

Rider University Vehicle Policy

SCOPE AND PURPOSE

At Rider University (“University”) owns and operates certain vehicles. This document identifies basic University policies which all employees and students are required to follow when either operating a University owned vehicle and/or personal owned/leased vehicle while engaged in University business operations.

Only drivers who meet the eligibility criteria on a new hire and subsequent annual basis, will be allowed to operate vehicles for University business purposes under this policy. To be initially eligible and remain eligible, a driver must have a valid US driver’s license, have an acceptable motor vehicle report history illustrating responsible driving, and be covered by their own auto insurance. (Note: Rider University’s Auto Insurance Policy covers Rider for the actions of others operating University vehicles. Drivers must have their own primary auto insurance.). The University Human Resources department will review motor vehicle driving records upon hire. The Rider Vehicle procedure is attached hereto as Exhibit “A”.

TERM AND TERMINATION OF PARTICIPATION

The terms of this policy no longer apply on the date the driver:

- a) Leaves the employ of the University;
- b) Is no longer a student at the University;
- c) Transfers to a position that does not involve driving a vehicle during University operations;
- d) Fails to comply with any term or condition of this policy; and/or
- e) No longer satisfies the driver qualification criteria.

Note: Obligations as to insurance, notification and cooperation shall continue.

University administration may terminate a driver’s University vehicle usage if the driver:

- a) Leaves Is placed on long-term disability;
- b) Begins an approved extended leave-of-absence;
- c) No longer satisfies the driver qualification criteria; or
- d) For other reason as the University may determine in its sole discretion.

Upon termination of participation, the individual will immediately return the University vehicle in good, clean and operating condition.

UNIVERSITY OWNED VEHICLES

Only the following individuals having a valid United States driver's license (non-provisional/non-probationary) may drive University owned vehicles:

- a) Qualified employees and qualified students; and
- b) Contract employees who are authorized to operate University owned vehicles.

The University vehicles may not be driven by (list is not exhaustive):

- a) Relatives of an employee or student;
- b) Friends and acquaintances of the employee or student;
- c) Minors under the age of 18; persons aged 18, 19 and 20 may only drive a maximum of two (2) passengers
- d) Drivers with a temporary, probationary or provisional license;
- e) Employees or students who do not meet acceptable driving criteria identified in this policy.

However, such persons may be carried as passengers in the University provided vehicle. Any Department seeking an exemption to the prohibited driver policy must contact the Office of the General Counsel and the Finance Department. Request will be evaluated conservatively on a case-by-case basis.

The University prohibits:

- a) Transport of hitchhikers or strangers.
- b) The use of the University owned vehicle for the conduct of any purpose other than the conduct of authorized University business.
- c) Fifteen passenger vans. Due to safety issues identified by the National Highway Traffic Safety Administration and the National Transportation Safety Board, 15 passenger vans may not be rented, leased or purchased by the University and may not be used for University-related activities.

UNIVERSITY OWNED VEHICLES

The University insures all University owned vehicles for liability, medical payments, collision and comprehensive coverage. The University liability coverage for University owned vehicles includes bodily injury and property damage.

The University, its trustees, officers, employees, representatives, and agents, are not responsible for the driver's personal items carried or stored in the vehicle. Insurance for personal items is the responsibility of the individual.

The driver must immediately report a stolen or damaged University vehicle to the appropriate law enforcement authorities and to University Public Safety. The driver must report the incident to their direct supervisor within twenty-four (24) hours of the driver's knowledge of such occurrence.

Rentals and Charters

Drivers of rental vehicles used for University business are subject to the same requirements (including driver qualification and training requirements) as University vehicles.

University insurance provides liability and property damage coverage of rental vehicles for official University business only. As such, users of rental vehicles should decline optional insurance options offered by rental agencies, except when using rental vehicles outside the U.S. For international rentals, users are advised to purchase collision damage insurance from the rental agency. In some countries, purchase of liability insurance from rental agencies is required by law.

Transportation may be chartered for a variety of events. In order to provide transportation services for University personnel, students and staff, the applicable department will use reasonable efforts to ensure proper safety protocols are in place by the charter company, including but not limited to:

- » Ensuring drivers have the appropriate licenses;
- » Conducting background checks; and
- » Conducting ongoing driver training for drivers.

The applicable department will also confirm the charter company:

- » Maintains adequate insurance limits;
- » Contractually assumes liability for losses arising out of its negligence; and
- » Will not subcontract service without University consent.

Prior to booking local transportation, you must contact Auxiliary Services to arrange transportation with the University's contracted provider.

MAINTENANCE

The applicable department is responsible for ensuring that the vehicle is properly maintained, registered and inspected. This includes having the vehicle serviced at regular service intervals by a qualified mechanic. Costs arising from misuse or illegal activity may be charged to the employee, student or department.

GENERAL


Vehicle drivers are responsible for all traffic violations and must pay any resultant fines and court costs, including penalties, and all attorneys' fees. Drivers are responsible for the knowledge of and compliance with all traffic laws. All parking and moving violations must be paid promptly and copies of any such tickets must be submitted to Human Resources.

PERSONALLY-OWNED VEHICLES USED FOR UNIVERSITY WORK

All employees or students who drive their personally-owned vehicles on University business or University-sponsored activities are responsible for:

- a) Maintenance on the vehicle according to the manufacturers recommended intervals for safe operating condition;
- b) Maintaining current registrations and state vehicle inspections when required;
- c) The employee's or student's personal insurance carrier should be notified if the policy holder uses their vehicle for part-time business; and
- d) Insurance coverage and limits in accordance with state law and must include the following minimum coverage:
 - a. **Liability-Bodily Injury/Property Damage:**
\$100,000/\$300,000
\$50,000 Liability Property damage
Or \$300,000 Combined Single Limit
 - b. **Medical Payments:**
\$10,000
 - c. **Uninsured Motorist:**
\$100,000/\$300,000
\$25,000 Other Vehicle Damage
\$300,000 Combined Single Limit

Student drivers must have a valid driver's license and possess auto insurance coverage mandated by the State of New Jersey. In addition, the vehicles must have a current state inspection and registration if using a privately-owned vehicle. It is the responsibility of the



student organization leader or academic program coordinator to verify that every driver possesses each of these elements. In the event of an accident, it is the driver's insurance that will be used to pay for damages to the vehicle(s) involved in an accident and/or any injuries to a passenger or occupant of another vehicle. Drivers of personal vehicles, by choosing to drive, assume responsibility for the safety of those in their vehicle, not the student organization or the University.

In circumstances where the University reimburses a driver for the cost of individual automobile insurance, the employee's direct supervisor is responsible for verifying the above minimum limits.

University business does not include normal commuting between home and work. Use of a motorcycle for Company business is strictly prohibited.

In an accident involving a personally-owned vehicle, the owner must use his/her individual automobile insurance coverage as the primary insurance.

If any personal property is damaged or stolen as a result of being transported or stored in a personally-owned vehicle, the property is not covered by the University's insurance. Drivers should consult with their personal lines insurance provider to determine if coverage for property in vehicles is included in their homeowner's insurance policy.

SAFETY AND ACCIDENTS

Drivers must comply with all state and local laws including those requiring the use of seat belts, child restraints and shoulder harnesses. The University requires drivers and passengers to use seat belts, child restraints and shoulder harnesses at all times while the car is in operation.

Drivers must provide certification of completion of the University-required Driver's Safety Course. Students must complete this course annually.

Open alcoholic beverages, non-prescription drugs and/or weapons are NOT allowed in any vehicle owned, leased or rented by the University or employee-owned vehicles used for business.

The use of hand-held cell phones is prohibited while the vehicle is moving. Mobile phones or other portable electronic devices (including devices for sending/receiving emails) may

not be used while operating a vehicle on University business unless the mobile phone or other device can be safely and legally operated in a “hands free” mode.

Hazardous materials, chemicals, and/or dangerous goods are not to be transported in University- owned, leased and rented vehicles and employee-owned vehicles used for business.

Towing of mobile homes, travel trailers, or any type of recreational or utility trailer is prohibited for University-owned or leased vehicles, with the limited exceptions of: 1) the University’s ESPN Broadcast and Production Trailer; and 2) trailers used to move equipment on campus by Facilities. Any exceptions to this policy other than the two listed above must be approved in writing by the Chief Financial Officer and General Counsel.

Vehicles owned or leased by the University may not be driven outside of the United States without the prior written consent of VP for Finance or designee.

Golf carts must be treated with the same respect and care as any larger motor vehicle. Drivers of golf carts must undergo the authorization process described below. Drivers must take care in the operation of these vehicles and follow all applicable rules for operation of the cart and personal safety.

Vehicular Accidents

The driver must immediately report an accident to the appropriate law enforcement authorities and to University Public Safety. Drivers must contact their immediate supervisor and the Human Resources department within twenty-four (24) hours of occurrence of any accident. In addition, the individual must contact Rider’s insurance carrier NJM either by phone (1-800-367-6564) or via email:

CommercialClaimsWT@njm.com, and report any accidents to the office of VP for Finance / CFO and Office of General Counsel.

Drivers must comply with all state laws applicable to the jurisdiction in the event of any accident.

All vehicular accidents occurring during business hours or in the course of business will be investigated fully to determine whether the incident could have been prevented and possible driving restrictions. Drivers and passengers are expected to fully cooperate with any investigation by authorities and insurance carriers.

If the accident involves injury or death or any property damage, the employee or student should:

- » Stop the vehicle immediately.
- » Remain calm and collected.
- » Be polite.
- » Do not discuss the details of the accident with anyone except the police and/or the University representative which may include your supervisor or General Counsel office.

DO NOT ADMIT RESPONSIBILITY FOR THE ACCIDENT, PROMISE ANYTHING OR SIGN A STATEMENT. Drivers are not authorized to and shall not express opinions as to the fault or liability, or agree to any settlement on behalf of the University.

When exiting the vehicle, watch for fire, spilled materials, traffic flow, etc. Take all precautions to prevent further accidents at the scene.

- » Immediately report the accident to the local police department or highway patrol and call for emergency medical treatment if anyone is injured.
- » Record the names and addresses of all involved persons and witnesses.
- » Record the facts of who, what, when and where the accident took place. Do not make any verbal or written commitments pertaining to claim payments or regarding who was at fault.
- » Complete a Vehicle Accident Report and submit it to the relevant University individual identified above.
- » Obtain a copy of the police report as soon after the accident as feasible and send a copy of the police report to Human Resources.
- » Follow applicable University requirements for any drug and/or alcohol testing. Any required tests need to be completed immediately following the accident.

MVR REPORT ANALYSIS

A motor vehicle report (MVR) will initially be obtained, reviewed, and evaluated prior to allowing any prospective driver to be assigned University driving duties. Thereafter, the University will evaluate MVRs on an annual basis for employees, students and student-employees.

Any new or prospective employee or student driver must have at least an acceptable evaluation according to the chart below.

Those that have been employed prior to the institution of this policy will be evaluated with consideration for overall performance.

Those with a "Poor" evaluation, according to the chart below, will be acceptable only for non-driving duties. Those with "Borderline" evaluations must be reviewed and informed that any further violations or at fault accidents will place them in the "Poor" category and they will not be assigned any driving duties.

All employees and students who operate University or personal owned vehicles will be assessed on an ongoing basis as to whether their University driving privileges are continued.

MVR EVALUATION

MVR's are defined as "Clear," "Acceptable," "Borderline" and "Poor," based upon the number of violations and at-fault accidents in the last three (3) years. Review the definitions below and refer to the following chart.

"Acceptable" MVR's should be monitored regularly, "Borderline" MVRs should be watched closely and "Poor" MVRs require immediate action.

Any "major violation" is automatically a "poor" MVR

Number of Violations	Number of At-Fault Accidents (last 3 years)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

A "major violation" may include, but not be limited to any of the following:

- » Driving under the influence of drugs/alcohol
- » Failure to stop/report an accident
- » Reckless driving/speeding contest
- » Driving while impaired
- » Making a false accident report
- » Homicide, manslaughter or assault arising out of the use of a vehicle
- » Driving while license suspended/revoked
- » Careless driving

- » Attempting to elude a peace officer

A “minor violation” is any moving violation other than a major, and includes the following non-moving violations:

- » Failure to comply with motor vehicle equipment, load or size requirement
- » Improper failure to display license plates
- » Failure to sign or display registration
- » Failure to have driver’s license in possession

All employees and students who operate University or personal owned vehicles must report driving accidents, incidents and arrests within twenty-four (24) hours to their supervisor.

Major violations will result in revocation of driving privileges, and potentially appropriate disciplinary action consistent with the University’s applicable policies and procedures.

If you have any questions regarding the University Vehicle Policy, please contact the Finance Department.

VEHICLE POLICY CONFIRMATION

MVR's The University expects that any employee or student driving a University or personal vehicle in connection with University-related activities will operate the vehicle in a safe and responsible manner with respect for other drivers and due consideration for acting as a representative for Rider University. All Drivers operating a University owned, leased or personal vehicle on University business agree to operate the vehicle according to the following guidelines. Failure to adhere to these guidelines may result in revocation of a driver's privilege to operate University vehicles, and/or other disciplinary action up to and including termination of employment under some circumstances.

- » Driver must maintain a proper and current driver's license for the type of vehicle that the employee is operating and notify management immediately if they no longer have a valid license.
- » Driver must follow generally accepted safe driving practices and obey traffic regulations, including parking the vehicle in safe and legal areas.
- » Driver is financially responsible for any parking or traffic violations while operating a University-owned, leased or rented vehicle or an employee-owned vehicle used for business.
- » Driver is responsible for maintaining an acceptable MVR within established University guidelines.
- » Driver authorizes the University to obtain and review the Motor Vehicle Record of the employee on an as-needed basis.
- » Driver must report all accidents in accordance with this policy.
- » Driver will ensure that all occupants of any University-owned, leased or rented vehicles and employee-owned vehicles used for business are properly wearing safety belts while the vehicle is in motion.
- » The applicable Department is responsible for ensuring that the vehicle is properly maintained, registered and inspected. This includes having the vehicle serviced at regular service intervals by a qualified mechanic. Costs arising from misuse or illegal activity may be charged to the employee, student or department.
- » The personal use privilege is not extended to children, parents, in-laws, brothers or sisters, or to any other person.
- » University-owned, leased or rented vehicles are not to be used for any personal reasons (family vacations, trips, etc.).
- » Driver will not make any modification or add equipment (CD players, stereos, cellular phones, etc.) to any University-owned or leased vehicles without prior written agreement.
- » Driver will not pick up hitch hikers or other unknown persons seeking a ride.
- » Towing of mobile homes, travel trailers, or any type of recreational or utility trailer is prohibited for University-owned or leased vehicles (with the exception of the ESPN Broadcast trailer and Production trailer).
- » The use of alcohol and controlled substances prior to and during operation of any vehicle is prohibited.
- » The use of tobacco products during operation of any vehicle is prohibited.
- » The use of mobile phone other than with a "hands free" device is prohibited while driving. Texting and/or sending emails while driving is prohibited.
- » Any hazardous materials, chemicals or dangerous goods (as defined by law) are prohibited from being carried in a University owned or leased vehicle.
- » Driver must disclose to Rider any violations or suspensions that impact their eligibility to operate a University vehicle.
- » Driver must conduct a pre-trip inspection of Rider-owned vehicles, including confirmation of insurance certificate and registration.
- » Any damages and/or liabilities arising out of negligent or reckless driving are the sole responsibility of the Driver. The University is not responsible for Driver's negligent and/or reckless actions.

Any employee or student having knowledge of any violation of the policy shall promptly report such violation to Human Resources.

My signature below indicates that I have read, understand, and agree to comply with the Rider University Vehicle Use Policy, including the above conditions authorizing me to drive a University vehicle.

This authorization may be terminated by the University at any time. Any violation of this policy will subject an employee to disciplinary action, up to and including termination of employment.

Driver Signature

Date

Printed Name