

AUBURN UNIVERSITY FLEET SAFETY POLICY

Managing the Risk

Risk Management & Safety

Effective Date: July 1, 2010

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1.0 Dedication to Vehicle Safety

Auburn University is dedicated to managing the risks associated with vehicle use. This policy, known as the Fleet Safety Policy, is designed to promote safety and protect people, property, and other University resources. Safety is everyone's responsibility and applies to all persons operating a vehicle on **Auburn University business**. Concerted efforts to promote vehicle safety are essential for Auburn University to continue its mission of providing quality teaching, research, outreach, and student services.

All persons operating a vehicle on Auburn University business, including **Auburn University employees, temporary employees (TES), student employees, and volunteers**, should be in compliance with this policy within sixty (60) days of its effective date.

2.0 Requirements for Operation of Auburn University Vehicles

Auburn University owns and leases a variety of vehicles, and as a result is exposed to associated risks. In addition, the University is exposed to risk from hired and non-owned vehicles operated by faculty, staff, students, and volunteers. All drivers of **Auburn University vehicles** are expected to conduct themselves in a professional manner when operating a vehicle on **University business**, and should adhere to the following responsibilities, training, and vehicle operation procedures.

2.1 Driver License

1. Driver must be in possession of, and maintain, a valid driver license meeting the requirements of the vehicle they will be operating.
2. Driver must be in possession of, and maintain, a valid **commercial driver license** to operate a vehicle with occupancy greater than fifteen (15) passengers and all other **commercial motor vehicles** as defined by the U.S. Department of Transportation (DOT) and Alabama Department of Public Safety (ALDPS).
3. Driver must immediately report any changes in the status of their license (restrictions, revocations, suspensions, expirations) to their supervisor prior to driving a University vehicle.
4. Driver's **motor vehicle report** must meet the standards outlined in Section 3.0.

2.2 Driver Training

1. The following personnel should complete Auburn University's ***Defensive Driving Course*** within the specified time frame:
 - a) All **regular drivers** on **Auburn University** business – within 30 days of hire.
 - b) All **student employee drivers** – within 15 days of hire.
 - c) All drivers under the age of 25 – within 15 days of hire.
 - d) All drivers who are not Auburn University employees (i.e. volunteers) – within 15 days of beginning to drive on University business.
 - e) All drivers involved in any automobile **accident** while on University business – within 30 days following the accident.

Proof of attendance at another driver safety course taken within one year may be substituted, with Risk Management & Safety approval, in lieu of items a) or d) above. Driver training course should be repeated every three years.

Information and instructions for the Defensive Driving Course can be found on the Risk Management & Safety website under Fleet Safety, and the “Fleet Safety Training” link found here:

<https://cws.auburn.edu/rms/pm/fleetsafety>

2. All operators of 12 and 15-passenger vans should complete the Auburn University ***Van Driving Course***– before operating a 12 or 15-passenger van.
3. Supervisor should review the Fleet Safety Policy with each employee, student employee, or volunteer before allowing that person to operate any Auburn University vehicle. Documentation of this meeting should be retained in the employee's personnel file.
4. Driver should have experience driving the type of vehicle he/she will be operating for Auburn University.

Information and instructions for the Van Driving Course can be found on the Risk Management & Safety website under Fleet Safety, and the “Fleet Safety Training” link found here:

<https://cws.auburn.edu/rms/pm/fleetsafety>

2.3 Vehicle Operations

1. Only **authorized drivers** should operate an Auburn University vehicle.
2. Driver should operate the vehicle in accordance with all traffic laws, ordinances, and regulations of the state in which they are driving.
3. Vehicle should be driven at speeds that are appropriate for road conditions.
4. Vehicle should be driven in the environment for which it was designed.

5. Seat belts and other occupant restraint devices should be worn at all times by the driver and all occupants. Malfunctioning seat belts should be reported immediately to the supervisor.
6. Driver should not allow passengers to ride in the bed, or sit on the tailgate or sides of a vehicle when it is in motion.
7. Vehicle should not be used to transport unauthorized passengers.
8. Driver should yield to emergency vehicles, bicyclists, pedestrians, and utility vehicles.
9. Driver should not use a cellular phone, two-way radio, PDA, or any other hand-held device when vehicle is in motion.
10. Driver should not drive if drowsy or under the influence of any substance. This includes, but is not limited to, alcohol, illegal drugs, prescription and over-the-counter drugs that cause drowsiness or impaired judgment. Use of prescription drugs is permitted only if it does not impair the employee's ability to operate a vehicle in a safe manner. Drivers should notify their supervisor of any medications taken that may affect their driving ability.
11. Driver should not drive for long periods of time without breaks. Breaks are recommended at a minimum of every two hours or every 100 miles. Maximum driving time recommended in a 24 hour period is eight (8) hours.
12. Driver should turn the vehicle off, remove the keys, and lock the doors when the vehicle is left unattended.
13. Driver will assume all responsibility for fines, parking tickets, and traffic violations while operating a vehicle for University business.
14. The vehicle owner's manual should be maintained in the glove box.
15. Smoking is prohibited in vehicles owned, leased, or rented by the University.

3.0 Motor Vehicle Report – Driver Eligibility

Periodic random motor vehicle reports will determine driving eligibility.

3.1 Motor Vehicle Report Review

1. Risk Management and Safety will obtain an authorization for the release of motor vehicle reports from employees for whom driving is required as a routine part of their job.
2. Risk Management and Safety will order periodic random motor vehicle reports on AU employees for whom driving is required as a routine part of their job.
3. Risk Management & Safety will review the motor vehicle report and the employee will be given an opportunity to address areas of concern before action is taken.
4. Risk Management and Safety will review areas of concern with the employee's supervisor and the supervisor should take appropriate action as outlined in Section 3.02.

The cost of motor vehicle reports will be the responsibility of the department employing the driver.

3.2 Driving Privilege

Driving privilege is based on the employee's three year driving history as represented on the motor vehicle report.

The employee's driving status is:

1. Acceptable

Motor vehicle report includes, but is not limited to:

- a. One **at-fault accident**, or
- b. One **minor driving violation**.

Action: Supervisor and Employee will be notified of the results of the motor vehicle report. No further action required. Employee is subject to periodic random review.

2. Conditional

Motor vehicle report includes, but is not limited to:

- a. Two at-fault accidents, or
- b. Two minor driving violations, or
- c. One at-fault accident and one minor driving violation.

Action: Employee will be given a verbal notification and counseled by their supervisor regarding the importance of practicing safe driving habits. A signed copy evidencing this meeting should be kept in the employee's personnel file with a copy forwarded to Human Resources. Refer to [Motor Vehicle Report Review Form](#). The employee will be given a copy of the AU Fleet Safety Policy for their review.

Risk Management and Safety will re-order the employee's motor vehicle report in six (6) months to re-evaluate driving privileges and discuss areas of concern with the employee's supervisor. The employee may continue to operate an AU vehicle.

3. Watch

Motor vehicle report includes, but is not limited to:

- a. Three at-fault accidents, or
- b. Three minor driving violations, or
- c. One at-fault accident and two minor driving violations, or
- d. Two at-fault accidents and one minor driving violation.

Action: Employee will be given a written notification and counseled by their

supervisor regarding the importance of practicing safe driving habits. A signed copy evidencing this meeting should be kept in the employee's personnel file with a copy forwarded to Human Resources.

Refer to [Motor Vehicle Report Review Form](#). The employee will be given a copy of the AU Fleet Safety Policy for their review.

Risk Management and Safety will re-order the employee's motor vehicle report in six (6) months to re-evaluate driving privileges and discuss areas of concern with the employee's supervisor. The employee may continue to operate an AU vehicle but only with supervisor approval.

4. **Restricted**

Motor vehicle report includes, but is not limited to:

- a. Four or more at-fault accidents, or
- b. Four or more minor driving violations, or
- c. One or more **major driving violations**, or
- d. Any combination of minor driving violations and at-fault accidents totaling four or more.

Action: Driving privileges for AU will be temporarily suspended until the employee's motor vehicle report reflects an acceptable, conditional or watch status. The employee will be counseled by their supervisor regarding the importance of practicing safe driving habits. A signed copy evidencing this meeting should be kept in the employee's personnel file with a copy forwarded to Human Resources. Refer to [Motor Vehicle Report Review Form](#). The employee will be given a copy of the AU Fleet Safety Policy for their review. The supervisor should attempt to re-assign the employee to duties that do not require driving or contact Human Resources Employee Relations for guidance.

Risk Management and Safety will re-order the employee's motor vehicle report in six (6) months to re-evaluate driving privileges and discuss areas of concern with the employee's supervisor. Prior to reinstating driving privileges, the employee's driving status must be updated to Watch, Conditional or Acceptable and the employee must complete the Auburn University Defensive Driving Course.

Driving history not addressed by the above described Motor Vehicle Report Review and Driving Privilege process will be evaluated by Risk Management & Safety to determine driving privileges.

3.3 Disciplinary Procedures

An employee placed on a Restricted Driving Status will be subject to actions outlined in the Employee Conduct and Job Rules Section of the Auburn University Personnel Policies & Procedures Manual.

Situations falling outside these specifications will be reviewed by Human Resources for appropriate action.

4.0 Use of Auburn University Vehicles

4.1 Vehicles Owned, Leased, or Rented by Auburn University

Vehicles Owned, Leased, or Rented by Auburn University should be operated in accordance with [The Alabama Ethics Law, Code of Alabama, 1975, Chapter 25, Section 36-25-5\(a\)](#) states:

“No public official or public employee shall use or cause to be used his or her official position or office to obtain personal gain for himself or herself, or member of the public employee or family member or the public official, or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law. Personal gain is achieved when the public official, public employee, or family member thereof receives, obtains, exerts control over, or otherwise converts to personal use the object constituting such personal gain.”

4.2 Personal Vehicles

Auburn University employees, student employees, and volunteers may use their personal vehicles on Auburn University business at their option and at their own risk. The vehicle owner's insurance will be in effect in the event of an accident. Auburn University strongly recommends the use of University owned vehicles for Auburn business.

4.3 Transportation of Hazardous Materials

Auburn University vehicles should not be used to transport hazardous materials by anyone other than an employee of Risk Management & Safety or an employee that has sought guidance from Risk Management & Safety.

Drivers are responsible for operating University vehicles in accordance with all traffic laws, ordinances, and regulations, including those applicable to hazardous materials transport. Placarded quantities of hazardous materials, and any quantity of select agent or toxin, require a commercial

driver license for transport. Contact Risk Management & Safety for additional information and guidance.

4.4 Specialty Vehicles

4.4.1 Emergency Vehicles

Emergency vehicles, including police cars, motorcycles, and bicycles should only be operated by police officers or authorized employees. These operators should complete a Driving Safety Class taught by a certified Police Academy.

Refer to Auburn University's and Auburn University Montgomery's Department of Public Safety's Policy Manual for additional information.

4.4.2 Commercial motor vehicles

Commercial motor vehicles should be operated only by individuals who:

- a) Possess a valid commercial driver license of appropriate class for the type of vehicle operated, with appropriate endorsements if applicable.
- b) Have experience driving this type of vehicle.

4.4.3 Motorcycles

University employees driving a motorcycle on university business are encouraged to attend a motorcycle safety course. Refer to Risk Management & Safety's website for [Motorcycle Safety Tips](#).

4.4.4 Utility Vehicles

Four-wheelers, golf carts, gators, tractors, forklifts, heavy equipment, and other utility vehicles used to service the Auburn University Campus should be operated according to all traffic laws and the manufacturer recommendations. Operators should contact Risk Management and Safety for Golf/Utility Cart and Low Speed Vehicle Safety Guidelines and Training.

4.4.5 Trailers

University employees should follow all applicable state laws when towing a trailer. Refer to Risk Management & Safety's website for [Trailer Towing Safety Tips](#).

4.5 Twelve and Fifteen-Passenger Vans

Refer to the Auburn University [12 and 15-Passenger Van Policy and Procedure](#).

4.6 Athletic Team Travel

For information relating to athletic team travel, refer to the [Athletic Team Travel Policy](#).

5.0 Vehicle Inspection, Maintenance and Repair

5.1 Annual Vehicle Safety Inspections

1. Annual vehicle safety inspections are required for all University owned or leased vehicles. Inspections may be performed by the Auburn University Facilities Division Automotive Shop or an Automotive Service Excellence certified mechanic of the department's choice.
2. All departments are responsible for having their vehicles inspected during their scheduled time period and submitting an [Auburn University Annual Vehicle Safety Inspection Form](#) to Risk Management & Safety.
3. Needed repairs must be promptly scheduled and completed. Vehicles should be placed out of service if a defect is discovered that compromises safety. The vehicle should remain out of service until the defect is repaired or replaced.

Risk Management and Safety will send annual reminder notices requesting compliance with the Annual Vehicle Safety Inspection requirements.

5.2 Maintenance and Repair

1. Preventative maintenance should be performed according to the manufacturer's recommendations and include such items as:
 - a. Replacement of belts and hoses
 - b. Tire rotation
 - c. Brake adjustment
 - d. Engine tune-up
 - e. Oil and filter changes
 - f. Transmission service
 - g. Windshield wipers
 - h. Head and Tail lights
 - i. Turn Signals
2. Repair maintenance is typically performed on an as needed basis. Any problem discovered that compromises safety should be reported to a supervisor immediately by completing the [Vehicle Repair Notification](#) and the vehicle withdrawn from service until it is repaired or replaced.
3. Glass should be free from color tinting except that applied by the

- manufacturer or according to the [Alabama Vehicle Code](#).
4. Risk Management and Safety will notify the department of all applicable manufacturer recalls and warnings. Repairs recommended by manufacturer issued recalls should be promptly completed.

5.3 Records

1. Standardized record keeping is vital to the success of this program. Departments should keep standardized inspection and maintenance reports on all University owned or leased vehicles, including tractors, backhoes, bulldozers, and all other utility vehicles.
2. Departments should develop and maintain procedures for checking vehicles in and out, and at a minimum include the usage of the [Vehicle Sign-Out Form](#) in their procedures. Departments should retain this record for a minimum of 12 months following the last date recorded on this form. Keys should be kept in a secure location when not in use.

6.0 Accident Reporting

6.1 Procedure to Follow at the Accident Scene

1. Stop immediately and contact the appropriate law enforcement agency.
2. Call 911 if anyone is injured or requires immediate medical attention.
3. Do not leave the accident scene until an accident report has been completed by the law enforcement agency.
4. Take necessary precautions to protect the accident scene. Vehicles should not be moved until after the police arrive unless they present a safety hazard.
5. Obtain name, address, and phone number of the other driver and witnesses. Also obtain other driver's insurance information.
6. Cooperate fully with the investigating law enforcement officer.
7. Obtain the name of the investigating officer, law enforcement agency, and case number.
8. Do not discuss the details of the accident with others at the scene.
9. Do not admit liability or fault, make offers, or agree to settlement on behalf of Auburn University. It is important that such admissions and decisions be reserved for the insurance carriers.
10. Do not sign any document other than those required by the law enforcement official.
11. Remove keys and University property and lock the vehicle if the vehicle must be towed from the scene.

6.2 Other Responsibilities Following an Automobile Accident

1. Immediately report the accident to your supervisor and the University's

claim administrator. Reporting should occur on the same day as the accident or the next work day. For more information, refer to the [Risk Management and Safety](#) website.

2. An employee injured in an automobile accident should report the work related injury promptly by contacting the University's claim administrator. For more information, refer to the [Risk Management and Safety](#) website.
3. Risk Management and Safety will coordinate the filing of the SR-31 are required by the Alabama Department of Public Safety.

6.3 Claim Management & Loss Control

1. Risk Management and Safety will provide oversight of all claims arising out of accidents involving Auburn University vehicles. Record keeping of automobile accidents will include: name of driver, department to which the vehicle is assigned, date of accident, cause of accident, and related costs.
2. Risk Management and Safety will monitor accident activity and counsel with the department when an employee has been involved in a serious or excessive number of automobile accidents. Motor vehicle reports will be ordered as needed to analyze driving history based on accident data.
3. All drivers involved in an automobile accident with a University vehicle are required to complete Risk Management and Safety's [Defensive Driving Course](#). This training should be completed within thirty (30) days following the accident.

6.4 Service of Legal Papers

Occasionally an employee involved in an automobile accident while operating an Auburn University vehicle may be served legal papers naming that employee as a defendant in a lawsuit. In the event an employee receives legal papers, timely notification is critical. The employee must immediately notify Risk Management & Safety and Auburn University General Counsel and comply with requests for additional information.

7.0 Automobile Insurance

7.1 Liability Insurance Coverage

1. Auburn University's automobile **liability insurance** applies to all vehicles owned, leased, or rented by the University.
2. Auburn University's automobile liability insurance covers claims of bodily injury or property damage, suffered by a third party, arising out of the ownership, maintenance, or use of a vehicle owned, leased, or rented by

the University. Liability insurance is provided on an excess basis for personal automobiles used on University business.

7.2 Physical Damage Insurance Coverage

1. Auburn University's automobile insurance provides **physical damage insurance** coverage (comprehensive & collision) for University owned or leased vehicles but only upon request. The department responsible for the vehicle must request this coverage by submitting a [Request to Add Insurance Coverage for Auburn University Vehicle](#) to Risk Management & Safety. A **deductible** will apply and is the financial responsibility of the department responsible for the vehicle.
2. Auburn University's insurance provides no physical damage coverage for personal vehicles.

7.3 Insurance for Rented Automobiles

Liability insurance coverage is provided on a primary basis for automobiles rented for Auburn University business.

Physical damage insurance coverage is provided for vehicles rented from a rental agency for University business for short term (30 days or less). Physical damage coverage is subject to a deductible and is the responsibility of the department renting the vehicle.

7.4 Proof of Liability Insurance

The Alabama Mandatory Automobile Liability Insurance Law requires proof of insurance whenever requested by a law enforcement officer. The [Self-Insurer Certificate](#) issued by the Alabama Department of Public Safety provides proof that Auburn University is an approved Self Insurer under the Alabama Motor Vehicle Safety Responsibility Act. A copy of this form should be kept in every vehicle at all times.

7.5 Certificate of Insurance

Evidence of Auburn University's liability and physical damage insurance can be obtained by requesting a Certificate of Insurance. The department needing this proof of insurance should complete the [Request for Certificate](#).

7.6 Addition, Deletion and Transfer of Vehicles

The University Department making changes to their vehicle fleet is responsible for notifying Risk Management and Safety within five (5) days of all vehicle additions, deletions, or transfers by completing the [Request to Add Insurance Coverage for an Auburn University Vehicle](#).

8.0 Transportation Contracts

Transportation of passengers should be contracted to commercial charter operators whenever possible/practical and a contract for services should be executed.

Contract for Services: A contract for services should be executed between Auburn University and the entity providing transportation services. The department executing the contract should thoroughly review the contract, understand its requirements, negotiate acceptable terms and conditions, and agree to be bound by the terms of the contract. The contract should request the transportation contractor **indemnify** and **hold harmless** Auburn University, its Board of Trustees, Faculty, Staff, and Agents for incidents related to transportation services provided. The final document must be reviewed and approved by the authorized administrator and signed by Payment and Procurement Services.

Contractor Selection: When selecting a contractor to provide transportation services, at a minimum, the department should evaluate the following:

1. years in business
2. safety record
3. service provided
4. driver selection

Insurance Requirements: Prior to performing services for Auburn University, the transportation contractor shall furnish Auburn University with a certificate of insurance. Following are the minimum acceptable limits of coverage:

1. Certificate of insurance should name Auburn University, its Board of Trustees, Faculty, Staff, and Agents as Additional Insureds.
2. Minimum limits of automobile liability recommended are \$5,000,000.
3. Workers' compensation insurance with statutory limits required by the State of Alabama is recommended.
4. Insurance companies providing coverage should have an A.M. Best financial rating of A or better.
5. Coverage should be provided by an insurer licensed by the Insurance Commissioner to conduct business in the State of Alabama.
6. Insurance policy should be endorsed to provide that the policy not be cancelled, non-renewed, changed or allowed to lapse for any reason without thirty (30) day written notice to Auburn University.

Risk Management & Safety can provide assistance with contract negotiation involving insurance terms and conditions.

APPENDIX A: DEFINITIONS

Accident - an incident involving any person driving a vehicle on AU business that results in bodily injury or property damage.

At-fault Accident – an incident involving any person driving a motor vehicle that results in bodily injury or property damage, in which the police report indicates that in the law enforcement officer’s opinion:

1. The driver violated a specific traffic law and the violation was the prime contributor to the accident, or
2. The driver’s negligent actions or behavior was the prime contributor to the accident.

Auburn University Business - activities that are performed on behalf of Auburn University and/or within the scope of employment at Auburn University.

Auburn University Employee - any individual currently classified as an employee by the Auburn University Personnel Policies and Procedures Manual.

Auburn University Vehicle - a motor vehicle owned, leased, rented, or hired by Auburn University. This includes personal vehicles used for Auburn University business. This does not include vehicles not licensed for use on public roads.

Authorized Driver - a person granted permission to operate an **Auburn University vehicle** for University business.

Certificate of Insurance - document prepared by an insurance company evidencing insurance coverage purchased.

Commercial Driver License (CDL) - a license required of any operator of a commercial motor vehicle as defined by the DOT.

Commercial Motor Vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds (11,794 or more kilograms) inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds (4,536 kilograms); or
2. Has a gross vehicle weight rating of 26,001 or more pounds (11,794 or more kilograms); or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be

hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

Deductible - the portion of a covered loss that is not covered by insurance.

Defensive Driving Course – a course designed to teach safe driving techniques administered by Auburn University Risk Management & Safety

Hold Harmless - a contractual provision that obligates one party to hold another party harmless from financial responsibility for a loss.

Indemnify - to restore a party who has suffered a loss to the same financial position that party held before the loss occurred.

Liability Insurance - insurance that covers losses resulting from bodily injury to others or damage to the property of others for which the insured is legally liable and to which the coverage applies.

Major Driving Violation - any moving violation that includes but is not limited to:

1. Driving under the influence (DUI)
2. Eluding the police
3. Leaving the scene of an accident
4. Negligent use of a motor vehicle that results in death
5. Vehicle theft
6. Reckless driving
7. Passing a stopped school bus
8. Driving on the wrong side of the road
9. Two (2) speeding violations in excess of 86 miles per hour will be considered one major driving violation

Minor Driving Violation - any moving violation, excluding major driving violations, including, but not limited to, the following:

1. Speeding
2. Traffic light or stop sign violation
3. Improper lane change
4. Following too closely
5. Improper turn
6. All other moving violations

Motor Vehicle Report - report obtained from the state licensing authority documenting a person's driving history.

Physical Damage Insurance - insurance that provides coverage for direct and accidental loss or damage to an insured automobile. Coverage is subject to named exclusions.

Regular Driver/Operator – any person who operates a vehicle for Auburn University business as a routine function of their duties.

Student Employee - Auburn University student who is employed by Auburn University.

Student Employee Driver - Auburn University student who is employed by Auburn University and drives as part of their job responsibilities.

Temporary Employee (TES) - any individual currently classified as a temporary employee by the Auburn University Personnel Policies and Procedures Manual.

University Business – activities that are performed on behalf of Auburn University and/or within the scope of employment at Auburn University.

Van Driving Course – a driver’s safety course conducted by Auburn University Risk Management & Safety for operators of 12 and 15-passenger vans.

Volunteer – any person acting on behalf of Auburn University at its request; with its permission, approval, or under its direction; but only while acting within the scope of such request, permission, approval, or direction.

APPENDIX B: LINKS TO FORMS AND REPORTS

ADPS SELF INSURER CERTIFICATE

<https://cws.auburn.edu/shared/files?id=227&filename=AU%20Self%20Insurer%20COI%20050915-16.pdf>

ANNUAL VEHICLE SAFETY INSPECTION FORM

<https://cws.auburn.edu/rms/pm/fleetforms>

MOTOR VEHICLE REPORT RELEASE

<https://cws.auburn.edu/rms/pm/fleetforms>

MOTOR VEHICLE REPORT REVIEW

<https://cws.auburn.edu/rms/pm/fleetforms>

REQUEST FOR CERTIFICATE OF INSURANCE

https://cws.auburn.edu/shared/files?id=227&filename=r_coi.pdf

VEHICLE REPAIR NOTIFICATION

<https://cws.auburn.edu/rms/pm/fleetforms>

VEHICLE SIGN-OUT FORM

<https://cws.auburn.edu/rms/pm/fleetforms>

APPENDIX C: FORMS



**Auburn University
Risk Management and Safety
Annual Vehicle Safety Inspection Form**

State Tag # _____
 Property Control# _____
 Department _____

Year: _____
 Make: _____
 Model: _____
 VIN: _____

	<u>Checked</u>	<u>Approved</u>	<u>Comments</u>
Fluids	_____	_____	_____
Windows	_____	_____	_____
Wipers & Washer Equipment	_____	_____	_____
Rearview Mirrors	_____	_____	_____
Lights	_____	_____	_____
Turn Signals	_____	_____	_____
Brakes	_____	_____	_____
Horn	_____	_____	_____
Heater/Defroster	_____	_____	_____
Seat Belts	_____	_____	_____
Tires & Lug Nuts	_____	_____	_____
Steering	_____	_____	_____
Front Suspension Components	_____	_____	_____
Shock Absorbers	_____	_____	_____
Exhaust System	_____	_____	_____
Insurance Certificate	_____	_____	_____

If deficiencies are not corrected at the time of inspection, the vehicle must be returned to the shop within 30 days for reinspection of items not previously approved.

**Return a copy of the completed form to:
 Risk Management & Safety
 316 Leach Science Center**

Signed: _____
 Inspector Date

Received: _____
 Department Representative Date

Charge Acct: _____

You must have Adobe Professional 7.0 to complete and e-mail this form. If you have Adobe Reader only, please print this form and fax it.

Request for Certificate of Insurance

Auburn University
Department of Risk Management and Safety
316 Leach Science Center, Auburn University, AL 36849-5104
Phone: (334)844-4533 Fax: (334)844-4640

Instructions - Click the Email button at the top of the page. This will attach the form to an email. Please send the email with form attached to cbp0007@auburn.edu attention **Brooke Patton**. Please make sure that you are providing **complete information**. The certificate will be sent to: (1) AU Risk Management, (2) AU department contact, and (3) the entity requesting the certificate. This form must be completed **in its entirety** or it will be returned to the AU department. Certificates can be faxed but the preferred option is email. If prompted as to how to send the document, please select "Send Copy" then "OK."

Auburn University Department Requesting Certificate of Insurance: (A complete mailing address, phone, fax and email address must be furnished)

AU Department Requesting Certificate of Insurance: _____
AU Department Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax Number: _____
Email Address for AU Department Contact: _____

Describe the activity to take place: _____

AU Department's relationship to the entity that is requesting the Certificate of Insurance:

Requesting a Certificate of Insurance for which insurance coverage?: (Check all that apply)

- Automobile Physical Damage:
- Automobile Liability: General
- Liability: Professional Liability:
- Property Insurance:
- Student Professional Liability:
- On the Job Injury Program:
- Other:


If "other", please explain:

Entity Requesting a Copy of Auburn University's Certificate of Insurance: (A complete mailing address, phone, fax and email address must be furnished)

Contact's Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax Number: _____
Email address for Entity's Contact: _____

**Note - As a State Institution, Auburn University cannot agree to add outside entities as Additional Insureds on our General Liability policy, or agree to indemnify them.
Please retain a copy of the certificate in your files.**

Form SB-100



State of Alabama
 Department of Public Safety
 Drivers License Division
 Safety Responsibility Unit

Self-Insurer Certificate

This is to Certify: **AUBURN UNIVERSITY**

has been approved as a SELF-INSURER under the Alabama Motor Vehicle Safety Responsibility Act, and assigned number SI 1062 by the Director of the Department of Public Safety. This number is to be stamped on all accident reports filed.

This approval effective 5/9/14 - 5/9/15 and may, upon due notice and hearing, be cancelled at the will of the Director.

Subscribed to and issued at Montgomery, this 9th day of May in the year of our Lord, Two thousand and fourteen

Hugh B. McCall, Director
 Department of Public Safety

By *Lt. A. G. Fero*, Supervisor
 Safety Responsibility Unit

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Auburn University's Self Insurer Certificate is updated annually by the State of Alabama Department of Public Safety. The current version of the certificate can be obtained at <https://cws.auburn.edu/rms>.



AUBURN
UNIVERSITY

AUBURN UNIVERSITY
Motor Vehicle Report (MVR) Release

Auburn University's Fleet Safety Policy requires random and periodic driving record review of employees for whom driving is required as a routine part of their job. As such, I understand my motor vehicle report may be ordered to comply with the policy.

I hereby authorize Auburn University, its agents and representatives to obtain and review my motor vehicle report. This information is considered personal & confidential and will only be used to determine driving privileges. I furthermore agree to provide any information required to facilitate this process.

Please provide:

Full Name: _____
(exactly as it appears on the Driver's License)

State of License: _____

Driver License Number: _____

Date of Birth: _____

Banner ID: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The cost of motor vehicle reports will be the responsibility of the department employing the driver

FOAP to be Charged: _____

Name of Org: _____



AUBURN UNIVERSITY
Motor Vehicle Report Review

The Auburn University Fleet Safety Policy requires random and periodic review of motor vehicle reports of employees for whom driving is a routine part of their job. My motor vehicle report has been recently ordered and provided to my supervisor for review. I have received a copy of this and discussed the results with my supervisor. My driving status is currently classified as:

- Acceptable
- Conditional
- Watch
- Restricted

As an operator of an Auburn University vehicle, I understand the importance of maintaining an acceptable driving report. Failure to maintain a favorable driving report may affect my driving status. I acknowledge receipt of the Auburn University Fleet Safety Policy. Information outlining driving privileges and driver status evaluation can be found in the Motor Vehicle Report section (3.0) of this policy.

Employee Signature

Date

Supervisor Signature

Date



AUBURN
UNIVERSITY

AUBURN UNIVERSITY
Vehicle Repair Notification Report

Department Vehicle Assigned _____

Date _____

Employee Submitting Request for Repair _____

VEHICLE INFORMATION

Vehicle Manufacturer _____

Vehicle Model Year _____

Vehicle Serial Number _____

DESCRIBE PROBLEM

DESCRIBE HOW THE DAMAGE OCCURRED

Signature of Employee

_____/_____/_____
Date

Received By:

_____/_____/_____
Date

Auburn University

Auburn University, Alabama 36849-5104

Risk Management & Safety
316 Leach Science Center

Telephone: (334)844-4533
Fax: (334)844-4640

Request to Add Insurance Coverage for an Auburn University Vehicle

Department Adding the Vehicle: _____

Name of Person Adding the Vehicle: _____

Vehicle Information:

Purchase Date: _____

Vehicle Year: _____

Vehicle Manufacturer: _____

Vehicle Model: _____

Vehicle Identification Number: _____

Cost/Price New: _____

Tag Number: _____

Property Control Number: _____

Is the Vehicle Leased or Owned? Yes _____ No _____

If Leased, Please Provide Leasing Company's Information:

Name: _____

Address: _____

Is the Vehicle Financed? Yes _____ No _____

If Financed, Please Provide the Bank Information:

Name: _____

Address: _____

Is Physical Damage Coverage Needed For This Vehicle? Yes _____ No _____

Signature

Date

AUBURNUNIVERSITY FLEET SAFETY POLICY

ADOPTED: July 7, 2010

REVISED: August 20, 2010

Section 4.03 is amended to read:

4.03 Transportation of Hazardous Materials

Auburn University vehicles should not be used to transport hazardous materials by anyone other than an employee of Risk Management & Safety or an employee that has sought guidance from Risk Management & Safety.

Drivers are responsible for operating University vehicles in accordance with all traffic laws, ordinances, and regulations, including those applicable to hazardous materials transport. Contact Risk Management & Safety for additional information and guidance.

REVISED: January 7, 2015

Section 5.3, number 2, is amended to read:

5.3 Records

2. Departments should develop and maintain procedures for checking vehicles in and out, and at a minimum include the usage of the [Vehicle Sign-Out Form](#) in their procedures. Departments should retain this record for a minimum of 12 months following the last date recorded on this form. Keys should be kept in a secure location when not in use.