

Responsible Executive: Vice President for Capital Planning

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D. Motor

2. To maintain Conditional driver status, an Authorized Driver's MVR must be reviewed at least twice per calendar year and, if they operate a personal vehicle on University business, their possession of qualified vehicle insurance must be confirmed twice each year. Additionally, the Authorized Driver must complete qualified defensive driving training within thirty (30) days of notification.
3. When an Authorized Driver's status is classified as Unacceptable and their authorization to operate a motor vehicle for University business is thus suspended, the driver, the driver's immediate supervisor, and the appropriate vice president will be notified as outlined in the . Any determination to allow an Authorized Driver classified as Unacceptable to regain authorization to operate a motor vehicle on University business will be made by the driver's supervising vice president in consultation with a management team consisting of the Authorized Driver's immediate supervisor, Human Resources, Risk Management, and advised by the Office of General Counsel. If, after appropriate consultations, the driver's vice president determines that the driver will be allowed to continue as an Authorized Driver, Risk Management will document in writing and inform the driver and the driver's supervisor any limitations or special conditions that must be observed.
4. The University will adjust each Authorized Driver's status as appropriate based upon their driving record as determined and maintained by the Arizona Department of Transportation ("ADOT").
5. Under no circumstances will the University ignore or circumvent any valid action or order by ADOT or a competent court of jurisdiction regarding motor vehicle operation. Such actions or orders may include, but are not limited to, driver license suspension or revocation. No individual with a suspended or revoked driver license may drive on University business.

H. Motor Vehicle Operation Requirements

1. Use University vehicles for authorized, official purposes only.
2. Drive courteously and exercise reasonable caution to prevent collisions or other accidents or losses.
3. Always possess a valid driver license on your person.
4. Always comply with all applicable laws, regulations, and polices, including local parking regulations.
5. Drive at lawful speeds that are appropriate to specific road, vehicle load, and hazard conditions.
6. Immediately and appropriately address any traffic citation or resulting fine.
7. Do not transport unauthorized passengers.
8. Do not allow unauthorized persons to drive a University vehicle.
9. Comply with all seat belt and mobile device laws.
10. Do not drive and instead immediately advise the appropriate supervisor after having consumed any amount of an alcoholic beverage or any other drug, including legally obtained over the counter or prescription medicines, that may cause impairment.
11. Turn the vehicle off, remove the keys, and lock the vehicle when leaving it unattended.
12. Prior to its use, inspect the vehicle for obvious safety concerns and do not operate any vehicle that you recognize as unsafe to drive.
13. Report vehicle safety concerns or defects in accordance with .
14. Immediately report all traffic accidents or citations that arise to the appropriate supervisor.
15. Do not transport illegal items or substances.

16. Except for law enforcement and other authorized activities, do not use a University owned, leased, or rented motor vehicle to transport weapons as defined and prohibited under the policy.
17. Carefully comply with the _____, including the pre and post-check vehicle inspection and condition reporting requirements.

I. Accident Reporting

As outlined in the _____ Authorized Drivers are required to immediately report any accident involving a University vehicle or a vehicle associated with a University event or activity to their supervisor, or to another appropriate University official, and to Risk Management.

J. Insurance Coverages

1. In accordance with A.R.S. § 41-621, the University is insured for liability by the State of Arizona. The Arizona Department of Administration's Risk Management Division administers this insurance program. This coverage extends to all Authorized Drivers, including Volunteers, acting within the course and scope of their employment and/or authorization. This coverage does not extend to unauthorized drivers or personal use of University-owned, leased, or rented vehicles. In such cases, the driver is personally liable for any and all damages that may occur.
2. As required by A.R.S. § 28-4009 and A.A.U 8lud\$U 8ludR2 0 Td(\$)Tj0 actin.1 (ac)77 0 Td,0 (i)-8.9 (nt4i)3.1 (z)-8 0.002

3. The Accident Review Committee will review the available relevant information to determine whether assigning responsibility for the accident and concluding whether the accident was preventable or non-preventable with reasonable certainty is possible. When the Committee concludes that an accident was preventable, the following corrective actions shall be required:

- a. First Preventable Accident. At minimum, the Accident Review Committee chair will notify the Authorized Driver's supervisor who shall require the driver to successfully complete the University's defensive driver training program within ninety (90) days. Additionally, 1aa779.8254 0 0 9.()-6.3 (9

M. Use of University Vehicles in Mexico

In furtherance of University business and with prior authorization and confirmation of appropriate insurance coverages, the documentation of which shall always be carried in the vehicle, University vehicles may enter and be operated within Mexico. Automobile liability insurance coverage valid in 0.002ET651i