



## Driving and Motor Vehicles

### POLICY CONTENTS

Scope  
Policy Statement  
Reason for Policy  
Procedures  
Additional Contacts  
Forms  
Related Information  
History

### Scope

This policy applies to the use of motor vehicles used on official University of Nebraska at Omaha business by faculty, staff and students.

### Policy Statement

Anyone operating a University vehicle (or operating a rented vehicle for official university business) must be authorized by the university and follow the guidelines and procedures outlined in this policy.

### Reason for Policy

The safety of University students, faculty, staff, and the public is a central concern of this University. This policy, which governs the use of motor vehicles used on official University of Nebraska at Omaha business by students, faculty and staff, is designed to support safe, prudent use of vehicles and to help mitigate inherent risks.

### Procedures

#### Administrative Oversight

[University Fleet Management](#) serves as the system-wide administrator and subject matter expert for driving and motor vehicle matters. Fleet Management alone will authorize drivers for university vehicles (including driving records review), administer the van driver training program, and provide ongoing oversight for university vehicle management. Though references throughout this document may include website URLs or email addresses with UNL in the heading, they appear for the convenience of and apply to all University of Nebraska campuses.

#### Use of Personal Vehicles

Any individual who drives his or her personal vehicle to a University activity or on University business is responsible for the safety of himself/herself as well as all passengers. The University bears no responsibility and is not liable for the operation or operating condition of personal vehicles and expects such drivers to comply with state law requirements regarding insurance coverage and to carry appropriate automobile liability insurance. All costs, including fuel, maintenance, or damage, which may occur while on University business is the responsibility of the owner of the personal vehicle. Information concerning expense reimbursement for use of personal vehicles for University business is [available here](#).

## Covered University Vehicles

The Driving and Motor Vehicle Policy is applicable to the drivers of all University owned and leased, rented or donated vehicles which are leased or rented in the University's name or used in the course and scope of University business regardless of lessee/renter. It is also applicable to all drivers of large passenger-vans regardless of whether they are owned, leased, rented or donated for use by the University of Nebraska at Omaha.

## Authorized Drivers

The following individuals may qualify as authorized vehicle operators – see authorized driver requirements below.

- Members of the Board of Regents
- Employees (faculty and staff) and emeriti faculty of the University of Nebraska at Omaha
- University of Nebraska at Omaha students, not included in the above-mentioned groups, are traveling on official University business as designated by the Chancellor's Office, Dean or Director.

## Authorized Driver Requirements

### Faculty and staff:

University vehicles may be driven by licensed employees over 18 years of age.

To be considered for approval to drive, the department or individual must:

- Complete the [New Driver Authorization Form](#) online. (Note: The department employing the driver is responsible for all fees required to obtain driving records.)
- Have a "V" status driver's license and in the last 36 months driving records free of:
  - A current suspension or revocation of a state driver's license restricts an employee's ability to drive at work.
  - Any traffic violations within a three-year period accumulating a total of 6 or more points. (In alliance with insurance industry standards, drivers accumulating 6 or more points in a 36-month period are considered high risk drivers)

Note: For the first 36 months while this policy is being implemented, existing employees, with prior driving records that would prevent them from being authorized to drive on University business, may be allowed to drive with provisional authorization if they receive no additional traffic violations. Provisional authorization will be granted after review by the University. Driving records will be monitored monthly (at the employing departments' expense) for existing employees with provisional authorization. Any traffic violation conviction will result in the immediate removal of this provisional authorization.

If a Department of Motor Vehicles Motor Vehicle Report reveals convictions (regardless of whether points were assigned or not) for Major Traffic Offenses as enumerated in Appendix A, or license suspension or revocation as specified above, the University department that employs the employee shall be notified by University Fleet Management or Human Resources the employee is no longer authorized to operate a University vehicle or drive on University business. If requested by the employee, a copy of the Motor Vehicle Report will be given to that employee. If that employee disputes the facts shown on the Motor Vehicle Report, he/she may challenge them with the Nebraska Department of Motor Vehicles. Appeals for removal of University driving privileges will be reviewed by the University.

An employee who drives a vehicle during the course of performing University duties who no longer meets the driver standards of this policy may be given alternative duties for which he/she is qualified or at the unit's discretion may be terminated according to University Human Resource policy. Units should contact Human Resources to facilitate this process.

An employee who accumulates a total of 6 or more points within a three-year period and no longer meets the driver standards of this policy may request provisional authorization review by the University. Provisional authorization can be requested by the employee's supervisor; is not guaranteed; requires the employee remain free from any moving violation conviction for 36 months; and will only be granted once to the employee. The employee may be required to complete a driving training course (named by the University) at the employee's expense.

Motor Vehicle Records will be monitored monthly for changes in license status and major moving violation conviction for all employees who drive a vehicle during the course of performing University duties and will be initiated prior to a job offer being made to new applicants whose duties include vehicle operation.

- New employees whose duties will include a substantial amount of vehicle operation may be hired contingent on the University receiving a driving history that qualifies them as an Authorized Driver as defined above.
- New hires are not eligible to drive until approved.
- New hires are not eligible for provisional authorization.
- If an employee is hired with an unacceptable driving record, before they may become eligible to drive on University business, their 36-month driving record must be free of all moving violation convictions.
- All drivers shall report any conviction for any Major Traffic Offense (whether or not points are assessed) or any change in the status of their license to their supervisor that results in the loss of work driving privileges.
- This action shall occur on the first working day following the conviction or as soon as possible thereafter.
- The supervisor shall report such change or conviction to University Fleet Management and Human Resources immediately.

Failure to comply with this policy shall be considered a willful violation of this policy and may subject an employee to disciplinary action, and loss of University driving privileges.

All driving records are monthly monitored; drivers with no moving violations on record will be fully reviewed every other year; drivers with minor moving violations on record will be fully reviewed annually; trained large passenger-van drivers will be fully reviewed annually; commercial driver's license will be fully reviewed annually. If monthly monitoring reveals a conviction for a [major traffic offense](#), or change in license status, the driver's motor vehicle record will be fully reviewed.

## Students

Only currently enrolled full or part-time students over 18 years of age who have been approved by University Fleet Management are allowed to drive University-owned or rented vehicles. For agriculture related work, some 17-year-old license holders may be allowed to operate certain vehicles as specified by Child Labor Law on agriculture property while under direct supervision. In order to be approved to drive, the department or student must:

- Complete the [New Driver Authorization Form](#) online. Students who are not student employees are responsible for all fees required to obtain driving records and should be processed through their student organization or sports club.
- Have a "V" status driver's license and in the last 36 months driving records free of:
  - A current suspension or revocation of a state driver's license restricts an employee's ability to drive at work.
  - Any traffic violations within a three-year period accumulating a total of 6 or more points.

Faculty / Staff / Students who, at any time, do not meet the above qualifications will be prohibited from driving University-owned or leased vehicles. International driver's licenses or licenses issued by countries other than the United States are not acceptable. Driver's licenses issued in the United States less than 12 months prior to the date of planned travel may not be accepted. Drivers with licenses issued in the past 12 months will be required to demonstrate driving proficiency prior to being authorized to operate motor vehicles on University business. Driving proficiency demonstrations can be scheduled by emailing [transcharge@unl.edu](mailto:transcharge@unl.edu) or [autorental@unl.edu](mailto:autorental@unl.edu)

## Authorized Passengers

The following individuals qualify as authorized passengers in University owned vehicles.

- Employees and emeriti staff members of the University of Nebraska at Omaha
- Members of the Board of Regents
- Members of an official University committee approved by the chancellor's office to travel on University business
- Individuals on special assignment who have received approval from a dean/director or higher
- Transport of other officers, employees or guests of the University when they are on official University of Nebraska at Omaha business. Including special use programs sponsored by the University of Nebraska at Omaha.
- University of Nebraska at Omaha students traveling on official University business
  - [Student trip insurance](#) is required for all students traveling in university vehicles.
  - When University students will be traveling in University of Nebraska vehicles, an additional completed "Student Trip Form" must be submitted to University Risk Management and University Fleet Management prior to release of the vehicle.

## Authorized Uses of University Vehicles

Use of University vehicles is limited to University business only, including:

- Travel between the place where the University vehicle is dispatched and the place where official University business is performed.
- When on official travel status, between the place of University business and the place of temporary lodging.
- When on official travel status and not within reasonable walking distance, between either of the above places and places to obtain meals; places to obtain medical assistance (including drugstores); and other places required to sustain the health, welfare or continued efficient performance of the driver, exclusive of places of entertainment.
- Transport of other officers, employees or guests of the University when they are on official University business, including special use programs sponsored by the University of Nebraska at Omaha.
- Transport of consultants, contractors or commercial firm representatives when such transport is in the direct interest of the University.
- Travel between the place of dispatch and place of performance of University business to a driver's personal residence when specifically authorized by the proper University authority.
  - Commuting – There may be situations where the best interest of the University is served by having the driver retain possession of the vehicle during non-duty periods and authorization to do so should be cleared with the department head and University Fleet Management Director.
- Out-of-state travel when specifically authorized in advance according to university policy.

## Unauthorized Use of University Vehicles

Use of a University vehicle for any of the following purposes shall be considered unauthorized and shall subject the driver to potential disciplinary action:

- Any use for a personal purpose, other than commuting, which has been authorized as specified in Authorized Use. Nebraska Statute No. 81-1024 states:

*"No officer or employee of the State of Nebraska shall use any motor vehicle owned by the State of Nebraska for any personal use whatsoever. Any officer or employee who shall violate any of the provisions of this section shall be deemed guilty of a Class V misdemeanor, and in addition thereto the officer or employee shall be deemed guilty of official*

*misconduct in office for palpable omission of duty, and upon conviction thereof the court shall have the power to add to the judgment that any officer or employee shall be removed from office or employment."*

- Travel or tasks which are beyond the vehicles rated capability. (i.e.: Loads exceeding vehicle GVWR, exceeding trailer tow capacity, off road usage, etc.)
- Transport of family, friends, associates, or other persons who are not employees of the University or serving the interest of the University.
- Transport of hitchhikers
- Transport of cargo which has no relation to the performance of official University business.
- Transport of acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation.
- Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way that constitutes an obstruction to safe driving or a hazard to pedestrians or to other vehicles.
- Transport of employees or students from the workplace to restaurants, cafes, drugstores or to other places that are not in the service of University business.
- Attending sporting events, including hunting and fishing, that are not in the service of University business.
- Extending the length of time the vehicle is in the driver's possession beyond that which is required to complete the official purpose of the trip.
- Operating a University vehicle while under the influence of alcohol or drugs.

## **Vehicle Security**

The security of University vehicles and their contents is the drivers' responsibility.

Vehicles, when left unattended for any reason, must have the keys removed, the windows tightly closed and the doors locked to prevent unauthorized use or theft of the vehicle or its contents

## **Vehicle Hours of Operation**

Vehicle operators should drive no more than three (3) continuous hours within a ten (10) hour period. Frequent rest, food and stretch breaks should interrupt driving time to combat drowsy or fatigued driving.

Between the hours of 10:00 PM and 7:00 AM, no passenger van or bus may be operated for more than four (4) hours any continuous trip. After four (4) hours the van or bus driver is required to stop the vehicle for an extended rest break and not continue travels until after 7:00 AM and fully rested.

For vehicles other than passenger vans or buses: If there is more than one (1) authorized driver, and the drivers switch driving every two (2) or three (3) hours, sedans, pickups, SUV's, and trucks are limited to no more than six (6) hours of operation between the hours of 10:00 PM and 7:00 AM for any continuous trip, otherwise the vehicle is limited to no more than four (4) hours operation between 10:00 PM and 7:00 AM.

Drivers are allowed to complete a continuous trip if the driver is not fatigued, and the additional travel time does not exceed one (1) additional hour. A continuous trip is defined as the point of origin to the final destination.

## **Large (Full-size) Passenger-Vans**

The following is for use of passenger vans/buses, passenger vans and passenger buses with a seating capacity of 10 or greater. Use or purchase of extended wheelbase or extended length 15 passenger vans is not permitted.

In order to use a passenger van/bus on University business either through University Fleet Management, department owned, personally owned or from an outside vendor the following apply:

- Only University faculty, staff, and students who are 21 years or older may operate a passenger van/bus while on University business. For local travel only, University Fleet Management's director may grant van driver age exceptions.
- Complete the [New Driver Authorization Form](#). University Fleet Management at UNL is the only authorized party to perform a DMV review to ensure you qualify to drive University vehicles.
  - Note this step requires batch files to be delivered overnight, so will not be ready on the day of application.
- Once approved as a new driver, complete [Van Safety Training](#) in Bridge.
  - If student passes with an 80%-89% grade, this course will be good for 1 year.
  - If student passes with a 90-99% grade, this course will be good for 2 years.
  - If student passes with a 100% grade, this course will be good for 3 years.
- Complete the [Annual Driver's Agreement](#).
- Check [Driver Authorization](#) prior to driving.
- Driving records will be monitored monthly for all authorized drivers.
- The occupancy of the van/bus (including the driver) shall be no greater than 12 persons for 12 passenger vans or the rated passenger bus capacity. All van occupants must wear seat belts at all times; therefore, van occupancy shall never exceed seat belt capacity.
- No van/bus may operate for more than four hours between the hours of 10:00 pm and 7:00 am for any continuous trip. A continuous trip is defined as the point of origin to the final destination.
- Roof racks and/or trailer hitches are never allowed on passenger vans or buses.
- The maximum speed on a passenger van is 70MPH or the posted limit (whichever is lower). The maximum speed on a passenger bus will be 65 MPH or the posted limit (whichever is lower).
- All other University policies and rules for vehicle usage will apply in addition to the special provisions listed above for the passenger van/bus.

## Vehicles Requiring Commercial Driver License (CDL) – See Appendix B

### Vehicle Driver Responsibilities

- Drivers are responsible for inspecting vehicles prior to leaving the place where the vehicle is primarily based or garaged using the [University Pre-trip Inspection Form](#). Once the driver leaves the facility with the vehicle, any damage found is the responsibility of the driver's department.
- Drivers will not operate a vehicle that the driver suspects are not operating properly. The driver will park the vehicle and make appropriate arrangements so that the vehicle can be serviced, otherwise operated safely, or towed.
- Drivers must only transport the number of persons for which there are seatbelts in the vehicle. The driver must make certain that all people in the vehicle wear their seatbelts.
- Drivers must observe all traffic regulations. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a University vehicle.
- Drivers must take appropriate precautions when driving conditions are hazardous. (This includes but is not limited to dust storms, fog, heavy rain, snow, or ice conditions). This includes allowing enough time for travel.
- Drivers are responsible for taking appropriate measures to secure and safeguard the vehicle until it is returned to the designated location at the University or the rental company. In cases where a private rental vehicle is used, the driver is responsible for complying with all rules and regulations associated with the private rental contract.
- Drivers operating vehicles on campus should follow the [Safe Driving Guidelines](#).

### Distracted Driving



Creating, sending, reviewing text messages or e-mail, accessing the internet for any purpose, electronic gaming and reading any printed materials on an electronic device or in paper form are **not permitted** while operating a University motor vehicle on University business. Drivers must find a safe location to pull over and stop before attempting these actions.

As provided in Nebraska state law, the prohibition does not apply to:

- A person performing his or her official duties as a law enforcement officer, a firefighter, an ambulance driver, or an emergency medical technician; or
- A person operating a motor vehicle in an emergency situation.

Failure to comply with this policy will result in an immediate removal of the driver's authorization to drive a University motor vehicle (for a minimum of 12 months) and may subject the driver to other potential disciplinary actions, up to and including termination of employment.

In order to have driving authorization reinstated for violating this policy, the faculty/staff/student must have an acceptable driving record, and at the drivers' expense, demonstrate completion of the [National Traffic Safety Institute Distracted Driver Online Course](#). Proof of course completion must be provided to University Fleet Management along with an up-to-date annual [Drivers' Agreement](#)

A copy of the Nebraska statute 60-6,179.01 can be accessed [here](#).

### **Out of State Travel and Travel Authorization**

A University of Nebraska vehicle may be used for out of state travel if the department head determines it is more economical than public transportation. The USBank Voyager credit card is valid at most service stations throughout the United States. Merchants accepting the USBank Voyager credit card can be located at the following link. <https://www.fleetcommanderonline.com/app/public/merchantLocator.do>

Requests for USBank Voyager credit cards should be submitted to [transcharge@unl.edu](mailto:transcharge@unl.edu) or [autorental@unl.edu](mailto:autorental@unl.edu)

All University policies pertaining to vehicle travel are applicable when traveling in other states.

Out of State Travel Pre-Trip Authorization must be obtained via Automated Travel (Concur).

The full University of Nebraska Travel Policy can be viewed [here](#). If you have questions, please contact the University of Nebraska system's travel office at [traveloffice@nebraska.edu](mailto:traveloffice@nebraska.edu) or (402) 554-3456.

### **Automotive Insurance and Vehicle Accident Reporting**

Except in instances where the cost of damage repair to a University vehicle is covered by an insurance settlement or by prompt payments received from the person(s) responsible for damage, department responsibility for damage (per incident) will be limited as shown in [Appendix C](#).

Passengers who are not University of Nebraska employees are afforded no protection under the policy and ride at their own risk. [Insurance for student field trips](#) is available for a nominal fee from the Office of Risk Management and is required on all course field trips.

University Fleet Management provides direct bill private rentals through National or Enterprise rent-a-car with the Supplemental Liability Protection (SLP) and Collision Damage Waiver (CDW) built into the rental rate. Renters should decline all insurance offerings when signing for a direct bill private rental vehicle.

When not utilizing the Big Ten contract with National/Enterprise Rent-a-Car, drivers should accept the SLP. The SLP provides coverage for the other parties' property or vehicle in the event the University is found responsible. Refer to Private Rental Vehicle Insurance to determine insurance requirements. The University self-insured automotive policy provides coverage beyond the coverage afforded by the SLP, and provides comprehensive damage coverage for private rental vehicles with a \$500 deductible. The CDW should be accepted only when the vehicle will be operated on unimproved roads or the vehicle will be rented for one month or more. Decline all other insurance offerings from the rental car company.

\*Departments not utilizing the Big Ten contract are subject to a \$500 deductible if the vehicle is damaged while on assignment to the department.

The driver involved in an accident should report the accident to the department head and local police or if, on campus, to University Police: Omaha (402) 554-2911; Lincoln (402) 472-2222; Medical Center (402) 559-5555; Kearney (308) 865-8911 immediately as they can render assistance and officially inspect the scene of the accident.

When involved in an accident:

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. If injury has occurred, call 911 for emergency assistance.
4. Notify Police.
5. DO NOT sign any paper or make any statement as to who was at fault (except later to your supervisor).
6. Get name and address of each witness.
7. State your name, address, place of employment, name of your supervisor, and upon request show your operator's license, vehicle registration, and insurance card.
8. Secure the following information:
  - o Registration information for other vehicle(s) (owner's name, license plate number, expiration date and state, vehicle serial number)
  - o Information on other driver(s) (name, address, operator's license number and expiration date)
  - o Name and address of the company insuring other vehicle(s)
  - o Name and address of each person involved and extent of injury, if any;
  - o General information such as location, time, road condition, weather, property damage and estimated damage to other vehicles.
9. Notify your department head immediately.
10. If the vehicle is unsafe to operate, after contacting University Fleet Management, have it towed to the nearest garage or service station. After hours call (402)-472-1550 for connection with the proper individual.
11. Submit a University of Nebraska accident report to University Fleet Management [transcharge@unl.edu](mailto:transcharge@unl.edu). See Forms section.

In Nebraska accidents involving injury or damage in excess of \$1,000.00 must be reported to the State Accident Records Bureau, Department of Transportation - Box 94669, Lincoln NE 68509-4669 on the accident report form provided by the State Patrol, Sheriff or local police, or available online at <http://dot.nebraska.gov/media/4763/ndot41.pdf>. Note that depending on various situations, law enforcement may not be available to investigate accidents and may recommend taking pictures and exchanging driver/vehicle information. When involved in accidents outside the State of Nebraska, drivers must comply with reporting requirements for the jurisdiction where the accident occurred.

Please do not sign any papers or make any statements concerning responsibility for blame since any admission may impair Risk Management's ability to defend a case of questionable legal liability. Do not accept calls or other communication from insurance companies. Refer them to University Risk Management. Appropriate legal authority will decide fault or liability. Please complete forms and comply with instructions.

[Appendix A – The Nebraska “Point System”](#)

[Appendix B – Vehicles Requiring Commercial Driver's License \(CDL\)](#)

[Appendix C – Damage Responsibility for the Repair of University Vehicles](#)



## [Appendix D – Private Rental Agency Vehicles and Related Insurance](#)

### Additional Contacts

#### **UNO Police Department - Accident Reporting**

402-554-2911

#### **University Fleet Management - General Questions or Concerns**

402-472-7766

[autorental@unl.edu](mailto:autorental@unl.edu)

### Forms

- [Annual Driver's Agreement](#)
- [New Driver Authorization](#)
- [State of Nebraska Motor Vehicle Accident Report](#)
- [Student Field Trip Insurance Request](#)
- [UNO Accident Report](#)

### Related Information

- [Fleet Management COVID-19 Info & FAQ](#)
- [Nebraska Statute 60-6,179.01 \(Use of Handheld Wireless Communication Device\)](#)
- [Nebraska Traffic Safety Institute Distracted Driver Online Course](#)
- [Nebraska Vehicle "Point System"](#)
- [Preferred Big Ten Rental Car Provider Program Summary & Rates](#)
- [University of Nebraska Travel Policy](#)
- [USBank Voyager Acceptance Locator](#)

### History

- This is a new policy.