

The University of Arizona
Policies and Procedures
February 2005 (Revised November 2006)

Policy Title: FLEET SAFETY POLICY
Policy Number: RM-002
Contact: Director of Risk Management and Safety
Effective Date: February 4, 2005
Approved By: President Likins

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1.0 Fleet Safety Policy Statement

1.1 Policy Statement

Vehicles driven on University of Arizona business shall be operated in a safe manner, in compliance with applicable rules and regulations. Only properly qualified and authorized persons may drive on university business. University vehicles may only be used for official, authorized purposes; personal use is prohibited. Drivers who fail to adhere to vehicle policies and procedures may have their driving privileges suspended, and are subject to disciplinary action up to and including termination.

1.2 Purpose

The use of vehicles is necessary to almost all programs and activities of the university. Given the number of vehicles in use and total miles driven, this activity represents a significant source of potential loss exposure. Accidents may result in losses arising from third party liability, property damage, worker's compensation injuries, and business interruption. This document establishes university policy for driving on official university business, and defines the procedures in place to minimize the potential for accidents and losses. This document also defines the framework for university compliance with the Arizona Administrative Code fleet safety rule for state agencies (R2-10-207.12).

1.3 Responsibilities

Administrators, managers, and supervisors are responsible for ensuring that only properly qualified and authorized individuals are allowed to drive vehicles in support of university programs and activities under their direction and control.

Administrators, in addition to the above, are responsible for assigning responsibility for (a) fleet safety and compliance with the provisions of this policy within their respective units, and (b) allocating appropriate resources for maintenance and repair of vehicles under their inventory control.

Drivers are responsible for operating vehicles on university business in a safe, courteous manner, and for complying with the Acceptable Conditions of Vehicle Use outlined in Section 2.0 of this document.

Risk Management and Safety (RM&S) Department is responsible for providing coordination and oversight for the university's fleet safety program, including the following:

- a. Maintaining the UA Fleet Safety Policy current with applicable state rules, regulations, and industry fleet safety practices.
- b. Providing or identifying driver safety training programs to meet the needs of the campus community.
- c. Maintaining a registration database of authorized UA drivers.
- d. Coordinating motor vehicle record (MVR) review of drivers.
- e. Coordinating insurance claims for losses involving university vehicles.
- f. Coordinating a vehicle accident review committee.

Facilities Management (Motor Pool Unit) is responsible for the following:

- a. Providing a rental fleet of university vehicles for official use.
- b. Ensuring that annual safety inspections and appropriate repairs are made for all university vehicles.

2.0 Acceptable Conditions of Vehicle Use

2.1 Minimum Driver Qualifications

Any person (employees, students, volunteers) authorized to drive any vehicle on university business must meet the following minimum qualifications:

- a. Drivers of standard vehicles (sedans, pickups, etc, that do not require special licensing) must be at least 18 years of age, and have been licensed for a minimum of two years prior to driving on university business.
- b. Drivers of vans and high occupancy vehicles (HOVs as defined in Section 3.0) must be at least 19 years of age and have been licensed for a minimum of three years prior to driving HOVs on university business.
- c. Drivers that require a Commercial Driver's License (Class A, B, or C per Arizona statutes) to perform their job duties for the U of A must be at least 21 years of age and have been licensed for a minimum of three years prior to driving in a CDL capacity on university business. CDL drivers must comply with applicable requirements for medical certification and drug testing.
- d. UA employees who drive on the job must have a valid Arizona Driver's License, of the classification appropriate to the type of vehicle being driven. Employees who reside in other states must possess a valid driver's license issued by their state of residence. Students and volunteers with Arizona residency who drive on UA

business are required to have an Arizona Driver's License. This is necessary to facilitate review of driver motor vehicle records.

- e. Per Arizona MVD rules, out-of-state students enrolled with 7 or more semester hours are not considered Arizona residents, and are not required to obtain an Arizona Driver's License, even if employed. Non-resident students meeting these criteria, and wishing to drive on UA business must meet the following additional requirements:
 - Non-resident drivers must have a valid license from another U.S. state or territory that is recognized in Arizona.
 - Non-resident drivers must provide at his/her own expense, a current copy of their motor vehicle record from the state where their license is issued that covers the previous 36 months, or their total licensed period, whichever is less.
 - This exemption is not allowed for UA drivers that require a Commercial Driver's License, an Arizona CDL must be obtained.

- f. Drivers must have at least an acceptable or conditional driving record as defined in the chart below. Details of this requirement are in Appendix A of this Fleet Safety Policy.

Each driver's motor vehicle record (MVR) is evaluated using a point system as outlined below.

Moving Violation = 3 points

Preventable Accident = 4 points*

ACCEPTABLE 5 or fewer points	CONDITIONAL 6 - 8 points	UNACCEPTABLE 9 or more points
Less than 2 moving violations in the last 3 years	2 moving violations in the last 3 years	3 or more moving violations in the last 3 years
Less than 2 preventable** accidents in the last 3 years	2 preventable accidents in the last 3 years ----- 1 moving violation plus 1 preventable accident in the last 3 years*	3 or more preventable accidents in the last 3 years ----- Any combination of 3 or more moving violations and preventable accidents in the last 3 years

* Points accrued on separate incidents. A preventable accident that includes a moving violation for the same incident will be counted as 4 points.

** Preventability determined by Vehicle Accident Review Committee

- g. Drivers must complete driver safety training applicable to the type of vehicle being driven on university business.
- h. Drivers operating personal vehicles on university business must provide written evidence of their own liability insurance coverage as required by Arizona State law.

2.2 Driver Registration

Each university unit is required to collect driver information from each employee, student, and volunteer that is authorized by that unit to drive on university business. As part of this registration process, drivers must sign a Driver Registration and Motor Vehicle Record Check form (Appendix B). Completed forms are to be submitted to RM&S, with a copy maintained at the unit for each driver. Registered driver information will be used to monitor licensing status and to conduct periodic reviews of the driver's motor vehicle record.

2.3 Driver Responsibilities

Drivers must:

- a. Complete a driver registration and consent form for motor vehicle record checks.
- b. Have a valid driver's license in their possession at all times.
- c. Use university vehicles for authorized, official business only.
- d. Operate vehicles in a safe, controlled and courteous manner, in compliance with applicable traffic laws and university regulations.
- e. Not place a vehicle in motion unless all occupants are wearing safety belts, and ensure their continued use throughout the trip.
- f. Not transport unauthorized passengers, cargo, or permit any unauthorized person to drive a university vehicle.
- g. Not drive under the influence of alcohol or drugs, including medications if they cause impairment.
- h. Inspect the vehicle prior to use for obvious safety concerns, report defects to the appropriate authority, and not operate a vehicle with deficiencies that make it unsafe to operate.
- i. Immediately report all collisions to the appropriate law enforcement agency and to their supervisor.
- j. Immediately advise their supervisor of any change in driving status such as license suspension or revocation, or medical condition that interferes with driving.
- k. Participate in required driver safety training.

2.4 Driver Training

All persons with driving as an assigned duty (except HOV drivers)

must attend an approved course in defensive driving prior to being authorized to drive on university business. Defensive driving instruction may be obtained through attendance at a classroom-based program, or completion of an online program. Documented completion of defensive driving instruction from other employers or agencies outside of the UA can be accepted for this requirement if approved by RM&S. Completion of a court approved training program for dismissal of a traffic citation also meets this training requirement.

Drivers of HOVs must complete an approved classroom training program on safe operation of HOVs and demonstrate behind-the-wheel proficiency prior to being authorized to drive HOVs on university business. The behind-the wheel proficiency demonstration requires the driver to successfully demonstrate HOV operation in a safe and competent manner, under the observation of an authorized HOV evaluator from either RM&S or the driver's home department. HOV evaluators from individual departments can be authorized to conduct the behind-the-wheel review, using a standard list of skills provided by RM&S. Upon completion of the classroom and behind-the-wheel sections, drivers are issued an authorization card documenting completion of HOV training.

Refresher training must be completed every four years, or more often if the driver's accident history and/or MVR status warrant more frequent training attendance. Refresher training must meet the criteria described above for either defensive driving techniques, or HOV classroom training.

2.5 Passengers

Only persons with an authorized purpose may be passengers in a university vehicle. Examples include employees in the course and scope of employment, students participating in an official activity, volunteers providing service to the university, and clients or participants in an official university program or activity.

2.6 Safety Belt Use

Use of safety belts is mandatory for the driver and all vehicle occupants anytime the vehicle is in motion. Drivers are expected to enforce this requirement, and may not place a vehicle in motion unless all passengers are buckled up.

The number of passengers in any vehicle may not exceed the number of available safety belts. Passenger travel in pickup truck beds is prohibited.

2.7 General Prohibitions

- a. Consumption of alcohol by drivers and passengers is prohibited in university vehicles. Purchased alcohol being transported for an approved university activity must remain closed during transportation, and should be placed in the vehicle trunk if possible.
- b. Smoking is prohibited in university vehicles.
- c. Transportation of hazardous materials in university vehicles is only authorized for drivers that have completed training on DOT hazardous materials transportation, OSHA requirements, and spill response. Transportation of placardable quantities also requires a Commercial Driver's License (CDL) with a hazardous materials endorsement.

2.8 Accident Reporting

All accidents involving a university vehicle, or associated with a university activity (regardless of vehicle ownership) must be reported to RM&S and to the driver's supervisor or university management official. The following reporting requirements and timelines apply:

- a. Property damage to **university vehicle only** (including windshield):

For minor damage (< \$1000) a police report is not required.
For damage estimated greater than \$1000, or for loss associated with vandalism or theft, notify UAPD or applicable police agency and request response and report.
Complete and submit an Auto Loss Report to RM&S within 10 days of the event. For Motor Pool vehicles, notify the Motor Pool immediately of any physical damage.

- b. Property damage to **third party vehicles or property**, including commercial rentals and privately owned vehicles (no injuries):

All accidents that may give rise to a liability claim need to be documented by a police report. Notify UAPD or applicable police agency and request response and report.
Notify RM&S by phone or email on the following business day.
Complete and submit an Auto Loss Report to RM&S within 5 days of the event.
For commercial rental vehicles, notify the rental agency as soon as possible in accordance with the rental contract.

Refer rental agencies and third parties to RM&S for assistance with making a damage claim if appropriate.

c. Vehicle accidents with **injuries requiring medical treatment:**

Call 9-1-1 for emergency police and medical assistance.

Render aid within your capabilities.

Contact RM&S at (520) 621-1790 immediately if possible.

After hours, contact UAPD at (520) 621-8273 and ask that RM&S be paged and notified of the accident.

Complete and submit an Auto Loss Report to RM&S within one working day after the event.

For injuries to UA employees, complete and submit a Supervisor's Report of Employee Injury to RM&S as soon as possible, but not more than seven days after the event.

2.9 Unsafe Driving Reports

University vehicles are marked with a bumper sticker that asks motorists to report incidents of unsafe driving. Unsafe driving reports are received by RM&S, which documents the nature of the complaint and the caller's contact information, and determines the UA department/unit using the vehicle at the time of the incident. This information is summarized on a report form and forwarded with instructions to the applicable department head or responsible official for their information and follow-up. Further investigation of the complaint, and any disciplinary or management action are the responsibility of the immediate supervisor or unit head. Anonymous complaints are evaluated by the Director of RM&S for validity, and are not forwarded unless there is a reasonable belief that the report is valid.

3.0 High Occupancy Vehicle (HOV) Requirements

For purposes of this policy, the UA defines High Occupancy Vehicles (HOVs) as any of the following, regardless of vehicle ownership:

- Full size van or Sport Utility Vehicle with a seating capacity of 8 - 15.
- Full size cargo van

Drivers of HOVs on university business must meet all driver qualification and training requirements outlined in Sections 2.1 and 2.4 of this document, and the following additional requirements:

- HOV drivers must be at least 19 years of age, and have been licensed for at least three years.

- HOV drivers must complete a classroom training program ***and*** successfully demonstrate behind-the-wheel proficiency prior to being authorized to drive HOVs on university business.
- HOV drivers must attend refresher classroom training every four years.

Classroom training for HOV drivers will be provided by RM&S. Drivers may submit evidence of equivalent training from other employers or agencies to meet this requirement. Acceptability of other classroom training is determined by RM&S.

Behind-the-wheel proficiency review may be conducted by RM&S or UA employees in individual units authorized by RM&S to perform this task. A standard checklist of required driving maneuvers will be used for this purpose.

Those authorized by RM&S to conduct behind-the-wheel proficiency review must already be certified as HOV drivers, should be experienced drivers, and must use the standard checklist to document driver proficiency. The proficiency reviewer will sign and date the checklist form to verify successful HOV operation by the driver. Upon completion of classroom and behind-the-wheel proficiency review, RM&S will issue an HOV Driver's Certification card and notify the driver's home department.

4.0 University Vehicle Inspection and Maintenance

Primary responsibility for annual vehicle safety inspections, and maintaining a central record of inspections is assigned to the UA Motor Pool. Details concerning implementation of this program are included as Appendix C.

Each university department/unit is responsible for ensuring that vehicles under their inventory control are properly inspected and maintained in accordance with university requirements. University departments/units that own vehicles are responsible for all costs of operation, including inspections, maintenance, repairs, and allocated insurance premiums.

5.0 Use of Personal Owned Vehicles on University Business

The use of personal vehicles for official university business is authorized if the following requirements are met (See also FRS Transportation Policy 14.15):

- Drivers must meet the minimum qualifications as defined in Section 2.1 of this document.
- Drivers must have written authorization from their department/unit to use their personal vehicle for university business.
- Drivers must be advised that the UA's liability insurance is excess over their own insurance, there is no UA insurance for property

damage to their vehicle, and they are responsible for all deductibles on their own insurance policy.

- Drivers must provide evidence of liability insurance for their personal vehicle as required by Arizona state law.

6.0 Use of Rental and Leased Vehicles on University Business

Commercial rental vehicles being used for university business are subject to generally the same requirements (including driver qualification and training requirements) as university vehicles, with the following additional provisions: (see also FRS Policy Manual 14.15)

Vehicle safety inspections conducted by the Motor Pool are not required for rentals with a duration of less than one year. Leased vehicles and rentals longer than one year are required to obtain an annual vehicle safety inspection from the Motor Pool.

Vehicles leased for six months or more, must comply with the vehicle marking requirements outlined in Arizona Revised Statutes § 38-538. UA insurance provides liability and property damage coverage of rental vehicles for official UA business only. As such, users of rental vehicles should decline optional insurance options offered by rental agencies.

7.0 Use of Golf Carts and Small Vehicles

Many units use golf carts and other small vehicles to move people and materials around campus or other UA facilities. This section is applicable to small vehicles used on UA business, whether electric or gas-powered.

- a. University owned carts must be licensed and marked with a vehicle number and appropriate University markings. Contact the UA Motorpool for assistance.
- b. The number of passengers in a cart must not exceed the vehicle seating capacity. If seat belts are installed, they must be used while the vehicle is in motion.
- c. Carts must comply with posted speed limits, stop signs, and other traffic control regulations. On campus streets, the speed limit is 15 mph unless otherwise marked.
- d. Carts may be operated on sidewalks, plazas, and bike paths if absolutely necessary, and no regular street route is available. The speed limit for carts in these locations is 5 mph. When moving through congested areas, speed should be no faster than pedestrians walking in the same area. Exercise extreme caution at blind corners and areas of crossing pedestrian and bicycle traffic.
- e. Carts may not be driven along major streets including Speedway, Sixth Street, Campbell, or Euclid, or any public street with a posted speed limit greater than 25 mph. Carts may cross major streets only at signal controlled intersections. When crossing intersections, cart drivers need to take extra care to ensure they are

seen by other vehicle drivers before proceeding. Cart use on Park Avenue and through the Speedway underpasses is authorized with extra caution as described above.

- f. Carts must not be parked where they block regular traffic paths, building exits, fire department connections, wheelchair ramps or curb cuts, or any other location that may present a hazard. Additional parking restrictions may be applicable. Contact Parking and Transportation Services for guidance about parking carts on campus.

8.0 Vehicle Insurance

The UA, as a state government entity, is insured under the provisions of Arizona Revised Statutes § 41-621. This insurance program is administered by the Arizona Department of Administration, Risk Management Section (ADOA-RMS).

Drivers operating university vehicles within the course and scope of employment and/or authorization are insured for liability that may arise from their actions under the provisions of the above referenced statute. **There is no insurance coverage for unauthorized or personal use of university vehicles.**

Drivers operating personal or other non-university owned vehicles on university business are insured for liability incurred on an excess basis under the above referenced statutory program. Personal insurance or other available insurance coverage limits must be exhausted before state coverage applies. The mileage reimbursement rate includes a cost factor for personal insurance, and the vehicle owner determines whether or not to insure their vehicle for property damage. **Therefore, there is no state or UA coverage for physical damage to personal vehicles used on university business (including deductibles).**

Commercial rental or leased vehicle owners that have incurred damages arising from university use may seek compensation for their damages through a liability claim in accordance with Arizona Revised Statutes §12-821.01. Rental agencies and third parties should be referred to RM&S for claim forms and information about submitting a liability claim.

UA employees injured in auto accidents that occur within the course and scope of employment are covered by worker's compensation insurance. For official volunteers and students on UA field trips, insurance coverage is provided on an excess basis for accidental medical expense, and for accidental death and/or dismemberment. RM&S should be contacted for all injuries to document the incident and initiate the applicable claims process.

9.0 University Vehicle Registration, Markings, Parking

Titles for all vehicles owned by the University of Arizona are held by the Financial Services Office, Property Management Section.

Vehicles owned or leased by the UA for more than six months must be marked with official decals and license plates in accordance with Arizona Revised Statutes § 38-538, and policies of the UA Motor Pool.

Parking of UA vehicles on campus is governed by applicable rules and regulations administered by Parking and Transportation Services.

10.0 Vehicle Accident Review Committee

The Senior Vice President for Business Affairs shall appoint a Vehicle Accident Review Committee. This committee is charged with reviewing vehicle accidents that involve a UA vehicle or UA program or activity, determining a factual basis for the cause of the accident, and making a determination of whether the accident was preventable or non-preventable by the UA driver. The committee's findings and recommendations will be forwarded to the applicable department head or administrator responsible for the UA driver. As a matter of general practice, all accidents will be considered preventable by default unless determined to be non-preventable by the committee.

The Vehicle Accident Review Committee will conduct a review of all vehicle accidents that involve injuries requiring medical treatment, or property damage of \$500 or greater. RM&S will provide operational and staff support to the Committee.

END OF POLICY

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APPENDICES and FORMS

- A. Motor Vehicle Record (MVR) Review and Acceptance Criteria**
- B. Driver Registration and Motor Vehicle Record Check Form**
- C. Vehicle Safety Inspections**
- C. Commercial Driver's License (CDL) Compliance Program**
- D. Auto Loss Report Forms**
- E. Vehicle Use in Mexico**

Appendix A
University of Arizona
Motor Vehicle Record Review Criteria

In accordance with Arizona Administrative Code R2-10-207.12, the University of Arizona is required to review the Motor Vehicle Record (MVR) of all persons authorized to drive on university business, including employees, students, and volunteers, and adopt minimum acceptable MVR standards for drivers.

To be authorized to drive on university business, drivers must have the following:

- Copy of current, valid driver's license
- Copy of current liability insurance card if personal vehicle is to be used
- Documented completion of applicable driver training.

MVRs are evaluated using a point system as outlined below.

Moving Violation = 3 points

Preventable Accident = 4 points*

ACCEPTABLE 5 or fewer points	CONDITIONAL 6 - 8 points	UNACCEPTABLE 9 or more points
Less than 2 moving violations in the last 3 years	2 moving violations in the last 3 years	3 or more moving violations in the last 3 years
Less than 2 preventable** accidents in the last 3 years	2 preventable accidents in the last 3 years ----- 1 moving violation plus 1 preventable accident in the last 3 years*	3 or more preventable accidents in the last 3 years ----- Any combination of 3 or more moving violations and preventable accidents in the last 3 years

* Points accrued on separate incidents. A preventable accident that includes a moving violation for the same incident will be counted as 4 points.

** Preventability determined by Vehicle Accident Review Committee

Recommended Action Based on MVR Review

ACCEPTABLE 5 or fewer points	CONDITIONAL 6 - 8 points	UNACCEPTABLE 9 or more points
MVR Check at hiring and annually thereafter Check ride at supervisor's discretion	6 - 7 points: semi-annual MVR review and check ride with supervisor 8 points: quarterly MVR review, insurance verification, and check ride with supervisor	Driving privileges suspended until 8 or few points accrued - Modified duty or termination at department's discretion

APPENDIX B

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UNIVERSITY OF ARIZONA

Driver Registration and Motor Vehicle Record Check

PRINT ALL INFORMATION EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE

Last Name: _____ **First:** _____ **Middle:** _____

Driver's License #: _____ **State:** _____ **Exp. Date:** ___/___/___ **Date of Birth:** ___/___/___

Driver's Email: _____ **Driver's Phone #:** _____ **License Class:** _____

Department: _____ **Job Title:** _____

Supervisor/Department Contact: _____ **Supervisor Phone #:** _____

Classification: **Fac** _____ **Staff** _____ **Student** _____ **Volunt.** _____ **EID or SID#** _____

AUTHORIZATION AND ACKNOWLEDGEMENT OF DRIVER RESPONSIBILITIES

All persons (employees, students, volunteers) who drive any vehicle on University business are required to provide current driver's license information for verification of license status and driving history. I understand the Driver Protection Privacy Act of 1994, amended September 1997, prohibits release of my Motor Vehicle Record (MVR) data for other than bona fide driver selection and supervision activities, as required by Arizona Administrative Code R2-10-207.12. By signing below, I authorize The University of Arizona to obtain my MVR from any state where I have held a driver's license in the last 3 years. I understand that The University of Arizona will consider this information when making decisions regarding my employment at The University of Arizona. In the event of an adverse personnel decision based on MVR information, I understand that I will be provided a copy of the MVR data, and given an opportunity to refute or correct that information.

Furthermore, I understand and agree that driving any vehicle on University of Arizona business imposes certain requirements and responsibilities on all drivers as listed on the reverse side of this form. I agree to abide by these obligations and requirements, and any other laws or policies that may be applicable. I understand that failure to comply with these requirements, and failure to maintain an acceptable or conditional driving record (as defined below), may result in disciplinary action up to and including suspension or revocation of University driving privileges and/or termination of employment.

Signature: _____ **Date:** ___/___/___

Motor Vehicle Record Review Criteria

Moving Violation = 3 points Preventable Accident* = 4 points

ACCEPTABLE 5 or fewer points	CONDITIONAL 6 - 8 points	UNACCEPTABLE 9 or more points
Less than 2 moving violations in the last 3 years	2 moving violations in the last 3 years	3 or more moving violations in the last 3 years
Less than 2 preventable accidents in the last 3 years	2 preventable accidents in the last 3 years ----- 1 moving violation plus 1 preventable accident in the last 3 years	3 or more preventable accidents in the last 3 years ----- Any combination of 3 or more moving violations and preventable accidents in the last 3 years

* Preventability determined by Vehicle Accident Review Committee

**UNIVERSITY OF ARIZONA
DRIVER RESPONSIBILITIES**

When driving any vehicle on University of Arizona business, I agree to each of the following:

- 1) Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
- 2) Have a valid driver's license in my possession at all times.
- 3) Use University vehicles for authorized, official purposes only.
- 4) Operate vehicles in accordance with all applicable University policies and follow all applicable traffic laws.
- 5) Drive vehicles at lawful speeds that are appropriate to road, loading, and hazard conditions.
- 6) Assume responsibility for any fine or citation received while driving on University business.
- 7) Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
- 8) Not operate a vehicle unless all occupants are wearing seatbelts.
- 9) Not drive under the influence of alcohol or drugs, including medications if they can cause me to be impaired.
- 10) Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
- 11) Inspect the vehicle for obvious safety concerns prior to use, report any defects to the appropriate authority, and not operate a vehicle that has deficiencies that make it unsafe to drive.
- 12) Immediately report all accidents or traffic citations to my direct supervisor.
- 13) Immediately advise my direct supervisor of any change in driving status such as license suspension or revocation.
- 14) Immediately advise my direct supervisor of any inability to drive safely and without impairment.
- 15) Participate in driver training as specified by applicable University regulations, and not operate a vehicle on University business if applicable required training has not been completed.

I understand that failure to comply with these requirements, and failure to maintain an acceptable or conditional driving record, may result in disciplinary action up to and including suspension or revocation of University driving privileges and/or termination of employment.

Signature: _____ **Date:** ____/____/____

FORWARD COMPLETE FORM WITH A COPY OF YOUR DRIVER'S LICENSE TO:

RISK MANAGEMENT AND SAFETY

ATTN: FLEET SAFETY OFFICER

PO BOX 210300

TUCSON, AZ 85721-0300

Revised Nov. 2006

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APPENDIX C

VEHICLE SAFETY INSPECTION PROGRAM

DATE: March 02, 2004

TO: Deans, Directors and Department Heads

FROM: Joel Valdez
Senior Vice President for Business Affairs

SUBJECT: New Vehicle Policies

In response to a recent Arizona Board of Regents Audit, the University's policies concerning vehicles and driving on university business are being updated. The intent of the audit was to verify that the University is exercising due diligence towards the ABOR goal of loss prevention. One section of the audit report addresses vehicle safety, and provides recommendations to improve the safety of the University's vehicles in order to reduce both frequency and severity of losses. Specifically, the audit identified the need for centralized oversight of vehicle maintenance, safety inspections, and record keeping.

Other vehicle policy changes still in development will address minimum driver qualifications, review of driving records, adoption of acceptable driving record criteria for persons driving on University business, and changes to the high occupancy vehicle training program to add a behind-the-wheel component to the program. As these policies are completed and adopted, they will be publicized to the campus community.

To address the issue of vehicle safety inspections, the following procedures will be effective April 1, 2004.

University Motor Pool mechanics will perform annual safety inspections of all licensed vehicles and (trailers). Any detected safety deficiencies will be corrected or otherwise addressed prior to the concerned vehicle being able to return to service. The Motor Pool staff will be authorized to remove, and are expected to remove, from service any vehicle they determine to be unsafe for operation until repairs can be performed. The Motor Pool mechanics will be authorized to correct the unsafe condition or ensure that the vehicle is towed to an outside facility for repair.

Departments are responsible for keeping inspections current, and budgeting for vehicle operation costs, including maintenance, and repairs.

Copy of current University of Arizona – Preventive Maintenance Service Log, safety issues indicated by an asterisk, is attached.)

Primary responsibility for annual vehicle safety inspections will be assigned to the Motor Pool. The Motor Pool will maintain records of inspections, and will oversee any arrangements that authorize other departments to have delegated responsibility for inspections or other vehicle safety related programs. This will enable a centralized control mechanism for ensuring that annual safety inspections are performed on vehicles that are housed and used at other University of Arizona sites away from the Tucson area.

Vehicles and (trailers) that are housed and used at other University of Arizona sites will be required to take their vehicles to a certified safety inspection station on an annual basis. (It is suggested that this be done on the anniversary date of the vehicle's acquisition.) A legible copy of the safety inspection and a copy of the invoice detailing repairs resulting from the inspection will be sent to the Motor Pool at Post Office Box 210498, Tucson, Arizona 85721.

It is our intention to make this process as painless as possible. We expect that this will become an annual routine procedure for all University departments that own or lease vehicles as part of their operations. It is suggested that vehicle operators take advantage of this annual inspection process and while their vehicles are at the Garage Motor Pool facility, or other designated facility that they have other services performed such as routine maintenance, oil changes, air filters and emission testing as needed.

APPENDIX D

THE UNIVERSITY OF ARIZONA CDL DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES Controlled Substance and Alcohol Testing DRAFT November 9, 2004

POLICY STATEMENT

The University of Arizona is committed to a drug free campus and to enhanced roadway safety through compliance with federal regulations mandating drug and alcohol testing for employees whose jobs require a Commercial Driver's License (CDL). All University CDL drivers are prohibited from reporting for duty or remaining on duty to perform safety-sensitive functions while under the influence of alcohol or controlled substances.

REGULATORY AUTHORITY

Federal legislation entitled the Omnibus Transportation Act of 1991, which is now administered by the Department of Transportation's Office of Drug and Alcohol Policy and Compliance (ODAPC) for the Federal Motor Carrier Safety Administration (FMCSA). The federal rule is outlined 49CFR Part 40 and 382.

Related policies: University of Arizona Statement on Drug Free Schools and Campuses
http://www.hr.arizona.edu/09_rel/drugstmt.php

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1. SCOPE

These procedures apply to all permanent, full or part-time, temporary and student employees required to maintain a Commercial Drivers License (CDL) to perform their job duties. A CDL is required for any driver who operates vehicles on public roadways that meet any of the following criteria:

- a. A vehicle in excess of 26,000 (GVWR);
- b. A vehicle designed to carry 16 or more passengers, including the driver;
- c. Any size vehicle used to transport placardable amounts of hazardous materials or any quantity of select agents as defined by the Centers for Disease Control

Testing for controlled substances and alcohol misuse testing is required under a variety of situations that may arise on the job as shown in Table 1. Detailed requirements for each type of testing are presented in Section 5.

Table 1: Situations where Testing is Required

Type of Test	Controlled Substance s	Alcohol
Preplacement	X	
Random	X	X
Post-accident	X	X
Reasonable suspicion	X	X
Return-to-duty	X	X
Follow-up	X	X

1.1 CONFIDENTIALITY STATEMENT

Test results will be held confidential and will be made available only on a need to know basis to the tested employee's supervisor, department manager, RM&S and Human Resources. Results will be made available to potential future employers, as required by law, only with signed authorization of the employee.

2. RESPONSIBILITIES

2.1 Risk Management and Safety (RM&S)

Administers the CDL testing program by assigning a DER (Designated Employer Representative), including:

Liaison with supervisors, employees, sample collection clinics, laboratories, the medical review officer (MRO), substance abuse professionals (SAP) and third party service providers;

Maintains written policies and procedures for CDL drug and alcohol testing;

Keeps a list of current CDL drivers and their supervisors;

Chooses contractors for specimen collection, Medical Review Officer and random selection services;

Provides mandatory training for supervisors of CDL employees on the signs and symptoms of alcohol misuse and drug use and withdrawal to permit reasonable suspicion testing (together with Human Resources and Life & Work Connections)

Provides training information packets to new CDL drivers

Assists Human Resources and departments in managing the consequences of a positive test.

Maintains confidential recordkeeping

2.2 Department Supervisors and Managers

Ensure that all requirements of this program are met in their department;

Inform RM&S of new CDL hires and those exiting the program;

Ensure new CDL hires receive training packet;

Ensure no new employee begins CDL safety-sensitive functions until receiving the results of a negative pre-placement drug test from RM&S.

Ensure supervisors of CDL drivers complete mandatory training on the signs and symptoms of alcohol misuse, drug use and withdrawal to permit reasonable suspicion testing;

Ensure employees are tested are notified of required tests, and proceed directly to testing facility upon notification;

Initiate and document reasonable suspicion or post-accident testing, if indicated;

Report all accidents to RM&S;

Remove employees who have engaged in prohibited activities from safety-sensitive functions.

2.3 Employees

Read mandatory training information packet and return signed receipt and to RM&S;

Participate and remain available for all required drug and alcohol tests;

Refrain from prohibited practices;

Immediately report all accidents to their supervisor or other management official if the direct supervisor is not available.

2.4 Human Resources

Provides mandatory supervisor training on the employment and productivity implications of drug use or alcohol misuse for reasonable suspicion testing;

Advises departments on managing consequences of positive test results or other prohibited behavior.

2.5 Life & Workplace Connections

Provides voluntary confidential consultation for supervisors and employees on substance abuse and alcohol issues and information on community resources including SAPs (Substance Abuse Professionals);

Provides mandatory training for supervisors on the signs and symptoms of alcohol misuse and drug use and withdrawal to permit reasonable suspicion testing.

2.6 Funding Responsibilities

RM&S provides coordinating oversight for the U of A's CDL compliance program. However, costs for pre-placement and recertification medical evaluations, and drug and alcohol testing are the

responsibility of the employing department. Employees are responsible for paying for requested split sample analysis and for SAP evaluation and recommended treatment. See Table 2 below.

Table 2 Funding Responsibilities for CDL Compliance Testing

Type of Test or Medical Exam	Funding Responsibility
Pre-placement or Recertification Medical Exam	Employing Department
Drug and alcohol Testing (pre-placement, post-accident, random, return-to-duty and follow-up)	Employing Department
Split-sample analysis of drug test, upon employee request	Employee <i>(Reimbursed by employing department if second test result is negative for drugs)</i>
Evaluation by a SAP (Substance Abuse Professional) SAP recommended treatment	Employee

3. ALCOHOL BREATH TESTING

Alcohol testing is performed using evidential breath testing (EBT) devices approved by the Federal Motor Carrier Safety Administration. Two breath tests are required to determine that a person is in violation. If a preliminary screening test records a level of 0.02% or greater alcohol concentration, a second test is required using an EBT that prints out the results, time and date, a sequential test number and the name and serial number of the EBT used. A measured alcohol concentration of 0.04% or greater represents a violation of the prohibited conduct rules, while a measured level between 0.02% but less than 0.04% represents a warning level, as summarized in Table 3.

3.1 CONSEQUENCES OF AN ALCOHOL VIOLATION

Employers must immediately remove employees who violate alcohol standards from safety-sensitive functions. Employees cannot return to such duties until they have been evaluated by a Substance Abuse Professional (SAP), complied with any treatment recommendations and have an acceptable return-to-duty test. The employee pays all costs associated with SAP evaluation and any recommended treatment. Any SAP chosen must demonstrate completion of specialized training for evaluation and treatment of CDL drivers.

Those employees with a warning level of alcohol of at least 0.02% but less than 0.04% must be removed from safety sensitive functions for 24 hours.

Table 3 Alcohol Test Results and Required Actions

Alcohol Breath Test Result	Result Interpretation	Action by Supervisor	Employment Consequence
$\geq 0.02\%$ first test	Second test required		
$\geq 0.02\%$ but $< 0.04\%$ (second test)	Warning	Immediately remove from safety sensitive duties for 24 hours Future referral for reasonable suspicion testing if indicated	
$\geq 0.04\%$	Violation	Immediately remove from safety	Disciplinary action up to and including termination

(second test)		sensitive duties	Cannot return to safety sensitive duties until <ol style="list-style-type: none"> 1. Evaluated by a SAP and 2. Complied with any treatment recommendations and 3. Have acceptable return-to-duty test
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4.0 CONTROLLED SUBSTANCE (DRUG) TESTING

Controlled substance testing is conducted by analyzing an employee’s urine specimen for the following five types of controlled substances:

1. Marijuana (THC metabolite)
2. Cocaine
3. Amphetamines
4. Opiates (including heroin)
5. Phencyclidine (PCP)

The sample is collected in a location that affords privacy, typically in an occupational health clinic. A trained collector labels and seals the sample after dividing the specimen into 2 bottles that are labeled as a “primary” and a “split” sample. The collector also prepares a chain of custody document that is sent with the sample to a laboratory certified by the Substance Abuse and Mental Health Service Administration (SAMHSA).

The laboratory analyzes the primary sample, while the split sample is held by the lab for later analysis if needed. The testing is done in two stages. First a screening test is performed. If the test is positive for one or more of the controlled substances, then a second confirmation test is performed using state-of-the-art gas chromatography/mass spectrometry (GC/MS) analysis.

4.1 REPORTING OF TESTING RESULTS

All controlled substance test results are reviewed and interpreted by a specially trained physician, the Medical Review Officer (MRO), before being reported to RM&S (see Figure 1). Results may be reported as negative, negative diluted, substituted, positive or a refusal and required actions for each type of result are summarized in Table 4.

If the lab reports a positive result to the MRO, the MRO contacts the employee in person or by telephone to determine if there is an alternative medical explanation for the controlled substance found in the employee’s urine sample. If the employee provides appropriate documentation and the MRO determines that it is a legitimate medical use of the prohibited substance, the result is reported as negative to the University.

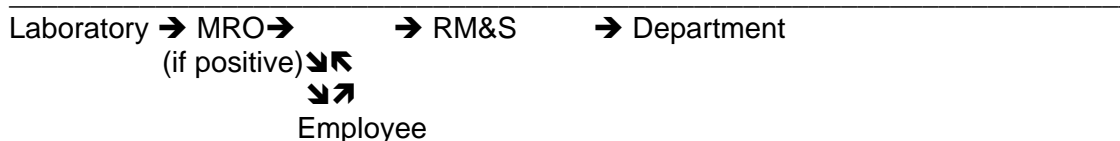


Figure 1: Drug Testing Results Reporting Flow Diagram

The MRO reports results to RM&S. RM&S will report results to the employing department (see Figure 1). Before informing RM&S of a positive test result, the MRO will make every reasonable effort to confidentially contact the employee as described above.

If unable to confidentially contact the employee, the MRO shall contact RM&S who will have the driver immediately contact the MRO to discuss the results. This must be done within 24 hours of MRO receipt of the results.

When notified of a positive test result, an employee has 72 hours to make a verbal or written request to the MRO to have the second split sample analyzed in accordance with the split sample collection procedure. The sample will be analyzed at a second laboratory certified by SAMHSA. The employee must pay for the requested secondary analysis. The cost will be reimbursed if the second test result proves negative for controlled substances.

Table 4: Required Actions According to Controlled Substance Test Results

Drug Test Result	Additional Testing	Action by Supervisor	Employment consequence
Negative			
Negative, but dilute	Collect new urine sample	Send employee for new test	
Substituted	Collect new urine sample under direct observation	Send employee for new test	Disqualified from UA CDL employment if a pre-placement test
Positive	Employee has 72 hours to request analysis of split sample at their cost, with reimbursement if result is negative	Immediately remove from safety sensitive functions	Disqualified from UA CDL employment if a pre-placement test Disciplinary action up to and including termination. Cannot return to safety sensitive duties until <ol style="list-style-type: none"> 1. Evaluated by a SAP; 2. Complied with any treatment recommendations; 3. Have acceptable return-to-duty test
Refusal	Treat same as positive sample	Immediately remove from safety sensitive function	Disqualified from UA CDL employment if a pre-placement test Disciplinary action up to and including termination. Cannot return to safety sensitive duties until <ol style="list-style-type: none"> 1. Evaluated by a SAP; 2. Complied with any treatment recommendations, 3. Have acceptable return-to-duty test

4.2 CONSEQUENCES OF A CONTROLLED SUBSTANCE VIOLATION

Employers must immediately remove employees who test positive for controlled substances from safety-sensitive functions. Employees cannot return to safety-sensitive function until they have been evaluated by a Substance Abuse Professional (SAP), complied with any treatment recommendations and have an acceptable return-to-duty test. The employee pays all costs associated with SAP evaluation and recommended treatment. Any SAP chosen must demonstrate completion of specialized training for evaluation and treatment of CDL drivers. Follow-up testing to monitor the employee's abstinence from controlled substance use will be conducted if prescribed by the SAP for a minimum of 6 tests within the first year.

Disciplinary action in accordance with University policies may be implemented by the employing department, and may be up to and including discharge. In the event of discharge, no return-to-duty or follow-up testing will be performed, but information on community resources available for evaluating and resolving substance abuse problems must be provided the affected employee. Please see Table 4 for a summary of requirements and Section 5.5 for more additional information on return-to-duty and follow-up testing.

5. TYPES OF TESTING

The various types of tests (preplacement, random, post-accident, return-to-duty and follow-up) are discussed here in detail, to include when and how testing must occur and the specific records required for each type of test.

5.1 PRE-PLACEMENT TESTING

Any candidate selected for full time, temporary or student employment in a position that requires a CDL must complete a pre-placement drug test and a CDL medical examination. The drug test and medical exam are scheduled after the job offer has been made, but before hiring. Likewise, any existing employee selected for a transfer or promotion to a CDL position must also complete the CDL drug test and medical exam.

Any candidate that refuses to submit to testing or has a confirmed positive pre-placement or substituted test for drugs will be disqualified from University employment in CDL positions.

The candidate must also provide written consent for release to the University of their drug and alcohol testing results from previous employers within the past two years, as well as disclose any positive pre-placement drug within the past two years. Evidence of evaluation by a SAP (Substance Abuse Professional) is required for any candidate with a verified positive, substituted or refusal to be tested within two years of applying for a University CDL position. Failure to authorize this information release shall preclude the candidate from further consideration for University employment in CDL positions.

CDL employees may not perform safety-sensitive functions until an acceptable pre-placement drug test result has been received.

New CDL employees must read the training materials provided (including a copy of this document) and provide a signed receipt to RM&S.

5.2 RANDOM TESTING

The University must perform unannounced random testing for both alcohol and controlled substances, testing 10% of the average number of drivers for alcohol and 50% for drugs. These percentages may vary according to federal adjustments.

RM&S maintains a list of active CDL employees, from which names will be randomly selected periodically for testing. Because the selection process is random, some employees may be selected more than once per year, and others not at all. RM&S will advise supervisors which of their employees have been selected. Employees must not be informed of the scheduled testing until they are sent for testing, and sent directly to the sample collection facility when notified of their selection.

Employees will be tested during their regularly scheduled work time. Random drug testing may be performed at any time during the shift, whereas alcohol testing must occur immediately before, during or after actually performing safety sensitive functions. Employees selected, but not available for testing due to vacation or other leave will be tested in the next scheduled round of testing.

5.3 POST ACCIDENT TESTING

All accidents must be immediately reported to the supervisor (or to the next higher management official in the absence of the direct supervisor) and an incident report completed. The supervisor or manager is responsible for notifying RM&S and determining if alcohol and controlled substance testing is required according to the criteria shown below in Table 5, or if reasonable suspicion testing is warranted based on other direct observations made by a trained supervisor.

Table 5 Post-Accident Testing Requirements

Type of Accident	*Citation issued to driver?	Drug and Alcohol Testing Needed?
Human Fatality	Yes	Yes
	No	Yes
Bodily injury with immediate treatment away from the scene	Yes	Yes
	No	No
Disabling damage to any motor vehicle requiring tow away (excluding flat tires & dragging bumpers)	Yes	Yes
	No	No

* In the absence of a fatality, a moving citation must be issued within 8 hours to initiate alcohol testing, or within 32 hours to initiate drug testing.

When required, CDL employees shall be tested for alcohol and controlled substances as soon as possible after any needed emergency medical treatment. CDL employees are required to remain available for testing and sample collection, or be deemed to have refused to submit to testing. When remaining available for testing extends beyond the normal working hours of the employee, the employee shall be considered on duty for purposes of salary determinations.

CDL employees must not consume alcohol until testing is completed or for 8 hours after the accident, whichever comes first. If testing has not occurred within post-accident time periods shown in Table 6, the supervisor must make a written record why the test was not performed and forward to RM&S.

Table 6 Elapsed Time After Accident and Required Recordkeeping if Unable to Test

Test	Prepare record stating why test not performed	Cease attempts to test and prepare record stating why test not performed
Alcohol	2 hours	8 hours
Controlled Substances		32 hours

A driver who passes the post-accident breath alcohol test (< 0.02%) and is absent any other indicators suggesting the need for reasonable suspicion testing, may return to safety sensitive functions while awaiting the results for controlled substance testing, at the discretion of the supervisor.

If emergency treatment: The employee should go to the nearest emergency facility. Either the employee or their supervisor must notify the emergency facility that samples of urine and blood must be collected for post-accident controlled substance and alcohol testing

If emergency treatment not necessary and the employee is near their typical work location their supervisor should initiate post-accident testing at the collection facility (clinic) typically utilized by that work location. When accidents occur outside of typical work areas, the employee or supervisor should call RM&S for assistance in locating an alternate collection facility.

5.4 REASONABLE SUSPICION TESTING

Reasonable suspicion testing must be initiated if there is a belief that the driver has violated the alcohol or controlled substances prohibition, based on specific observations about the appearance, behavior, speech or body odors of the driver. These observations must be made while the driver is on the job at the time of possible testing, and must be put into words by the supervisor.

Only those supervisors, managers or directors who have been trained to recognize symptoms of potential controlled substance and alcohol use shall make reasonable suspicion determinations to refer an employee for testing. The supervisor making the observations shall make a written record documenting reasoning for initiating reasonable suspicion testing within 24 hours of initiating the test and forward a signed copy confidentially to RM&S.

The employee must remain available for testing; failure to do so will be considered a refusal to submit to testing. Under no circumstances shall an employee suspected of violating alcohol/drug prohibitions be allowed to drive or perform other safety-sensitive functions (see Section 7). If an impaired employee drives away from the premises, the supervisor should contact UAPD at 9-1-1 or 621-8273 and advise them of the situation.

Testing must be done within 8 hours of the observation. If testing is not done within 2 hours, the supervisor must prepare and maintain a record stating why the testing was not performed. If a test cannot be performed within 8 hours, efforts to test must cease and a record prepared by the supervisor explaining why. This record must be forwarded to RM&S.

5.5 RETURN-TO-DUTY and FOLLOW-UP TESTING

In an employee has violated any of the rules related to alcohol and drugs, the individual must comply with the following requirements before return to work in safety sensitive functions at the University.

The employee must be evaluated by a specially trained Substance Abuse Professional (SAP) and complete any treatment program prescribed. The employee must pay for all costs associated with the SAP evaluation, monitoring and treatment program. The SAP must provide written documentation to RM&S verifying the employee has completed the prescribed treatment.

At a time specified by the SAP, the employee must complete a return-to-duty test.

If the prohibited behavior involved alcohol misuse, alcohol testing shall be performed. The breath alcohol concentration must be less than 0.02% for the employee to be eligible to return to safety sensitive duties.

If the prohibited behavior involved controlled substances, a controlled substance test shall be performed. A verified negative result must be received for the employee to be eligible to return to safety sensitive duties.

The SAP may also prescribe additional periodic unannounced follow-up testing, at a minimum frequency of 6 times in the first 12 months.

6. PROHIBITED ALCOHOL AND DRUG-RELATED CONDUCT

The following alcohol and drug-related activities are prohibited by the FMCSR for drivers of commercial vehicles. These activities are in addition to conduct prohibited by the University of Arizona Statement on Drug Free Schools and Campuses.

1. Reporting for duty or remaining on duty to perform safety-sensitive functions with a blood alcohol concentration of 0.04% or greater.
2. Consuming alcohol while performing safety-sensitive functions.
3. Performing safety-sensitive functions within 4 hours after consuming alcohol.
4. When required to take a post-accident alcohol test, consuming alcohol within 8 hours following the accident or before undergoing a post-accident alcohol test, whichever comes first.
5. Refusing to submit to an alcohol or drug test required by random, reasonable suspicion, post-accident, or follow-up testing.
 - a. Refusal to submit means clearly obstructing the testing process or failing to provide enough breath for alcohol testing or urine for controlled substance testing without a valid medical reason.
6. Reporting for duty or remaining on duty to perform safety-sensitive functions, when the driver uses any controlled substance (drug), except when instructed by a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial vehicle.
7. Reporting for duty, remaining on duty or performing safety-sensitive functions, if the driver tests positive for controlled substances.

6.1 CONSEQUENCES FOR VIOLATING PROHIBITED CONDUCT RULES

The University is required by law to immediately remove any employee from safety sensitive functions upon learning of any violation to the rules described above.

University policy also provides that other disciplinary action may be implemented, up to and including discharge.

7. DEFINITION OF SAFETY SENSITIVE FUNCTIONS

Safety Sensitive Functions are defined as any of the following on-duty functions:

All time at a shipper plant, terminal, facility or other property waiting to be dispatched unless the driver has been relieved from duty by the employer;

All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSRs), or otherwise inspecting, servicing or conditioning any commercial motor vehicle at any time;

All time spent at the controls of a commercial motor vehicle;

All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth);

All time spent loading or unloading a commercial motor vehicle, supervising or assisting loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;

All the time spent performing the driver requirements associated with an accident;

All time repairing, obtaining assistance or attending a disabled vehicle.

In addition to the statutory definitions described above, the employing department will also determine if other non-CDL tasks are safety sensitive. Examples could include handling hazardous materials, any driving or operating machinery. Employees removed from safety sensitive functions may not be assigned to other non-CDL safety sensitive functions. RM&S can assist with these determinations.

8. RECORDKEEPING

Statutory record retention requirements are shown below in 6. All records must be maintained in a secure location with controlled access to ensure confidentiality. By law, all records must be accessible by officials of the FMCSA within 2 days of a request. An employee may request their individual testing results by making a written request to RM&S.

Table 7: Recordkeeping Requirements

Document	Retention Time (years)				Who Maintains
	1	2	5	Indefinite	
Alcohol test results for breath alcohol concentration of 0.02% or greater			X		RM&S
Verified positive drug test results			X		RM&S
Refusals to submit to required alcohol or drug test			X		RM&S
Required calibration of evidential breath testing devices (EBTs) records			X		Testing Facility
Substance Abuse Professional's (SAP's) evaluations and referrals			X		RM&S SAP's office
Annual calendar year summaries			X		RM&S
Records related to the collection process (including logbooks if used, documents relating to random selection process)		X			RM&S
Negative and canceled drug test results and alcohol breath test results less than 0.02	X				RM&S
Breath Alcohol Technician (BAT) training records				X	Testing Facility
Documentation of reasoning for reasonable suspicion testing		X			RM&S Employee Dept.
Documentation of reasoning for post-accident testing		X			RM&S Employee Dept.
Documents verifying a medical explanation for inability to provide adequate breath or urine for testing		X			RM&S
Employer's copy of the alcohol test form, including results			X		RM&S
Employer's copy of the drug test chain of custody and control form			X		RM&S
Documents sent to the employer by the Medical Review Officer (MRO)			X		RM&S
Documents provided by the driver to dispute the results of a test			X		Human Resources RM&S
Documentation of other violations of drug use or alcohol misuse rules			X		Employee Dept. RM&S
Copy of UA CDL policy and procedures for drug and alcohol testing				X	RM&S
Names, positions and roles of UA personnel with responsibilities for the CDL drug and alcohol testing program				X	RM&S
Training records for supervisors (reasonable suspicion training)				X*	RM&S Supervisor Dept.
Documentation of providing drivers with educational material, driver's signed receipt				X*	RM&S Employee Dept.
Agreements with collection sites, laboratories, MROs and third party service providers				X	RM&S Arizona Dept. of Admin.
Semi-annual laboratory statistical summaries of urinalysis results			X		RM&S Laboratory

* Records must be kept throughout employment requiring the training and for 2 years after ceasing to perform those functions.

APPENDIX E

Auto Loss Report Forms

Forms are available online at: http://fp.arizona.edu/riskmgmt/insurance_forms_on.htm

or by calling RM&S at (520) 621-1790

APPENDIX F

UA VEHICLE USE IN MEXICO

University vehicles may be driven in Mexico with prior authorization and proper insurance documentation. Risk Management and Safety (RM&S) coordinates Mexican automobile liability insurance for UA owned vehicles, as provided by State Risk Management. Mexican vehicle insurance is only provided for UA owned vehicles. Private vehicles and commercial rental vehicles used on UA business in Mexico are not covered by this program.

PROCEDURE FOR REQUESTING MEXICAN INSURANCE PACKET

UA departments planning a trip into Mexico must obtain a Mexican insurance packet from RM&S in advance of their trip. These packets are **vehicle specific** and must be placed in the vehicle prior to travel to Mexico. Authorities in Mexico only recognize coverage issued by insurance companies from Mexico, not coverage issued by insurance companies from the United States.

PROCEDURE FOR UA GARAGE AND MOTOR POOL VEHICLES:

UA units renting a vehicle from UA Garage and Motor Pool must indicate travel to Mexico on an authorized Request for Motor Pool Vehicle form. The request form can be found online at: http://www.fm.arizona.edu/motorpool/vrs/available_vehicles.cfm. It is recommended that vehicle requests be submitted as early as possible. Once the vehicle reservation is set up with the Motor Pool and vehicle assignment is established, the information is faxed to RM&S for use in preparing the insurance packet. Names of drivers are typed on a new copy of the affidavit that is notarized to grant permission for those individuals to take the assigned vehicle to Mexico. The packet is checked for completeness and for Notary of Public stamp and signature on the copies of Certificate of Title and, if available, the Title and Registration Application. RM&S will call the user department when the packet is ready for pickup.

Mexican insurance packets for UA Garage and Motor Pool vehicles must be picked up in person from RM&S during normal working hours. Packets may be picked up at the front desk of the RM&S office, located at the University Services Annex, USA Bldg. 300A, 220 W. Sixth Street, 4th Floor South, Room 400. RM&S office hours are Monday – Friday, 8:00 am – 5:00 pm.

Upon completion of the trip, insurance packets should be returned to RM&S as soon as possible. The insurance packet is vehicle specific, but it must be updated with a new notarized copy of the affidavit with driver information for each trip.

PROCEDURE FOR DEPARTMENTAL VEHICLES:

UA departments that own their own vehicles separate from the UA Garage and Motor Pool may obtain vehicle specific Mexican insurance packets to be used as needed. Packets must be prepared and periodically updated by RM&S. Departments are responsible for notifying RM&S in advance of all Mexico trips with departmental vehicles and for ensuring that Mexican insurance packets are kept current. Advance trip notification to RM&S is via a form titled: Request for Mexican Insurance Coverage for Departmental Vehicles. Contact RM&S for forms and information.