

University of Arizona Fleet Safety Program and Procedures

This document outlines the program, and procedures established under the University of Arizona Fleet Safety Policy (Policy Number:RM-002) and serves as the foundational framework for ensuring the safety and compliance of all fleet operations across the University. The program procedures detailed herein are designed to uphold the standards set forth in the policy and to ensure that all personnel involved in fleet operations are aware of and adhere to these guidelines.

Contact: Chief Risk Officer of Risk Management Services

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1.0 Fleet Safety Policy Information

1.1 Policy Statement

Vehicles driven on University of Arizona (“university”) 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 purpose of this document is to establish university policy for driving on official university business, and to define the procedures in place to minimize the potential for accidents and losses. Vehicle operation represents a significant source of potential loss exposure for the university. Accidents can result in losses arising from injuries to employees or others, and property damage to university vehicles and private property. This document also defines the framework for university compliance with the Arizona Administrative Code fleet safety rule for state agencies outlined in R2-10-207.11.

1.3 Applicability

This policy is applicable to the operation of any vehicle on university business by any authorized driver. This includes university owned vehicles, personal vehicles, rental vehicles, leased vehicles, and/or vehicles on loan to the university for official business. This policy is also applicable to any person that is authorized to drive on university business, including faculty, staff, students, or volunteers. University vendors and/or contractors may not be authorized to drive on university business and are not subject to this policy.

1.4 Responsibilities

1. **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.
2. **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.
3. **Drivers** are responsible for operating vehicles on university business in a safe and courteous manner at all times, and for complying with all provisions of this policy (See Section 3.1). Drivers have specific responsibilities to only drive on university business when properly authorized, and to immediately notify supervisors of accidents, injuries, loss of license, etc. as outlined in this document.

4. **Risk Management Services (RMS)** is responsible for providing coordination and oversight for the university's fleet safety program, including the following:
 - a. Maintaining the university 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 university drivers.
 - d. Coordinating motor vehicle record (MVR) review of drivers.
 - e. Providing notification to supervisors and department heads concerning driver status, restrictions, and required actions.
 - f. Coordinating insurance claims for losses involving university vehicles.
 - g. Coordinating a vehicle accident review committee.
5. **Parking and Transportation (Motor Pool and Garage Units)** 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 Driver Qualifications

2.1 Driver Registration

All drivers for The University of Arizona must:

1. Meet minimum qualifications as outlined below.
2. Be authorized by a university department or program.
3. Complete the Driver Certification on EDGE learning process prior to driving on university business.

Individual university units are responsible to ensure that employees, students, and volunteers who are required to drive on university business complete the registration process before authorizing them to drive. An online driver registration system is available during the Defensive Driver class on the University of Arizona's EDGE Learning platform. This class is a requirement of all drivers as described below.

The EDGE Learning platform requires user authentication with a university NetID. All university employees, students and volunteers (Department Sponsored Visitors) should have NetIDs.

RMS maintains the university database of registered drivers. Periodically and/or upon request, RMS will provide a list of all currently registered drivers for an individual department or unit.

2.2 Minimum Age and Experience Requirements

- a. Drivers of *high occupancy vehicles (HOVs as defined in Section 4.0)* 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.

2.3 Driver Licensing Requirements:

1. University employees (faculty, classified staff, appointed personnel working physically in Arizona) who drive on the job must have a valid Arizona Driver's License, of the classification appropriate to the type of

vehicle being driven including meeting all standards and requirements for CDL licenses if required. University employees who reside out of state and whose work duty station is outside of Arizona must have a driver's license from the state where their duty station is located.

2. Students and volunteers who have Arizona residency and who drive on university business are required to have an Arizona Driver's License.
3. Foreign Driver's Licenses and International Driver's Licenses are not acceptable for driving on university business. Individuals with non-U.S. driver's licenses must obtain an Arizona Driver's License prior to driving on university business.
4. Per Arizona statutes, non-resident students enrolled for 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 who are required to drive on university business must meet the following additional requirements:
 - a. Must have a valid license from another U.S. state or territory that is recognized in Arizona.
 - b. Must provide a current copy of their motor vehicle record from the state where their license is issued that covers the previous 39 months, or their total licensed period, whichever is less. If driving for a university department or program, the cost to obtain the out-of-state driving record is the responsibility of the applicable department or program. Services to obtain this information are available for a fee through Human Resources.
 - c. Non-resident drivers who require a Commercial Driver's License (CDL) for their assigned duties must obtain an Arizona CDL, regardless of residency status.

2.4 Motor Vehicle Record Review

The university is required to review the Motor Vehicle Record (MVR) of all authorized drivers to evaluate their licensing status and citation history. Based on the MVR review, each driver's status is classified as acceptable, conditional, high risk or unacceptable. This section describes the MVR review process and the point system used for assigning driver status.

1. A standard MVR review includes the most recent 39-month period from the date of the request. If the full 39-month record is not reasonably available for review, the available record will be evaluated by RMS on a case-by-case basis. Citations that are more than 39 months in the past are not included in the review.
2. MVR review is initially conducted for new hires as part of the university's background screening process, and within 1 month for university drivers when they first register with RMS.
3. Standard MVR review is scheduled at least monthly for all authorized drivers holding an Arizona driver's license. MVR review also may also be performed after any vehicle accident involving a university driver, and on request from a supervisor if there is a reasonable basis for the request.

Authorized drivers holding non-Arizona licenses will have an MVR review completed at least annually.

4. All MVR reviews required for **hiring decisions** are conducted by Human Resources. Human Resources reviews the MVR and advises the hiring authority and RMS of the applicant’s status as acceptable, conditional, high risk or unacceptable, so this information can be incorporated into the hiring decision. Costs associated with MVR review are the responsibility of the hiring department.
5. MVR reviews required outside the hiring process (students, student employees, volunteers, current employees) are conducted by RMS at no charge to departments, provided the required 39 month driving record is all from Arizona. In the event of an adverse finding only (conditional, high risk, or unacceptable), RMS forwards this information to the driver’s supervisor and Department Head with any specific driving limitations and instructions that arise from the driver’s MVR review.
6. If MVR review outside the hiring process (student employees, volunteers, current employees) requires an out-of-state record for any portion of the 39-month driving record, the record must be obtained through Human Resources. Associated costs are the responsibility of the sponsoring or employing department. Students driving for university club activities may obtain a 39-month report form their license state and provide that to RMS for review.
7. MVR review information is considered a personnel record and is therefore not subject to public records inspection or release unless required by subpoena, court order, or law.

Each driver's Motor Vehicle Record (MVR) is evaluated using the points as assigned by the Arizona Motor Vehicle Division or by the issuing state agency for non-Arizona licenses.

ACCEPTABLE E 5 or fewer points	CONDITIONAL 6 – 7 points	HIGH RISK 8 or more points	Unacceptable Suspended Driver License
Continue normal record checks with no driving restrictions.	<p>Driver is not allowed to drive on university business unless specifically allowed to by Department head. Department Head must provide written approval</p> <p>Conduct driving record check as normal for Arizona licenses and at least 2 times a year for non-Arizona licenses.</p> <p>Driver attends defensive driver training at least annually until points drop off.</p> <p>Department heads may limit driving at their discretion.</p>	<p>Driver is not allowed to drive on university business unless specifically allowed to by Chief Risk Officer on petition from Department head.</p> <p>If allowed to drive, the driver will be provided with written limitations and duration of the authorization to drive.</p> <p>Orders or actions of MVD or courts shall not be circumvented. Any requirements required by MVD or courts must be followed or the employee is not allowed to drive.</p>	<p>Driver not allowed to operate motor vehicles on university business until license reinstatement is verified by Risk Management Services.</p> <p>Orders or actions of MVD or courts shall not be circumvented. Any requirements required by MVD or courts must be followed or the employee is not allowed to drive.</p>

2.5 Requirements for Conditional or High Risk or Unacceptable MVR Status

The following management actions are required for current university drivers who have a **Conditional** motor vehicle record:

1. Upon determining that a university driver has a conditional MVR, RMS will provide written notification to the driver's supervisor and the Department Head, with instructions and the expected duration of conditional status, assuming no additional moving violations are received.
2. The driver's supervisor must obtain written documentation of any limitations placed on driver by their Department Head for driving on university business while their MVR is in conditional status. The supervisor must also ensure completion of the Defensive Driver course annually.
3. Conditional MVR drivers must complete the Defensive Driving course provided by RMS annually.
4. Failure to maintain an acceptable or conditional driving record may result in the driver's department taking action up to and including suspension or revocation of university driving privileges and/or termination of employment.

The following management actions are required for current university drivers who have a **High Risk or Unacceptable** motor vehicle record:

1. Upon determining that a university driver has a high risk MVR, RMS will provide written notification to the driver's supervisor and Department Head with instructions and the expected duration of unacceptable MVR status, assuming no additional moving violations are received.
2. The driver must be advised in writing by either the supervisor or Department Head that the driver is prohibited from driving any vehicle on university business until the driver receives written notification from their supervisor that their driving status has returned to either conditional or acceptable status. Drivers who transition from unacceptable to conditional status require written authorization to drive from their Department Head.
3. If the Department Head wishes to Petition for a special exemption from the Chief Risk Officer, it must be made in writing justifying why the exemption is needed and what limitations are being placed on the driver. If an exemption is issued, any and all limitations and expectations will be explained in writing to the driver including understanding that if limitations and expectations are not met, driving privileges will be immediately suspended.
4. A current MVR review must be conducted by RMS prior to re-instatement of driving privileges.
5. Failure to maintain an acceptable or conditional driving record may result in the driver's department taking action up to and including

suspension or revocation of university driving privileges and/or termination of employment.

The following management actions are required for job applicants who have either **Conditional High Risk or Unacceptable** MVR:

1. Human Resources will evaluate the MVR of job applicants as part of regular pre-hire background screening and will advise hiring departments and RMS of a job applicant's MVR status.
2. The hiring department is responsible for evaluating the essential functions of the job and determining whether to proceed with the hiring of the applicant.
3. If an applicant is hired with either a conditional or unacceptable MVR, then the requirements outlined above in paragraphs 2.5 a. and b. are immediately applicable upon hiring.

2.6 Requirements for Restricted Driving Licenses

Drivers with restrictions placed on their license, or who have other limitations that govern their operation of a vehicle are required to notify their supervisor and comply with the following provisions:

1. Ignition Interlock Restricted License (IIRL)

Arizona state law requires individuals convicted of Driving Under the Influence (specifically Arizona Revised Statutes §§ 28-1381, 28-1382, and 28-1383) to install Ignition Interlock Devices (IID) on all vehicles to be driven by the convicted individual. Upon conviction, DUI offenders are required to show proof of installation of the IID to the Arizona Motor Vehicle Division before being issued an Ignition Interlock Restricted License (IIRL) and allowed to drive again.

Installation of an IID in an employer-owned or leased vehicle is at the sole discretion of the employer. The University of Arizona prohibits installation of IIDs in university vehicles.

A driver using personal vehicles with an IID would still be considered High Risk and would need permission from the Chief Risk Officer to drive on University business even in personal vehicles.

2. To and From Work License Restriction

In Arizona, a driver who receives a citation for DUI will be issued an administrative order that governs the licensing status of the driver and initiates the legal steps for prosecuting the DUI offense. During this process, a driver may receive a restricted license that authorizes them to drive to and from work, and while at work.

Drivers that receive a To and From Work License Restriction must request authorization from their supervisor to drive university vehicles with a restricted license. If approved, the driver must obtain written authorization from the supervisor, who will provide a copy to RMS so the license status can be monitored.

3. Hand Controls Restriction

A driver with a Hand Controls license restriction must notify their supervisor if their job duties require driving. The supervisor must consult

with the university's Disability Resource Center concerning modification of university vehicles with hand controls as a potential accommodation for the restricted license.

2.7 Driver Training Requirements

1. All persons with driving as an assigned duty (including HOV and Utility/Golf Cart drivers) must complete the University of Arizona Driver Certification on EDGE Learning prior to being authorized to drive on university business. Annual refresher training is required if the driver's MVR status is conditional or high risk. Departments may also request driver refresher training at their discretion.
2. Drivers of High Occupancy Vehicles (HOVs) must complete University of Arizona Driver Certification as described in 2.7.a. above and complete The HOV certification course in EDGE Learning that addresses safe operation of HOVs. HOV drivers are also required to 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 RMS or another authorized department. HOV evaluators from individual departments can be authorized to conduct the behind-the-wheel review, using a standard list of skills provided by RMS. Documentation of the completion of the behind the wheel portion must be provided to RMS so the driver can be marked complete. Upon completion of the classroom and behind-the-wheel sections, drivers are issued a certificate documenting completion of HOV training through EDGE Learning.
3. Refresher training HOV operation must be completed every four years.
4. Drivers with a Class A, B, or C Commercial Driver's License (CDL) may require additional licensing requirements and training specific to their CDL activity as specified by Arizona Motor Vehicle statutes. For example, CDL drivers who require a hazardous materials endorsement require additional hazmat training.
5. Classroom or Online training conducted by RMS is provided at no cost to university drivers or their departments. Costs associated with training that is not provided by RMS, are the responsibility of the driver's department.

3.0 Vehicle Operation

This section describes the university's rules for safe vehicle operation.

3.1 Driver Responsibilities

All persons driving on university business are required to comply with the following provisions:

1. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
2. Always Have a valid driver's license in possession.
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 except those resulting from a university vehicle mechanical failure.
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 impairment.
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 that arise while driving on university business to a supervisor.
13. Immediately advise a supervisor of any change in driving status such as license suspension or revocation.
14. Immediately advise a 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.

Failure to comply with these provisions may result in suspension or revocation of university driving privileges, and/or disciplinary action up to and including termination of employment. Personnel actions remain the responsibility of the driver's home or sponsoring department.

3.2 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.

3.3 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.

3.4 General Prohibitions

1. Consumption or transportation of alcohol by drivers and passengers is prohibited in university vehicles except as provided in Section 3.4b.
2. Purchased alcohol being transported for an approved university activity must remain closed during transportation and should be placed in the vehicle trunk if possible.
3. Smoking is prohibited in university vehicles.
4. Use of Radar Detectors is prohibited
5. Transportation of hazardous materials in university vehicles is only authorized for drivers who have completed training on DOT hazardous materials transportation, OSHA requirements, and spill response. Transportation of placardable quantities requires a Commercial Driver's License (CDL) with hazardous materials endorsement as defined in DOT regulations.

3.5 Accident Reporting

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

1. **Property damage to university vehicle only (including windshield)**
 - a. For minor damage to university vehicles a police report is not required but is recommended by RMS to support insurance claims with State Risk Management. Report the accident to UAPD or other police agency if off-campus.
 - b. For damage estimated greater than \$5,000, or for loss associated with vandalism or theft, notify UAPD or applicable police agency and request response and report.
 - c. Complete and submit an Auto Loss Report to RMS within 5 days of the event. For Motor Pool vehicles, notify the Motor Pool immediately of any physical damage.
2. **Property damage to third party vehicles or property, including commercial rentals and privately owned vehicles (no injuries):**
 - a. 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.
 - b. Notify RMS by email at risk-contact@arizona.edu or phone at (520) 621-1790 no later than the following business day.
 - c. Complete and submit an Auto Loss Report to RMS within 5 days of the event.
 - d. For commercial rental vehicles, notify the rental agency as soon as possible in accordance with the rental contract.
 - e. Refer rental agencies and third parties to RMS for assistance with making a damage claim if appropriate.
3. **Vehicle accidents with injuries:**
 - a. Call 9-1-1 for emergency police and medical assistance.

- b. Render aid within your capabilities.
- c. Contact RMS at (520) 621-1790 immediately if possible.
- d. After hours, contact UAPD at (520) 621-8273 and ask that RMS be contacted and notified of the accident.
- e. Complete and submit an Auto Loss Report to RMS within one business day after the event.
- f. For injuries to university employees, complete and submit a Supervisor's Report of Employee Injury to RMS as soon as possible, but not more than seven days after the event.

3.6 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 RMS, which documents the nature of the complaint and the caller's contact information and determines the university 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 RMS for validity and are not written up or forwarded to the applicable Department Head unless there is a reasonable belief that the report is valid.

4.0 High Occupancy Vehicle (HOV) Requirements

For purposes of this policy, the university defines High Occupancy Vehicles (HOVs) as passenger or cargo vans that are designed, modified, or could otherwise be configured for a seating capacity of 9 – 15 persons including the driver.

1. Drivers of HOVs on university business must meet all driver qualification and training requirements outlined in Sections 2.0 through 2.6 of this document, which include the following provisions:
 - a. HOV drivers must complete an online training program and successfully demonstrate behind-the-wheel proficiency prior to being authorized to drive HOVs on university business.
 - b. HOV drivers must attend refresher classroom training every four years.
 - c. Classroom training for HOV drivers will be provided by RMS on EDGE Learning.
2. Behind-the-wheel proficiency review may be conducted by RMS or university employees in individual units authorized by RMS to perform this task. A standard checklist of required driving maneuvers will be used for this purpose.
3. Those authorized by RMS to conduct behind-the-wheel proficiency review must be faculty or staff, already must 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. The behind the wheel checklist must be forwarded to Risk Management Services upon completion.

4. Upon completion of classroom and behind-the-wheel proficiency review, RMS will mark the EDGE Learning class complete so the driver may download their certificate of completion for the class.

5.0 University Vehicle Inspection and Maintenance

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

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.

6.0 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):

- a. Drivers must meet the qualifications as defined in Sections 2.0 through 2.7 of this document.
- b. Drivers must have written authorization from their department/unit to use their personal vehicle for university business.
- c. Drivers must be advised by their department that the university's liability insurance is excess over their own insurance; there is no university insurance for property damage to personal vehicles; and the owner is responsible for all deductibles that may apply to their personal insurance policy.
- d. Drivers must provide to their department evidence of liability insurance for their personal vehicle as required by Arizona state law.

7.0 Use of Rental and Leased Vehicles on University Business

Commercial rental vehicles 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 Transportation Policy 14.15):

1. Vehicle safety inspections conducted by the Motor Pool are not required for rentals with 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.
2. Vehicles leased for six months or more must comply with the vehicle marking requirements outlined in Arizona Revised Statutes § 38-538.
3. University insurance provides liability and property damage coverage of rental vehicles for official university business only. As such, users of rental

vehicles should decline optional insurance options offered by rental agencies, except when using rental vehicles outside the U.S. For international rentals, users are advised to purchase collision damage insurance from the rental agency. In some countries, purchase of liability insurance from rental agencies is required by law.

8.0 Use of Golf Carts and Specialty Vehicles

Many units use golf carts and other specialty vehicles to move people and materials around campus or other university facilities. In addition to golf carts, other examples include side by sides, and off-road “quad” type vehicles. This section is applicable to this class of vehicles used on university business, whether electric or gas-powered.

1. University owned carts used on public roadways must be licensed and marked with a vehicle number and appropriate university markings. Contact the university Motor Pool for assistance.
2. 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.
3. Carts must comply with posted speed limits, stop signs, and other traffic control regulations. On campus streets, the speed limit is 20 mph unless otherwise marked.
4. 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.
5. 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.
6. 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.
7. Drivers of golf carts used on public roadways must meet driver eligibility, licensing, and training requirements described in Sections 2.0 through 2.7 of this document.
8. **Operators of specialty vehicles used off-road are required to receive instruction for safe operation before initial operation of the vehicle. Training for specialty vehicle operators must be based on nationally recognized industry standards or manufacturer’s instructions for the**

types of vehicles to be operated. Training may be conducted by qualified in-house personnel, or by qualified outside organizations.

9.0 Vehicle Insurance

The university, 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). The following provisions apply to this insurance program:

1. Drivers operating university owned or rented 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 owned or rented vehicles, and the driver is responsible for all damages.**
2. Drivers operating personal 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. **There is no state or university insurance coverage for physical damage to personal vehicles used on university business (including deductibles).**
3. Commercial rental or leased vehicle owners/agencies 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 RMS for claim forms and information about submitting a liability claim.
4. University 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 university field trips, insurance coverage is provided on an excess basis for accidental medical expense, and for accidental death and/or dismemberment. RMS should be contacted for all injuries to document the incident and initiate the applicable claims process.

10.0 University Vehicle Registration, Markings, Parking

1. Titles for all vehicles owned by The University of Arizona are held by the Financial Services Office, Property Management Section.
2. Vehicles owned or leased by The University of Arizona 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 university Motor Pool.
3. Parking of university vehicles on campus is governed by applicable rules and regulations administered by Parking and Transportation Services.

11.0 Accident Review and Fleet Safety Advisory Committee

The Chief Risk Officer of Risk Management Services shall appoint an Accident Review and Fleet Safety Advisory Committee based on recommendations from RMS. RMS shall coordinate the activities of the Committee and maintain records of their activity. Vehicle accidents that do not require Committee review will be reviewed by RMS.

The Accident Review and Fleet Safety Advisory Committee has the following charge:

1. Review of vehicle accidents that involve a university vehicle or university program or activity that meet the following criteria:
 - a. Accidents with property damage only exceeding \$10,000.
 - b. Accidents that involve injury of a university employee, passenger, or third party.
 - c. Vehicle accidents or incidents brought to the committee for review at the request of RMS.
2. The Committee will review Police Reports and other available information to determine a factual basis for the cause of the accident, make a finding of whether the accident was preventable or non-preventable by the university driver, and make recommendations for actions or corrective actions needed in response to the accident. The Committee's findings and recommendations will be forwarded to the applicable Department Head or administrator responsible for the university driver.
3. The Committee will work with RMS in an advisory capacity to ensure that The University of Arizona Fleet Safety Policy remains current with industry practice, and that it complies with the Arizona Administrative Code and applicable state law.

APPENDICES and FORMS

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APPENDIX A

THE UNIVERSITY OF ARIZONA CDL DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES Controlled Substance and Alcohol Testing 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

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CDL DRUG AND ALCOHOL TESTING PROCEDURES CONTENTS

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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 Driver's 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 Substances	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, RMS 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 Services (RMS)

1. Administers the CDL testing program by assigning a DER
2. (Designated Employer Representative), including:
3. Liaison with supervisors, employees, sample collection clinics, laboratories, the medical review officer (MRO), substance abuse professionals (SAP) and third-party service providers.
4. Maintains written policies and procedures for CDL drug and alcohol testing.
5. Keeps a list of current CDL drivers and their supervisors.
6. Chooses contractors for specimen collection, Medical Review Officer and random selection services.
7. 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)
8. Provides training information packets to new CDL drivers
9. Assists Human Resources and departments in managing the consequences of a positive test.
10. Maintains confidential recordkeeping

2.2 Department Supervisors and Managers

1. Ensure that all requirements of this program are met in their department.
2. Inform RMS of new CDL hires and those exiting the program.
3. Ensure new CDL hires receive training packet.
4. Ensure no new employee begins CDL safety-sensitive functions until receiving the results of a negative pre-placement drug test from RMS.
5. 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.
6. Ensure employees are tested are notified of required tests and proceed directly to testing facility upon notification.

7. Initiate and document reasonable suspicion or post-accident testing, if indicated.
8. Report all accidents to RMS.
9. Remove employees who have engaged in prohibited activities from safety-sensitive functions.

2.3 Employees

1. Read mandatory training information packet and return signed receipt and to RMS.
2. Participate and remain available for all required drug and alcohol tests.
3. Refrain from prohibited practices.
4. Immediately report all accidents to their supervisor or other management official if the direct supervisor is not available.

2.4 Human Resources

1. Provides mandatory supervisor training on the employment and productivity implications of drug use or alcohol misuse for reasonable suspicion testing.
2. Advises departments on managing consequences of positive test results or other prohibited behavior.

2.5 Life & Workplace Connections

1. Provides voluntary confidential consultation for supervisors and employees on substance abuse and alcohol issues and information on community resources including SAPs (Substance Abuse Professionals);
2. 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

RMS 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
> 0.02% first test	Second test required		
≥ 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	
≥0.04% (second test)	Violation	Immediately remove from safety sensitive duties	Disciplinary action up to and including termination Cannot return to safety sensitive duties until 1. Evaluated by an SAP and 2. Complied with any treatment recommendations and 3. Have acceptable return-to-duty test

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 RMS (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.

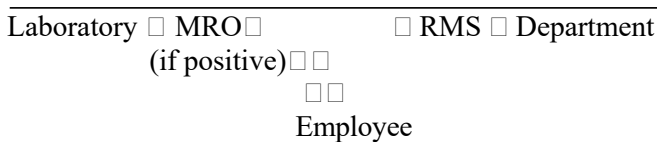


Figure 1: Drug Testing Results Reporting Flow Diagram

The MRO reports results to RMS. RMS will report results to the employing department (see Figure 1). Before informing RMS 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 RMS 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 PREPLACEMENT 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 three years, as well as disclose any positive pre-placement drug within the past three 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 three 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 RMS.

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.

RMS 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. RMS 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 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 RMS 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 RMS.

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 RMS 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 RMS.

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 RMS.

5.5 RETURN-TO-DUTY and FOLLOW-UP TESTING

If 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 RMS 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:

1. 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.
2. 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.
3. All time spent at the controls of a commercial motor vehicle.
4. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth).
5. 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.
6. All the time spent performing the driver requirements associated with an accident.
7. All time repairing, obtaining assistance or attending a disabled vehicle.
8. 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. RMS 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 RMS.

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

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

APPENDIX B

Auto Loss Report Forms

- Forms are available online at: <http://risk.arizona.edu/forms/index.shtml>
- You may also Contact RMS at (520) 621-1790 or rms-contact@arizona.edu

APPENDIX C

University of Arizona VEHICLE USE IN MEXICO

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

PROCEDURE FOR REQUESTING MEXICAN INSURANCE PACKET:

University departments planning a trip into Mexico must obtain a Mexican insurance packet from RMS in advance of their trip. These packets are **vehicle and driver 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:

University units renting a vehicle from UA Garage and Motor Pool must indicate travel to Mexico on an authorized Request for Motor Pool Vehicle form. It is recommended that vehicle requests be submitted as early as possible. motor pool will gather information and prepare the needed documents.

PROCEDURE FOR DEPARTMENTAL VEHICLES:

University departments that own their own vehicles separate from the UA Garage and Motor Pool may obtain vehicle and driver specific Mexican insurance packets to be used as needed. Packets must be prepared and periodically updated by RMS. Departments are responsible for notifying RMS in advance of all Mexico trips with departmental vehicles and for ensuring that Mexican insurance packets are kept current. Contact RMS for forms and information.