



HOFSTRA UNIVERSITY Policy and Procedures

Subject: The Lawrence Herbert School of Communication
Hofstra Vehicle Student Drivers

Initial Policy Approval: October 25, 2022

Date Last Revised: N/A

Responsible Office: The Lawrence Herbert School of Communication, Dean

Purpose

The purpose of this policy is to set forth the University's policies and procedures for the Lawrence Herbert School of Communication ("LHSC") authorized student drivers of Hofstra-owned and insured vehicles.

Scope

The purpose of the vehicle(s) under the purview of this policy is to support curricular and extracurricular activities related to the LHSC. All matriculated students of the Lawrence Herbert School of Communication using University vehicles for the purpose of completing individual or group assignments and/or projects relating to their respective LHSC studies (hereafter "Student Drivers") shall conduct themselves in accordance with this policy and all external regulations and requirements. For the purposes of this Policy, no such Student Driver shall be deemed a University employee. This policy applies to Hofstra-owned and insured vehicles that are assigned to an LHSC department or individual to use for academic purposes.

The Dean is responsible for ensuring that Student Drivers abide by this policy.

Drivers' Requirements

All Hofstra-owned and insured motor vehicles driven during activities or trips may be driven only by approved LHSC Student Drivers. Approval of Student Drivers is overseen by the Dean of the Lawrence Herbert School of Communication or his designee and requires (i) a valid state-issued drivers' license, (ii) clean motor vehicle record ("MVR") as defined below, and (iii) completion of a University-approved driving safety course. Student Drivers are responsible for adhering to the following policies at all times when using University-owned and insured vehicles:

- At the time of vehicle operation, the student must be a matriculated student in good standing with the University, must be 18 years of age or older, and must have a declared major within the LHSC (undergraduate or graduate), enrolled in at least one course in the LHSC which assigns coursework which is reasonably foreseeable to be completed at an off-campus location. The student must maintain a valid driver's license in effect at all times with a motor vehicle record ("MVR) free of moving violations, at-fault accidents, or traffic-related convictions. All vehicle uses are subject to the approval of the Dean of LHSC or his designee in furtherance of the scope outlined herein.
- A copy of a valid state-issued drivers' license shall be submitted to the Dean or his designee for review and approval prior to operating any University owned vehicle. The license will be regularly monitored for any suspensions or violations.
- Students must complete a University-approved driving safety course. If there is any conflict between the driving safety course and these policies and procedures, this policy shall govern.
- Once the student successfully completes the driving safety course, and evidence of their clean MVR and valid drivers' license has been submitted to the Dean or his designee, the Student Driver will be added to the LHSC approved drivers list.
- Speed limit requirements must be observed at all times.
- Student Drivers must operate University-owned vehicles in accordance with university policies, regulations and all applicable laws.
- Student Drivers must report any and all fees, fines, traffic violations and accidents associated with their use of a University vehicle to the Dean of the LHSC or his designee within 24 hours of the time such fee, fine, violation or accident occurred. Failure to report a fee, fine, violation or accident may result in revocation of driving privileges. Students are responsible for paying all fees, fines and/or traffic violations associated with their use of University vehicles.
- Student Drivers must inspect the vehicle prior to use (e.g., assess the tires, wipers, mirrors, lights, seat belts, and other safety equipment); and report any issues immediately to the LHSC Vehicle Administrator before use.
- Avoid driving in hazardous conditions (including inclement weather or emergency situations).
- Never drive while under the influence of drugs or alcohol, including but not limited to, any form of marijuana, or any medications or drugs that cause drowsiness or other impairment of driving ability.
- Never transport passengers other than those specifically authorized pursuant to this Policy.
- Never use handheld electronic devices while driving – texting, calling, or emailing while driving is strictly prohibited.

- Turn off and lock University vehicles when left unattended.
- Student Drivers must require all occupants to wear safety belts as required by law.
- Comply with all established University policies and regulations governing vehicle use, maintenance, and fuel.
- Smoking is strictly prohibited in all University vehicles.
- If a vehicle becomes disabled while driving, it must be immediately reported to the LHSC Vehicle Administrator.

Dean's Responsibility

The Dean is responsible for ensuring compliance with vehicle use procedures and for implementing this Policy and ensuring all steps have been met. Additionally, the Dean is responsible for ensuring that all registration and inspection renewals are completed as required, coordinating all efforts with the Office of Financial Affairs and Department of Public Safety. Additionally, the following must be adhered to, which may be performed by the Dean and/or his Designee unless so indicated:

- Designate an administrative employee who will manage vehicle use and authorized student drivers, and notify the Director of Business Affairs, in the Office of Financial Affairs, of the designated individual and any changes to same. Said employee must ensure the automobile insurance card remains in any Hofstra owned and insured vehicle and that students are apprised of the same.
- Ensure LHSC has a reliable system for tracking department vehicle use, maintenance, driver approval, and driver safety training.
- Establish written procedures, and notify the Director of Business Affairs of any changes to the procedures. These Written Procedures may be more restrictive than this Policy, must set forth the Drivers' Requirements noted herein, and may not be less restrictive or conflict with this Policy.
- The LHSC will pay any deductible and any other out-of-pocket expenses in the event a claim or accident-related cost arises from the vehicle's use.
- Ensure compliance with this Policy and its training requirements.
- Manage the application process for Student Driver approval, including protecting non-public information collected during the process, and coordinating the proper review of materials with internal departments as necessary.
- Maintain a list of approved Student Drivers and vehicle inventory, and report any change in the approved Student Driver list to the Director of Business Affairs and Public Safety.
- Ensure proper maintenance of department vehicles including inspections and terms of lease agreements for University vehicles;

- Review the Driver's Requirements and any departmental policies and procedures relating to vehicle use with approved Student Drivers, and ensure that Student Drivers sign and acknowledge their receipt and understanding of the Written Procedures, including the Drivers' Requirements set forth therein.
- Promptly report accidents, fines and violations involving a University vehicle to the Department of Public Safety and Director of Business Affairs.
- Retain records relating to this Policy for a period of four years. Such retention may be by electronic means in conformance with the University's Record Retention Policy.

Required Authorization of students (non-employee) to Drive University Vehicles

All students must be pre-authorized to drive a University vehicle by the Department of Public Safety. The Dean or his designee must submit a Driver's License Verification Form along with a Consent for Release Form and a copy of the state-issued driver's license to Public Safety, which will perform a Department of Motor Vehicle (DMV) check for any suspensions or violations. Once a driver is authorized, Public Safety will notify the Dean and the Office of Financial Affairs. LHSC will be required to verify the accuracy and completeness of the list of approved Student Drivers periodically throughout the year. Public Safety will routinely update the DMV check for all previously approved Student Drivers and may maintain their own list of such individuals.

All authorized drivers must report any change in license status (e.g. suspension or revocation) to the Dean of LHSC and the Department of Public Safety as soon as practicable following such change in status.

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