Exhibit A – Driver Conduct

1. All drivers must comply with the state motor vehicle code and university policies regulating the use of University vehicles.
2. Vehicles must be operated in a safe and courteous manner, paying special attention to pedestrians and cyclists.
3. Drivers must have a valid license in their possession for the class of vehicle they are driving.
4. Drivers and all occupants are required to wear seat belts.
5. No alcoholic beverages or non-prescribed controlled substances shall be present or consumed while traveling. Vehicles may not be operated by anyone while under the influence of alcohol or a non-prescribed controlled substance (including marijuana), or while taking prescription drugs that impair his or her ability to drive.
6. Smoking is not permitted in any university or rented vehicle.
7. Cell phones, radios, and texting devices may not be used by drivers while operating the vehicle except while in hands free mode.
8. Music and other noise inside the vehicle must be kept at reasonable levels, so as not to distract drivers or prevent them from hearing horns, sirens, or other traffic noises.
9. For each day of the trip, there must be one driver in the vehicle for every 400 miles driven. No single driver may drive more than 220 miles or three hours (whichever is less) without a break.
10. Drivers may not pick up hitchhikers.
11. Drivers must report to the appropriate supervisor or university official any physical or mental condition that may impair their ability to drive.
12. Drivers must report loss of driving privileges resulting from court action or failure to renew their driver’s license.
13. Drivers may not leave a running vehicle unattended. Unattended vehicles must be properly parked, with ignition off, brake set, and locked except in an emergency situation.
14. Drivers may not drive the vehicle "off road" unless
	1. off-road travel is reasonably necessary to conduct the university business or university-related activity, and the vehicle is designed for off-road use,
	2. prior approval has been granted,
	3. in an emergency,
	4. the agency has designated certain pathways to be used by licensed and registered vehicles for access to the inner-campus.
15. Drivers must be mindful of the weather, and avoid driving during severe weather conditions, when feasible.
16. Drivers are personally responsible for all traffic and parking violations, citations, and tickets, regardless of fault. Drivers must promptly report any citation or ticket received while driving on university business or for a university-related activity to the relevant supervisor or university official.
17. Vans are subject to additional safety requirements, set forth in the Appendix to this policy (see Appendix E).
18. Drivers may tow trailers only with specific departmental approval. Vans may NOT be used to pull trailers.