



**UNIVERSITY OF ALASKA
TRANSPORTATION SAFETY GUIDE
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University of Alaska Transportation Safety Guide

I. Introduction

National statistics show, of all the causes of death due to accidents, the leading cause is motor vehicle accidents. The U.S. Department of Transportation's National Highway Traffic Safety Administration ([NHTSA](http://www.nhtsa.gov)) reports motor vehicle traffic crashes were the 8th-leading cause of death among all ages. Broken down by age, crashes were the **No. 1** cause of death for every age from 3 through 33. Of those killed in passenger vehicles, 55% were not wearing safety belts.

Most drivers take the day to day operation of a motor vehicle for granted, but, facts indicate motor vehicle accidents remain a high risk for all age groups. This Guide is provided to the university community to promote awareness and understanding and to provide simple steps for managing this aspect of university operations. Although automobiles represent our most common mode of transportation, this Guide also touches on the use of snow machines, ATVs, water and aircraft.

II. Purpose

The purpose of this document is to establish a guideline to:

- ◆ Assist deans, directors, department heads, and supervisors in administering driving privileges for employees and vehicles under their control.
- ◆ Help ensure the safe operation of motorized vehicles.
- ◆ Help ensure the safety of drivers and passengers.
- ◆ Help minimize losses, damages, and claims against the university.

III. Scope

These guidelines apply to UA employees who are responsible for managing and authorizing use of vehicles on UA business and individuals who drive on UA business, academic pursuits, and other UA related ventures. Other laws and formally adopted policies, regulations, campus procedures, and union bargaining agreements may take precedence over these guidelines. Through those responsible for campus safety, individual campuses/departments may wish to develop supplemental guides or other similarly effective controls or processes specific to their operations.

IV. Authorized Use of Vehicles

Per Board of Regents Regulation [04.10.010 B.6.](#), the use of university property, equipment, facilities, or services by employees for purposes not directly related to university duties is prohibited. This includes vehicles leased or rented by UA or its employees, as well as UA owned vehicles. Official business is typically defined as those tasks and responsibilities assigned through an individual's current job description but can also be authorized through special request by an employee's supervisor, director, department head, or other superior position in the department's chain-of-command.

Non-employee use of a UA Vehicle is strongly discouraged. However, UA students and non-affiliated individuals may be approved to drive under limited circumstances. This can occur when the driving need is based on a core mission of the university, university course work, or an authorized academic or student function. Authorizing deans, directors, department heads, or supervisors should contact their campus risk management/environmental health and safety office for approval prior to authorizing and ensure the individual(s) meet the university's [Safe Driver Criteria](#) (see section VII). It should be noted that the UA does not carry medical insurance for these drivers or insurance for non-employee passengers.

University Regulation [05.02.06.A.4.d. \(6\)](#) prohibits UA rental of motor vehicles for guests or persons who are not UA employees. If payment or reimbursement of such costs is authorized, such payment should be covered as an after the fact reimbursement or based on an agreed upon or quoted cost, up front. In such cases, insurance coverage purchased from the car rental company is reimbursable.

V. Definitions

Vehicles are, for the purpose of this Guide, any motorized conveyance and includes utility vehicles such as vans, pick-up trucks, garbage and dump trucks, and vehicles and machinery such as zambonis, backhoes, forklifts, loaders, sweepers, graders, riding mowers, bobcats, tractors, four-wheelers, ATVs, golf carts, snowmachines, watercraft, etc.

UA Vehicles include university owned, leased, rented, or other vehicles in the university's care, custody, or control for which the university has a contractual obligation to provide liability and/or property coverage. This does not include personal vehicles owned by UA employees.

UA-Owned Vehicles are vehicles titled to the University of Alaska.

Vehicles Leased, or Rented to the UA include the "courtesy vehicles" loaned or leased to the athletics departments, or others, by local dealerships, and vehicles rented by university employees on behalf of the university for approved official university business.

UA Employee includes all personnel of the university, (faculty, staff, and student employees) established on the UA payroll records and receiving compensation from the

UA, no matter what the basic fund source, for the performance of regular staff or academic duties.

VI. Insurance

Details on insurance can be found on line at www.alaska.edu/risksafety. Some important facts include:

- ◆ The university's insurance for its vehicles is effective only when the vehicle is being used for duly authorized university business being conducted by an authorized driver.
- ◆ Some deviation from business use of a university vehicle is allowed for UA Vehicles, including rental vehicles and certain leased vehicles; however, losses and claims resulting from such deviations are not covered by the UA's insurance program. The authorized driver is responsible for ensuring their personal auto insurance will cover any claim which occurs during deviations from authorized business use or be prepared to personally pay for any damage or injury arising in the course of that deviation or personal use. The UA may require proof of insurance and/or a contractual agreement with the driver.
- ◆ Insurance on privately owned vehicles driven by UA employees on UA business is PRIMARY to any insurance carried by UA. UA does not cover physical damage to privately owned vehicles.
- ◆ Personal property kept in UA Vehicles is not covered under the UA self-insurance policy.
- ◆ State law requires each vehicle to carry [Proof of Insurance](#). You can obtain this document from the System Office of Risk Services for UA owned vehicles.

VII. Safe Driver Criteria:

Studies indicate a strong correlation between prior traffic violations and future driving performance. Other risk factors include age, experience, and training. To meet Safe Driver criteria for the UA, drivers should:

1. Possess a current, valid driver's license (probationary, court restricted, international drivers' license, or a drivers' permit are NOT acceptable);
2. Have at least three (3) years driving experience as a licensed driver;
3. Be in compliance with the State of Alaska's Division of Motor Vehicle's licensing and insurance requirements;
4. Attend and successfully complete a campus approved drivers' safety course (required for Category 1 drivers, recommended for Category 2 drivers);

5. Have not been convicted within the last three years for:

- Two or more moving violations
- Two or more at fault accidents
- Driving under the influence of alcohol or drugs
- A pattern of moving violations or reckless driving behavior which is demonstrated by the accumulation of more than five points¹ against their drivers' license

²Alaska has a law aimed squarely at crash prevention through identification, control, and rehabilitation of recognized problem drivers. Convictions for moving traffic violations are assigned numeric point values ranging from 2 points to 10 points. Violations with the highest likelihood of contributing to crashes are assigned the higher point value. See [Appendix H](#) for the State of Alaska point assignments as of December 2006.

VIII. Commercial Drivers' Licenses (CDL)

Under the US Department of Transportation (DOT), individuals required to have a Commercial Drivers License (CDL) must comply with specific government regulations to include drug testing. Supervisors of CDL employees should contact their campus Human Resource Services offices for further information on these regulations.

IX. Driver Authorization

All individuals authorized to drive UA Vehicles must be in compliance with applicable state laws and regulations for the operation of motor vehicles including state insurance requirements. Eligibility to operate a UA Vehicle should also be dependent upon a prospective driver's experience and driving record. Drivers falling under Board of Regents travel policy and regulation must have travel approval from his or her supervisor, including authorization for vehicle rental if applicable, documented on a Travel Authorization Form prior to travel departure. Only individuals who properly authorized and who meet the Safe Driver Criteria in Section VII should be allowed to operate a UA Vehicle for UA business, academic pursuits, and other UA related ventures. With the exception of contracted charter services, non-university employees should not transport groups, students, minors, and/or other non-UA affiliated persons on UA business or UA sponsored events and activities.

¹ See: [2 AAC 90.310. Demerit point schedule](#)

² [State of Alaska Driver Manual](http://doa.alaska.gov/dmv/dlmanual/dlman.pdf) (link <http://doa.alaska.gov/dmv/dlmanual/dlman.pdf>)

Driver categories are as follows:

A. Category 1 Drivers:

1. Conditions (where any of the following apply):
 - a. where driving is required by the employee's official job description
 - b. where an employee is assigned use of a UA vehicle
 - c. where an employee is required to carry a CDL license for UA work
 - d. where the driving period is expected to exceed 14 (fourteen) consecutive days
 - e. where driving is long distance (greater than 50 miles one way), and
 - f. for drivers who will transport groups, students, minors, and/or other non-UA affiliated persons on UA business or UA sponsored events and activities.

B. Category 2 Drivers:

1. Conditions:
 - a. where driving a motorized vehicle is on an occasional, as needed, basis, and not a requirement in the official job description.
 - b. when periodically renting vehicles on a short term basis to conduct UA business

Individuals who lose their Safe Driver status should be immediately relieved from driving. Should this occur for Category 1 drivers (where driving is a job requirement), consult with your Human Resource Services or Labor Relations department immediately for employment action guidance.

X. Deans, Directors, Department Head and Supervisor Responsibilities

Deans, directors, department heads, and supervisors are ultimately responsible for oversight of individuals operating motorized vehicles in relation to the university and their adherence to relevant Board of Regents policies and university regulations. Deans, directors, department heads, and supervisors are responsible for ensuring these guidelines, or other similarly effective controls or processes, are implemented for vehicle usage under their control.

Each department head or supervisor responsible for the operation of vehicles on UA business should establish procedures to ensure the following occurs:

1. Determine whether driving is an essential function of any of the positions under his/her management and if so, document the driving responsibilities in the official job description and include the driving requirement in the job advertising.
2. Conduct a pre-hire review of job applicant driving records. Drivers should meet the [Safe Driver Criteria](#) in Section VII as a prerequisite to hire for a Category 1 Driver position.

3. Ensure all drivers continue to meet the Safe Driver Criteria throughout the duration of their driving responsibilities by completing the [UA Driver Authorization](#) form and performing annual MVR record checks for Category 1 drivers and requiring Category 2 drivers to annually update their [UA Occasional Drivers' Affidavit](#). These forms should be kept on file in the department for the duration of the employee's driving assignments and for two years after terminating those assignments.
4. Understand the protocols for suspending an employee's driving duties, appeal procedures, etc.
5. Have Category 1 drivers attend and successfully complete a campus approved drivers' safety course as soon as possible and/or prior to an initial driving assignment. (See [Appendix D](#) for campus contact information for training courses.)
6. All vehicle operators should receive adequate training in the safe operation of the particular vehicle(s) they are to use.
7. Ensure vehicles receive regular maintenance and repair by a qualified mechanic.
8. Ensure employees have been informed of, understand, and follow UA policies and regulations regarding vehicle usage.
9. Ensure unauthorized use of vehicles does not occur.
10. Be aware of other laws regarding special uses of vehicles such as for the transportation of hazardous materials or firearms. Consult your environmental, health, and safety department.
11. Immediately report all accidents, injuries, or damage to police (as required) and campus risk management/environmental, health and safety.

These responsibilities may be delegated to the lowest practical supervisory level at which proper controls can be exercised.

XI. Driver Responsibilities

1. Be in compliance with the State of Alaska's Division of Motor Vehicle's licensing and insurance requirements.
2. Read and understand the UA Transportation Safety Guide.
3. Complete the [UA Driver Authorization](#) form or [UA Occasional Drivers' Affidavit](#) as applicable.

4. Attend drivers training.
5. Ensure you, and all of your passengers, are seat belted prior to moving the vehicle.
6. Do not, except in an emergency, turn driving over to anyone who has not been pre-authorized for those responsibilities.
7. Drivers are responsible for ensuring they are not impaired in any way while driving on UA business.
 - ◆ 25 years of research has shown some impairment begins for both males and females after just one alcoholic drink. Eliminate all alcoholic drinks when driving on UA business.
 - ◆ Be aware some prescription drugs, fatigue, illness, or other personal impairments may adversely affect the judgment or capability to operate a vehicle safely.
8. Notify supervisor of any issues that may impact ability or qualification to drive on university business prior to accepting driving assignments.
9. Do not be distracted by using a cell phone while driving. Come to a stop in a safe place.
10. Be responsible for keeping supervisor informed of any moving violations, license suspension or revocation no later than the next working day after receiving a violation, suspension or revocation.
11. Perform a first-trip-of-the-day safety inspection (brakes, lights, signals, fluids, etc.) prior to operating vehicles or equipment.
12. Be aware the UA does not carry insurance for non-employee passengers. Except for brief, incidental, and rare occasions, transportation of passengers who are not UA employees should not be done on a regular basis without clearance from risk management/health and safety.
13. Report any accidents, injuries, or damage to supervisor as soon as possible.
14. Understand all citations and fines are the personal responsibility of the driver.

XII. Motor Vehicle Record (MVR) Checks

When hiring for positions where driving is required, the top candidate should provide, at their own expense, a copy of their official motor vehicle driving record. A prerequisite to hire should include a check of the driving record to ensure the candidate meets UA's Safe Driver criteria. Contact your campus risk management/health and safety office, as needed, for assistance with the MVR review and approval process.

MVR checks for Category 1 drivers should be performed annually. The cost for a record check is approximately \$10 per person. This annual expense is to be covered by the university.

The State of Alaska website address for information on obtaining driving records is: <http://www.state.ak.us/dmv/akol/recordfx.htm>.

The State of Alaska website address for a Company Release for Multiple Driving Records can be found at this link or in [Appendix I](#): http://www.state.ak.us/dmv/forms/pdfs/co_release.pdf.

XIII. Rental Vehicles

See travel regulations [05.02.06](#) for detailed guidelines:

Employees driving unfamiliar vehicles in unfamiliar locations are at a higher risk for accidents. Employees are encouraged to use airport shuttle services, taxis, and ride share whenever possible. In some cases, this may increase the direct travel costs, but when considering the risk exposures and safety concerns, a slight increase in cost may outweigh the related risks. A tool to assist in the determination of the necessity for use of a rental vehicle can be found in [Appendix C](#).

To protect against unsubstantiated claims from car rental agencies, employees should perform a detailed inspection of the rental vehicle before leaving the parking lot and again immediately after returning it to the rental agency. If carrying a camera, consider documenting the condition of the vehicle before and after rental term. Any damages should be noted and brought to the attention of the rental agency as soon as possible. Beware of express check-in and check-out services where you do not participate in the inspection process. Those services can trap employees in to accepting existing damage as their responsibility.

Chartering of buses, aircraft or other alternative modes of transportation needs special contractual requirements and should be arranged by your local procurement office.

Renting vehicles in foreign countries may require special insurance. In general, it is recommended insurance offered in the foreign country be purchased. Consult with your campus risk management/health and safety office.

XIV. Vehicle Maintenance

Repairs and maintenance should only be performed by trained auto professionals. Vehicles should be put only to the use for which they have been designed. Be aware of other laws regarding special uses of vehicles such as for the transportation of hazardous materials.

XV. Group Travel

This section applies to groups of three or more people traveling together for the same event or purpose. This specifically applies to groups of enrolled students, groups of visitors sponsored by the UA, and other groups for whom UA arranges transportation.

Short and non-remote trips do not require as much pre-planning as longer trips, but they do require preparation. Course field trips to distant locales may merit greater coordination by the instructor to equip travelers with adequate maps and directions. Considerations for trip planning include modes of travel, routes, expected weather conditions, emergency contacts and contingency planning. Use the Motor Vehicle Safety Practices sheet in [Appendix E](#) to help run through some of these pre-planning considerations. For short trips, Risk Services suggests students meet at a certain time and place rather than arranging car pools, designating drivers, and other travel details. If UA is providing the transportation (rather than using a charter or asking groups to meet on location), drivers should be UA employees, over the age of 21, and meet the Category 1 driving requirements.

When more than 20 passengers are part of a land travel party, a bus or mini-bus should be used to transport to away venues, transport to hotels from airports, and transport from hotels to venues. Approved buses for group transport are motor coach common carriers meeting the university's standard contractual and insurance requirements. Drivers of buses must have a valid and approved Commercial Driver's License and submit to a health check as required by the license.

XVI. Remote Travel Safety

Follow the recommendations in the UA "Remote Travel - Planning and Resource Guide" and "Remote Travel Safety Guide" for safe operations in remote areas. A copy of these documents are available from your campus risk management/environmental, health and safety office, or on line at: <http://www.alaska.edu/risksafety/download/TravPlan.pdf> and: <http://www.alaska.edu/risksafety/download/RemoteTravelSafetyGuide.pdf>.

XVII. Special Transportation Risks

A. 15 Passenger Vans

In recent years, studies have shown special precautions are recommended when driving 15 passenger vans. This size van is not to be used for transporting passengers on UA business, academic pursuits, or other UA related ventures. UA has retrofitted some of its owned 15 passenger vans to function as utility vehicles. Drivers using these vans should receive special training in proper operation.

B. Towing and Trailers

The addition of a trailer completely changes how a vehicle handles. The pulling of trailers to carry equipment, boats, etc. should be specifically authorized by the

appropriate approving administrator and only after appropriate training has been completed. Training should include:

- Pertinent legal requirements
- Matching towing vehicle and trailer, including any changes needed on tire pressure
- Selecting appropriate hitching system and safety chains
- Ensuring braking and wiring systems are working properly
- Proper trailer loading
- Staying within the trailer's weight rating
- Staying within the towing vehicle's weight rating and the total combined rating
- Using a proper hitch, particularly a weight distribution hitch and active sway-control equipment

Additional information on towing is provided in a pamphlet from the National Highway Traffic Safety Administration at the following link:

<http://www.nhtsa.dot.gov/cars/problems/Equipment/towing/index.htm>

C. Traveling with Minors

Two important facts to keep in mind when transporting minors:

1. Federal law prohibits the sale of 15-passenger vans for the school-related transportation of high school aged or younger children (therefore, do not charter or use these)
2. Minors cannot make legally binding decisions about their own safety or waive their rights (therefore, a minor cannot sign a waiver or release form).

If your travel will include the transportation of minors, please refer to the following resource or contact risk management:

<http://www.alaska.edu/risksafety/download/Minorcklist.pdf>

D. Air Transportation

Charter air carriers must meet the state regulatory requirements as well as the university's standard contractual and insurance requirements. See:

http://www.alaska.edu/risksafety/b_insurance/insurance-requirements-%28f/charter-aircraft/

Employees desiring to fly personally owned aircraft on UA business must contact the Statewide Office of Risk Services. See:

http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/aviation/

Non-contract air transportation or free rides should not be arranged for non-employees without consultation with your risk management department.

XVIII. Accident Reporting:

An Accident Reporting booklet should be kept in each UA owned or leased vehicle. Contact your campus risk management/environmental, health and safety office for supplies. Additional details on Incident Reporting can be found at http://www.alaska.edu/risksafety/g_forms-library/IncidentRpt.pdf and at http://www.alaska.edu/risksafety/e_claims/ for accidents and claims.



UA DRIVER AUTHORIZATION (Category 1 Drivers)

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This form is to be completed at least annually for individuals for whom any of the following apply:

- Driving on UA business is required by the official job description
- A UA vehicle has been assigned for their use
- Where a CDL license is required for UA work
- Drivers who will be required to drive for a period exceeding 14 (fourteen) consecutive days
- For long distance travel (greater than 50 miles one way)
- Drivers who will transport groups, students, minors, and/or other non-UA affiliated persons

DRIVER To complete this section		
Name:	Date of Birth:	Age:
Drivers' License #:	Drivers' License Expiration Date:	
<input type="checkbox"/> Attach a copy of driver's license (probationary, court restricted, international drivers' license or a drivers' permit are NOT acceptable)		
<input type="checkbox"/> Attach a copy of UA drivers' safety training course completion documentation		
<p>I certify I am in compliance with all licensing and insurance requirements for the State of Alaska. I agree to notify my supervisor, by the next working day, of any changes to my compliance status, any moving violations I may receive, and to IMMEDIATELY notify my supervisor of any accidents.</p> <p>I have read and understand the information included in the Transportation Safety Guide. I understand the university's insurance for its vehicles is effective only when the vehicle is being used for authorized university business purposes by an authorized driver. I understand the transportation of passengers who are not University of Alaska employees should first be cleared by my supervisor and the university does not carry insurance for non-employee passengers.</p>		
Name (printed):		
Signature:	Date:	



**UA DRIVER AUTHORIZATION
(Category 1 Drivers)**

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SUPERVISOR To complete this section	
TRUE	
	1. Driver has attached all of the above required documents
	2. I have obtained and reviewed a copy of the driving record report from the state department of motor vehicles
	3. Driver has at least three (3) years of driving experience
	4. If transporting groups, students, minors, and/or other non-UA affiliated persons, driver is age 21 or older OR This item is Not Applicable
	5. If driver is not age 21 or older, he/she is not going to transport groups, students, minors, and/or other non-UA affiliated persons
	6. Driver has not been convicted for two or more moving violations in the last three years
	7. Driver has not been convicted, or had his/her license revoked, for driving under the influence of alcohol or drugs in the last three years
	8. Driver does not have a pattern of moving violations or reckless driving behavior which is demonstrated by the accumulation of more than five points against his/her drivers' license in the last three years
	9. Driver has been given the a copy of, or web access to, the UA Transportation Safety Guide and asked to read it
<p>If you are unable to check any of the above boxes, please contact your campus risk management/environmental health and safety department for assistance prior to authorizing UA driving responsibilities. Only individuals who have been properly screened prior to beginning work, (including a pre-hire review of driving record, if applicable), should be allowed to operate a vehicle on UA business. Contact your campus risk management/environmental health and safety office for non-affiliated or student driver requirements.</p>	
<p>SUPERVISOR'S APPROVAL TO DRIVE <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
Supervisor Name (printed):	
Supervisor Signature:	Date:
Comments:	



UA OCCASIONAL DRIVERS' AFFIDAVIT (Category 2 Drivers)

This affidavit is to be completed for individuals for whom driving on UA business is required on an occasional basis. This form should be completed at least annually. This form is NOT to be used by individuals for whom driving on UA business is a requirement of their official job description, who have a vehicle assigned for their use, who are required to carry a CDL license, for a driving assignment exceeding 14 (fourteen) days, for long distance travel (greater than 50 miles one way), or for drivers who will transport groups, students, minors, or non-UA affiliated passengers. Those drivers should use the Category 1 Driver Authorization form.

I, _____, _____, have been requested by the
 (print name) (work phone number)
 _____ department to be a vehicle driver for activities necessary to departmental operations for the period from: _____ to: _____. I understand my driving record affects my authorization to drive a vehicle on UA business.

Driver's License Number:	State (if other than Alaska):	Expiration Date:
TRUE		
1.	I possess a current and valid drivers' license.	
2.	I am in compliance with all licensing requirements for the State of Alaska and my license is not probationary, court restricted, international nor is it a drivers' permit.	
3.	I am in compliance with the mandatory state liability insurance requirement for the vehicle I will be driving.	
4.	I have at least three (3) years of driving experience as a licensed driver.	
5.	I have not been convicted for two or more moving violations in the last three years.	
6.	I have not been at fault in two or more accidents in the last three years.	
7.	I have not been convicted, or had my license revoked, for driving under the influence of alcohol or drugs in the last three years.	
8.	I do not have a pattern of moving violations or reckless driving behavior which is demonstrated by the accumulation of more than five points against my drivers' license in the last three years.	
Explain any NOT TRUE responses here:		

I certify the foregoing information is true and accurate. I agree to notify my supervisor, by the next working day, of any changes to my above certifications, any moving violations I may receive and to IMMEDIATELY notify my supervisor of any accidents. I understand the university's insurance for its vehicles is effective only when the vehicle is being used for authorized university business purposes by an authorized driver. I understand the transportation of passengers who are not University of Alaska employees should first be cleared by my supervisor and the university does not carry insurance for non-employee passengers.

 Driver Signature

 Date

SUPERVISOR'S APPROVAL TO DRIVE		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Supervisor Name (printed):			
Supervisor Signature:			Date:
Comments:			

Car Rental Use Authorization Tool

The intent of this tool is to assist supervisors in the determination of the necessity for the use of a rental car in relation to UA business travel. (Note: departments are subject to an insurance [deductible](#) if rental vehicles are damaged.)

Preliminary qualification - Driver:

1. Has reviewed and meets UA Safe Driver criteria Yes No

A "no" answer to #1 = <i>Car rental is not recommended.</i>	If "yes", continue:
--	---------------------

2. Are there alternative transportation options? Yes No
(shuttle, taxi, ride share, etc.)

A "no" answer to #2 = <i>Supervisor may wish to approve rental at this point.</i>	If "yes", continue:
--	---------------------

3. Are there safety reasons necessitating the rental of a vehicle? Yes No

If yes, explain: _____

4. Are there other convenience factors necessitating the rental of a vehicle? If yes, explain: _____ Yes No

5. Are there inordinate costs necessitating the rental of a vehicle? Yes No

If yes, explain: _____

If "no" to all questions #3, #4, and #5 = <i>Car rental not recommended.</i>	A "yes" answer to any of #3, #4, or #5, and with sufficient reasoning given = <i>Supervisor may wish to approve the rental.</i>
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Driver Training Information and Contacts

Each campus Risk Management/Environmental, Health and Safety office maintains a variety of training programs or can direct you to appropriate resources. Current training information can be found at the Risk Management Team Web site www.alaska.edu/risksafety.

UAA: <http://ehsrms.uaa.alaska.edu/> Call 786-6959 for an appointment to take a drivers training class.

UAF: <http://www.uaf.edu/safety/>

UAS: http://www.uas.alaska.edu/facilities_services/safety/index.html

SW: Use any of the above resources

Vehicle Safety Practices - General

The Vehicle (all kinds)

- Is there training available for the vehicle you will be operating? If so, take advantage of it.
- Keep your vehicles fueled and in good mechanical repair, using a qualified mechanic.
- Winterize vehicles, as appropriate (check battery, ignition system, thermostat, lights, flashers, exhaust system, heater, brakes, defroster, tires, tracks, etc.).
- Ensure vehicles have adequate antifreeze, windshield washer fluid, and oil. Check these levels regularly.
- Each UA owned vehicle licensed for road use should come equipped with a vehicle registration card, insurance identification card, and an accident reporting booklet. Contact your risk management office if you need additional supplies of insurance cards or accident reporting booklets.
- Place a winter emergency kit in vehicles; e.g. a shovel, flashlight, first aid kit, battery powered radio with extra batteries, bottled water, snack food, extra hats and gloves, blankets, tow chain or rope, road salt and sand, booster cables, emergency flares, fire extinguisher, fluorescent distress flag, jack and spare tire, snow brush, ice scraper, extension cord.

The Driver/Operator

- All operators must be properly trained, licensed, or permitted for the task they are performing. All required licenses, permits, and endorsements must be available for immediate inspection during operation of motor vehicles.
- No motorized vehicle may be operated at any time if the operator is under the influence of alcohol or drugs, or is suffering some other impairment that may adversely affect the operator's judgment or capability to operate a vehicle safely.
- Observe all vehicle laws where the vehicle is being operated.
- Ensure all vehicle occupants are buckled up before you move the vehicle.

- Stop in a safe location to speak on a cell phone or radio, or have passenger relay information.
- Do not overload a vehicle with passengers or material. Carry loads in a manner that lowers the center of gravity and avoid loading heavy or bulky items on roof racks.
- Safely park vehicles.
- Drivers are responsible for immediately reporting any defective or unsafe conditions.
- Do not let passengers ride in vehicles, or on parts of vehicles (e.g., truck beds), which do not have seats and seat belts.
- Do not let passengers get on or off a vehicle while it is in motion—even slow motion.
- Control the speed of the vehicle such that you can stop the vehicle within a safe distance given the possibility of unexpected accidents, the driving or operating conditions, and the stopping capabilities of the vehicle.
- Do not idle vehicles unattended.
- Report all vehicle accidents to your supervisor and local Risk Management office immediately after providing or summoning emergency or police services.
- Understand all citations and fines are the personal responsibility of the driver.

Other Safety Considerations

- Driver fatigue is one of the leading causes of accidents. Have two qualified drivers available for trips more than 200 miles in total length. On long trips, rotate drivers every three hours and limit total driving time to no more than eight hours per day.
- Try to avoid driving during bad weather or a storm or blizzard warning. However, if you must travel, do so in daylight hours, don't travel alone, keep others informed of your schedule and route, and stay on the main roads.
- Carry a cell or satellite phone.
- When traveling long distances, please file a **trip plan** to include exact destination, departure and return dates, destination contact person and phone number, an accurate roster of participants, emergency contacts for all participants, and cell phone numbers for one or more participants. Establish a system for checking in with home base to include an emergency contact protocol if a check-in is missed.
- Do not idle engines near building entrances or building air intakes where exhaust fumes might be drawn into buildings.

- ❑ Special Precautions for Van Drivers - Most accidents occur while backing vans. Drivers should perform a 360-degree inspection around their van before backing or use a second person as a spotter during backing. Larger vans also have performance instabilities associated with their size and configuration. Please check with your local EHS or Risk Management office on special van safety rules.

- ❑ Special precautions for rental car drivers – The UA has had several incidents of claims from rental companies for damage unknown to the employee. To limit this kind of problem, employees should perform a detailed vehicle inspection (a walk around the vehicle to visually inspect) of the rental vehicle before accepting it and immediately after returning the vehicle to the rental agency. Any deficiencies must be brought to the attention of the rental agency before leaving the lot, if possible, or as soon thereafter as possible. Further information and details regarding insurance issues and concerns associated with rental vehicles can be located at:
http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/auto/

Small Watercraft Safety Practices

- See [Vehicle Safety Practices – General](#)
- Observe all coast guard regulations/rules of the road and state regulations.
- Do not exceed the maximum capacity for occupants and gear.
- Do not operate watercraft in a reckless, erratic, or unsafe manner.
- Secure or anchor the watercraft in a safe manner.
- Use extreme caution when entering or exiting any watercraft.
- Use Coast Guard approved personal floatation devices. A floatation device must be worn by each occupant.
- Carry a serviceable fire extinguisher on all motorized boats.
- A comprehensive safety checklist is available from your local Risk Management Office when a larger marine vessel is required for offshore activities.



ATV Safety Practices

- See [Vehicle Safety Practices – General](#)
- Inspect the ATV each time before it is used to make sure it is in safe condition.
- Always wear a helmet and other protective gear including, but not limited to, non-skid, closed toe shoes, long pants and a long sleeved shirt, and eye protection.
- Never ride on public roads or at night.
- Do not carry passengers on a single rider vehicle.
- Travel only where the motorized vehicles are permitted.
- Ride only on designated trails and at a safe speed.
- Obey trail markers and closure signs.
- Be alert to changing terrain conditions; check for obstacles before entering a new area. Be aware of excessively rough, slippery, or loose terrain.
- Avoid streams, lake shores, meadows, muddy roads and trails, steep hillsides, and wildlife.

DRIVER'S LICENSE POINT ASSIGNMENT

The following is excerpted from the [State of Alaska Driver Manual](http://doa.alaska.gov/dmv/dlmanual/dlman.pdf), revision 01/2010 (link <http://doa.alaska.gov/dmv/dlmanual/dlman.pdf>)

If you are convicted of, or forfeit bail for, a moving traffic violation occurring in this, or any other State, points will be entered on your Alaska driving record. Assigned points are based on the following schedule:

Type of Violation Point Value

• Operating a motor vehicle while privilege to do so is suspended or revoked or in violation of limited license	10
• Driving while intoxicated / under the influence	10
• Reckless driving	10
• Refusal to provide a breath sample	10
• Fleeing or attempting to elude a Police Officer	10
• Speed contest..... Racing	10
• Negligent Homicide with a Motor Vehicle	10
• Manslaughter with a Motor Vehicle	10
• Assault with a Motor Vehicle	10
• Leaving the scene of a crash	9
• Negligent driving	6
• Failure to yield to authorized emergency vehicle	6
• Failure to stop for school bus while bus is loading or unloading	6
• Failure to obey official traffic control devices in school zone, playground, crosswalk, or park	6
• Driving without insurance	6
• Careless driving	4
• Following too close	4
• Failure to stop or yield	4
• Minor operating after consuming	6
• Illegal passing in a Traffic Safety Corridor	4
• All other moving violations	2
• Violation of oversize or overweight permits pertaining to restriction on hours of operation	3
SPEEDING:	
• In school zone or playground crosswalk	6
• 3 to 9 mph over limit	2
• 10 to 19 mph over limit	4
• 20 mph or more over limit	6
Violation of oversize or overweight permits pertaining to restriction of speed	
• 3 to 9 mph over limit	2
• 10 to 19 mph over limit	4
• 20 mph or more over limit	6

**STATE OF ALASKA
DIVISION OF MOTOR VEHICLES**

COMPANY RELEASE FOR MULTIPLE DRIVING RECORDS

The undersigned do hereby authorize the State of Alaska, Division of Motor Vehicles, to release my driving record to the following business or company:

ALASKA #	PRINTED NAME	RECORD TYPE	SIGNATURE
		5 year Full	
		5 year Full	
		5 year Full	
		5 year Full	
		5 year Full	
		5 year Full	
		5 year Full	
		5 year Full	
		5 year Full	
		5 year Full	

Please provide either a fax number or mailing address where you would like the records sent:

Mailing Address	Fax Number
City / State / Zip	

Make checks payable to DMV or complete the following when making payment by credit card.

MasterCard or Visa #	Exp. Date	Visa Security Code (3-digit number on back of card)
Name as shown on card (Must be YOUR credit card or Company Credit card)		

I understand that the credit card shown above will be charged \$10.00 for each record requested.

Authorized Cardholder Signature	Date
Mail or fax completed form to: 1-907-465-5509	Division of Motor Vehicles Attn.: Driving Records PO Box 110221 Juneau, AK 99811-0221

Form (Rev. 11/2006)

www.Alaska.gov/dmv