

## Vehicle Safety

Florida State University (FSU) operates a number and variety of vehicles that are used to perform functions that support the mission of the University. The variety of vehicles used by the University extends from traditional licensed vehicles to specialty vehicles used for excavation, lawn mowing, equipment transport, etc. The requirements for operating unlicensed vehicles are provided in the [Golf Cart, Utility Vehicle and All Terrain Procedure](#). All vehicle operators are required to ensure that they operate the University's vehicles in accordance with manufacturers' guidance in a safe and efficient manner and meet the requirements set forth by the University.

The objective of this Vehicle Safety Program is to promote safe operation and maintenance of all University-owned, rented or leased vehicles in accordance with Federal, State, and Local regulations and guidance. This Vehicle Safety Program is established to reduce the potential for vehicle-related accidents and to optimize the safety of the University community, as well as to minimize physical damage to University property.

Departments are encouraged to have employees complete an online Defensive Driving Course. Defensive Driving is a driving technique that incorporates knowledge and skill with safety by enabling motorists to anticipate potential hazards and make proactive, rather than reactive, maneuvers to avoid those dangers. By anticipating potential hazards and making safe decisions, drivers reduce their risks and improve their overall safe-driving skills. The online course was developed by the Florida Department of Transportation and is available for free to all University employees. Click here to access the online course: [FDOT Defensive Driving Course](#). Departments that utilize vans are encouraged to have their employees complete Van Safety Training. It is a classroom based course that is taught by the FSU's Police Department. To request Van Safety training contact EH&S at 644-6895. Both courses are provided to FSU employees for free.

### Definitions

**Accident** - is an occurrence involving a University-owned vehicle (or a personal/other vehicle being used on University business) which results in bodily injury or property damage of any kind, regardless of the extent.

**Agent** - is any person not an employee, acting under the direct control and supervision of the University. Use of the vehicle must be in the course and scope of assigned duties, which provide a direct benefit to the University. An "agent" involved in an accident may be subject to a determination by a judge or jury if insurance coverage will be provided.

**All-terrain vehicle** - is any motorized off-highway or all-terrain vehicle 50 inches or less in width, having a dry weight of 900 pounds or less, designed to travel on four low-pressure tires, has a seat designed to be straddled by the operator, handlebars for steering control and is intended for use by a single operator without passengers.

**Authorized operator/driver** - is a current employee, agent or volunteer that possesses a valid driver license and operates a University-owned vehicle in the course and scope of assigned duties, which provide a direct benefit to the University.

**Golf cart** - is a motor vehicle that is designed and manufactured for recreational or work purposes that is not capable of exceeding speeds of 20 miles per hour.

**Licensed vehicle** - is an automobile, motorcycle, truck, trailer, semitrailer, truck tractor and semitrailer combination, or any other vehicle that is used to transport persons or property on public and/or state

roads, that has been licensed by the Florida Department Highway Safety and Motor Vehicles and issued a State of Florida license plate.

**Utility vehicle** - is a motor/electric vehicle designed and manufactured for general maintenance, security, and landscaping purposes, but does not include any vehicle designed or used primarily for the transportation of persons or property on a street or highway.

**Volunteer** - is any person who, of his/her own free will, provides goods or services to any University department, with no monetary or material compensation. Volunteers must adhere to and meet the requirements of [OP-C-7-J5 Volunteers](#).

## **Responsibilities**

### **Risk Management**

It is the responsibility of the Risk Management Office within the Department of Environmental Health & Safety to provide all students, visitors, faculty and staff with information and assistance for the safe operation of all types of vehicles on campus. As needed, the Risk Management Office will provide training to the University community and work with the appropriate individuals on a case by case basis to educate them on the proper use of the various types of vehicles. The Office of Risk Management will:

- Coordinate the Vehicle Safety Program with University departments.
- Review and update the Vehicle Safety Program needed.

### **University Departments**

University Departments are responsible for the following:

- Maintaining copies of licenses of departmental drivers in accordance with [OP-C-7-G8 LICENSE REQUIREMENTS FOR OPERATING UNIVERSITY-OWNED VEHICLES](#).
- Complying with the requirements of the [4-OP-E-8 FSU Vehicle Management Program](#).
- Notifying the Risk Management office of accidents and/or vehicle damage immediately. If an accident/damage occurs during off hours or on weekends, notify the Risk Management Office at the start of the next business day.
- Ensuring proper use, storage, and maintenance of University-owned vehicles.
- Ensuring a copy of the "Florida Automobile Liability ID Card" and a "Reminder Sticker" concerning the limitations of insurance is placed in each vehicle. Both the "Florida Automobile Liability ID Card" and a "Reminder Sticker" can be obtained from EH&S.

### **Authorized Operators/Drivers:**

All authorized operators/drivers are responsible for the following:

- Complying with University's policy [4-OP-C-9 Use Of State Vehicle](#).
- Reporting any injuries, accidents, damage and/or moving violations while driving a University-owned or leased vehicle including carts to his/her supervisor immediately.
- Reporting any injuries, accidents, and/or damage while driving a personal or rental vehicle while on University business immediately to his/her supervisor.
- Notifying his/her supervisor immediately if his/her driver's license is revoked or suspended for any reason.

For injuries that require immediate medical attention call 911. For injury reporting see [Reporting an Injury or Illness](#).

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#### Governing Regulations

- Florida Statute Chapter 284 State Risk Management and Safety Programs
  - Florida Statute Chapter 287 Procurement of Personal Property and Services
  - Florida Statute Chapters 316-324 Motor Vehicles
  - Florida Department of Highway Safety and Motor Vehicles
  - National Highway Safety & Traffic Administration
  - Occupational Health & Safety Administration
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#### Additional Information and References

- [Florida Statutes](#)
- [Florida Department of Financial Services](#)