

University of Colorado



Driver and Vehicle Safety Manual



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I. QUICK REFERENCE

A. IMPORTANT CONTACT INFORMATION

UNIVERSITY OF COLORADO TRANSPORTATION SERVICES

Boulder, Denver and Anschutz

443 UCB

3205 Marine Street

Boulder, CO 80309

Phone: (303) 735-7152 / Fax (303) 492-1554

Website: www.colorado.edu/pts

(These documents, along with forms, links and procedures, can be found online through the Transportation website)

UNIVERSITY RISK MANAGEMENT

Main Office

1800 Grant St. Suite 700

Denver, CO 80203 Campus Box 014 UCA

Phone: (303) 860-5682 / Fax: (303) 860-5680

Email: riskmgmt@cu.edu

Boulder Campus

3215 Marine Street, Marine Street Science Center,
Boulder, CO 80303 587 UCB

Phone (303) 492-1906, Fax (303) 492-1911

Email: urmucbdirs@cu.edu

Denver and Anschutz Medical Campuses

1945 North Wheeling St. Campus Services Building
T36 Aurora, CO 80045 Mail Stop F418

Phone: (303) 724-1127 Email: urmucddirs@cu.edu

TOWING SERVICES

UCB and within Colorado

Marv's Quality Towing

(303) 444-4460

(303) 442-1858

UCD and Anschutz Campus

Joe's Towing

(303) 428-9242

Out of State

Contact Transportation Service Garage. If vehicle is being towed back to Transportation Services, use Marv's Quality Towing (above).

CAMPUS POLICE

Boulder: (303) 492-6666

Anschutz: (303)724-4444

Denver: (303) 556-5000

FUEL CARD

Voyager – 24 hour service

(800) 987-6591

B. SERVICE GARAGE

University of Colorado Transportation Services

3205 Marine Street 443 UCB

Boulder, Co. 80309

Phone: (303) 492-6219 / Fax (303) 492-3030

II. DRIVER / MOTOR POOL RESPONSIBILITIES

ALL THE ITEMS LISTED IN THIS SECTION ARE THE RESPONSIBILITY OF THE DRIVER AND/OR VEHICLE COORDINATOR!

A. MONTHLY MILEAGE NOTIFICATION

It is each driver's responsibility to enter the correct vehicle mileage when fueling the vehicle.

B. PREVENTIVE MAINTENANCE

Vehicle operators are REQUIRED to follow the preventive maintenance (PM) schedule prescribed by Transportation Services. Notices of PM due are sent via email to the Vehicle Coordinator. Preventive Maintenance is scheduled through the Transportation Service Garage by calling (303) 492-6219.

REPAIRS NECESSARY DUE TO A LACK OF PM WILL BE BILLED TO THE RESPONSIBLE DEPARTMENT AND MAY INCREASE DEPARTMENTAL OPERATING EXPENSES.

C. REGISTRATIONS AND EMISSIONS

The following items must be kept in all university and state vehicles:

- current registration
- vehicle packet (proof of insurance, instructions, accident report form, fuel card)

Transportation Services will provide instructions for emissions and registration renewal. Please contact Transportation Services with any questions or concerns.

D. FUEL CARD

Fuel credit cards are assigned to the vehicle, not the driver. The card should **only** be used for the vehicle it is assigned to (shown on the front of the card with the license plate) Enter **accurate odometer readings** when using the fuel card. Each individual operator should use their own personal PIN and be careful to enter it accurately. If the card is locked, please call the 800 number on the back of the fuel card, first, to determine the reason.

The fuel card is not to be used for any product or service not sold at the fuel pump island, with the exception of car washes, oil and washer fluid.

Keep fuel cards locked in the vehicle and be aware that heat can damage cards left on the dashboard in the summer months.

Lost or Damaged Fuel Card: Report a lost or damaged fuel card immediately to Transportation Services at (303) 735-7152.

E. FUEL TYPES

Regular Fuel: Drivers must use self-service, regular grade gasoline. Please do not purchase premium grades and full-service fuel unless the specific vehicle manual states it is required.

Alternative Fuel: Drivers are encouraged to buy and use alternative fuel for each university vehicle equipped to handle the alternative fuel type. (IE: E85, Biodiesel)
Note: For UCB Diesel vehicles, please utilize the City of Boulder fuel yard with the assigned fuel key for the vehicle.

F. VEHICLE DAILY CARE

Drivers are responsible for the day-to-day care of their vehicles. Under no circumstances should a university employee drive a vehicle that may be unsafe, or ignore an unsafe condition. Follow the advice listed below to maintain your vehicle in a safe, operable condition.

Fluids: Perform (at least) weekly checks of fluids on your vehicle and fill as necessary. Have your vehicle checked by the service garage if you are low on engine oil, automatic transmission fluid, power steering fluid, brake fluid, clutch fluid or engine coolant. In order to prevent freeze-up, **do not add plain water** to the radiator, coolant reservoir or windshield washer container.

Leaks: Look on the ground under the vehicle for fluid leaks. Call Transportation Services Garage immediately about any leakage.

Tires: Visually inspect the tires daily. Look for imbedded nails; check regularly for uneven wear and for proper air pressure. Correct air pressure is a major contributor to extended tire life. Recommended tire pressure may be found on the driver's door post or in the vehicle's owner's manual. You may also contact Transportation Services for this information.

Flats: Contact the Transportation Service Garage. **DO NOT** drive the vehicle with a flat tire as it may ruin the tire and/or the rim and your department may be held responsible for the damages.

Damage: Check the vehicle frequently for body damage. Report any damage promptly to Transportation Services (see procedures and definition of an accident in Section IV).

Improper Use: Do not drive your truck or sport utility vehicle through rivers, creeks or streams that will exceed the limits of your vehicle. Do not drive sedans on four-wheel drive roads. Drivers and/or their departments are held responsible for the full amount of any damage caused by improper use of their vehicle.

Lights: Check exterior lights and turn signals regularly for proper operation.

Noises: Be alert for unusual noises that may signal mechanical problems. Call Transportation Services Garage immediately.

Gauges: If the temperature gauge reads abnormally hot, the oil pressure gauge reads low, or the check engine light is “on,” STOP THE VEHICLE IMMEDIATELY and call Transportation Services Garage. If the amber caution light (check/service engine light, power loss light or emissions light) in the late model vehicles is “ON”, it indicates a potential problem. Have the vehicle checked as soon as possible. If any dash warning light is illuminated call Transportation Services Garage 303-492-6219 for advisement.

Vehicle Repairs: no repairs of any type, including jump starting of vehicles and light bulb replacement, are to be made by anyone other than Transportation Services Garage, or an approved vendor via Transportation Services Garage.

G. USE OF UNIVERSITY VEHICLES

As the operator of a university vehicle, the driver is responsible for its proper use, service and protection. Please familiarize yourself with the following guidelines. Information also available through the Office of Policy and Efficiency (OPE) <https://www.cu.edu/ope/aps/7002>

Who can use: University vehicles are to be used by authorized university affiliates, 18 and older, for official university business only and may not be used for personal errands, including transporting family members or pets. University vehicles may not be loaned to, or driven by, any unauthorized individual.

Authorization and Approval: All drivers must be authorized and approved, through Transportation Services, prior to operating a university vehicle. This is done via the Department Authorization Form found on the Transportation Services website.

Driver License: Driver must possess a valid driver license for the class of vehicle operated.

Driver Training: DDC is required for any driver who operates a university vehicle for official University business. 15-passenger van training is required for anyone operating a 15-passenger van for official University business. Commercial motor vehicle training is required for anyone operating a vehicle with a gross vehicle or combined gross vehicle weight over 10,000 pounds.

Citations: Citations received while in the possession, or operation, of any fleet vehicle are the personal responsibility of the operator of that vehicle. Citations may not be paid with university funds. There are additional requirements for commercial motor vehicle drivers, please contact Transportation Services for additional information.

Seat Belts: Per University Policy and State Law, seat belts must be worn by drivers and **all** passengers in university vehicles.

Keys: Duplication of keys must be authorized through Transportation Services.

Smoking: Smoking is prohibited in university vehicles.

Alcohol/Drugs: The operation of a university-owned vehicle by any individual who is under the influence of alcohol or drugs is in violation of university policy and is strictly prohibited. Reference the University of Colorado Drug and Alcohol Policy through your respective HR department.

Cell Phones/Electronic Devices: Drivers must abide by state and federal regulations regarding use of cell phones and other electronics while operating any

university fleet vehicle. These regulations can be found at:

<https://leg.colorado.gov/content/distracted-driving-and-cell-phone-use> and

<https://www.fmcsa.dot.gov/driver-safety/distracted-driving/mobile-phone-restrictions-fact-sheet>

H. PUBLIC PERCEPTION

University vehicles are highly visible and represent a valuable resource to the institution and Transportation Services. Drivers should be cognizant of the potential for influencing public opinion regarding the institution by their operation of university vehicles. Complaints received regarding the improper operation of university vehicles may result in corrective or disciplinary action to the driver by his or her department.

I. DOT REGULATIONS FOR COMMERCIAL MOTOR VEHICLES

CMV: Commercial motor vehicle means any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle—(1) Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more; or (2) Is designed or used to transport more than 8 passengers (including the driver) for compensation; or (3) Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or (4) Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.

If your vehicle is considered a CMV as defined above, the driver must comply with the following State of Colorado CMV regulations:

- Be at least 18 years of age.
- Possess a Valid Colorado License
- Possess a DOT physical certificate on their person while operating a CMV. *If intrastate

only, no hazmat and GVWR/GCWR is less than 16k lbs then a DOT physical certificate is not required under CO CRS.

- Operate a CMV no more than 10 hours and relieve from service in the 11th hour and no more than 14 hours of on duty time without being relieved for 10 consecutive hours off duty. The operator may not drive a CMV more than 60 hours in 7 consecutive days and 70 hours in 8 consecutive days, without 10 consecutive hours off duty broken into no less than 2 hours off per relief.
- Stop at all regulated weigh stations.
- Display company name and USDOT numbers on the vehicle.
- Maintain a log book for hours of operation when destination is greater than 150 miles in any direction from point of dispatch or if driving overnight.
- Hold CDL if vehicle GVW is over 26,001 lbs, or GCWR inclusive of trailer GVW over 10,000 equals 26,001 lbs.
- Hold CDL if vehicle is designed to haul 16 passengers or more inclusive of driver.
- Hold CDL If vehicle requires Haz Mat placarding.

Across State Lines:

If the vehicle is traveling across state lines, the driver must comply with the following federal regulations in addition to the above regulations:

- Driver must be 21 years of age.
- Driver must hold a DOT physical on their person at all times when operating the CMV.
- Contact Transportation Services if taking a CMV out of state.

J. LOW-SPEED VEHICLES

Low-speed vehicles with Department of Revenue license plates may be operated on campus and public streets that have a posted speed limit of less than 35 MPH. Low-speed vehicles that do not have Department of Revenue license plates may not be operated on streets.

Contact Transportation Services for additional information on low-speed vehicles.

K. TRAVEL OUTSIDE COLORADO

Travel outside the state of Colorado must be approved by the department employing the driver. The vehicle's fuel card is good throughout the country; however, you need to contact Transportation Services prior to travel to verify the card's acceptance outside of Colorado.

If your vehicle is defined as a Commercial Motor Vehicle as defined in Section I, the driver must comply with the Federal Motor Carrier Safety Regulations.

L. TRAVEL OUTSIDE THE CONTINENTAL U.S.

When traveling outside the continental United States, prior written notification and explanation from the university department to the university's director of Transportation Services is required. Transportation Services requires at least 30 days notice if a vehicle is to leave the country. The following guidelines apply.

Insurance: University departments must purchase all necessary additional liability and collision insurance before the vehicle is taken across the border. This expense will not be reimbursed by Transportation Services.

Fuel Cards: Fuel cards may not be used outside the USA. The university department is responsible for fuel costs and must present receipts for reimbursement from Transportation Services. Transportation Services will reimburse for approved charges **only**.

Garage Service: If the vehicle becomes inoperable while out of the country, the department must contact Transportation Services. The department must then deal with foreign authorities and return the vehicle to the United States.

Special Documents: A notarized copy of the title is required to be with the vehicle as well as a letter stating that the listed drivers have authorization from

the University of Colorado to drive the stated vehicle (identified by license plate number).

M. VEHICLE DISPOSAL

A vehicle being retired from service must be released by its department to Transportation Services. When retiring a vehicle to Transportation Services, the following is required:

1. Contact the Fleet Manager at (303) 735-4987.
2. The department is required to complete a Property Disposal Form when disposing of a vehicle. This form can be found on the Transportation Services website.
3. Transportation Services will remove any special equipment that has been installed, such as security cages, 2-way radios, stickers and/or decals.
4. An emissions test is required one week prior to turn-in.
5. Remove all trash and personal items from the vehicle.
6. The gas card, registration, vehicle packet and all sets of keys must be submitted to Transportation Services.
7. Transportation Services sends the vehicle to auction to be sold. Proceeds that exceed the cost of disposal shall be credited to the department that funded the vehicle.

III. MAINTENANCE AND REPAIR

A. EMISSIONS TEST PROCEDURES

University of Colorado vehicles that are due for emissions will receive notice from the Department of Revenue. The department(s) of the respective vehicles will be notified by Transportation Services and are required to have an emissions test completed and obtain a "Vehicle Inspection Report." It is the driver's responsibility to have the emissions test performed when required. Locations and information are provided by Transportation Services.

B. TIRES

Tires are state contract items and should never be installed without a purchase order from Transportation Services. Contact Transportation Services for replacement.

All-season mud and snow tires are rated “M&S”, meaning they meet the Colorado Department of Transportation (CDOT) and Colorado State Patrol winter tread requirements during hazardous driving conditions. They will outperform all other tires in overall safety, handling, braking, and performance.

Traditional large element tread design **snow tires are not approved** for use on university vehicles. These tires outperform the all-season tires only in deep, non-compacted snow. These tires increase braking distances and adversely affect handling when used on dry pavement. The tires are often physically larger than the original tires, causing problems with odometer readings and anti-lock brake systems.

Tire chains contact Transportation Services to determine necessity.

Tire studs are not recommended for any vehicle due to the abnormal wear caused on the highways and the negative effects on vehicle handling and anti-lock braking systems.

C. GLASS REPLACEMENT AND REPAIRS

Windshield replacement is a state contract item and should never be installed without a purchase order from Transportation Services. Contact Transportation Services Garage for replacement.

Windshield repairs should be attempted before replacement. It is important to call Transportation Services Garage immediately, to have chips and small windshield cracks repaired promptly.

D. PREVENTIVE MAINTENANCE

Preventive Maintenance (PM) notices are sent to your department on a monthly basis.

Please contact the Transportation Services Garage for additional information on PM. The Transportation Services Garage Specialist will also be able to inform you regarding the PM needs of your vehicle, and whether your vehicle requires warranty work.

E. SCHEDULING REPAIRS

To schedule a repair or preventive maintenance for your vehicle, please call the Transportation Services Garage at:

UCB, Anschutz and UCD: (303) 492-6219

Be prepared to provide your vehicle license plate and current odometer reading.

F. AFTER-HOURS EMERGENCY REPAIRS

For emergency repairs after hours, call Transportation Services Garage:

UCB, Anschutz and UCD: (303) 710-3560

If emergency repairs must be performed immediately, call Transportation Services Garage for instruction.

G. TOWING

Do not attempt to drive an unsafe vehicle or a vehicle with fluid leaks.

In Colorado: If a vehicle creates a definite road hazard and must be moved immediately, call:

Marv's Quality Towing (303) 444-4460.

For Anschutz and UCD vehicles, call Joe's Towing (303) 428-9242.

In the Boulder area, have the vehicle towed to:

University of Colorado at Boulder
Transportation Services
3205 Marine St.

Outside the Boulder Metro Area or Colorado:

Contact Transportation Services Garage (303) 492-6219 or (303) 710-3560.

Be sure to give the location of the vehicle and potential storage charges. If this is not done, any storage charges will be the responsibility of the CU driver's department.

IV. ACCIDENT INFORMATION

PLEASE READ THIS INFORMATION BEFORE ANY ACTION IS TAKEN

EVEN THOUGH AN ACCIDENT MAY BE MINOR AND THE UNIVERSITY DRIVER DOES NOT SEE ANY DAMAGE, AN ACCIDENT REPORT IS STILL REQUIRED.

An **accident** is described as **ANY** incident occurring that caused damage to a University of Colorado vehicle, third party vehicle and/ or caused damages to private property. Accidents include damages caused by:

- another vehicle
- road hazards
- wildlife
- weather (wind, rain, hail, etc.)
- vandalism (this includes glass, tires, body damage, stolen vehicles, etc.)

NOTE: Stolen vehicles must be reported immediately to Transportation Services and Police.

If you are in doubt, please contact Transportation Services.

UCB, Anschutz or UCD: (303) 735-7152

A. ACCIDENT/INCIDENT PROCEDURES

At the scene of any accident involving a university vehicle, the driver must:

1. Stop immediately and aid any injured persons. Apply the "Good Samaritan law" when appropriate (this law protects good faith efforts to assist an injured person).
2. CALL POLICE (911 or CU Police at Boulder: (303) 492-6666; Anschutz: (303) 724-4444; Denver (303)556-5000)
3. If the local police will not send an officer to the scene, file a counter report at the local police station or State Patrol station within 24 hours.

Do not admit fault. Do not give statements to anyone except the police or your supervisor.

4. DO NOT leave the scene or move the vehicle until the law enforcement department has completed its investigation or until they have asked you to move it.
5. If a vehicle creates a definite hazard, please mark the location of each vehicle involved and then move the vehicle. However, do not attempt to drive an unsafe vehicle, or a vehicle with fluid leaks. (See towing procedures)

DO NOT HAVE THE VEHICLE TAKEN TO A BODY SHOP OR INSURANCE COMPANY!

6. Call your supervisor.
7. If this involves a CU CMV vehicle, contact Transportation Services Compliance Manager at (303) 710-2256, immediately. There may be other regulatory requirements for accidents involving CMVs.
8. Present the University of Colorado Insurance Card (found inside vehicle information packet).
9. Complete the CU Accident Report. (This is not the same accident form for the police

department) Write down ALL information required about the other driver:

- Name
- Address
- Driver's license number and state, expiration date, date of birth
- Home and work phone numbers
- Vehicle owner's name and address
- Year, make, model and license of vehicle
- Insurance company and policy number
- Injured parties name(s)
- Witnesses names, addresses and phone numbers
- Police report number
- Location
- Date
- Time

10. Obtain your supervisor's signature on the CU Accident Report. The university driver must have their signature as well as their supervisor's signature on the CU Accident Report before sending it to Transportation Services.
11. Call Transportation Services, during business hours, at (303) 735-7152, to report accident to the accident coordinator. If an after-hours EMERGENCY, call the Transportation Services Garage.
12. The Accident Report must be delivered to Transportation Services **within 24 business hours** of the accident. The form can be hand delivered, scanned and sent as a PDF, or faxed to the office at (303) 492-1554.
13. The vehicle must be brought to Transportation Services for pictures. If this is a Denver or Anschutz vehicle, please send pictures with the report for assessment.

PLEASE NOTE: Drivers involved in accidents will be subject to drug and

alcohol testing as dictated by law or their campus's policies.

B. REPAIR PROCEDURES

Once the completed CU Accident Report is received by the Accident Coordinator of Transportation Services, the following procedure is followed.

1. The Accident Coordinator submits the accident information to University Risk Management for record. If an appraisal is needed, the Accident Coordinator will assign it to the proper appraiser. All departmental vehicles will be assessed the applicable insurance deductible with the University Risk Management office.
2. Transportation Services, or the CU Risk Management appraiser, contacts the department to arrange inspection of the vehicle.
3. Once the appraisal is received by Transportation Services, the department will work with the Accident Coordinator to schedule the repair accordingly.

University of Colorado
Risk Management

All Campuses
(303) 860-5682

University of Colorado
Transportation Services

Boulder Anschutz & Denver
(303) 735-7152

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