

A Good Driver Safe Driving Policy can be defined as a set of guidelines and expectations aimed at ensuring that all university-affiliated drivers—whether they are faculty, staff, volunteers or students—operate vehicles in a safe, responsible, and legally compliant manner. The policy intent of this policy is to reduce traffic accidents, promote safety, and protect both the individuals driving and others on the road. This policy is for vehicles belonging to, rented, owned or leased by Cal Poly Humboldt, or private vehicles if ever used while carrying out the duties of Cal Poly Humboldt. Driving for the University is not a right, it is a privilege.

Key Elements of the Policy:

1. Eligibility and Licensing:

- Drivers must hold a valid and appropriate driver's license for the vehicle they operate.
- Complete University Defensive Driver Training at required intervals
- Immediately notify the Cal Poly Humboldt HR department if a driver's license is suspended, revoked or an endorsement has expired.

2. Vehicle Maintenance:

- Regular inspections and maintenance of university-owned vehicles to ensure they meet safety standards.
 - i. Inspections should include:
 1. Ensure coolant levels are maintained
 2. Ensure engine oil levels are maintained
 3. Ensure windshield washer fluid is topped off
 4. Inspect tires for wear and tear and pressure level
 5. Check that lights, flashers and horn function properly
 6. Make sure all mirrors are functioning
 - ii. Additional responsibilities for University vehicles rented to departments include:
 1. Pre and post trip inspections of the entire vehicle and document any damage. Departments will be responsible for repair for all damage caused
 2. Ensure the vehicle is returned with a full tank of fuel or an additional charge will be incurred. No exceptions.
 3. Ensure the interior of the vehicle is clean and tidy and all garbage and personal items are removed from the vehicle.
- Drivers are encouraged to report any vehicle issues promptly.

3. Safe Driving Practices:

- Compliance with all traffic laws, speed limits, and road signs.
- Use of seat belts by all occupants at all times.
- No use of mobile phones or other distractions while driving.
 - i. Additional information regarding use of mobile phones while driving:
 1. It is illegal to use a mobile phone while driving

2. If you are using the GPS navigation feature on your mobile device, the device should be in a secure location with the volume turned up to a safe level
 3. If a mobile device needs to be used, the driver should safely pull to the side of the road to use the device.
 - Do not drive while under the influence of any alcohol, drugs, or substances that impair judgment.
 - The use of alcohol, drugs or substances that impair judgment will not be consumed by passengers in the vehicle
4. **Smoking or Vaping:**
 - Smoking or vaping are not permitted in vehicles belonging to, rented, owned or leased by Cal Poly Humboldt, or private vehicles if ever used while carrying out the duties of Cal Poly Humboldt.
 - Smoking or vaping while transporting students is strictly prohibited at all times, and could result in disciplinary action.
5. **Accident Reporting:**
 - All accidents, regardless how minor, need to be reported to University Risk Management and to the campus Fleet Manager by filing out and emailing a copy of the vehicle accident report (STD 270) and the supervisor's accident report (STD 274) that can be found in the glove box of all University owned and leased vehicles. The reports need to be submitted within 48 hours of the accident occurring.
 - Not properly reporting accidents could lead to the driver losing the privilege to drive university vehicles.
 - All accidents involving university vehicles will be investigated.
6. **Driver Conduct:**
 - Expectations for professional and courteous behavior on the road, as the university's reputation can be affected by the actions of its drivers.
 - Prohibition of aggressive driving, including speeding, tailgating, or road rage.
7. **Disciplinary Action:**
 - Consequences for violations of the policy, including possible suspension of driving privileges for the university, required remedial training, or other disciplinary actions.

This policy helps create a culture of safety, ensuring that all drivers act responsibly while representing the university, whether they are operating university-owned vehicles, personal cars for work-related purposes, or engaging in university-sponsored travel.