



To ensure safety and manage risk, UWS sets the following policy expectations for employees who drive when conducting business on behalf of the university:

Valid Driver's License – All drivers must be registered to drive in their state of residence. UWS may, at any time, require employees to show proof of the legal right to drive.

Insurance Coverage – Employees driving on university business shall carry a current certificate of insurance in their vehicle at all times. **UWS provides secondary coverage for hired autos only.**

Employee Driving Records – UWS reserves the right to check employee driving records at any time and may forbid an employee from driving on university business if the employee has been convicted of, or is under investigation for, any major violation within the past five years. A major violation may include, but is not limited to any of the following:

- Leaving the scene of an accident
- Driving under the influence of drugs or alcohol
- Racing or excessive speed (greater than 20 mph over the speed limit)
- Reckless, negligent or careless driving
- Felony, homicide or manslaughter involving the use of a motor vehicle
- License suspension or revocation resulting from accidents or moving violations
- Attempting to elude a police officer

Abide by local, state and federal laws. UWS employees shall follow all local, state and federal laws when driving on behalf of the university.

Your attention should be on the road at all times while driving. If you need to make or receive a call, or use any other kind of electronic device, consider first pulling over to a safe place. Under Oregon and Washington law, it is illegal to drive while using a mobile communications device, unless you are using a hands-free accessory on the device. If it is absolutely necessary to make or receive a call, we expect you to use a hands-free accessory. If we determine that you have violated this law, you will be subject to disciplinary action up to and including termination.

Vehicle maintenance. Never drive a vehicle that is not properly maintained or may pose a safety hazard. Ensure that tires are set at the correct pressure, seatbelts are in good working order, lights and turn signals are working; the engine is in good operating condition.

Reporting. If you are involved in a traffic accident, or if you are cited for any moving violation while driving on university business, you must report it to your supervisor immediately. All fines and citations, such as parking and speeding tickets are the financial responsibility of the employee.



Employees shall practice safe driving habits.

Related Policy:

Keywords: driving, insurance, personal, safety, vehicle