University of St. Francis
Vehicle Driver Procedures

VEHICLE SAFETY CHECK

Before driving any USF vehicle, each driver must first go through its vehicle safety check. This will include completing the Vehicle Inspection/Evaluation Form.

DRIVING PROTOCOLS

- Only designated drivers, who have passed the Motor Vehicle Record Request, can drive USF vehicles.
- Drive defensively, not offensively.
- When backing up, it is suggested to use a spotter as an aid.
- Maintain the posted speed limits unless there are adverse environmental conditions, (i.e. snow, rain, wind, poor lighting, heavy traffic, etc.)
- Signal when making various vehicle maneuvers.
- Maintain the “Four Second” rule when driving behind other vehicles on roads or highways.
- It is recommended that driver(s) rotate every two hours to avoid driver fatigue.
- The driver and all passengers must use seat belts whenever the vehicle is in use.
- Never drive after drug or alcohol use.
- Pass sparingly on two lane roads; this is very dangerous.
- When an emergency vehicle is approaching from the rear, immediately move to the right lane or shoulder of the road if possible.
- Use additional caution when driving around or passing large vehicles. Stay clear of their blind spots, and give them plenty of space.

MISCELLANEOUS RULES AND REGULATIONS

- Drivers who are ticketed for moving and/or parking violations will be responsible for paying all associated fines/fees.
- Each driver must log the starting and ending mileage on the appropriate forms. Please note the purpose and location as well.
- When you return to USF, please remove all trash and ensure any lost-and-found items are noted and returned to the Security Service Desk.
- When not in use, vehicles should remain locked at all times.
- Upon your return to USF, bring the pouch containing keys and other designated documents back to the Security Service Desk.
- USF is NOT RESPONSIBLE for damaged, lost or stolen items stored in the vehicle.

Bigger thinking. Brighter purpose.
IN THE EVENT OF AN ACCIDENT

- See Accident Report Form located in the blue vehicle pouch.
- Notify Kimble (815-474-0047) and the Security Service Desk (815-740-3200) of the situation.
- In case of an accident, it is the driver’s responsibility to obtain proper information at the scene, and to make sure an accident report is made by the appropriate police authority.
- Drivers are cautioned not to admit any blame.