.0	<ul style="list-style-type: none"> Employee (Authorized Driver) 	<p><u>California license requirement</u></p> <p>All employees who drive any university vehicle must have a valid California driver’s license unless:</p> <ul style="list-style-type: none"> The employee is conducting official university business outside California, in which case employee must have a driver’s

		<p>license from, or be otherwise authorized to operate a vehicle in, that jurisdiction</p> <ul style="list-style-type: none"> ▪ The employee is a student with a valid driver’s license from their state of residence ▪ The employee or student employee is a visitor to California who has had a valid driver’s license for a minimum of 2 years from their home country (NOTE: Visitors who become California residents as defined by the California DMV must immediately notify their manager and provide a copy of the California driver’s license within 10 days. See the California DMV website and USC’s Office of International Services website for additional details.)
4.0	<ul style="list-style-type: none"> • Employee (Authorized Driver) 	<p><u>Seat belt requirement</u></p> <p>All drivers and passengers in university vehicles or in any vehicle on official university business must wear their seat belts at all times and sit in designated seats while vehicle is moving; standing or riding in or on beds of vehicles is prohibited.</p>
5.0	<ul style="list-style-type: none"> • Employee (Authorized Driver) 	<p><u>Alcohol/drug testing</u></p> <p>All drivers must comply with the university’s USC Drug-Free policy, and may be subject to pre-employment/assignment testing as well as testing based on a reasonable suspicion that an employee is, or has been impaired. The university will conduct the testing in compliance with Federal Motor Carrier and Safety Act (FMCSA) regulations for those employees required to drive vehicles that fall under federally regulated transportation industry requirements (e.g., safety sensitive transportation employees, including but not limited to tram drivers and haulers of hazardous waste).</p>
6.0	<ul style="list-style-type: none"> • Employee (Authorized Driver) • Office of Risk Management • Fleet Manager • HR Business Partner 	<p><u>Driver’s license loss or change of status</u></p> <p>Authorized drivers must immediately report a change in their driver’s license status to their manager or the Office of Risk Management and Insurance at uscrisk@usc.edu. Authorized drivers are prohibited from driving a university vehicle or driving any</p>

	<ul style="list-style-type: none"> Employee Manager 	<p>vehicle on official university business if their license is revoked, suspended, expired or their driving privileges are otherwise restricted (e.g., Ignition Interlock Device) based on the said conviction date on the motor vehicle record.</p> <ul style="list-style-type: none"> If an employee in this situation has been assigned a university vehicle for personal use, the vehicle must be returned to the university immediately. For employees in this situation whose driving privileges are restricted in a way that prevents the performance of driving duties or meeting the requirements of an authorized driver, and whose job description <i>requires</i> driving a vehicle, the employee will be subject to termination. If an individual's job description <i>does not require</i> driving a vehicle, the employee must immediately cease driving any university vehicle.
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Definitions

Term	Definition
Department Fleet Manager	An employee assigned by a school or department to oversee management of university vehicle
University Vehicles	Vehicles owned by the university
Rental Vehicles	Vehicle rentals or hired car from a car rental agency
Leased Vehicles	Long term vehicle rental agreement
Personal Vehicles	Vehicle owned by student, faculty, staff (including temporary or resource) or visitor.
Pull Program	Driver motor vehicle record (MVR) monitoring program
MVR	Motor Vehicle Record from Department of Motor Vehicles
Authorized Driver	Approved USC students, faculty, staff (including temporary or resource) and visitors qualified to drive a university vehicle
Hand-held electronic device	Hand-held electronic devices include, but are not limited to, wireless phones, computers, tablets, and any other communication device

Compliance

Driver Training:

- All employees enrolled in the USC pull program must complete the Driving Defensively modules in [TrojanLearn](#) within 7 days of employment start date or date of driving responsibilities being added to job duties.
- Driving Defensively training must be retaken every 2 years thereafter prior to the anniversary of such date.
- Any collision that occurs while driving a vehicle on university business which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, Driving Defensively training is required to be taken by the employee within 7 days of the accident. Operation of a USC owned vehicle should cease until Driving Defensively training has been completed.
- Additional training may be enforced by the Office of Risk Management and Insurance.

University vehicle maintenance requirements

Each department using university vehicles is responsible for ensuring:

- quarterly maintenance checks are performed,
- records of these checks are maintained, and
- maintenance issues are properly addressed and documented.

The Office of Risk Management and Insurance may conduct audits of a department's maintenance records at any time. See the Office of Risk Management and Insurance [website](#) for more information.

Employees must immediately report to their manager or Department Fleet Manager any conditions that may potentially affect the safe operation of a university vehicle. Vehicles should not be driven until any needed repairs have been completed and documented.

Personal use of university vehicles

Personal use of university vehicles is prohibited, including but not limited to any activity not directly related to university business during, before or after work, or during breaks. This includes using vehicles to drive off-campus for breakfast, lunch or dinner, unless meal is directly related to university business.

Use of personal vehicles for university business

Personal vehicles to be used for driving on official university business must be insured for at least the California-required minimum limits of \$15,000/\$30,000 bodily injury, plus \$5,000 property damage. The personal insurance policy cannot contain a business use exclusion. The university has the right to require evidence of current automobile liability insurance coverage.

If an employee is driving his/her personal vehicle on official university business, the university's liability insurance policy program may provide excess liability insurance protection to the driver in the event of a vehicle accident. The driver's vehicle insurance is primary and must be exhausted before the university's insurance program will defend or pay any claim. Note that the university is not responsible for the employee's deductible under his/her personal auto insurance.

The university does not provide any insurance protection for fire, theft, collision or other loss or damage to personal vehicles. Note: Individuals who use their vehicles frequently in connection with official

university business should consult with their insurance agent or broker to ensure their insurance coverage and limits meet their individual needs.

Insurance information

The university liability insurance program provides protection to authorized drivers of university vehicles. The university self-insures for collision, fire, theft and liability. The employee's department is responsible for a \$5,000 deductible per accident.

University vehicle rentals

When you rent with a USC preferred rental provider (Enterprise, National, and Hertz) for university business **within the 50 United States and the District of Columbia** via the [Travel & Expense Portal](#) or with a CBT agent, you are covered for:

- Free primary loss damage waiver/collision damage waiver (**LDW/CDW**) insurance (which covers any **damage to the rental vehicle**); and
- Free primary liability insurance (**which covers bodily harm and property damage outside the rental vehicle**).

There is no deductible, and this coverage applies to USC employees, students (21 and over), and non-employees on university business when the reservation is made via the [USC Travel Portal](#). Coverage does not apply to personal rentals.

If you elect to rent from a different provider or do *not* use the USC Travel Portal, USC does not provide any car rental insurance and recommends that you purchase loss damage waiver/collision damage waiver (LDW/CDW) insurance and liability insurance.

USC auto insurance for international rentals

USC does not provide insurance coverage for international rentals, including Canada. If you rent a car **anywhere other than** the 50 United States or the District of Columbia, you must purchase insurance.

Additional insurance for van and SUV rentals

If you are transporting students in a vehicle that seats more than seven (one driver plus six or more passengers), you must purchase additional liability insurance in the amount of \$1 million or more in coverage. **This policy applies to all van and SUV rentals.** A 10-passenger van is the maximum van size permitted by university policy. A 10-passenger van is defined as having seats and seat belts for one driver plus nine passengers.

Accidents

If you are in an accident in a University vehicle, report immediately to your manager, Department Fleet Manager and to the Office of Risk Management and Insurance via their [incident reporting portal](#). Please see the Office of Risk Management and Insurance [website](#) for more information.

Any collision that occurs while driving a vehicle on university business which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, additional training may be enforced by the Office of Risk Management and Insurance.

Hand-held Electronic Device Use

California's [hand-held wireless telephone law](#) prohibits drivers from using a hand-held cell phone while operating a vehicle. Hands-free operation of cell phones and use for emergency purposes is permitted.

California Vehicle Code, Section 23123.5 Electronic Wireless Communications Device Prohibited Use prohibits writing, sending, or reading text-based communications on an electronic wireless communications device, such as a cell phone, while driving a motor vehicle.

All drivers of a university vehicle or any vehicle on official university business are expected to comply with the laws that prohibit the use of hand-held electronic devices while operating a utility/motor vehicle unless it is through the use of a one-touch or voice activated hands-free device.

The only exception to the above guidelines is an emergency call placed to the Department of Public Safety or 911, as applicable, for situations such as a fire, traffic accident, road hazard, or medical emergency. In such cases, the communication should be as short as reasonably necessary to communicate the nature and location of the emergency.

Appendix A

University-required “Acceptable Driving Record”

To have an “Acceptable Driving Record,” an individual may have no “Major Citations” issued by the California Department of Motor Vehicles (DMV) within the last 60 months (5 years) and a “Total Point Count” within the limits below. The “Total Point Count” is calculated by adding California DMV assigned points for driving violations/infractions to the points assigned by the Office of Risk Management and Insurance.

Non-student employee

A “Total Point Count” equal to or less than the following and no “Major Citation” within the last 60 months (5 years) based on conviction date:

-2 points in 12 months

-3 points in 24 months

-4 points in 36 months

Student or temporary/resource employee

A “Total Point Count” equal to or less than the following and no “Major Citation” within the last 60 months (5 years) based on conviction date:

-1 point in 12 months

-2 points in 24 months

-3 points in 36 months

Major Citations

Examples of “Major Citations” include, but are not limited to: driving under the influence (DUI), hit and run, use of vehicle for illegal purposes, driving on a suspended or revoked driver’s license, speed contest, reckless driving, and causing injury to a pedestrian while driving.

USC Risk Management assigned points

- 1 point for each preventable vehicle collision – the university assumes all vehicle collisions are preventable unless Office of Risk Management and Insurance is in collaboration with the employee’s department determines otherwise. (A determination of “preventable” does *not* mean the driver was legally at fault).
- 1 point for each moving violation that has no point value per the California DMV vehicle code (e.g., texting while driving).

Responsible Office

Office of Risk Management & Insurance

<http://risk.usc.edu/>

uscrisk@usc.edu

Relevant Forms and Tools

USC Preferred Rental Car Agencies

[Travel & Expense Portal](#)

Office of Risk Management & Insurance website

www.risk.usc.edu

Defensive Driver Training

[Trojan Learn](#)

California Department of Motor Vehicles website

[California DMV Website](#)

International drivers license

[Office of International Services website](#)

Alcohol and drug testing

[USC Drug-Free policy](#)

Office of Risk Management Incident Reporting Portal

[Origami Risk Portal](#)

California Hand-Held wireless telephone laws

[California's Wireless Telephone Laws](#)

[California Code, Vehicle Code 1808.1](#)

[California Code, Vehicle Code 1808.1](#)

Contacts

Please direct any questions regarding this procedure to:

OFFICE	PHONE	EMAIL
Office of Risk Management and Insurance	213-740-5091	uscrisk@usc.edu