
REQUIRED TRAINING FOR MOTOR VEHICLE OPERATORS CONDUCTING UNIVERSITY BUSINESS

PURPOSE: To reduce the potential for injuries to occupants of university-owned, leased and private vehicles used for university business, and to reduce property damage resulting from motor vehicle-related accidents.

I. Policy Statement

- A. The operator of a university-owned leased, or private vehicle must possess a valid operator's license. Possession of this license shall be adequate proof of ability to drive unless the driver has restrictions. Revocation of the operator's license must be reported to Risk Management, Insurance and Safety.
- B. **Individuals who operate a university-owned, leased, or private vehicle on a regular basis while conducting university business are encouraged to attend the defensive driving training program.** Departments and units are encouraged to require defensive driving training for individuals prior to the operation of the vehicles.
- C. **Defensive driving training is mandatory for individuals involved in an at-fault accident while operating a motor vehicle for university business.** Individuals have six months to complete training following the at-fault accident and may continue to operate a motor vehicle for university business during that time unless determined otherwise by their department or unit. If an individual does not attend the training during the six-month grace period, driving privileges for university business will be revoked until the training requirement has been satisfied. This may have an impact on the employee's employment status.
- D. **All authorized drivers of University 12 and 15-person vans must complete a University van safety-driving course or class, as sponsored by the Office of Risk Management and Insurance, before they operate a 12 or 15-person van.**
 - 12 and 15-person van drivers training must be renewed on an annual basis (not to exceed a 12 month period).
 - This training requirement applies to the initial and subsequent University van rentals from the Department of Facilities, Operations & Maintenance (FO&M) Motor Pool, other University departments, or rental car companies.
 - This training requirement can be met by taking the University's 4-hour Defensive Driving Class (1-hour is devoted to 12-15-person van safety) or a 1-hour computer class devoted specifically to 15-person van safety. Contact Risk Management and Insurance (RM&I) at 426-5955 or visit the RM&I web site at <http://rmi.boisestate.edu/>
 - This 12-15-person van training requirement is only applicable to 12-15-person vans not cargo/delivery vans of the same size. However, it is recommended

that cargo and delivery van drivers take the 1-hour 15-person van computer safety-training course.

- 12 and 15 person van drivers must also follow all provisions relative to Van Use and Safety as outlined in [BSU Policy 9170](#).

II. Responsibility

Upon evaluation of an accident insurance claim, the Office of Risk Management and Insurance will notify the employee and appropriate department of the requirement to attend defensive driving training. The Office of Risk Management and Insurance in concert with Training and Development will schedule and advertise defensive driving training. It is the responsibility of the department and unit heads to assess departmental need for training, encourage employee participation, and notify Risk Management and Insurance of departmental/employee requirements.

III. Procedure

To schedule defensive driving training for employees, contact the Office of Risk Management and Insurance, Ext. 5955, or the Training and Development Office, Ext. 3648.