

Commercial Automobile Exposure Assessment

The commercial vehicle exposures of a college or university can be varied and extensive, depending on the types of services provided. Vehicles operated can range from passenger cars, to vans, to motorcoaches. Operations can be local to interstate. Risks are vehicle crashes and property damage that are incidental to the service, as well as theft and vandalism of vehicles. The following are areas that should be reviewed to provide a comprehensive exposure assessment:

Management

- Is there a written safety policy that includes a directive on the safe operation of vehicles?
- Is a policy in place requiring that all occupants be secured in a safety belt, where provided, when a vehicle is in motion?
- Is a policy in place that strictly prohibits (except in emergencies) the use of communication devices, such as cell phones, while the vehicle is in motion?
- Is there a written policy addressing the consumption of alcohol and controlled substances by all drivers?

Operations

- What is the radius of operation of the college/university?
- Is intercampus shuttle bus service provided?
- Are owned motorcoaches used to transport students to educational and sports venues?
- If State lines are crossed during normal operations, is the college/university aware of the responsibilities it may be required to meet under the U. S. Department of Transportation's *Federal Motor Carrier Safety Regulations* (FMCSR)?
- How many and what types of vehicles are operated?
- What is the vehicle accident/incident history, including theft of vehicles?
- Are vehicles and trailers selected to meet the specific needs of the services provided?
- Is equipment properly secured on vehicles (e.g., in groundskeeping operations, field trips, etc.)?
- Are vehicles provided with emergency equipment (e.g., a fire extinguisher)?
- Is routing planned to avoid high-hazard areas?
- Is scheduling planned to reduce driver risk from speeding or fatigue?
- Do employees use their personal vehicles for business purposes?
- If employees are allowed to use college/university-owned vehicles for personal use, are limitations in place as to who may drive the vehicle and the radius of operation?
- During non-business hours, are vehicles kept in a secure location with adequate key control?

Driver Qualification

- Are drivers properly licensed for the type(s) of vehicle(s) they will operate?
- Is the operation of vehicles restricted to qualified drivers?
- Is a driver's State Motor Vehicle Record obtained when first hired, and periodically updated and reviewed?
- Where driving will be part of an applicant's responsibilities, do reference checks include information on driving?
- Are driver-applicants tested to determine if there are any deficiencies in driving skills and to evaluate defensive-driving techniques.
- Are drivers physically qualified to meet job requirements?
- Is a drug testing program in place?
- Are driver qualification/personnel files maintained?

Driver Training

- Are drivers provided the necessary training to drive and work safely?
- Are drivers instructed on how, as well as provided with the equipment, to properly secure equipment on vehicles?
- Are drivers trained, as necessary, in compliance with the FMCSR?
- Are drivers trained on how to properly inspect the vehicle they will be operating?
- Except in emergencies, are drivers instructed to only use communications devices (e.g., cellular phones) when their vehicles are stopped?
- Are drivers trained in emergency evacuation of shuttle buses and motorcoaches?
- Are drivers instructed to lock vehicles when vehicles are unattended?
- Are records of driver training documented in the driver's qualification/personnel file?

Driver Supervision

- Is vehicle routing planned to avoid problem areas?
- Are drivers' work schedules adjusted to limit fatigue and provide for the safe operation of vehicles?
- Is there a driver observation program?
- Are there driver incentive programs that reward safe driving?

Vehicle Maintenance and Inspection

- Are drivers required to inspect vehicles, inside and out, before operation?
- Are shuttle buses and motorcoaches checked for passengers at the end of a trip?
- Are company vehicles properly maintained and are maintenance records kept?

Accident Reporting, Recording and Analysis

- Are drivers trained on what to do at the scene of an accident?
- Does management record and analyze each accident to help prevent future occurrences?

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