

Vehicle Safety & Fleet Management Guidelines

University Owned, and Leased Vehicles

- Passenger Cars - Employees or students authorized by their supervisors will be permitted to operate a passenger car. No one under the age of 21 will be permitted to operate the vehicle (unless approved by Rice Transportation prior to event). Special accommodations and training protocols will be made for units (example: EMS) that utilize student drivers on a consistent basis.
- Commercial Vans and Trucks - Employees or students with the appropriate driver's license will be permitted to operate a van or truck. No one under the age of 21 will be permitted to operate the vehicle (unless approved by Rice Transportation prior to event).

Personal Vehicles on University Business

Employees or students who drive their personal vehicles on university business are responsible for:

- Maintaining automobile liability insurance in accordance with state law.
- Maintaining current state vehicle inspections when required.
- Maintaining the vehicle in safe operating condition.

Employees or students who plan to drive a personal vehicle on university business should be aware their personal automobile insurance is primary and the university's auto liability insurance is secondary.

Rental Vehicles

- Rental vehicles must be obtained from a reputable, national franchise.
- Property damage and liability insurance should be declined for domestic rentals, as the university is already insured for this coverage. Refer to the Insurance Policy Information for further details.

For international travel, it is required to purchase rental insurance directly from the rental car agency.

Driving Records

Each department is responsible for providing the Rice Transportation office with a list of potential drivers who may operate University-owned or leased vehicles.

Driving performance will be continuously monitored by reviewing motor vehicle records (MVRs) throughout the driver's tenure. Approved drivers are required to undergo an MVR check every two years. The Rice Transportation office will maintain a list of approved drivers. An acceptable driving record is defined as one without any DUI, DWI, or alcohol or drug-related offenses within the past three years. Additionally, the following serious offenses should not appear on the driving record within the past three years:

1. Failure to report an accident.
2. Being at fault in a fatal accident.
3. Conviction for reckless driving.
4. Driving after the suspension or revocation of license.
5. Accumulating two or more moving violations for running a red light or stop sign.
6. Having no more than two moving violations for speeding.

Self-reporting is a crucial component of the Rice University Vehicle Safety and Fleet Management program. Employees must report citations for any of the violations listed in the Driver's Record section in a timely manner. Any DUI or criminal driving-related offense discovered during an employment background check will be reported to the Transportation Department.

For inquiries regarding driving for a Rice-sponsored activity, contact the Rice Transportation at driving@rice.edu.

Driver Performance and Safety

- A driver must possess a valid driver's license.
- Drivers must refrain from alcohol and drug use.
- Both the driver and all passengers must wear seatbelts.
- The number of passengers must not exceed available seats.
- Vehicles should be operated at speeds appropriate for road and weather conditions, with adherence to traffic laws and rules of the road.
- Drivers should maintain a safe following distance of 3-4 seconds with vehicle in front.
- Be mindful of blind spots in the front and sides of the vehicle.
- During competitions, drivers must limit their driving to a total of four hours per day.
- For all other activities, total driving time must not exceed eight hours per day.
- Trips exceeding six hours per day require two approved drivers.
- Whenever possible, driving must be restricted to daylight hours.
- Drivers must be qualified to operate the type of vehicle they are assigned.
- Employees in divisions that operate Rice-owned or leased vehicles are required to participate in annual, brief online training sessions.

Vehicle Procurement, Inspection and Maintenance

Rice-owned and leased vehicles will undergo routine inspections in accordance with Rice Transportation's fleet management program. It is highly recommended to maintain personal vehicles used for Rice business. Vehicle maintenance plays a vital role in ensuring fleet safety, with preventive maintenance being the most effective measure. Preventive maintenance includes oil/filter changes, lubrication, belt and component

tightening, engine tune-ups, tire rotation, brake checks, hose inspection/replacement, and radiator maintenance, performed based on mileage or time.

Department Responsibilities

- Departments with Rice-owned or leased vehicles must designate a liaison to Rice Transportation to facilitate MVR checks and address fleet management issues promptly.
- Provide timely updates on vehicle information (mileage, damage, mechanical issues) to Rice Transportation (Fleet Manager).
- Receive approval from Rice Transportation (Fleet Manager) and Procurement prior to any purchases of new or replacement vehicles (including golf carts). Replacement golf carts that serve a specific work function in the areas of FC&P, Housing & Dining, RUPD and EMS will not require prior approval.

Report decommissioned vehicles promptly to Rice Transportation (Fleet Manager). Address any parking tickets issued to Rice-owned or leased vehicles immediately. The driver at the time of issuance may be held personally responsible for ticket expenses and any associated registration clearance costs.

Procedure for Reporting Vehicle Accidents

Domestic Travel (U.S. and Canada): Do not purchase rental car insurance!

In case of an accident (while traveling domestically)

1. Notify the rental company as soon as possible.
2. Do not admit liability. The claims adjuster will determine liability.
3. Obtain necessary insurance information from the other driver involved in the accident to thoroughly complete the "[Accident/Injury Report](#)". Upon completion, immediately submit the report to transportation@rice.edu and riskmanagement@rice.edu
4. If law enforcement officers (city police, sheriff, etc.) are called to investigate, obtain a case number.
5. Submit any correspondence received from the rental car company including the vehicle damage report to riskmanagement@rice.edu.
If you are injured while traveling on business (including injuries not related to an auto accident), complete a "First Report of Injury or Illness Form (DWC-Form 1)" see <https://riskmanagement.rice.edu/workers-compensation> for additional information.

International Travel (Outside the U.S. and Canada) Purchase rental car insurance from the rental car agency!

In case of an accident (while traveling internationally)

1. Notify the rental company as soon as possible. They will provide you with the procedures to follow.

2. As a matter of record, submit an "Accident/Incident Report", to riskmanagement@rice.edu. (same as above)
3. If you are injured while traveling on business (including injuries not related to an auto accident), you will need to complete a "First Report of Injury or Illness Form (DWC-Form 1)" see <https://riskmanagement.rice.edu/workers-compensation> for additional information.