

APPENDICES

[Appendix A:](#) UA Driver Authorization

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University of Alaska Transportation Safety Guide

I. Introduction

National statistics show, of all the causes of death due to accidents, the leading cause is motor vehicle accidents. The

Traffic Safety Administration ([NHTSA](http://www.nhtsa.gov)) reports motor vehicle traffic crashes were the 8th-leading cause of death among all ages. Broken down by age, crashes were the **No. 1** cause of death for every age from 3 through 33. Of those killed in passenger vehicles, 55% were not wearing safety belts.

Most drivers take the day to day operation of a motor vehicle for granted, but, facts indicate m

5. Have not been convicted within the last three years for:

Two or more moving violations

Two or more at fault accidents

Driving under the influence of alcohol or drugs

A pattern of moving violations or reckless driving behavior which is demonstrated by the accumulation of more than five points¹ against their

²Alaska has a law aimed squarely at crash prevention through identification, control, and rehabilitation of recognized problem drivers. Convictions for moving traffic violations are assigned numeric point values ranging from 1 to 5. If a driver accumulates 12 or more points in a 12-month period, the driver is suspended for 30 days. Violations with the highest likelihood of contributing to crashes are assigned the higher point value. See [Appendix H](#) for the State of Alaska point assignments as of December 2006.

VIII.

(CDL)

Under the US Department of Transportation (DOT), individuals required to have a Commercial Drivers License (CDL) must comply with specific government regulations to include drug testing. Supervisors of CDL employees should contact their campus Human Resource Services offices for further information on these regulations.

IX. Driver Authorization

All individuals

3. Ensure all drivers continue to meet the Safe Driver Criteria throughout the duration of their driving responsibilities by completing the [UA Driver Authorization](#) form and performing annual MVR record checks for Category 1 drivers and requiring Category 2 drivers to annually update their [UA Occasional](#) . These forms should be kept on file in the department for the for two years after terminating those assignments.
4. procedures, etc.
5. Have Category 1 drivers attend and successfully complete a campus approved and/or prior to an initial driving assignment. (See [Appendix D](#) for campus contact information for training courses.)
6. All vehicle operators should receive adequate training in the safe operation of the particular vehicle(s) they are to use.
7. Ensure vehicles receive regular maintenance and repair by a qualified mechanic.
- 8.

4. Attend drivers training.
5. Ensure you, and all of your passengers, are seat belted prior to moving the vehicle.
6. Do not, except in an emergency, turn driving over to anyone who has not been pre-authorized for those responsibilities.
7. Drivers are responsible for ensuring they are not impaired in any way while driving on UA business.
 - 25 years of research has shown some impairment begins for both males and females after just one alcoholic drink. Eliminate all alcoholic drinks when driving on UA business.
 - Be aware some prescription drugs, fatigue, illness, or other personal impairments may adversely affect the judgment or capability to operate a vehicle safely.
8. Notify supervisor of any issues that may impact ability or qualification to drive on university business prior to accepting driving assignments.
9. Do not be distracted by using a cell phone while driving. Come to a stop in a safe place.
10. Be responsible for keeping supervisor informed of any moving violations, license suspension or revocation no later than the next working day after receiving a violation, suspension or revocation.
11. Perform a first-trip-of-the-day safety inspection.

MVR checks for Category 1 drivers should be performed annually. The cost for a record check is approximately \$10 per person. This annual expense is to be covered by the university.

The State of Alaska website address for information on obtaining driving records is: <http://www.state.ak.us/dmv/akol/recordfx.htm>.

The State of Alaska website address for a Company Release for Multiple Driving Records can be found at this link or in [Appendix I](#): http://www.state.ak.us/dmv/forms/pdfs/co_release.pdf .

XI

appropriate approving administrator and only after appropriate training has been completed. Training should include:

- Pertinent legal requirements

- Matching towing vehicle and trailer, including any changes needed on tire pressure

- Selecting appropriate hitching system and safety chains



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UA DRIVER AUTHORIZATION (Category 1 Drivers)

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This form is to be completed at least annually for individuals for whom any of the following apply:

- Driving on UA business is required by the official job description
- A UA vehicle has been assigned for their use
- Where a CDL license is required for UA work
- Drivers who will be required to drive for a period exceeding 14 (fourteen) consecutive days
- For long distance travel (greater than 50 miles one way)
- Drivers who will transport groups, students, minors, and/or other non-UA affiliated persons

DRIVER To complete this section		
Name:	Date of Birth:	Age:



Car Rental Use Authorization Tool

The intent of this tool is to assist supervisors in the determination of the necessity for the use of a rental car in relation to UA business travel. (Note: departments are subject to an insurance [deductible](#) if rental vehicles are damaged.)

Preliminary qualification - Driver:

1. Has reviewed and meets UA Safe Driver criteria Yes No

to #1 = <i>Car rental is not recommended.</i>	, continue:
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2. Are there alternative transportation options? Yes No
(shuttle, taxi, ride share, etc.)

#2 = <i>Supervisor may wish to approve rental at this point.</i>	
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3. Are there safety reasons necessitating the rental of a vehicle? Yes No

If yes, explain: _____

4. Are there other convenience factors necessitating the rental of a vehicle? If yes, explain: Yes No

5. Are there inordinate costs necessitating the rental of a vehicle? Yes No

If yes, explain: _____

Stop in a safe location to speak on a cell phone or radio, or have passenger relay information.

Do not overload a vehicle with passengers or material. Carry loads in a manner that lowers the center of gravity and avoid loading heavy or bulky items on roof racks.

Safely park vehicles.

Drivers are responsible for immediately reporting any defective or unsafe conditions.

Do not let passengers ride in vehicles, or on parts of vehicles (e.g., truck beds), which do not have seats and seat belts.

Do not let passengers get on or off a vehicle while it is in motion



ATV Safety Practices

See [Vehicle Safety Practices](#) General

Inspect the ATV each time before it is used to make sure it is in safe condition.

Always wear a helmet and other protective gear including, but not limited to, non-skid, closed toe shoes, long pants and a long sleeved shirt, and eye protection.

Never ride on public roads or at night.

Do not carry passengers on a single rider vehicle.

Travel only where the motorized vehicles are permitted.

DRIVER'S LICENSE POINT ASSIGNMENT

The following is excerpted from the [State of Alaska Driver Manual](#), revision 01/2010 (link

STATE OF ALASKA
DIVISION OF MOTOR VEHICLES

App Name (Please Print) _____ **Telephone Number** _____ **Company or Business** _____

App _____ **City/State/Zip** _____

Exp. Date _____ **Visa Security Code (3-digit number on back of card)** _____ **MasterCard or Visa #** _____

Date _____ **Authorized Cardholder Signature** _____

Mail or fax completed form to: _____ **Division of Motor Vehicles** _____