

Vehicle Safety Policy  
Revised February 17, 2009

In order to ensure the safety and well-being of ONU students and employees, the following Vehicle Safety Policy must be adhered to while traveling in a University vehicle. For purposes of this policy, "University vehicle" means any passenger car, van, and truck owned or rented by the University.

For University business purposes, passenger cars and 12-passenger vans may be reserved through the Physical Plant office or on-line via the Physical Plant web page. (Two mini-buses and one full-size bus are also available, but require CDL drivers.)

If an appropriate vehicle is not available from the University fleet, one may be rented. All rental agreements must be transacted through the Business Services Office. For safety reasons, 15-passenger vans may never be rented or driven.

All Vehicles

1. Each driver must have completed ONU's on-line defensive driving course.
2. Each driver must have a valid driver's license.
3. All passengers must wear seatbelts.
4. Frequent breaks are encouraged.
5. Use of a cell phone by the driver is strongly discouraged and texting by the driver is absolutely prohibited.
6. At the discretion of the Chief of Security, drivers with a history of traffic violations or unsafe driving may be ineligible to drive a University vehicle.
7. All traffic laws will be followed, and all drivers are personally responsible for traffic and parking tickets.
8. No alcohol containers, open or closed, will be allowed in any University vehicle.
9. Consumption of alcohol is prohibited 12 hours prior to driving a University vehicle.

Vehicles with One or More Students Onboard

1. A trip should not begin if it cannot be completed by midnight.
2. No driving after midnight. (Good judgment should be used in following this rule. Safety is the objective. If the vehicle is a short distance from the destination at midnight, it might be safer to continue than to park the vehicle on the side of the road.)
3. Drivers must alternate or take a one-hour break after every two hours of driving.
4. Vehicles leaving the State of Ohio must have an adult advisor onboard.
5. Vehicles traveling more than 100 miles from the University require at least two certified drivers per vehicle.
6. Vehicles traveling more than 250 miles from the University require at least four certified drivers per vehicle and require the completion of a vehicle trip log.
7. When signing out vehicles, the driver and/or adult advisor must sign a copy of this Vehicle Safety Policy and agree to follow it.

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Driver

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Adult Advisor