

Ball State University Driving Privileges Policy

Purpose

The safety of Ball State University's students, faculty, staff, and the public is a central concern to the University. This policy governs the use of BSU's vehicles by applicable individuals and is designed to support safe and prudent use of BSU owned, leased, or rented vehicles and personally owned, leased, or rented vehicles used on University Business.

Approved Drivers

Anyone driving on University Business must have a valid driver's license. Transportation Services maintains a list of all drivers required to drive on authorized University Business as a condition of their employment as well as other individuals who may be permitted on an occasional basis to drive on authorized University Business. "University Business" means those activities that further the mission of the University and, in the case of an employee of the University, are within the scope and authority of that person's employment. Driving on authorized University Business includes operating university owned, leased, or rented vehicles as well as personally owned, leased, or rented vehicles.

Anyone wishing to be added to the list to drive on an occasional basis must present a valid driving license to Transportation Services and by such action consents to a driving record check with the bureau of motor vehicles which issued the license. Transportation Services and the Office of Risk Management will reject the applicant if the applicant's driving record would cause a suspension or termination of driving privileges under University policy.

Driver Responsibilities

All approved drivers must follow all Transportation Services guidelines while driving on University Business and must continuously self-evaluate driving performance to insure it remains in compliance with the Driving Privileges Policy. In this process of self-evaluation an approved driver must immediately report any incident or situation to his/her supervisor that might cause approved status to change. Such incident or situation could include moving violations, license suspension or revocation, medical restrictions which may interfere with driving, or any other incident or situation that may result in a suspension or termination of university driving privileges as enumerated below in this policy. The supervisor will immediately report such incident or situation to Transportation Services.

Driving Record Reviews

Driving on authorized University Business serves as continuous consent for bureau of motor vehicles driving record checks. Transportation Services will continually review the compliance with Transportation Services guidelines, bureau of motor vehicle driving records, and self-evaluations as described under Driver Responsibilities of current employees or others operating university owned, leased, or rented vehicles or personally owned, leased, or rented vehicles to determine continued eligibility to drive on University Business. Such review may result in the Office of Risk Management placing a driver in a conditional status, suspending driving privileges, or terminating driving privileges. Prior to taking any action the Office of Risk Management will contact the driver to discuss the results of the review. If action is warranted, the Office of Risk Management will notify the driver, the driver's supervisor, Transportation Services, and other appropriate University offices.

Conditional Status and University Driving Privileges

If a driving record review necessitates action short of suspension, the Office of Risk Management will place the driver's driving privileges in a conditional status. The Office of Risk Management will specify the duration of the conditional status and the limitations, if any, in place during the conditional status.

Suspension of University Driving Privileges

Violation of any of the following numbered offenses will likely result in the suspension of the privilege to drive on authorized University Business. The Office of Risk Management will make the determination if and when a suspension of driving privileges is appropriate, the length of the suspension, and what, if any, driving limitations will be imposed on the driver after the suspension. If driving on University Business is an essential function of an employee's position, suspension of driving privileges may also result in appropriate university disciplinary action, up to and including termination of employment, independent of action taken by the Office of Risk Management.

1. Suspension or revocation due to a Traffic Offense of one's driver's license in the last two years on a rolling time basis. "Traffic Offense" means a violation of a statute, an ordinance, or a regulation relating to the operation of a motor vehicle. Traffic Offense does not include suspension or revocation due to a failure to appear in court, or a failure to appear for a driving class, or a failure to submit proof of insurance, or a failure to pay a fine.
2. Failure to immediately report an accident to law enforcement and Transportation Services while driving on University Business.
3. Two or more at fault accidents involving bodily injury or cumulative property damage for all accidents in excess of \$10,000 while driving on University Business in the last two years on a rolling time basis.

4. A conviction for driving under the influence of drugs or alcohol while not driving on University Business in the last two years on a rolling time basis.
5. Moving violation point totals of 12 points or more as assessed by the Indiana Bureau of Motor Vehicles or state in which the license was issued in the last two years on a rolling time basis.

Termination of University Driving Privileges

A conviction for or violation of any of the following numbered offenses while driving on University Business will likely result in the termination of driving privileges. Termination of driving privileges may also result in appropriate university disciplinary action, up to and including termination of employment, independent of action taken by the Office of Risk Management.

1. Driving without a valid driver's license.
2. Driving while under the influence of alcohol or drugs.
3. Refusal to submit to a blood alcohol test.
4. Leaving the scene of an accident.
5. Any felony crime committed with a vehicle.

Driving as a Condition of Employment

It is the responsibility of the individual department when hiring an employee whose job description requires driving as a condition of employment to request from Transportation Services a driving record review of the prospective employee prior to the offer of employment. Transportation Services and the Office of Risk Management will act in an advisory capacity regarding the evaluation of the driving record. The final hiring decision rests with the individual department.