

DIXIE STATE UNIVERSITY RULES FOR VEHICLES USED FOR BUSINESS TRAVEL

General Information and Definitions

Dixie State requires everyone traveling on University business to wear seatbelts (if available) at all times.

Cell phones and other electronic devices - Utah law prohibits text messaging or electronic mail communication while operating a motor vehicle. Dixie State University strongly discourages the use of cell phones while driving any vehicle. Use of cell phones while driving buses is prohibited. You must also comply with the laws of other states while traveling. Several states prohibit holding a cell phone to your ear while driving, and allow only hands-free calls.

Below are rules specific to different vehicle types as well as information regarding authorized drivers and passengers.

Definitions

Please note the following definitions which are referred to in this document:

***Volunteers** are people who have filled out paperwork with DSU Human Resources to declare themselves as unpaid volunteers conducting business for the University. If they're paid, they're not a volunteer. Volunteers who drive for DSU purposes must be at least 21 years of age and may not take DSU fleet vehicles out of the State of Utah.

**** Part-time or full-time employees** of DSU or other State of Utah entities (i.e. DFCM, etc.)

***** Independent contractors** are those who are providing services to the University and are being paid by the University, but are not University employees.

DSU Fleet Vehicles

All Fleet Vehicles

- You must have taken the Defensive Drivers Training course within the last two years and have a valid driver's license in order to drive. Campus Services administers the course.
- Smoking is not allowed in the vehicles
- Age Minimum to Drive –
18 years for mini-vans and sedans
21 years for Volunteer* drivers
- Volunteers* may not drive outside Utah
- Independent Contractors*** may not drive fleet vehicles

- Spouses may not drive – since spouses are not “required” to go on a trip and are not on official business when they accompany you on business travel, they are not covered by DSU insurance if they drive.
- Athletics Only – Student athletes may never drive one another, and head coaches may not drive their own teams when traveling more than 125 miles from St. George.
- Minor children who are **not directly** involved in DSU-related activities are not allowed to travel in fleet vehicles.

Specific Fleet Vehicles:

Minivans, Sedans and SUVs

- Employees**, DSU students, and official volunteers* may drive within the State of Utah.
- Employees** and DSU students may drive out-of-state if necessary.

All Buses

- Valid CDL license required including compliance with DSC and State/Federal rules
- Drivers must be Employees** of Dixie State University – No Exceptions
- Drivers must be approved by, and have completed files, in Road Scholar Department.
- Only used for groups **directly** related to Dixie State University.
- Not for use in transporting out-of-state groups crossing Utah State lines.
- Drivers may not use cell phones while driving

State Contract Rental Vehicles

All reservations must go through State of Utah Travel at 801-538-3350, including vehicles picked up at Enterprise Rent-A-Car in St. George. There are three state contracts with Enterprise, National and Hertz. Most destinations have at least one of these rental companies.

- Employees**, DSU students, independent contractors*** and volunteers* conducting University business may drive in-state as well as out-of-state.
- You must have taken the Defensive Drivers Training course within the last two years and have a valid driver’s license to drive.
- Age Minimum to Drive – New State contracts allow 18-year olds to drive. However, those driving full-size vans (“12-passenger”) must be at least 21 years old, a DSU requirement.
- Minor children are allowed as passengers in state contract rentals **except** in vehicles which carry 9 or more passengers.
- The State of Utah currently has 12-passenger vans on all three of the state contracts. However, these may be eliminated in the near future because of their dangerous nature. Minors may not be transported in these vans. Also see other restrictions under “Specific Fleet Vehicles” above for more information on limitations.

- Spouses may not drive – since spouses are not “required” to go on a trip and are not on official business when they accompany you on business travel, they are not covered by the state contract insurance if they drive.

Rental Vehicles Which are Not on State Contract

Occasionally, a state contract rental vehicle will not be available at your destination. The University does not have insurance coverage in this case. If you rent a vehicle which is not on a state contract, you **must** purchase liability insurance with limits of (100,000/300,000/25,000) and full collision damage waiver insurance. This will cost at least \$25 per day. Please note that **15-passenger size vans are not on the state contracts.**

Personal Vehicles

Personal vehicles are covered by your personal insurance. People in your vehicle may or may not be covered by other insurance, depending on who they are and why they are in your vehicle at that time. We suggest you do not use personal vehicles on business when transporting people other than your own family members in order to limit your personal liability.

Athletic Coaches’ Vehicles

These vehicles are provided to DSU by dealers in exchange for corporate sponsorships, are insured through Moreton and Company, and are not considered DSU fleet vehicles. Moreton must be advised in writing before anyone drives these vehicles.

- Personal use of these vehicles is permitted, and passengers are covered by the Moreton policy.
- Deductibles for collisions may be paid with athletic funds if the accident occurs while the coach is on DSU business, and from personal funds if the accident occurs when the vehicle is being used for personal business.
- Daily logs are kept for each vehicle, and the coach pays their pro-rated portion of the insurance premium. The “log year” runs from November 1 – October 31. Personal mileage on these vehicles is reported on the W-2 of the coach.

Summer Camps

Summer camp participants are generally minor children. Therefore, additional restrictions on travel apply as follows:

Full Size Vans (“12-15 Passenger”) may not be used to transport minors at any time.

Utah high school students may be transported to and from summer camps in DSU buses.

High school students from outside the state of Utah may not be transported to or from their home state using DSU fleet vehicles or vehicles rented by DSU.

DSU does not rent vehicles for use by summer camp advisors or coaches, and advisors/coaches may not drive DSU fleet vehicles.

It is preferred that we do not transport minor children across state lines because of liability issues. However, if this is necessary to arrive at a summer camp program destination, the following will apply:

- DSU fleet vehicles or vehicles rented by DSU which carry summer camp participants across state lines must be driven only by DSU employees.

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