



DRIVER POLICY

POLICY STATEMENT

Yeshiva University and its affiliated entities (YU) are committed to providing and maintaining a safe environment and promoting responsible driving behavior to protect students, employees and the public from automobile injuries and property damage. The University expects authorized drivers to operate YU vehicles in a safe and courteous manner and to follow all safety rules and drive defensively to prevent injuries and property damage.

A “YU vehicle” is defined as a motorized device for land transportation owned, leased or rented by YU for use in its operations, including, without limitation, automobiles, vans, trucks, golf carts, tractors, etc., but excluding vehicles leased by YU for its senior administrators pursuant to their employment arrangements (and excluding such other vehicles as the Risk Management Department, in consultation with the Office of the General Counsel, may determine in their discretion).

APPLICABILITY

This policy applies to all YU faculty, staff and students, as well as all other persons who may be authorized to operate a YU vehicle.

POLICY ELABORATION

Driver Authorization

Only properly authorized YU employees and contractors are permitted to operate a YU vehicle, except in emergencies or in the case of repair testing by a mechanic. Family members of an authorized driver are prohibited from operating the YU vehicle.

In order to be authorized to operate a YU vehicle, the driver MUST obtain the prior approval of the head of his/her department. The department head will coordinate with the Risk Management Department to ensure compliance with this policy. In general, students are not authorized to operate a YU vehicle.

Except under very limited circumstances, authorization may only be given to drivers who satisfy all of the following conditions:

1. Be at least 25 years of age.
2. Have at least 3 years’ driving experience.
3. Hold a valid and current United States driver's license recognized by NY State for the class of vehicle that the individual intends to operate. No one will be allowed to drive with a “probationary,” “court-restricted,” “junior,” or international license.
4. Successfully complete such driver training course (on or about the hire date and thereafter at least every 3 years) as the Risk Management Department may require.
5. Not have any one of the following violations:
 - One (1) or more type ‘A’ Violations in the last 5 years.
 - Three (3) or more accidents (regardless of fault) in the last 5 years.



- Three (3) or more type 'B' violations in the last 5 years.
- Any combination of accidents and type 'B' violations totaling three (3) or more in the last 5 years.

Definition of Type 'A' Violations:

- DWI/DUI/OWI/OUI
- Refusing substance test
- Operating a motor vehicle without the owner's authority
- Hit and run
- Reckless driving, including speed contests (racing)
- Manslaughter
- Eluding a Police Officer
- Any felony
- License suspension
- Driving while license suspended

Definition of Type 'B' Violations

- Improper passing, changing lanes unsafely
- Disobeying traffic control signals, stops signs or yield signs
- Failing to stop for a school bus
- Using hand-held mobile telephone or texting (reading or writing) while operating a motor vehicle
- Any other moving violations not listed above as a type 'A' Violations

In order to determine that a driver has an acceptable Motor Vehicle Record (MVR), a copy of his/her driver's license and a completed Driver Application must be submitted to the Risk Management Department (see attached). No one may be authorized to operate a YU vehicle prior to a satisfactory review of his/her MVR. The Risk Management Department will annually review each driver's MVR and confirm his/her driver eligibility. A driver must immediately notify his/her department head of any change in his/her driver's license status (whether suspended, revoked or otherwise) or other occurrence which could impact his/her eligibility. A driver must discontinue operating a YU vehicle if his/her driver's license is suspended or revoked.

Failure to comply with this policy may result in disciplinary action, up to and including dismissal.

Each department may have additional requirements for driver eligibility. For example, certain drivers may be required to undergo drug testing and additional driver training.

Driver authorization is a privilege and not a right, and may be revoked at any time.

Traffic, Parking, and Toll Violations

YU assumes no responsibility for any toll plaza, parking or other traffic violations. The driver shall be personally responsible for any and all expenses, costs, penalties, fines or other consequences which may result from such violations, and any fines, penalties and other payments in connection therewith (including legal fees) are not considered reimbursable costs.



A driver must immediately report all traffic-related suspensions, arrests, and convictions to his/her department head and the Risk Management Department, as well as all toll plaza, parking and traffic violations.

Driver Safety Rules

Note: These rules intend to address several pertinent issues but do not include all conditions or situations. Contact your supervisor, administrator or the Risk Management Department on matters or concerns not noted below.

- Driver must operate the vehicle safely and with diligence at all times, and obey all applicable federal, state and local traffic and motor vehicle laws and YU policies and procedures.
- Driver must NOT use a smart/cell phone, laptop computer, MP3, stereo, or any other type of earphone equipment or portable electronic device while driving.
- Driver and all other occupants must wear seat belts at all times. (Everyone must have their own personal seatbelt). It is the driver's responsibility to ensure that all passengers are properly secured before the vehicle is put in motion.
- Driver must NOT pick up hitchhikers or other unauthorized passengers.
- Driver must NOT drive while under the influence of any controlled substance such as alcohol, drugs or medications that could adversely affect driving performance.
- Driver should pay attention to surroundings and practice defensive driving techniques, and avoid distractions such as eating or drinking, paying too much attention to the radio/CD player, or any other distracting behavior.
- Driver may not authorize anyone else to drive. If more than one person is going to drive the vehicle, each driver must be approved.
- Driver should not operate a vehicle when snow, ice or rain impedes visibility or other conditions exist which could adversely affect driving performance. Driver should reduce speed according to weather and road conditions.
- Driver must not drive when his/her ability to do so safely has been impaired by illness, fatigue or injury. Relief drivers should be available if going on a long trip (over 3 hours). Driver should not drive for more than 3 hours at any one time without an adequate rest period of at least 20 minutes.
- Driver may not transport hazardous cargo, alcoholic beverages and/or drugs. Driver may not transport dogs or other animals except for officially authorized YU business.
- Driver may not operate a vehicle with anything protruding from the vehicle window or door. Anything on top of the vehicle must be properly secured.
- Baggage and equipment should be kept in the trunk of the vehicle or otherwise secured to prevent them from becoming dangerous projectiles in the event of an accident.
- Driver must take special care while driving in school zones.
- Driver should only use a vehicle in proper operating condition. Drivers are responsible for visually checking their assigned vehicle before and after each trip. Be sure to check lights, tires, brakes, steering, body damage etc. Drivers must immediately report to their supervisor/manager any signs of damage, or mechanical difficulties. The vehicle is not to be driven until all safety issue(s) have been addressed. Driver should confirm that the following are present in the vehicle:



- (a) Current vehicle registration
- (b) Current insurance ID card
- (c) Valid inspection sticker is displayed on the vehicle
- (d) Usable spare tire, jack, etc.
- (e) Accident Report Form and pen/pencil

Driver must carry his/her driver's license at all times.

REMEMBER, the safety of the driver, passengers, pedestrians and others is the highest priority.

Wireless Devices Usage

YU recognizes the importance of communication. However, the use of smart/cell phones and other hand held-devices while driving is a common and often harmful distraction. Smart/cell phone usage has been an issue in several lawsuits, and an employer can be held legally liable if an employee driver causes an accident while talking on the phone or texting. Additionally, phone records can be subpoenaed to prove the employee driver was on the phone at the time of the accident.

In order to minimize the risk associated with smart/cell phones and other hand-held mobile devices while driving, it is the responsibility of the driver to use these devices in a safe manner.

- The use of smart/cell phones (including hand-free) or any other mobile devices while operating a YU vehicle is prohibited, except to call 911 or to contact medical, fire or police personnel about an emergency. This includes, without limitation, making or answering phone/video calls, engaging in phone/video conversations, reading or sending e-mails and text messages, and accessing the Internet.
- Driver must pull over to a safe place off the road and put the vehicle in "Park" before using a smart/cell phone or other mobile device.

What to Do In Case of An Accident

In an attempt to minimize the results of an accident, the driver must prevent further damages and injuries and obtain all pertinent information and report it accurately. In case of an accident, the driver must abide by the following:

1. Driver must call the police. All accidents, regardless of severity, must be reported to the police.
2. Driver should call for medical assistance if necessary.
3. Failure of the driver to stop after an accident and/or failure to report an accident may result in **disciplinary action, including dismissal.**
4. Driver should not discuss the accident with anyone at the scene except the police. Driver must NOT accept any responsibility for the accident. Driver must NOT argue with anyone.
5. Driver should provide the other party with his/her name, address, phone number, driver's license number, and insurance information.



6. When possible, driver should pull onto the shoulder or side of road, and take photographs (if possible) of the accident scene. Under no circumstances should the driver engage in any vehicle pursuit.
7. Driver should complete the Accident Report Form which should be in the vehicle. If not available, driver should record the following information:
 - License number(s) of other drivers, including state and issue date
 - Insurance company names and policy numbers of other vehicle(s)
 - Make, year, model and plate number of other vehicle(s)
 - Date, time and place of accident
 - Overall road and weather conditions
 - Names and addresses of driver(s) and occupant(s) of the other vehicle(s), witnesses and any medical personnel who may arrive at the scene.
8. In addition to reporting all accidents to the police, all accidents should be promptly reported by the driver to his/her department head and to the Risk Management Department. In addition, accidents on campus also should be reported to the YU Security Department.

Care of Vehicle

All YU vehicles are to be used in the performance of officially authorized YU business only. Vehicles are to be kept on YU premises when not in use unless the officially authorized YU business purpose requires the vehicle to be kept off premises.

A driver misusing a YU vehicle may be personally liable for damages to persons or property etc. and the legal expenses of defense. **He/She may also be subject to disciplinary action, up to and including dismissal.**

Smoking (including vaping and e-cigarettes) is strictly prohibited in any YU vehicle.

Drivers are responsible for the security of the YU vehicle assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

Special Note Regarding Travel for Student Activities

YU recommends the use of commercial transportation in connection with student activities and programs sponsored by YU. If it is deemed necessary for YU employees to drive students in connection with YU-sponsored student activities and programs, prior approval must be obtained from the sponsor of the activity/program and the Risk Management Department. Only authorized drivers may drive, and only YU vehicles may be used. **The employee may not drive a personal or any other vehicle.**

QUESTIONS

The Risk Management Department is responsible for the interpretation and administration of this policy.

(March 2024)

YESHIVA UNIVERSITY

Driver Application

SUBMIT COMPLETED APPLICATION AND COPY OF DRIVER'S LICENSE TO: RISK MANAGEMENT DEPARTMENT

Name (as it appears on driver's license): _____

If different, name on payroll: _____ Age: ____ Date of Birth: _____

Local Address and Phone Number: _____

Driver's License Number: _____ State: _____ Original Year Driver's License Issued: _____

Driver's License Expiration Date: _____ Class of Driver's License: _____

Number of driving violations in last 5 years: _____

Explanation (if 1 or more): _____

Number of accidents in last 5 years: _____

Explanation (if 1 or more) : _____

Has your driver's license ever been suspended or revoked: NO _____ YES _____

Explanation (if yes): _____

Have you ever been refused a driver's license: NO _____ YES _____

Explanation (if yes): _____

*I understand and agree that the University may order one or more reports (such as a Motor Vehicle Report from the applicable Motor Vehicle Department and/or Insurance Claim Report) to evaluate my application and verify or supplement information that I may have already provided to the University. All reports will be kept confidential (although the University may provide them to its insurance broker and insurance company if necessary or may disclose them as otherwise legally required) and will only be used for business purposes. I further understand that, upon request, the University will provide me with the name, address, and phone number of any agency from whom it requests a report and I can contact such agency to receive a copy of the report. **INITIAL:** _____*

I acknowledge and confirm that I am at least 25 years of age; I have a valid U.S. driver's license recognized by NY State; I have at least 3 years' driving experience; and I meet all of the driver eligibility requirements set forth in the University's Driver Policy.

In addition, I acknowledge and confirm that:

- I have read the University's Driver Policy, and understand and fully accept the responsibility expected of me as a driver.
- I will obey all applicable state and local traffic laws and the other rules and guidelines set forth in the University's Driver Policy.
- I understand that I am responsible and liable for the information I have provided in this application and will immediately notify my department head of any change in my license status (whether my license is suspended, revoked or otherwise), any accident or traffic violation (including any DWI, DUI, OWI, OUI or similar violation) or any other change that could make the statements contained in this application false or misleading.
- I have successfully completed all required driver training courses.
- I understand and agree that the University may continually monitor my driving record, and may revoke my approval or revise the conditions therefor at any time, with or without any reason.

I hereby certify the information set forth above is true, correct and complete.

Signature: _____ **Date:** _____