

Use and Safe Operation of Vehicles

New and current employees who will need or are required to use University vehicles must hold a valid driver's license issued by the State where the employee permanently resides, have and maintain an acceptable driving record, and take at least one driver training course every three years as per the University of Texas Code [UTS 157](#). Employees who have not taken a driver training course are NOT ALLOWED to operate a UT-owned vehicle.

Contact the Utilities Safety Office at 232-7531 or the [Office of the Controller](#) at 471-3723 for information about online driver training courses available to UT Employees.

Below is also a list of helpful tips on how we should use and operate University vehicles. Please study and observe the following points:

1. University vehicles are for authorized business use only and not for personal use such as transporting employees to or from their jobs for lunch or coffee breaks.
2. Vehicles are not allowed to be left off campus overnight, unless being used for travel with appropriate travel authorization in place.
3. The use of University-owned or personal cell phones (texting, emailing, or verbal communication) while driving a University vehicle is prohibited.
4. Seat belts and shoulder harnesses shall be used by employees as required by both State law and University policy.
5. Drivers are responsible for ensuring that the *Vehicle Usage Log* is properly filled out, even when the vehicle is on loan to you from another driver or section.
6. Every time you use a University vehicle, your supervisor should know which vehicle you are in, where you are going, why, and when you plan to return.
7. Pedestrians always have the right-of-way. Please be courteous and patient with pedestrians and bicyclists.
8. Speed limits are to be strictly observed—not over 15 miles per hour on the main campus and not over 20 miles per hour on the other facilities making up UT Austin campuses.
9. The speed limit is 5 miles per hour, in all parking areas. These are congested areas, and you must be extremely alert for foot traffic.
10. Drivers will possess and maintain a valid Texas Class C driver's license and must obey all state and local laws, including posted speed limits and regulations, at all times.
11. All accidents, no matter how minor, must be reported to The University of Texas Police Department (UTPD) or local police (if not on UT property) and your supervisor immediately. The Insurance Accord form must be completed immediately, and is located in the glove box of all University vehicles. Do not leave the scene of an accident until released by your supervisor, UTPD, or local police department.

12. Drivers are personally responsible for paying any traffic or parking fines incurred while they are operating a University vehicle.
13. Drivers must notify their supervisor of any traffic or parking citations, including warnings, received while operating a University vehicle.
14. Earphones will not be worn while operating a University vehicle.
15. Vehicles must be parked in authorized spaces only. Use parking reserved for "Utilities Vehicles" or "University Vehicles" whenever possible; otherwise, use a loading zone. Of course, at hours when parking is not reserved for permit holders, any legal parking space may be utilized.
16. Under no circumstances should Utilities vehicles park in "F99," "F21," "F36," or "O" spaces. They also cannot park in spaces identified as "at all times" unless it is a "University vehicle" spot. In the area around the Main Building, parking on sidewalks or along yellow curbing must be avoided. Jobs should be planned so as to avoid prohibited areas around the Main Building, even when this requires an extra effort on your part. These spaces around the Main Building are critical, and you must use extreme care when parking your vehicles in this area.
17. All vehicles should be secured when left unoccupied (ignition locked and the key removed).
18. Vehicles shall not be driven across lawn areas except in emergencies. Sidewalks and mall areas are not to be used as roadways or parking areas except in those instances when they provide the only possible access to a building for a job requiring transportation of tools and heavy equipment. Do not leave vehicles unattended that are parked on walkways. For safety reasons, we should refrain from driving or parking on sidewalks during the lunch hour and class changes. Also, care should be exercised when using sidewalks to avoid running over sprinkler heads located close to edges of sidewalks.
19. Personnel riding in vehicles (especially pickup trucks) must follow safe practices at all times. Trucks must not be over-loaded, and personnel riding in an open bed truck must be seated on seats provided or on the bottom of the truck bed—not on the side rails or wheel wells. The driver of any vehicle must wait to move the vehicle until after employees are safely positioned. Folding chairs may not be used for passenger seating. Vehicles constructed or loaded that limit the driver's rear view must not be backed up until the driver's assistant is out of the truck and in position to signal the driver to proceed.
20. No riders are permitted on forklift trucks or mobile cranes unless a seat is provided for this purpose.
21. Maintenance needs of a vehicle should be reported to your supervisor immediately. Oil, coolant, battery, and tire pressure should be checked regularly. All drivers are responsible for bringing vehicle fluid levels up to acceptable levels when needed. When assigned the duty of routine operation and care of a vehicle, this duty is considered a part of your job, even though it may not be specifically itemized in your job description.

22. Wheelchair access to sidewalks and buildings must not be blocked at any time. To protect bicyclists and pedestrians, care must be taken to have no equipment that could inflict injury extending over a walkway.
23. Drivers of University vehicles are not permitted to drive under the influence of alcohol, or medication (prescription or non-prescription) that could impair driving capabilities. Violations of this policy can result in the immediate dismissal of an employee.

All University drivers who are required to have a Commercial Drivers' License (CDL) must comply with the federally mandated drug and alcohol testing program. This program requires random testing for abuse, after accident, or upon suspicion.

24. Smoking and using any other form of tobacco product is prohibited in University vehicles at all times ([see HOP 2.A.2](#)).
25. Tools and materials should not be left overnight in the back of trucks or other open vehicles. Items that cannot be safety locked inside the vehicle should be secured overnight in the shop/section area.