



VEHICLE OPERATING POLICY

PURPOSE

To ensure the safety of students, faculty, staff, visitors and Facilities Services Operations personnel while operating University motor vehicles.

STATEMENT OF POLICY

Personnel assigned university vehicles to perform their work duties as well as those who occasionally drive university vehicles must follow the requirements outlined in this policy.

The operational and regulatory requirements for this policy are stipulated under the following:

- 29 Code of Federal Regulations 1926.601 – Motor Vehicle Operations

Personnel assigned University vehicles to perform their work duties as well as those who drive University vehicles must follow the requirements outlined in this policy.

- All vehicle operators must hold a valid driver's license and meet the requirements of Long Island University's risk management protocols in order to operate a University owned vehicle. It is the employee's responsibility to immediately report to their Supervisor if their license has been temporarily/permanently suspended, revoked or restricted.
- Use of cellular phones, musical devices or any other electronic device without a hands-free adaptor is prohibited. Single earpiece use is acceptable as long as driver is fully capable of operating the vehicle safely. Drivers may not wear headphones while operating a University vehicle at any time, under any circumstance.
- Occupants may not play or increase the radio volume at any time, under any circumstance, which may create an environmental nuisance or distract the driver from operating the vehicle in a safe manner. "Nuisance" is determined by the University.
- Seat belts must be worn by all occupants at all times, regardless of the speed, direction or distance to be travelled.
- Aggressive driving is prohibited. Personnel driving University vehicles are prohibited from pursuing confrontational situations with other drivers. Personnel are required to write down the license plate numbers of other drivers who are confrontational make a report to Public Safety.
- The University will not pay for any motor vehicle violation, moving or stationary; such violations are the responsibility of the person operating the vehicle. Personnel must notify their supervisor of any violations.
- The speed limit on campus grounds is 25 mph.
- University vehicles must be used only for official University business. Use for personal business is prohibited. University vehicles may not be taken home unless prior authorization from Facilities Services has been given.
- Smoking in University vehicles is prohibited.

- Driving a University vehicle while under the influence of alcohol/drugs is prohibited.

Personnel driving University vehicles MUST:

- Obey all traffic signage, especially stop signs.
- Slow down for all speed bumps.
- [On the Post campus] Stop for the LIU Post shuttle buses when the bus does not have the capability to pull off to the side of the road.
- Stop for pedestrians in crosswalks; pedestrians have the right of way.
- Park legally, if possible.
- Report any damage to their Supervisor and Garage.
- Report all accidents to their Supervisor and contact Public Safety immediately to write up an incident report.
- Keep vehicles clean. Vehicles must be cleaned at the end of every day, both the interior and floors and beds of trucks.
- Properly secure all materials/equipment while transporting them. This is to avoid damage to the vehicle, the materials/equipment itself and more importantly to personnel.
- Close all tailgates, doors, hoods, etc., while vehicle is in motion.
- Ensure vehicle is in good working condition. Employees must immediately report any condition which renders their vehicle mechanically unsafe to operate to the Garage and have the Facilities Services' office prepare a work order.
- Check oil every time gas is put into the vehicle and report to the Garage if it is low.
- Ensure that all safety chains and pintal lock pins are in place when towing any trailer or trailer mounted equipment.
- Ensure that backup beepers are operational on all vehicles. If they are not working properly, the employee operating the vehicle must call in a work order to Facilities' Services office to have it repaired.

Personnel driving University vehicles must NOT:

- Drive over curbs, on/over paths, and/or park on grassy areas unless absolutely necessary. If access is needed to an area behind a chain, accommodations must be made to lower chain. If chain is lowered it must be replaced.
- Park in handicap parking spots.
- Park in front of building entrances.
- Leave the vehicle engine idling for longer than 5 minutes. This is a New York State Regulation. The engine must be turned off when leaving vehicle.
- Leave keys in vehicle, especially when vehicle is not in sight.
- Attach stuffed animals, signs, flags, decals, photographs, labels etc., to any part of the vehicle.
- Allow passengers to ride in the back of pickup trucks for any reason, for any distance, under any circumstance. No one is allowed to ride on the tailgate, fender, bumper, running board, step hood or any other part of a University Vehicle.

Safety concerns regarding the operation of University vehicles should be directed to the Environmental Safety and Health Manager.

DEFINITIONS

CFR: Code of Federal Regulations

POLICY TYPE: OPERATIONS