

Driver Safety Program

Responsible Administrator: Safety Specialist

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Summary: This section outlines the policy and procedures related to the Driver Safety Program that is administered through the Environmental Health and Safety (EHS) Department.

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[Appendix A: University Authorized Driver Agreement](#)

1. Program Description

Environmental Health and Safety is committed to providing a comprehensive safe driving program for UC Irvine employees. The goals of the program are to increase awareness of guidelines for the safe use of University vehicles, and to provide a defensive driving training program that includes online and classroom training options.

2. Scope

Motor vehicle collisions are the leading cause of work-related fatalities and represent a higher average of Workers' Compensation claims than any other cause of injury in the United States. Substantial loss may occur due to medical costs, property damage, and lost productivity.

The Driver Safety Program has been developed for UC Irvine employees to ensure that drivers of University vehicles are adequately prepared for their driving responsibilities.

3. Definitions

- **Authorized Driver** – A UC Irvine faculty, staff member, student employee, or authorized contract employee that has been approved by their department to operate a University-owned vehicle or their personal vehicle on University business as a routine or essential job function.
- **Defensive Driving Training** – online training titled “Smith System Training” is accessible through UC Learning Center.
- **DMV Employer Pull Notice Program (EPN)** – The California Department of Motor Vehicles Program that allows the University to review records of University drivers for violations.
- **Drug and Alcohol Testing Policy** – The University Policy designed to protect the public by requiring employers to test Class B licensed employees for the presence of alcohol and drugs while operating a University vehicle.

- **Smith System Training** – A nationally based driver safety training program designed to improve driving skills.
- **University Vehicle** – Any motorized (electric, gas, diesel, etc.) vehicle owned, leased, or rented by the University that is operated on a roadway, either public or private.

4. Responsibilities

- All Authorized Drivers must:
 - Possess a valid United States driver's license.
- Complete a University Authorized Driver Agreement ([Appendix A: University Authorized Driver Agreement](#)), to be retained in the department's file;
 - Use University vehicles only for University business;
 - Observe all city and state traffic regulations;
 - Assume personal responsibility for traffic/parking citations received when operating a University vehicle or personal vehicle used for University business;
 - Report to their supervisor in writing any citations, accidents, or incidents involving University vehicles; and
 - Complete a University Accident Report form if involved in any accident or incident involving a University vehicle or their personal vehicle on University business.
- Department Managers and Supervisors shall:
 - Designate Authorized Drivers;
 - Verify that the driver has a valid California driver's license; and
 - Determine which employees are required to complete the online Smith System training based upon the [UCI Driver Safety and Driving Records Procedure](#) Section A. Legal Requirements).
- Environmental Health and Safety shall:
 - Coordinate online training individual user access.

5. Program Components

The Driver Safety Programs are intended to enhance driver safety and minimize accidents, injuries, and incurred liability resulting from motor vehicle accidents.

Defensive driving means driving in a manner that prevents accidents in spite of the actions of others or in the presence of adverse driving conditions. Three key elements for successful defensive driving are:

- Recognizing driving hazards.
- Knowing what to do to avoid a hazard.
- Acting correctly and in time to avoid collisions.

6. Reporting Requirements

- Departments:
 - Must enroll employees who operate University vehicles or use their personal vehicles on University business in the DMV EPN Program to monitor driver records and status of employee's driver's license. (The campus EPN program is managed by UCI Police.)

7. References

- Training
 - The online training titled "Smith System Training" is designed to instruct participants in the techniques of safe driving and incident prevention. All Authorized Drivers are required to complete training within the first 90 days of employment.
 - Completion of online or classroom training is strongly recommended for all employees who routinely operate University vehicles. This includes, but is not limited to, drivers classified as

being subject to the DMV EPN Program or the Drug and Alcohol Testing Policy. Department managers and supervisors will determine who will be required to be enrolled in the DMV EPN Program and complete Defensive Driving Training. Training is only required when driving is an essential function of an employee's job.

- EHS recommends that Authorized Drivers complete Driver Safety Training within the first 90 days of employment or prior to operating a University vehicle. Retraining must be completed whenever the employee has had an accident or reportable incident involving a University vehicle.
- Retraining may also be required when a driver is observed driving in an unsafe manner or review of a driving record indicates an accumulation of points, added restrictions, change in status, and/or suspension of driving privileges.
- UC Business and Finance Bulletin BUS-46, Use of University Vehicles
- California Department of Motor Vehicles, Employer Pull Notice (EPN) Program (CVC 1808.1)
- Smith System Training
- UCI Administrative Policies and Procedures, Sec. 903-29: Drug and Alcohol Testing of Transportation Employees Policy
- UCI Administrative Policies and Procedures, Sec. 905-20: Driver Safety and Driving Records: DMV Employer Pull Notice (EPN) Program Procedures
- The University of California Core Plus, Driver Safety Training Program
- [Appendix A: University Authorized Driver Agreement](#)

UNIVERSITY AUTHORIZED DRIVER AGREEMENT
University of California, Irvine

This form must be kept in the department and made available for review upon request by EHS.

1. This section must be completed by all drivers prior to operating University-owned vehicles or personal vehicles used for University business.

Department:	
Name of Driver:	
Employee ID #:	
Driver License Verified	<input type="checkbox"/> Has valid United States driver license <input type="checkbox"/> Visitor over 18 with valid driver license from home state or country
Type of Vehicle(s) Authorized for Use:	
Enrolled in DMV EPN Program	<input type="checkbox"/> Complete DMV " Authorization For Release Of Driver Record Information " form and send to UCI PD
Date of completion for Driver Safety Training	

2. All drivers must complete and acknowledge the following:

Defensive Driving means driving to prevent accidents in spite of the actions of others or the presence of adverse driving conditions. Three key elements for successful defensive driving include anticipating hazardous situations, being prepared for the unexpected, and responding proactively to the actions of other drivers, pedestrians, and changing driving/road conditions.

I, _____, have read and understand the UC Irvine Driver Safety Program and will adhere to all the requirements of this program. I have had an opportunity to address questions regarding this program to EHS and/or my department supervisor.

- I will use University vehicles only on University business.
- I will observe all city and state traffic regulations and assume personal responsibility for any traffic/parking citations.
- I will report to my supervisor in writing any citations, accidents, or incidents involving University Vehicles and may be personally responsible for penalties incurred for moving and parking violations received when operating such vehicles.
- I will complete a complete the online Incident Form (<https://www.ehs.uci.edu/forms/report-injury/index.php>) when involved in any incidents involving University Vehicles or when driving on University business.
- I will report to my supervisor in writing any change in my driver license status.

Employee
Signature: _____

Date: _____

I have verified that this employee/visitor possesses a valid driver license that has not expired

Supervisor Signature: _____

Date: _____