



FLEET SAFETY PROGRAM

S-08-008

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Preamble: Published in a standard format the Safety and Health (S&H) series of documents is issued to meet specific governmental regulations and/or prescribe best practices for the control of safety or environmental risks.

1.0 PURPOSE

- 1.1 Most vehicle accidents can be prevented by defensive driving. The following guidelines for operation and maintenance of motor vehicles reflect The University of Toledo's desire to provide a safe and healthy environment for students, employees, and visitors. The Program is intended to safeguard people, protect equipment and reduce operating costs and accidents involving University vehicles.
- 1.2 Driving a University of Toledo vehicle is a privilege. The University reserves the right to deny or revoke this driving privilege in the event it is determined that an individual's use of a University vehicle poses a risk to the University or the public.

2.0 SCOPE OF PROGRAM

This Program applies to every University employee, student, or any person granted the privilege of operating a University motor vehicle. Any questions regarding the Program should be directed to the Director of Safety and Health.

3.0 DEFINITIONS

- 3.1 University vehicle – any University owned, leased, rented or state controlled vehicle including pool cars, vans, golf carts, cushman, buses or trucks.
- 3.2 Intermittent drivers - University employees and others who occasionally drive University vehicles in connection with University sponsored activities and programs.
- 3.3 Frequent drivers - University employees who are either specifically assigned or use University vehicles on almost a daily basis.
- 3.4 Suspension – temporary loss of qualification to operate a University vehicle subject to completion of specified corrective action.
- 3.5 Revocation – loss of qualification to operate a University vehicle (can be permanent) until such time as criteria determining revocation are resolved.
- 3.6 Ineligible – temporary or permanent inability to qualify to operate a University vehicle – applied to newly hired employees or students prior to assignment to drive.

4.0 DRIVER REQUIREMENTS

4.1 General Requirements

- 4.1.1 All University employees, student employees, and others operating a University vehicle are responsible to comply with the following:
 - 4.1.1.1 Have a valid Ohio, Michigan or other United States driver's license. University bus drivers shall have a valid Ohio or Michigan driver's license.
 - 4.1.1.2. Complete a Motor Vehicle Record authorization form (Appendix A) from Risk Management permitting the University to obtain the driving record information and to be approved by Risk Management prior to driving.
 - 4.1.1.3 Observe all applicable motor vehicle laws.
 - 4.1.1.4 Operate the vehicle in a courteous manner.
 - 4.1.1.5 Be on official University business.
- 4.1.2 The University prohibits the following:

- 4.1.2.1 Knowingly operating an unsafe vehicle.
- 4.1.2.2 Unauthorized riders in University vehicles (e.g. hitchhikers).
- 4.1.2.3 Unauthorized personal use of University vehicles.
- 4.1.2.4 Unauthorized persons driving University vehicles.
- 4.1.2.5 Smoking in University vehicles.
- 4.1.2.6 Consumption of alcohol or illegal drug use in or prior to operating University vehicles.
- 4.1.3 All accidents involving University vehicles are to be reported to the appropriate police authority and Risk Management.
- 4.1.4 Drivers receiving traffic citations while operating a University vehicle shall be responsible for paying any fines.
- 4.2 Specific Requirements
 - 4.2.1 Commercial Drivers License (CDL)---Main Campus Only
 - 4.2.1.1 All drivers operating units with a gross vehicle weight of 26,001 pounds or more, drivers of vehicles transporting 16 or more passengers, and drivers of any vehicle used to transport hazardous material as referenced in the Hazardous Materials Transportation Act, must have a Commercial Drivers License (CDL). CDL holders are subject to University substance abuse testing policies.
 - 4.2.1.2 To comply with Federal law, CDL holders must report convictions or violations of motor vehicle traffic laws and ordinances (other than parking) to their employer within 30 days, regardless of the type of vehicle the driver was operating.
 - 4.2.1.3 University grounds department, garage maintenance employees, and University bus drivers must possess a valid Class B CDL without an air brake restriction. Employees will have six (6) months from the implementation date of this policy to obtain their CDL.
 - 4.2.1.4 In addition to having a CDL, all bus drivers must pass a General Knowledge Test, Passenger Transport Test, and Air Brakes Test administered by the STATE HIGHWAY PATROL EXAMINER. Upon successful completion drivers are required to pass a CDL Skills tests administered by a State Examiner to include:
 - Pre-trip inspection test
 - Basic controls skill test
 - Road test
 - 4.2.2 Physical Examination - If there is reasonable suspicion to believe an employee is operating a vehicle in an erratic or impaired manner, a physical examination can be recommended to Human Resources. An appointment may be scheduled at a medical facility providing drug or alcohol testing services. Employees refusing examination will not be permitted to drive a University vehicle until evaluated to determine if they are physically fit to drive.
 - 4.2.3 An annual review of driving records, Motor Vehicle Report (MVR), for all drivers of University vehicles may be conducted through a contracted consumer reporting agency (which may be the Bureau of Motor Vehicles). Drivers will complete a MVR authorization form (Appendix A) from Risk Management permitting the University to obtain the driving record information. Refusal to consent to an MVR review disqualifies a driver from operating a University vehicle.
 - 4.2.4 Intermittent drivers must show a valid United States driver's license to the department head or supervisor, complete a MVR consent form and not be ineligible as defined in Section 7 prior to obtaining a vehicle.
 - 4.2.5 Students and employees driving passenger vans or vehicles other than standard passenger sedans, utility vans or pickup trucks must complete the Safety and Health van testing program, consent to an

MVR review and not be ineligible as defined in Section 7 in order to be qualified to drive a University vehicle.

- 4.2.6 The faculty sponsor for a field trip is responsible to verify each person operating a University vehicle completes and submits a MVR consent form, is not ineligible as defined in Section 7 and has a valid United States driver's license.
- 4.2.7 The results of any MVR will be kept confidential by the Risk Manager and shared only with the employee, upon their request, who is the subject of the MVR.

5.0 TRAINING

All Managers must assure that frequent drivers under their supervision are provided an initial driver safety training course as prescribed by the Director of Safety and Health and refresher training every three years thereafter unless training is applied to correct a driver's (in any category) individual performance or qualification problems.

6.0 ACCIDENT REPORTING AND ANALYSIS

The purpose of accident analysis is to identify factors, conditions, and/or practices contributing to the accident so that action can be taken to prevent recurrence. This process includes gathering pertinent data and making objective evaluations of facts which should lead to recommendations for preventive measures. An accident information kit, located in the glove compartment of all University owned vehicles, details procedures to follow after an accident.

6.1 Reporting

6.1.1 In the event of an accident:

6.1.1.1 Stay at the scene, check for personal injury, and seek medical attention if necessary.

6.1.1.2 Activate emergency signals.

6.1.1.3 Stay calm. Avoid arguments. Secure assistance of police and request that an Accident Report be completed. Make no statement concerning the accident except to police. Obtain the police officer's name and badge number. Do not admit fault, make promises or excuses.

6.1.1.4 Record the names, addresses, and phone numbers of the occupants of involved vehicles and all witnesses.

6.1.1.5 Obtain the name, address, and phone number of any injured persons regardless of how minor the injury. Try to learn where any transported injured were sent.

6.1.1.6 Record the insurance carrier of the other party, policy number, agent's name, address and phone number.

6.1.1.7 Drive vehicle only if it is safe to do so.

6.1.2 If the accident is investigated by Campus Police, the UT Police Officer will complete an Accident Report Form found in the vehicle glove box accident kit or available from Risk Management (Appendix B). In addition to the Accident Report Form, the UT driver must write out a statement on how the accident occurred. They may use the Accident Report Form as a template for completing this personal report. A copy of this and the official police accident report must be submitted to the Risk Manager within 72 hours of the accident. Consult the Risk Manager if difficulty arises in securing the police report.

6.1.3 If the accident occurs in another municipality, the driver should obtain a copy of the police report within 72 hours and forward it to the Risk Manager. Consult the Risk Manager if unable to secure this information within the required time frame. The driver also must complete the Accident Report Form found in the vehicle glove box accident kit or available from Risk Management (Appendix B).

6.1.4 All accidents occurring on University property are to be immediately reported to and investigated by Campus Police.

- 6.1.5 Any accident involving a University bus requires the driver immediately alert jurisdictional police and the University Transit Services Manager prior to moving the bus. The bus driver must submit a copy of the police accident report to the University Transit Services Manager within 72 hours of the accident.
- 6.1.6 Departments are responsible for costs of repair work required as a result of accidents involving a University vehicle.
- 6.2 Investigation
 - 6.2.1 The manager of the employee involved in the accident is responsible for reviewing all reports and conducting additional investigation, if necessary.
- 6.3 Review
 - 6.3.1 An Accident Review Team (ART) comprised of the Risk Manager, the Manager of Environment, Safety & Health, and Director, Safety and Health will review all accidents except those related to UT Police emergency response to determine if the accident was preventable or non-preventable per National Safety Council Guidelines (see Appendix C; Preventable Accident Guidelines).
 - 6.3.2 The ART will complete a report of findings after its investigation.. Two points will be assessed by the ART to the employee driving record for each preventable accident.
 - 6.3.3 In the event an employee disputes the report findings of the ART the accident report will be submitted to the Ohio Interuniversity Council insurance broker for their finding. If the ART and broker findings do not agree the accident report will be submitted to the National Safety Council whose finding will be considered final.

7.0 INELIGIBILITY, SUSPENSION OR REVOCATION OF DRIVING PRIVILEGES

Any recommendations for suspension or revocation will be referred to University management. The earlier of the date of accident, date of offense, date of finding of preventability or date of conviction will be used as the start date for all calendar references.

- 7.1 Criteria for Ineligibility or Suspension
 - 7.1.1 Accumulation of 6 ART points as a result of preventable accidents within a rolling two-year period.
 - 7.1.2 Accumulation of 8 points through a combination of MVR and ART points with no more than 4 contributing ART points within a rolling two-year period.
 - 7.1.3 Conviction on charges carrying a state penalty of 6 points such as DUI or equivalent, hit and run, vehicular homicide or failure to report an accident within a rolling two-year period..
- 7.2 Criteria for Ineligibility or Revocation
 - 7.2.1 Accumulation of eight (8) ART points as a result of preventable accidents within a rolling three-year period.
 - 7.2.2 Accumulation of twelve (12) points through a combination of MVR and ART points with no more than 4 contributing ART points in a rolling three-year period.
 - 7.2.3 Second conviction on charges carrying a state penalty of six (6) points within a rolling five-year period such as but not limited to those listed in 7.1.3.
- 7.3 Assessed Points - Motor Vehicle Reports (MVR's)
 - 7.3.1 Every University driver's record must meet the acceptability standards set forth in this Fleet Safety Program. Criteria defining the record for purposes of suspension or revocation include state motor vehicle violations and University vehicle accidents over defined time periods.
 - 7.3.2 Refer to Ohio and Michigan Motor Vehicle Laws, for a detailed listing of points assessed for specific violations.

7.4 Training Required for Multiple Accidents

7.4.1 Drivers charged with two or more accidents during the rolling calendar year will be required to attend a defensive driving course as specified by the Director of Safety and Health. This will reduce any points assessed against the driver's ART by 2.

7.4.1.1 Driving privileges will be suspended if training is not completed within 90 days of the Accident Review Committee's notification.

8.0 VEHICLE INSPECTION

8.1 Frequent Drivers

8.1.1 Frequent drivers must complete a "walk-around" check of their vehicle at the beginning of their shift and report any signs of new body damage to their supervisor.

8.1.2 Frequent drivers shall also complete a minimum monthly safety check of their vehicles. This will include inspection of oil and fuel, lights, turn signals, windshield wipers, emergency flashers, horn, tires and mirrors. Defects affecting safe operation should be immediately reported to the supervisor and Fleet Services Manager.

8.2 Frequent and Intermittent Drivers

8.2.1 It is the driver's responsibility to ensure the safe working condition of the restraint systems and check that all persons are properly secured before the vehicle is put in motion.

8.3 Managers

8.3.1 Service and delivery vehicles must be equipped with back up alarms that sound automatically whenever the vehicle is in reverse. Department managers shall be responsible to assure a documented inspection of vehicles under their control is conducted annually (the Fleet Services Department will conduct these inspections in support of the manager's requirement). Documentation shall also reflect correction of any deficiencies affecting safe operation.

9.0 MAINTENANCE

Managers shall assure that each vehicle under his/her control receives appropriate scheduled preventive maintenance as determined by the Fleet Services Manager. Mileage stickers identifying routine service shall be placed as determined by the Manager of Fleet Services on all vehicles.

10.0 SAFETY AUDIT

The Department of Safety and Health will conduct an audit of the fleet program at least once every two years. The results will be formally submitted to all Directors and Managers who have vehicles assigned to their departments. Directors and Managers will be responsible for complying with any recommendations and submitting a written response to audit findings.

11.0 STUDENT DRIVERS

11.1 Students who drive either their own personal vehicle or a University vehicle in connection with University sponsored programs or activities, must abide by all provisions of this Fleet Safety Program.

11.2 All travel in student personal vehicles for University sponsored activities and programs must be approved in advance of the trip by the faculty member, Coach, Administrator, Dean, or Director responsible for the activity or program.

11.3 Students operating University vehicles may only drive for the specific program authorizing approval as a student driver.

11.4 Each student driver must submit a driver MVR consent form (Appendix A) to the Department of Safety and Risk Management at least seven (7) days prior to driving a University vehicle in connection with a College

sponsored activity or program.

11.4.1 Eligibility as a student driver will require the following in addition to the criteria for frequent drivers:

11.4.1.1 Minimum of one year driving experience.

11.4.1.2 No convictions for vehicular accidents resulting in damage in excess of \$500 (bodily injury or property damage).

11.4.1.3 Absence of University disciplinary sanctions which might reflect negatively on a student's ability to drive safely, such as a sanction for intoxication.

11.5 Any eligible student driver subsequently not meeting the above requirements will be removed from eligibility. Students deemed ineligible will not be permitted to drive a University vehicle but may re-apply when they have again met the above criteria.

12.0 EMPLOYEES' PERSONAL VEHICLE USE FOR UNIVERSITY ACTIVITY

12.1 Employees using a personal vehicle for University business should maintain minimum liability insurance limits of \$100,000 per occurrence/\$300,000 aggregate and should maintain a physical damage policy on their vehicle.

12.2 When employees using personal vehicles on University business are involved in an accident their personal automobile insurance will be primary coverage for both liability and physical damage claims. The University's Commercial Liability policy will provide umbrella coverage in accordance with the provisions of the policy in effect at the time.

12.3 When University travel by personal vehicle is authorized, the employee is required to possess a valid driver's license. Supervisors should be mindful of this policy when authorizing use of a personal vehicle for University business. All University employees operating personal vehicles on University business are to comply with all motor vehicle laws.

13.0 RENTAL VEHICLES

Unless international travel is involved, the purchase of additional insurance offered by the rental company is not a necessary University expense. In addition to the \$1 million per occurrence primary automobile liability insurance limits, and a \$250 physical damage deductible for rental units, the University also carries a \$10 million excess liability policy. If leasing a vehicle valued in excess of \$50,000, you must contact Risk Management (419-530-3623).

Fleet Safety Program - Appendix A; EMPLOYEE CONSENT TO OBTAINING REPORTS

**FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT
REGARDING MOTOR VEHICLE RECORD REPORTS**

Please be advised that The University of Toledo needs to obtain motor vehicle record (MVR) information from a consumer reporting agency that it contracts with to supply MVRs. This information is obtained to confirm your eligibility or continued eligibility to drive University vehicles in the course and scope of your employment.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. FCRA also provides you with certain rights. This disclosure advises you that the MVR is a consumer report and may be obtained for work purposes as part of the background investigation and/or at any time during your employment at UT.

Your MVR may contain information such as any moving violations or other traffic offenses that appear in the agency's records. This information received by UT may affect your employment or assignment if your job duties require an insurable driving record. If UT obtains MVR information that adversely affects you, you have the right to receive a copy of the MVR report. You also have the right to dispute directly to the consumer reporting agency any incomplete or inaccurate information. For more information, including information about additional rights, you may contact the Federal Trade Commission.

Please sign the "AUTHORIZATION FOR RELEASE OF MOTOR VEHICLE INFORMATION" statement below to indicate that you authorize The University of Toledo to obtain these reports for the above-stated purpose. If your spouse will be driving a University vehicle, he/she must authorize The University of Toledo to obtain his/her motor vehicle abstract and information regarding automobile insurance coverage. Then complete the information on the reverse side. When completed, forward the entire form to the UT Risk Management Department.

AUTHORIZATION FOR RELEASE OF MOTOR VEHICLE RECORD INFORMATION

1. I have read the above "Disclosure Statement" and hereby authorized The University of Toledo to obtain motor vehicle abstract concerning me to confirm my eligibility to drive a University vehicle in the course and scope of my employment. This authorization shall remain on file and shall serve as ongoing authorization for The University of Toledo to obtain motor vehicle abstract information for lawful purposes at any time during my employment.
2. I hereby authorize any department of motor vehicles or any other person or organization having knowledge of my driving record to relate information or opinions about myself, including data received from other sources, in order that I may be evaluated for eligibility to drive a University vehicle in the course and scope of my employment. I hereby release these persons and/or organizations from any and all liability for damages of whatever kind or nature, whether known or unknown, which may at any time accrue to me on account of information that is obtained pursuant to this authorization.

PRINT YOUR NAME _____

DATE _____

SIGNATURE _____

PLEASE RETURN TO: Risk Management Department
ATTN: Risk Manager
2801 W. Bancroft, MS 220
Toledo, Ohio 43606-3390

DRIVER APPLICATION FORM

(PLEASE PRINT OR TYPE)

Section 1

To be completed by the department head/supervisor:

I request authorization for _____ to operate UT vehicles in the performance of his/her duties for the department of _____.

List all states in which UT vehicle will be operated by this driver. _____

Name of Department Head _____

Department Head Signature _____ Phone _____

Section 2 (complete this section or the alternative section below)

To be completed by the driver:

NAME (print): _____ Date of birth _____ S.S.# _____

Driver's license number: _____ State _____ Expiration Date _____

I authorize UT to verify my Motor Vehicle Record as a vehicle operator for The University of Toledo. I also authorize UT to verify my status and record yearly. I agree that, if approved as a driver, I will notify my department head/supervisor of any change in my ability to drive safely or in my legally granted driving privileges. I understand the above and give my approval to have my driving status and motor vehicle record checked.

Employee Signature _____ Date _____

Address on License _____ City/State/Zip _____

Section 2 - Alternative (complete this section if you do not want to provide your social security number)

To be completed by the driver:

Because social security numbers are necessary for UT to obtain a Motor Vehicle Record report and UT cannot obtain the report without the social security number, I will obtain that report myself and provide the original report (or certified copy) to the UT Risk Manager. UT will only reimburse me for obtaining this report at the current cost that UT would have paid if it did the report through their contracted consumer reporting agency. *I understand that this may be less than what I actually paid to obtain the report myself.* I also understand that I may be required to annually obtain an updated report. I agree that, if approved as a driver, I will notify my department head/supervisor of any change in my ability to drive safely or in my legally granted driving privileges.

NAME (print): _____ Date of birth _____ S.S.# _____

Driver's license number: _____ State _____ Expiration Date _____

Employee Signature _____ Date _____

Address on License _____ City/State/Zip _____

Section 3

To be completed by the Office of Risk Management

This driver: SHOULD SHOULD NOT be authorized to operate UT vehicles.

Risk Manager Signature _____ Date _____

INJURIES – Describe nature of any apparent injuries:

Driver: Injury _____ Passenger: Name _____ Address _____ Injury _____ Other Driver: Name _____ Address _____ Injury _____	Other Passenger, Pedestrian: Name _____ Address _____ Injury _____ Name _____ Address _____ Injury _____ Where taken after accident _____ _____
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POLICE OFFICER ASSISTING

Name _____ Headquarters _____ Badge # _____	Police report made? <input type="checkbox"/> Yes <input type="checkbox"/> No Citation issued: _____
--	--

PROPERTY DAMAGE – Describe nature of damage:

Your Vehicle _____ _____ Property other than Vehicles _____ _____ Owner _____ Phone _____	Other Vehicle _____ _____ Owner _____ Phone _____ Driver _____ Phone _____ Vehicle Make _____ License # _____ Insurance Company _____
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WITNESSES

Name _____ Phone _____ Address _____ Name _____ Phone _____ Address _____	Name _____ Phone _____ Address _____ Name _____ Phone _____ Address _____
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**“ON THE SPOT”
ACCIDENT REPORT**

My name _____ Age _____
 Driver's License _____ State _____
 Employee No. _____
 My Vehicle _____ (Year) _____ (Make)
 _____ (Unit No.) _____ (License No.) _____ (State)
 University Owned Owner Operator
 Home Base _____
 Job Title _____
 Business Use Personal Use

INSURANCE IDENTIFICATION

Policy Number _____
 Insured's Name _____
 Emergency Phone # _____

The University of Toledo
 Policy No.: CK01205891
 Emergency Phone No. (800) 787-2851 (St. Paul)

Marsh Inc.
 200 Public Square, Suite 1100
 Cleveland, OH 44114
 (800) 233-7406

Fleet Safety Program - Appendix C; PREVENTABLE ACCIDENT GUIDELINES

The University of Toledo will use the following guidelines (based on National Safety Council rulings) for determining accident preventability.

A. General guidelines

1. Barring extenuating circumstances and maintaining reasonable action standards, accidents are generally preventable if:
 - Driver was inattentive or failed to accurately observe and assess existing conditions that contributed to an accident.
 - Driver's speed was not consistent with posted (prescribed) limits or existing road, weather, or traffic conditions.
 - Driver's speed precluded stopping within available clearances or assured clear distance.
 - Driver misjudged (or did not confirm) available clearances (above, below, or on the sides) resulting in the striking of a fixed object.
 - Driver failed to control the vehicle.
 - Driver failed to yield the right of way resulting in an accident (or to avoid an accident). Driver failed to communicate the vehicle's presence or intended actions through the use of directional lights (signal flashers), horn, or other means.
 - Driver was in violation of University operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic law or ordinance.

B. Specific Guidelines for accident types

1. Struck in rear by other vehicle

Not preventable if:

- Driver's vehicle was legally and properly parked: unless there were extenuating circumstances recognizable to the alert driver whose judgment should suggest "park elsewhere".
- Driver was proceeding in his or her own lane of traffic at a safe and lawful speed.
- Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal, or the directions of a police officer or other person legitimately controlling traffic.
- Driver was in proper lane, waiting to make turn, and was flashing a signal indicating his or her intention to turn. Driver's vehicle was disabled and was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting out or retrieving signals - except, (see Mechanical Defects Accidents) are preventable if the opportunity was available for driver to remove vehicle from road.

Preventable if:

- Driver was passing slower traffic near an intersection and had to make a sudden stop.
- Driver made a sudden stop to park, load or unload.
- Driver was improperly or illegally parked.
- Driver made any other type of unnecessary sudden stop.
- Driver's vehicle rolled back into vehicle immediately behind while starting on a grade.

2. Struck while parked

Not preventable if:

- Driver was properly parked in an area where permitted. - Unless there were extenuating circumstances recognizable to the alert driver, whose judgment should suggest "park elsewhere."
- There was no off-the-road parking available.
- Vehicle was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting or retrieving signals. The use of 4-way flashers as emergency warning lights under DOT regulations meets this provision for only the first 10 minutes.

3. Mechanical defect or breakdown accidents

Preventable if:

- Defect was of a type which driver should have detected during a proper pre-trip inspection of vehicle.
- Defect was of a type that the driver should have detected during the normal operation of the vehicle.
- Defect was caused by the driver's abusive operation of the vehicle.
- Defect was known to the driver but was operated regardless of this knowledge.

4. Side-swiped or head-on collisions

Preventable if:

- Driver was not entirely in the proper lane of travel. Driver did not pull to the right or left, slow down and/or stop for the encroaching vehicle lane when such action could have been taken without additional danger and to prevent a collision.
- Driver changed lanes without ascertaining that sufficient space was available or failed to signal intent, or give sufficient warning of intent, to change lane.
- Driver was weaving to the right or left, thus crowding the passing vehicle.

5. Striking other vehicle in rear collisions

Not preventable if:

- Other vehicle rolled backward while starting on grade.
- Driver's vehicle was stopped but was hit from behind and pushed into other vehicle.

Preventable if:

- Driver failed to maintain safe following distance and have the vehicle under control.
- Driver failed to stay alert and ascertain that traffic was slowing down or that vehicle ahead was moving slowly, stopped, or slowing down.
- Driver misjudged rate of overtaking vehicle.
- Driver came too close before pulling out to pass.
- Driver started up too soon or too fast for vehicle ahead.
- Driver failed to leave sufficient room for passing vehicle to get safely back in line.
- Driver was passing and misjudged approaching traffic, and returned to right lane too fast.

6. Accidents at intersection

Not preventable if:

- Driver was stopped in compliance with traffic sign or signal or at the direction of a police officer or other person legitimately controlling traffic.

Preventable if:

- Driver failed to control speed so that the vehicle could stop within available sight distance.
- Driver failed to check cross traffic and wait for it to clear before entering intersection.
- Driver pulled out in the face of oncoming traffic.
- Driver collided with person, vehicle, or object while making a right or left turn. Driver collided with vehicle making turn in front of him. Driver had collision with vehicle coming from either side, regardless of location of traffic signs or signals or whether light was green.

7. Backing accidents

Preventable if:

- Driver backed up when backing could have been avoided by better route planning.
- Driver backed into traffic stream when such backing could have been avoided.
- Driver failed to get out of vehicle and check the situation and proposed path of backward travel.
- Driver depended solely on mirrors when it was practicable to look back.

- Driver failed to get out of vehicle periodically and recheck conditions when backing a long distance.
- Driver failed to sound horn while backing.
- Driver failed to check behind vehicle parked at curb before attempting to leave parking space.
- Driver backed from blind side when sight-side approach could have been made.
- Driver failed to use a guide (spotter) to help back, or depended solely on a guide.
- Driver relinquished all responsibility to guide.

8. Accidents while passing or being passed

Preventable if:

- Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- Driver attempted to pass in the face of closely approaching traffic.
- Driver failed to warn driver of vehicle being passed.
- Driver failed to signal change of lanes.
- Driver pulled out in front of other traffic overtaking from rear.
- Driver cut-in short returning to right lane.
- Driver failed to stay in own lane of traffic.
- Driver failed to hold speed or reduce speed to permit other vehicle to pass safely.

9. Accidents while entering traffic (merging)

Preventable if:

- Driver failed to signal when pulling out from curb. Driver failed to check traffic before pulling out from curb.
- Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions.
- Driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction.
- Driver failed to make full stop before entering from side street, alley, or driveway.
- Driver failed to make full stop before crossing sidewalk.
- Driver failed to yield right-of-way to approaching traffic.

10. Accidents involving pedestrians and bicycles

Not preventable if:

- Pedestrian or bicycle driver collided with driver's vehicle while it was legally parked or stopped.

Preventable if:

- Driver did not reduce speed in area of heavy pedestrian traffic.
- Driver was not prepared to stop.
- Driver failed to yield right of way to pedestrian.
- Driver failed to stop when passing a streetcar or bus on the right.

11. Accidents involving rail operated vehicles (railroad crossings)

Preventable if:

- Driver attempted to cross tracks directly ahead of train or rail vehicle.
- Driver ran into side of train or streetcar.
- Driver stopped or parked on or too close to tracks.
- Driver failed to yield right-of-way to train or rail vehicle.
- Driver failed to stop at the railroad crossing.

12. Miscellaneous accidents

Preventable if:

- Driver was making a "U" turn.
- Driver was pulling away from the curb or other parking space.
- Driver was entering traffic from a driveway, or private alley.
- Driver was giving a push or was being pushed.
- Vehicle moved due to faulty brakes.
- Driver left vehicle unattended (with or without motor running) and failed to brake and wheel chocks.
- Collision with fixed objects - poles gates, light stanchions, etc.
- Non-collision accidents, such as an overturn, or running off road.
- Skidding accidents in which the University vehicle is damaged because it jackknifes.
- Vehicle was moved while connected to stationary equipment