

**Mississippi Board of Trustees of State  
Institutions of Higher Learning**

**Motor Vehicle  
And  
Fleet Management  
Best Practice  
Guidelines**



**Office of Risk Management  
Safety and Loss Control**

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This guide contains the basic elements that should be addressed by each university concerning the safe and legal use of vehicles operated by the university, whether they are university owned, rented, or privately owned. The use of this guide will facilitate continuity across the IHL System with regard to elements addressed while allowing flexibility among member institutions as to how each element is addressed. The following elements are reflective of various state and federal laws and regulations, insurance industry standards, and safety standards. The following practices are designed to apply to motor vehicles that are licensed to operate on public roadways and the drivers of such vehicles, in compliance with IHL Board Policy 711.06.

✓	<b>General</b>
	<b>Statement of Purpose:</b> Explain that policies and/or procedures exist to promote the safe, legal, and responsible use of vehicles owned or operated for the benefit of the university. The protection of life, property, and the good stewardship of public resources is at stake.
	<b>Application:</b> These practices apply to any and all vehicles used for the benefit of the university that are licensed for travel on public roads.
	<b>Enforcement/Consequences:</b> Describe who will be responsible for enforcing practices and who has the authority to apply consequences for non-compliance, and outline examples of possible consequences. Consider specifically violations of rules that result in a threat to life, violations of law, and violations resulting in collision or injury.
✓	<b>Management</b>
	<b>General:</b> Senior leadership should endorse the overall vehicle operations and fleet management program. Focus should be given to the safety of employees, students, and the public. Benefits of a comprehensive program include wise stewardship of public resources, a good public image, conservation of budget, and responsibility to citizens. With consideration given to how vehicles are allotted, assigned, or managed, all levels of management should be involved in and held accountable for the program's development, management, and implementation.
	<b>If Motor Pool:</b> Define guidelines for acquiring and returning vehicles. Also include responsibilities of motor pool with regard to appearance, maintenance, repair, recordkeeping, and inspections.
	<b>If Departmental:</b> Appoint a departmental coordinator or liaison responsible for appearance, assignment, maintenance, repair, recordkeeping, and inspections.
	<b>If Individually Assigned:</b> Define responsibilities regarding appearance, maintenance, repair, recordkeeping, and inspections.
	<b>If Combination of Above:</b> Provide information on each form of management as related to accountability.
✓	<b>Risk Management</b>
	<b>Liability Coverage:</b> Explain auto liability coverage. Ensure accurate and current proof of coverage cards are kept in every vehicle. The MS Tort Claims Act provides protection and is exclusive remedy only while the automobile is used within the scope and course of one's duties for the university. Within Mississippi, the limit is \$500,000.00 per occurrence. Out of state, other state laws apply.

	<b>Injured Employee:</b> Explain Workers' Compensation coverage. Workers' Compensation will apply as exclusive remedy to employees injured in a vehicle collision while engaged in the course and scope of one's duties for the university.
	<b>University Vehicle:</b> Explain the university policy regarding repair or replacement of damaged vehicles. Property and budget issues should be disclosed. If the other party was at fault, a claim against their insurance should be pursued.
	<b>Accident Reports:</b> Complete and accurate information must be reported to the appropriate insurance agent immediately. Provide a sample of the form to be used and detail who should initiate the report and how the report should be distributed. Explain the consequences of failing to report accidents on a timely basis.
✓	<b>Vehicles</b>
	<b>Use:</b> Explain authorized use and misuse. Limit operation of each vehicle to the intended use within the capacities as described by the manufacturer. Provide an avenue to match the vehicle to the job that needs to be performed. MS Code § 25-1-79 states that it is unlawful to use a university-owned vehicle for anything other than official business of the university.
	<b>Usage and Cost Recordkeeping:</b> Explain mileage, destination, and driver recordkeeping requirements. Also explain maintenance, repair, operation cost, and other recordkeeping requirements.
	<b>Fuel:</b> Describe the procedure for acquiring fuel on and off campus. Explain rules regarding usage, recordkeeping, and purchasing. Explain the federal excise tax exemption and budgetary implications.
	<b>Appearance:</b> Explain the university's policy regarding its public image. Address issues such as cleanliness, repairs, and conditions which are unacceptable for operation.
	<b>Marking:</b> Provide information regarding requirements for the marking of university-owned vehicles in compliance with MS Code § 25-1-87. Identify who is responsible for ensuring that vehicles are properly marked and explain how to have vehicles marked properly.
	<b>Title/License Plate:</b> Explain how titles/license plates are acquired, who acquires them, and where they are kept for future reference. Include procedures for the transfer of titles during disposal of vehicles.
	<b>Maintenance:</b> Identify maintenance schedules for various types of vehicles that are within the manufactures' recommendations. Define who is responsible for adhering to the schedule and identify what records should be kept. Identify the qualifications needed by personnel authorized to perform maintenance. Provide procedures for responding to recall notices. Explain purchasing authority and limitations or other related financial details.
	<b>Inspection:</b> Describe university protocol regarding periodic safety inspections on various types of vehicles. Include pre-trip (driver), weekly, monthly, quarterly, and annual inspections as necessary. Provide forms to ensure adequate and consistent inspections. Identify who will perform which inspections. Explain what to do in the case of exception items. Explain what documentation is required. Require annual state inspections, and provide procedures for renewing each vehicle's windshield sticker.
	<b>State Inspection</b> – Identify the procedure for renewing each vehicle's state

	inspection sticker. Encourage drivers to notify the proper person if they notice an out-of-date sticker.
	<b>Emergency Equipment:</b> Vehicles should be equipped with appropriate emergency equipment for use in the event of mechanical failure, crash, or other circumstance that results in a disabled vehicle near the roadway. List items to be included, such as warning triangles, first aid kit, fire extinguisher, and other equipment depending on vehicle type and use.
	<b>Vehicle Modifications:</b> Describe university policy regarding modifications made to university-owned vehicles. Ensure that no modifications create an unsafe condition or disable/circumvent any safety device. Designate personnel authorized to perform modifications. Consider such things as: radio equipment, towing equipment, security devices, material handling needs, and navigational devices.
✓	<b>Drivers</b>
	<b>Authorized Drivers:</b> Explain the university process to become an authorized driver. Identify personnel with the authority to authorize drivers. Provide a method to document the authorization of each driver. Consider employee job descriptions that include driving as a job task. MS Code § 25-1-79 states that it is unlawful to permit or authorize the use of any university-owned vehicle for anything other than official university business. It is recommended that the university not authorize non-employees as drivers of university-owned vehicles.
	<p><b>Driver Qualifications:</b> University policies and procedures should address the following:</p> <ol style="list-style-type: none"> <li>1. Employees must have a valid Mississippi driver's license, or a valid driver's license from a contiguous state (MS Code § 25-9-153).</li> <li>2. Other authorized drivers must have a valid driver's license issued in the state or country of residency. An International Driver's Permit from the country of residence must also be required of drivers possessing a valid license from another country. Likewise, university personnel traveling abroad should obtain an International Driver's Permit prior to travel.</li> <li>3. All drivers' licenses must be of the appropriate classification and have any required endorsements needed for operating the vehicle(s) assigned.</li> <li>4. Driver selection must include assessment to ensure drivers are mentally and physically capable of the safe operation of the vehicle(s) assigned.</li> <li>5. Required experience should be established. One example is to require drivers to have held a driver's license for at least 3 years. Increase required experience as the complexity of the vehicle(s) or the value of the vehicle(s) at risk increases.</li> <li>6. All qualifications should be reevaluated periodically. Define the parties responsible for reevaluations, and determine a schedule for reevaluations. Driving privilege should be removed if and when a driver becomes unqualified.</li> </ol>
	<b>Driver Records:</b> Documentation of driver qualifications and driving records should be maintained by the authorizing entity. Drivers must therefore agree to abide by the university's policies and procedures and to provide the necessary information or consent to allow the gathering of necessary information. Authorized driver files

	<p>should contain the following:</p> <ol style="list-style-type: none"> <li>1. Authorized vehicle use agreement, signed by driver and supervisor. See samples in appendices A and B</li> <li>2. Release of information form, signed by driver</li> <li>3. Copy of current driver's license</li> <li>4. Copies of driver medical exam results as required (CDL)</li> <li>5. Copies of drug and alcohol test records as required (CDL)</li> <li>6. Documentation of motor vehicle record (MVR) checks</li> <li>7. Training/testing records</li> <li>8. Documentation of any other form of periodic driver performance evaluation, public feedback, citations, or accident reports</li> <li>9. Any other information related to the driver's ability or inability to operate a motor vehicle as related to employment</li> </ol>
	<p><b>Driver Training:</b> Establish driver training standards to address an array of needs depending on the type and amount of experience of the driver, the type of vehicle driven, the type and amount of cargo, the number of passengers, the length of the trip, the requirements needed to maintain a license, remedial training needs, or other factors as identified by the university. The following subject matter should be considered:</p> <ol style="list-style-type: none"> <li>1. University policies and procedures regarding safety, driving, vehicle use, post-accident procedures, etc.</li> <li>2. State and federal laws</li> <li>3. Defensive driving</li> <li>4. Driver inspection and follow-up</li> <li>5. Operation of specific vehicle</li> <li>6. Operation and location of emergency equipment</li> <li>7. Cargo specific training</li> <li>8. Foreign driving regulations (for those traveling abroad)</li> <li>9. Security of passengers and vehicle</li> </ol>
✓	<b>Operation</b>
	<p><b>State and Federal Law:</b> Establish that all drivers are responsible for operating the vehicle within the bounds of the state and federal laws that apply. Establish consequences for violations of law while operating university vehicles. Consider parking violations, moving violations, violations resulting in a threat to life, violations resulting in a collision, etc.</p>
	<p><b>Occupant Safety:</b> Establish that the driver is responsible for ensuring that all occupants have fastened their seatbelts (where supplied) prior to the operation of any vehicle. Lap belts and shoulder harnesses should be included. Where provided, the number of seatbelts in a vehicle establishes the maximum number of passengers a vehicle can hold. Supplemental restraint systems (airbags) should not be disabled. Loose material inside passenger compartments should be kept to a minimum. Smoking inside vehicles should be prohibited due to the concern for health, potential damage to the vehicle, and the distraction caused to the driver. Approved motorcycle helmets must be worn by all motorcycle riders (MS Code § 63-7-64). Establish other requirements for protective clothing and determine the maximum number of personnel allowed on motorcycles.</p>

	<p><b>Distractions:</b> Establish policies to minimize distractions that can interfere with the driver's ability or focus. Consider such issues as:</p> <ol style="list-style-type: none"> <li>1. Cell phone use</li> <li>2. PDA/laptop computer use</li> <li>3. MP3 use</li> <li>4. Portable two-way radio use</li> <li>5. Global positioning systems</li> <li>6. Eating/drinking</li> <li>7. Reading/writing</li> <li>8. Tobacco use</li> <li>9. Operation of other equipment such as lights, siren, camera, etc.</li> </ol>
	<p><b>Impaired Driving:</b> Establish policies prohibiting the operation of a motor vehicle while mentally or physically impaired. Define violations and subsequent consequences for each. Consider such issues as:</p> <ol style="list-style-type: none"> <li>1. The use of alcohol</li> <li>2. The use of illegal drugs</li> <li>3. The use of prescription medicine</li> <li>4. The use of non-prescription medicine</li> <li>5. Fatigue</li> <li>6. Medical condition or illness</li> <li>7. Emotional state</li> </ol>
	<p><b>Safe and Courteous Operation:</b> Explain that university-owned vehicles affect the university's image and so does the operation of those vehicles. The public expects safe and courteous drivers in the vehicles provided. Unsafe or aggressive driving can create negative public impressions and result in bodily injury, death, or property damage. Identify consequences related to the following reported behaviors:</p> <ol style="list-style-type: none"> <li>1. Speeding</li> <li>2. Improper passing</li> <li>3. Failure to yield right-of-way</li> <li>4. Tailgating</li> <li>5. Failure to adjust to road or weather conditions</li> <li>6. Failure to use vehicle's safety devices such as lights, wipers, turn signals, etc.</li> <li>7. Improper gesturing, language, or use of horn or lights</li> <li>8. Other violations of law or improper conduct</li> </ol>
	<p><b>Parking/Backing:</b> Include safety rules designed to prevent collisions from parking and backing operations. Consider the use of observers to guide the driver, parking so as to avoid the need to back into traffic, walking around vehicle prior to backing, observing other drivers in crowded parking lots. Include university policy regarding when to lock vehicles and where keys may be secured.</p>
	<p><b>Damaged/Malfunctioning Vehicle:</b> Describe the driver's duty to report damage to a vehicle as soon as possible, and explain the procedure for doing so. Explain the procedures to be followed if a vehicle malfunctions, and define unsafe conditions in which a vehicle must be parked until the situation can be remedied.</p>

✓	<b>Specialty Vehicles &amp; Licensure</b>
	<b>Emergency Vehicles:</b> Describe training and equipment requirements for the operation of emergency vehicles such as patrol cars, ambulances, and fire trucks, as applicable. Provide information regarding regulating authorities or others with authority to enforce established standards. Describe any additional operator's license or permit requirements as well as specific inspection criterion, certification or documentation procedures related to emergency vehicles.
	<b>Special Apparatus/Vehicle:</b> Describe training and equipment requirements for the operation of specialty vehicles such as motorcycles, boom trucks, dump trucks, tow trucks, etc., as applicable. Provide information regarding regulating authorities or others with authority to enforce established standards. Describe any additional operator's license or permit requirements as well as specific inspection criterion, certification or documentation procedures related to specialty vehicles.
	<b>Vans:</b> Create a special section as necessary regarding various sizes of vans, especially 15-passenger vans. Note the hazards, safety precautions, driver qualifications and other university policies that may apply. See Appendix H.
	<b>Mass Transit Vehicles:</b> Create a special section as necessary to address requirements of mass transit systems as prescribed by the Federal Transit Administration, cooperating partners, and grant-related agreements.
	<b>Commercial Vehicle:</b> Describe training, recordkeeping, and equipment requirements for the operation of commercial motor vehicles as identified by the Federal Motor Carrier Safety Administration and the Federal Department of Transportation. Provide information regarding regulating authorities or others with authority to enforce established standards. Describe any additional operator's license requirements or specific inspection criterion, certification, or documentation procedures.
	<p><b>Class of License and Endorsements:</b> Address the required licensure for various university-owned vehicles. Provide method of compliance with MS Code Title 63 Article 1 and Article 2. Explain requirements for:</p> <ol style="list-style-type: none"> <li>1. Class R – Regular License. No person shall drive or operate a motor vehicle other than a motorcycle upon the highways of the State of Mississippi without first securing an operator's license to drive on the highways of the state. <ul style="list-style-type: none"> <li>A motorcycle endorsement may be issued to any person who holds a valid Mississippi driver's license and meets the other requirements for such endorsement contained in this chapter.</li> <li>A restricted motorcycle operator's license may be issued to any applicant who fulfills all the requirements necessary to obtain a Mississippi operator's license that may be applicable to the operation of a motorcycle. Such license shall entitle the holder thereof to operate a motorcycle, and no other motor vehicle, upon the highways of this state.</li> </ul> </li> <li>2. Class A. Any combination of vehicles with a gross vehicle weight rating of twenty-six thousand one (26,001) pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of ten thousand (10,000) pounds;</li> </ol>

	<ol style="list-style-type: none"> <li>3. Class B. Any single vehicle with a gross vehicle weight rating of twenty-six thousand one (26,001) pounds or more, and any such vehicle towing a vehicle not in excess of ten thousand (10,000) pounds;</li> <li>4. Class C. Any single vehicle with a gross vehicle weight rating of less than twenty-six thousand one (26,001) pounds or any such vehicle towing a vehicle with a gross vehicle weight rating not in excess of ten thousand (10,000) pounds comprising: <ol style="list-style-type: none"> <li>a. Vehicles designed to transport sixteen (16) or more passengers, including the driver; and</li> <li>b. Vehicles used in the transportation of hazardous materials which are required to be placarded under the Hazardous Materials Transportation Act, 49 USCS Appx., Section 1801 et seq.; and</li> </ol> </li> <li>5. Class D. All other vehicles or combination of vehicles which are not included in Class A, Class B, or Class C and for which a commercial license is required to be issued as provided by Section 63-1-43, Mississippi Code of 1972.</li> <li>6. Commercial driver's licenses may be issued with the following endorsements and restrictions: <ol style="list-style-type: none"> <li>a. "H" authorizes the driver to drive a vehicle transporting hazardous materials;</li> <li>b. "K" restricts the driver to vehicles not equipped with air brakes;</li> <li>c. "T" authorizes driving double and triple trailers;</li> <li>d. "P" authorizes driving vehicles carrying passengers;</li> <li>e. "N" authorizes driving tank vehicles;</li> <li>f. "X" represents a combination of hazardous materials and tank vehicle endorsements;</li> <li>g. "S" restricts the driver to school buses being operated for the purpose of transporting pupils to and from school or to school-related functions and/or to all other vehicles not requiring a commercial driver's license; and</li> <li>h. "I" restricts driving which requires a commercial license to intrastate driving only</li> </ol> </li> </ol>
✓	<b>Chartered Busses</b>
	<p><b>Contracting for vehicles and drivers:</b> Describe the procedure for contracting for vehicles and drivers; and identify the approval process and who has authority to enter into outside contracts. Describe the minimum elements required in contracts. See Appendix I for a guide to hiring bus companies.</p>
✓	<b>Rental Vehicles</b>
	<p><b>In State:</b> Explain the state contract administered by the Mississippi Department of Finance and Administration for Vehicle Rental Services, In State. Describe details such as allowable use, authority, application, restrictions, requirements, allowable expenses, and procedures. Explain free Collision Damage Waiver (CDW)/Loss Damage Waiver (LDW) insurance and include procedures for reporting damage or collision while operating a rental vehicle. Explain that additional insurance should not be purchased if CDW/LDW is part of the state contract. CDW/LDW covers</p>

	damage to the rental car and IHL's existing auto insurance covers third party damage/injuries at the fault of the university authorized driver. Additional liability insurance should not be purchased/reimbursed.
	<b>Out of State:</b> Explain the state contract administered by the Mississippi Department of Finance and Administration for Vehicle Rental Services, Out of State. Describe details such as allowable use, authority, application, restrictions, requirements, allowable expenses, and procedures. Explain Collision Damage Waiver (CDW)/Loss Damage Waiver (LDW) insurance and include procedures for reporting damage or collision while operating a rental vehicle. Explain that additional insurance should not be purchased if CDW/LDW is part of the state contract. CDW/LDW covers damage to the rental car and IHL's existing auto insurance covers third party damage/injuries at the fault of the university authorized driver. Additional liability insurance should not be purchased/reimbursed.
✓	<b>Privately Owned Vehicles</b>
	<b>Authorization:</b> University officers and employees may be authorized to travel on university business using their private automobile. This section should outline the procedure for obtaining authorization according to state law and university policy.
	<b>Insurance:</b> Owners should have current proof of insurance in accordance with state law. Losses occurring to a third party while conducting official business with prior approval are subject to protections provided by the Mississippi Tort Claims Act § 46-11-1 et. al.
	<b>Expense:</b> University employees that are authorized to travel on official state business in their private automobile will be reimbursed at the same rate, based on mileage, as federal employees as determined by the Mississippi Department of Finance and Administration. All other operational and maintenance expenses are the responsibility of the owner.
	<b>Safety:</b> If authorized for official use, privately owned vehicles will be operated and maintained in accordance with the policies and procedures established for university-owned vehicles.

**Appendix A**  
**Sample Business Use Agreement**

Operating a university vehicle is a privilege. All drivers will be responsible and accountable to:

- Possess a valid motor vehicle driver's license issued in Mississippi or a state contiguous to Mississippi. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the university.
- Operate university vehicles for official university business only.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable state laws and regulations.
- Maintain vehicle in a safe operating condition.
- Maintain vehicle in accordance with the maintenance schedule.
- Report moving violations to their Supervisor.
- Report changes in their driver's licensing to the university's personnel or insurance/risk management department.
- Accurately complete a condition survey when turning in a university vehicle.
- Accurately record and report vehicle mileage in accordance with university procedures.
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.
- Pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.
- Refrain from towing any personal equipment (boats, campers, etc.) with university vehicle.
- Not alter vehicles leased, owned, or rented by the university in any way.
- Never deactivate air bags on any leased/owned university vehicles, rented, or personal vehicles used for university business.

- Never operate a computer while the vehicle is moving.
- Pull off the road to a safe location prior to making or receiving phone calls.
- Comply with university policy on transport of passengers.

Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver's license is revoked, suspended, withdrawn, or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws.
- Operating outside the limitations of a restricted license.

In case of vehicle damage:

- Report any vehicle damage to the university by the end of the day in which the incident occurred.
- Police reports, witness statements or other pertinent documents should be obtained and forwarded to the university.
- The driver shall cooperate with representatives of the university, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.
- Drivers should not make verbal or written statements concerning an incident during its immediate aftermath except to law enforcement officials or representatives of the university or its agents.

I, \_\_\_\_\_, have read and understand the *Business Use Policy* established by \_\_\_\_\_. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix B**  
**Sample Privately Owned Vehicles Used for Business Purposes Agreement**

There are situations where drivers use their personal vehicles for university business. In these cases, drivers are typically reimbursed on a per-mile basis. For those drivers utilizing their personal vehicles on university business, the following requirements apply:

- Must have a valid driver license issued in Mississippi or a state contiguous to Mississippi and meet the same motor vehicle record (MVR) and accident criteria as drivers of university vehicles.
- Automobile liability coverage must be maintained by the driver as prescribed by state law. The university shall be provided with evidence of this insurance coverage, which clearly lists policy declarations and coverage limits.
- In case of an accident and subsequent claim, third party losses are subject to the protections provided by the Mississippi Tort Claims Act § 46-11-1 et. al. (subject to all requirements and limitations) only if the loss occurred while conducting official university business.
- The vehicle must be maintained at owner's expense, in accordance with state law.
- Drivers must comply with all applicable state laws and regulations.
- Motor vehicle records will be checked initially, and periodically thereafter. The driver's authorization to operate their personal vehicle for university business may be revoked by management if the motor vehicle record discloses the following:
  - The motor vehicle driver license is revoked, suspended, withdrawn, or denied
  - Operating outside the limitations of a restricted license
  - Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws
  - A conviction for driving a motor vehicle while under the influence of alcohol or illegal drugs
- Regular occasional drivers (those being reimbursed more than six times per year for business use) may be required to attend driver safety training and meetings.

The university reserves the right to withdraw this privilege at any time.

I, \_\_\_\_\_, have read and understand the *Privately Owned Vehicles Used for Business Purposes Agreement* established by \_\_\_\_\_. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Appendix C**  
**Sample Rental Vehicle Policy Acknowledgement**

Vehicles may be rented for university business in certain circumstances, such as:

- Out of town travel
- Replacement vehicle for one that is being repaired
- Transportation of guests
- Special events
- Unexpected shortage of transportation resources

While operating a rental vehicle on university business, all requirements of the vehicle safety program apply. This includes the following:

- Must have a valid driver's license, and meet the same motor vehicle record (MVR) and accident criteria as all other drivers of university vehicles.
- Drivers must comply with all applicable laws and regulations.
- Only authorized drivers may operate the vehicle.

NOTE: Ask to verify that CDW/LDW insurance is included at no additional cost. It should be included with all contract rentals. Employees will not be reimbursed for insurance charges if CDW/LDW is part of the contract. IHL's existing auto insurance covers third party damage/injuries at the fault of the university authorized driver. Additional liability insurance should not be purchased/reimbursed.

I, \_\_\_\_\_, have read and understand the *Rental Vehicle Policy* established by \_\_\_\_\_. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Appendix D***  
**Motor Vehicle Incident Reporting Instructions for Drivers**

On-scene instructions to be placed in the vehicle should include gathering the following information if able:

- Phone number(s) to which incidents are to be reported.
- Insurance carrier information that can be provided to other involved parties.
- Instructions for notifying the university's insurance carrier (if the university's reporting procedures designate this as a driver responsibility).
- Instructions for contacting law enforcement and emergency personnel; and instructions for contacting roadside assistance services, if available.
- Instructions for leaving the incident scene intact, securing the scene against further collisions or injuries until emergency personnel arrive, and meeting regulatory requirements (if any) for blood alcohol testing.
- A reminder to the driver that he or she should not admit fault for the incident.

Materials to consider placing in vehicle may also include a disposable camera for documenting the scene, a witness card for recording initial comments and contact data from potential witnesses, and a pen or pencil. Current Proof of Coverage from the liability insurance carrier should always be kept in vehicle.

Incident Information: Recommended information to be collected in the event of a motor vehicle incident are as follows:

- Name of other driver(s)
- Address of other driver(s)
- Phone number(s) of other driver(s)
- Driver's license number(s) of other driver(s)
- License plate number(s)
- Vehicle make and model
- Name of insurance carrier
- Insurance policy number
- Name, address, and phone number(s) of all parties involved in the incident, including passengers in each vehicle

- Name, address, and phone number(s) of all witnesses
- Date and time of the incident
- Location of the incident (intersection or milepost)
- The party to whom the driver's vehicle was registered (e.g., the university, the driver, another individual, or a rental agency)
- Name and phone number(s) of the investigating law enforcement officer on the scene, if any
- Any other entities responding at the scene (e.g., fire department, ambulance, hazardous materials unit)
- Citations issued
- A detailed narrative of the incident
- Space to allow the driver to make a sketch or diagram of the incident scene

## **Appendix E**

### **Factors to be Considered During an Incident Review**

During a review of a motor vehicle incident, possible contributing factors may be considered using the following framework:

#### **Driver:**

- Driver's work schedule for at least the week preceding the incident
- Length of time on duty since the previous break prior to the incident
- Fatigue
- Scheduling demands on driver
- Motor vehicle record history
- Physical condition of the driver at the time of the incident
- Physical limitations of the driver at the time of the incident
- Training history
- Driver's emotional state

#### **Vehicle:**

- Maintenance and inspection records
- Vehicle condition
- Damage to the vehicle from the incident
- Suitability and safety of the vehicle for the work task
- Vehicle control layout
- Modifications to the vehicle that may have contributed to the incident

#### **Operating Environment:**

- Weather
- Road conditions
- Traffic conditions
- Route planning
- Delivery or service schedules

#### References

The following provides further information on factors that may be considered in determining causation:

NHTSA. Large truck crash causation study in the United States. U.S. Department of Transportation, National Highway Traffic Safety Administration:  
<http://www-nrd.nhtsa.dot.gov/pdf/nrd-01/esv/esv18/cd/files/18ESV-000252.pdf>

A guide to determine motor vehicle accident preventability (revised edition). National Safety Council [2004]. Publication No. 22972-0000. Itasca, IL: National Safety Council.

U.S. Department of Transportation [1991]. Accident countermeasures manual:  
<http://www.fmcsa.dot.gov/factsfigs/accidenthm/accidentman.htm>

**Appendix F**  
**Sample Driver's Pre-Trip Inspection Checklist**

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Vehicle Make & Model \_\_\_\_\_ Date \_\_\_\_\_

ELEMENT	SATISFACTORY (✓)	UNSATISFACTORY (✓ OR COMMENT)
1. Brakes – do service brakes and parking brake operate?		
2. Lights – check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?		
3. Tires – check pressure against p.s.i. noted on tire. Check tread depth (at least 1/8 inch). Check for defects such as unusual wear pattern, bubbles or deformed sidewalls.		
4. Belts – are they quiet with engine running?		
5. Glass – no broken windows, no cracks that interfere with driver's vision. Clean.		
6. Mirrors – are side and rearview mirrors intact?		
7. Windshield wipers – do they operate and remove washer fluid when tested?		
8. Windshield washer – is reservoir full, does it pump when operated?		
9. Engine oil – check dipstick. Any leaks?		
10. Coolant – is fluid to mark on reservoir?		
11. Transmission – check dipstick. Any problems shifting?		
12. Steering – does steering react when steering wheel is turned? Any noise?		
13. Occupant restraints – are all seatbelts and airbags present? Do seatbelts operate properly?		
14. State inspection sticker – is a current inspection sticker in lower driver's side corner of windshield?		
15. License Plate – is a license plate mounted and easily seen?		
16. Emergency equipment – is there a jack, lug wrench, flashlight, etc.?		
17. Keys – do keys operate ignition and all locks? Are a spare set of keys available?		

*Note: Consider a similar checklist for use when returning a vehicle after a trip to report needed repairs.*

**Appendix G**  
**MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY DRIVER RECORDS REQUEST**  
**DRIVER SERVICES POLICY: 6-9(A)**

DRIVER NAME: \_\_\_\_\_ DL NO: \_\_\_\_\_ DOB: \_\_\_\_\_

I HEREBY REQUEST THE FOLLOWING RECORDS RELATING TO THE ABOVE-NAMED PERSON:

Record Requested: \_\_\_\_\_ MVR Summary  
\_\_\_\_\_ Other Record (must be specified)

CHECK THE FOLLOWING APPLICABLE STATEMENT:

- I am the person named in the record sought.  
Type ID Shown \_\_\_\_\_ Authorized Agent
- I am requesting the information on behalf of the current owner (written authorization from record owner required).
- The information is to be used by a legitimate business or its agents, employees, or contractors for use in the normal course of business only:
  - a. To verify the accuracy of personal information submitted by the individual to the business or its agents, employees.
  - b. If such information as submitted is not correct, or no longer correct, to obtain the correct information for the sole purpose of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against the individual.
- The information is to be used in conjunction with a civil, criminal, administrative or arbitral proceeding in a federal, state or local court or agency or before any self-regulatory body, including service of process, investigation in anticipation of litigation and the execution or enforcement of a judgment or order, or pursuant to an order of any court.
- The information is to be used by an insurer or insurance support organization, or by a self-insured entity, or its agents, employees or contractors in connection with the claims investigation activities, anti-fraud activities, rating or underwriting.
- I represent a license private investigative agency or licensed security service and the information will be utilized for one of the above listed permitted purposes.
- For use by an employer or its agency or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710, et seq.).
- For use in connection with the operation of private toll transportation facilities.
- For use by a government agency, court or law enforcement agency in carrying out its functions.
- For use in connection with matters of motor vehicle or driver safety and theft, motor vehicle omissions, recalls, performance monitoring and the like.
- For use in the normal course of business by a legitimate business to verify accuracy of personal information submitted by the individual to the business and if the information is incorrect, to obtain the correct information, but only for fraud prevention or recovering debts from the individual.

Continued on next page

- For use in connection with any civil, criminal or administrative proceeding in any federal, state or local court or agency for service of process or enforcement of judgments.
- For use in research activities so long as the personal information is not published, redisclosed or used to contact the individual.
- For use by an insurance company for claims investigation, rating or underwriting.
- For use in notifying owners of towed or impounded vehicles
- For use by any licensed private investigator for any purpose permitted under the DPPA.
- For use by an employer to obtain or verify information relating to the holder of a commercial driver license.
- For use in connection with the operation of private toll transportation facilities.
- For any other use authorized by state law, if the use relates to motor vehicle operation or public safety.

I understand the personal information furnished is confidential under Federal and State law and is being released to me only for the reason I have indicated above and that it is unlawful for me to furnish the information to an unauthorized person or entity.

Printed Name of Individual: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representing

Printed Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

You may mail the form with an \$11.00 money order per request to: Department of Public Safety

Attn: MVR

1900 E. Woodrow Wilson

Jackson, MS 39216

DPPA-3

**Appendix H**  
**Mississippi Institutions of Higher Learning**  
**Safety and Loss Control**  
**Van Safety Recommendations**

The question is often asked, “Why are we so concerned about 15-passenger vans?” Two reasons are paramount, among others: first is the documented fact that these vehicles have demonstrated a propensity to be involved in roll-over crashes, with a 70% fatality rate. The second reason is the rather precious cargo (human lives) that is typically on board, and the amount of this cargo. When something goes wrong, it can go wrong in a big way.

“Where do we get our information?”, is usually the second question. The standard bearer in this issue is the National Highway Traffic Safety Administration (NHTSA), which was created in Highway Safety Act of 1970. The NHTSA is responsible for reducing deaths, injuries, and economic losses due to traffic crashes. This is accomplished through research into traffic conditions, driver behavior, and vehicle design and then promoting ideas and strategies to improve overall safety on American roads.

A 2004 NHTSA study (and 49-page report) explored the relationship between vehicle occupancy and several other variables in the NHTSA Fatality Analysis and Reporting System (FARS) database and a 15-passenger van's risk of rollover. The study examines statistics on fatal crashes involving 15-passenger vans from 1990 to 2002. The study also constructs a logistic regression model to model the effects of various factors, most importantly occupancy level, on the risk of rollover. The model is constructed using data from 1994 to 2001 on police-reported motor vehicle crashes in five states that are part of NHTSA's State Data System (SDS).

The data show that between 1990 and 2002, there were 1,576 15-passenger vans involved in fatal crashes that resulted in 1,111 fatalities to occupants of such vans. Of these, 657 vans were in fatal, single vehicle crashes, of which 349 rolled over. In 450 of these vans, there was at least one fatality, totaling up to 684 occupant fatalities in single-vehicle crashes. The majority of fatally injured van occupants were not wearing seat belts. Only 14 percent of the fatally injured were restrained. Analysis of data from NHTSA's SDS reveals that the rate of rollover observed for 15-passenger vans that are loaded above half their designed seating capacity is 2.2 times the rate observed for vans loaded to or below half their capacity. The odds of a rollover for a 15-passenger van at its designated seating capacity is more than five times the odds of a rollover when the driver is the only occupant in the van.

The agency also performed computer modeling to assess the handling of these vehicles. The modeling predicted under-steer for 15-passenger vans when lightly loaded, similar to minivan behavior. However, when heavily loaded, it predicted under-steer at low lateral acceleration, but over-steer at higher lateral accelerations. This transition to over-steer may pose safety problems for drivers who are unfamiliar with this characteristic. Loading 15-passenger vans to gross vehicle weight (GVW) also moved center of gravity rearward, increasing vertical load on rear tires.

What makes 15-passenger vans so dangerous? Begin answering this by recognizing that these vans were originally designed to haul cargo - not people. Therefore, many of the safety features associated with typical passenger vehicles (like mini-vans, or busses) was omitted. In fact, 15-passenger vans are more like trucks, while mini-vans are more like cars. They have truck chassis, truck suspensions, truck tires, and truck engines. Mini-vans are built on car chassis, with car suspensions and tires and engines. The 15-passenger vans are higher off the ground, longer, taller, heavier, have less visibility, and are more powerful than typical passenger vehicles. Add the weight of 15 people and some gear and you've got quite a truck-driving job ahead of you. Whoever is driving needs to be skilled, trained, and experienced.

Why can't we load them to maximum capacity? The center of gravity of an empty van is already higher than most passenger vehicles. The risk of having a roll-over crash is about the same as for a pick-up truck, while the van is empty. As you add passengers, you add weight above the axles. If you pack the rear of the van first, you add weight behind the rear axle, shifting the center of gravity not only upward, but to the rear. This results in less ground pressure at the front, where you count on the front tires to steer with. The NHTSA report cited earlier stated that by the time you have ten people on board, you've tripled the risk of rollover that you had with only a driver on board. Fill all fifteen seats and the risk is now five times greater. Add in the difficulty in steering because your front wheels are barely touching the ground (and may even be coming off the ground if driving over bumps), and the risk is unacceptable.

Why all the focus on tires? Tire failure has been cited in many of the fatal crashes associated with these vans. With a vehicle weighing over 9,000 pounds, tires need to be above average. Manufacturers specify that light-truck (LT) tires are to be used for these vehicles rather than passenger (P) tires. The LT tires have many different qualities but the ability to take the weight and turn corners with it are two important ones. Ken Testorff, in a report he wrote for the U.S. Navy states that "a random check of government-owned and leased 15-passenger vans in mid-2001 revealed some had improper replacement tires installed. When tires don't meet the manufacturer's minimum standards for size, pressure, and load, you're asking for problems. Heat rapidly builds up in such cases, creating the potential for tire failure, which can cause a driver to lose control and wreck."

Tire pressure, even with the proper tires, must be checked with a gauge and adjusted to the tire and vehicle specifications. If you have the correct tires, this should be the same for both. Begin by checking the federal certification sticker usually found on the driver's door pillar. This lists the vehicle's gross weight load limits (per axle), required tire type and size, and cold inflation pressure for front and rear tires. Compare this to the tires that are actually on the van. If sub-standard tires are present, they should be replaced prior to further use. Note that the pressures usually differ from front to rear. The front is usually about 50 p.s.i. while the rear is usually about 80 p.s.i. Only a good tire pressure gauge will tell you if you need more air.

Why are 15-passenger van wrecks so often fatal? Eighty (80) percent of those who died in 15-passenger van crashes were not wearing their seat-belts. Even people who normally wear seat-belts don't feel the need, or don't remember, to wear them when

they get inside a van. The driver is the one person who usually remembers to fasten his or her seatbelt, and is the one person who can remind others to do so - or the van doesn't leave the parking lot!

Lastly, what are your recommendations? The following were arrived at after studying numerous university, military, and other government agency procedures, NHTSA statistics and reports, and advice from the National Safety Council's Defensive Driving Course. They are written from the standpoint of preventing loss of life while still being able to accomplish objectives. Input has come from several universities within the IHL system. Universities can create their own procedures based on these recommendations. While stricter standards may be chosen, these recommendations should be considered minimum allowable considerations. Recommendations may be changed or added in the future as additional information is obtained.

### Summary of Recommendations IHL Safety and Loss Control

1. Drivers should be experienced.

How this is measured can vary:

- a. Having held a driver's license for at least five years
- b. Being of a certain age (25 is common) assuming they have been driving since the earliest allowable age (15 in MS)
- c. Having driven a truck or other large vehicle could be part of experience (10 years driving a motorcycle may not help much when driving a 9,000 + lb. van with 15 lives on board)

2. Drivers should be skilled.

Do they have a good driving record, and does it include vans or similar vehicles?

3. Drivers should be trained.

A driver training course should include a minimum of 4 hours in the classroom and should require demonstrated successful performance behind the wheel on a closed course. Content should include reference to actual university-owned vans, characteristics, manufacture's specifications, maintenance, accident statistics, risks, load placement, capacity, operation, defensive driving strategies, university policies, route/trip planning, emergency procedures, and other topics as identified.

4. Driving time should be limited.

Fatigue is a common factor in crash statistics. Universities should adopt a policy to prevent driver fatigue while safely accomplishing the mission of the group traveling. Consider driving time as related to wakeful time within a 24 hour period. A standard work day being eight hours, this might be a good limit for the average driver. The Department of Transportation allows more hours behind the wheel for commercial truck drivers, but requires the next eight hours to be "off duty". Taking a ten-minute break every 100

miles or two hours is also a recommendation of the National Safety Council.

5. Time of day should be limited.  
National Safety Council discourages driving between the hours of midnight and 6:00 a.m. due to the condition of other drivers and the likelihood of fatigue and/or meeting other drivers who are intoxicated.
6. Drivers should be held responsible for the safe and lawful operation of the vehicle they are driving.  
Auto insurance and the MS Tort Claims Act will apply to liabilities while operating in the course and scope of one's duties. Deviations from duty and violations of state or federal law should be understood. For these reasons and others, allowing non-employees to drive university-owned vehicles is discouraged. Authorization for non-employees to drive university-owned/rented/leased vans should be documented.
7. Vans should carry no more than 10 people.  
This includes the driver and up to nine passengers. This recommendation is based on NHTSA recommendations. With just ten passengers, the van will still be operating at triple the risk of roll-over than if the van were empty. With eight people, the risk is 2.2X. Limiting the total number to eight is also a common practice. Removal of one or more rear seats will help facilitate this practice.
8. Vans should be loaded from front to rear.  
Fill front seats first to avoid under-steerage problems. All things being equal, place heaviest part of load (passengers or equipment) toward the front.
9. Roof racks or other "car-top carriers" should be prohibited.  
The risk of roll-over is magnified with the height of cargo.
10. Cargo should be low and secure.  
Keeping the center of gravity low will help reduce the risk of roll-over. Tie-down straps, cargo cages, or other restraints should be used to prevent cargo from shifting during transit or from causing additional injury in the event of a collision.
11. All occupants must wear safety-belts (lap and shoulder).  
Driver should make sure everyone is properly secured prior to operation of vehicle. The number of properly working seat-belts should determine the maximum number of passengers.
12. Towing (if allowed) should not be done with passengers.  
If it is absolutely necessary to tow a trailer with such a van, no more than one passenger (to assist driver) should be onboard the van. Other cargo within vehicle specifications can be allowed. Owner's manual should be

consulted for safe towing procedures and safe limits. Trailers must meet requirements as established in Title 63 of MS Code. Only drivers with experience towing trailers should be allowed to operate vans with trailers attached. Avoiding the use of trailers is strongly suggested.

13. Backing should be performed with extra caution.  
If a passenger is present, he or she should exit the van and stand near the rear of the van to give guidance to the driver as it is backed. Drivers should walk around the rear of the van prior to backing alone to ensure an otherwise unseen object or person is not in harm's way.
14. Emergency equipment should include proof of insurance, fire extinguisher, first aid kit, highway warning triangles, and tire pressure gauge.  
Larger items should be fastened securely to vehicle to prevent injury during a crash, protect equipment, and provide a reliable location when needed.
15. Drivers should conduct a pre-trip inspection prior to each trip.  
A checklist should be used to document inspection and note any needed repairs. Standard items should include: actual tire pressure (requires tire pressure gauge), tread wear, all lights and signals, reflectors, windshield wipers, windshield washer, mirrors, brakes, fluid levels, belts, hoses, horn, emergency equipment, cargo security, and others as identified.
16. Monthly inspections should be performed by a qualified mechanic.  
This is a more detailed inspection that is also documented, with repairs being made as needed. Reference should be made to any driver inspections made since previous monthly inspection.
17. Provisions for repair of safety-related items during travel should be identified.  
Drivers will need authority and procedure for replacement of tires that are about to fail, or headlights or wiper blades that don't work, for example.
18. All recommendations apply to rental/lease vans as if they were university-owned.  
The university will be expected to cover liabilities and ensure the safety of passengers regardless of ownership. If vehicles cannot meet standards established for university-owned vans, another source should be sought. Rental companies may have additional rules/procedures that should be followed, such as minimum age requirements for drivers. None of these recommendations is intended to exempt any rule or procedure from renting and leasing authorities.

**Appendix I**  
**Guide to Hiring Bus Companies**

Using a list of pre-qualified bus companies for transporting people to and from activities is the simplest way to ensure continuity and safety when outside vendors must be used.

A. For criteria in establishing such a list, request the bus company's USDOT number, and log on to <http://www.safer.fmcsa.dot.gov/> for information, including:

- the bus company's current USDOT safety rating, if issued, and the date of the company's last compliance review (on-site inspection by motor carrier safety authorities)
- whether the company is authorized to transport passengers for hire
- whether the company has current insurance in force
- the company's record of regulatory violations and roadside out-of-service violations, with a comparison to national averages
- the company's highway crash history

B. Whether or not you are working from a list of pre-qualified bus companies, ask the following questions and include similar language in contracts:

- Does the driver have a current commercial driver's license (CDL) with a passenger endorsement?
- Does the driver possess a valid medical certificate?
- Does the company have a driver drug and alcohol testing program that complies with USDOT regulations?
- Will your trip be completed within the legal limit of 10 driving hours? If not, will there be a second driver or overnight rest stop scheduled to legally complete the trip?
- Does the company have its buses inspected annually? By whom?
- Does the company have the required \$5 million of public liability insurance?
- Can the university be named as an additional insured and certificate holder?
- Does the company subcontract with others for equipment and/or drivers? If so, what is the name of the second bus company and its USDOT number?
- Does the company have notification procedures for roadside emergencies and breakdowns? Is the driver equipped with a wireless communications device?

For more information on charter bus safety, visit: [www.fmcsa.dot.gov/safetyprogs/bus.htm](http://www.fmcsa.dot.gov/safetyprogs/bus.htm).