



## Fleet Safety Policy

### **I. Policy Statement**

Safeguarding and supporting WPI students, faculty, and staff who drive on WPI Business is of the utmost importance to WPI. This Fleet Safety Policy establishes procedures and safety guidelines for authorized WPI students, faculty, and staff who regularly drive vehicles owned, rented, or leased by WPI and their personal cars on WPI Business to ensure that they are safe, courteous, and professional drivers when representing WPI.

### **II. Scope**

This policy applies to all WPI students, faculty, and staff who regularly drive WPI Vehicles or their personal cars, on WPI Business.

All such drivers and their supervisors are responsible for following this policy, as well as all local, state, and federal laws and regulations related to the operation of motor vehicles. WPI is committed to supporting such drivers by providing training and insurance coverage, as described below.

### **III. Definitions**

***“Authorized Driver”*** means any WPI student, faculty, or staff member who regularly drives on WPI Business, who has met the driver qualifications below, and who has been added to WPI’s list of Authorized Drivers.

WPI students, faculty, or staff members are required to become Authorized Drivers if they:

- Drive a vehicle owned by WPI; or
- Drive a rental vehicle or their personal car on WPI Business six (6) or more times per academic year; or
- Are employed by WPI and their job requires driving as a condition or expectation of employment.

If you have a question about whether you need to become an Authorized Driver, please contact EHS.

***“WPI Business”*** means an activity undertaken by a WPI student, faculty, or staff member that is part of their academic, scholarly, or business work at WPI (approved by their supervisor as necessary and applicable) in which the WPI student, faculty, or staff member is representing WPI, that is funded, in whole or in part by WPI funds (regardless of purpose) or by a grant, foundation, company, or other university. Driving a personal car for one’s own personal use, including for commuting, is not considered WPI Business.



“*WPI Vehicle*” means all registered vehicles owned, rented, or leased by WPI and used by Authorized Drivers for WPI Business, including without limitation automobiles, vans, trucks, and Zipcars. This definition does not apply to unregistered vehicles, such as golf carts.

#### IV. Policy

Only Authorized Drivers are permitted to drive WPI Vehicles, or personal cars, on WPI Business. The Office of Environmental Health & Safety (EHS) maintains WPI’s list of Authorized Drivers. WPI is committed to supporting all Authorized Drivers to ensure that any WPI Vehicle or personal car used on WPI Business is operated in a safe and courteous manner, in compliance with this policy and all applicable local, state, and federal laws and regulations.

##### A. Driver Qualifications

All WPI students, faculty, and staff members seeking to regularly drive WPI Vehicles, or personal cars, on WPI Business must meet the qualifications below to be considered Authorized Drivers. All Authorized Drivers must be approved by EHS after completing the requirements below. Being approved as an Authorized Driver is a privilege and not a right and may be revoked at the University’s sole discretion.

##### 1. **Age Requirements**

All Authorized Drivers must be at least 18 years of age. In addition, Authorized Drivers must be at least 21 years of age if they are renting a vehicle to drive on WPI Business.

##### 2. **Valid U.S. Driver’s License**

All Authorized Drivers must maintain a valid United States driver’s license applicable to the class of vehicle they are driving. Driver’s licenses issued in countries other than the United States are not acceptable.

If a Commercial Driver’s License (CDL) is required as part of a WPI employee’s job duties, the Authorized Driver must follow and keep current with both state and U.S. Department of Transportation (DOT) guidelines, rules and regulations.

Authorized Drivers must **immediately** notify their supervisor if their driver’s license or CDL is cancelled, suspended, revoked, or expired and they must **immediately** discontinue driving any WPI Vehicles or personal cars on WPI Business.

##### 3. **Driving History – Motor Vehicle Record Check**

All Authorized Drivers must complete an annual motor vehicle record (MVR) check. For WPI employees who are required to drive on WPI Business as part of their job, the MVR check must occur prior to the employee’s date of hire.



EHS will coordinate MVR checks with the Division of Talent & Inclusion. Authorized Drivers are required to comply with all information requests from EHS, Talent & Inclusion, and other vendors (such as the vendor(s) running MVR checks or WPI's insurance broker or carrier) related to their MVR checks. EHS may share the results of MVR checks with WPI's insurance broker or carrier.

EHS will review MVR checks based the insurance industry standards detailed in Exhibit A.

#### **4. Complete Driver Safety Training**

All Authorized Drivers must complete WPI's driver safety awareness training. The goal of the driver safety awareness training is to mitigate preventable accidents and to ensure that Authorized Drivers are safe, courteous, and professional drivers when representing WPI. Please contact EHS for more information about completing the required training.

At its sole discretion, WPI may require an Authorized Driver to take refresher training if they have been in an accident, received a traffic violation while driving on WPI Business, or for any other reason that causes WPI concern for the safety of the Authorized Driver or others.

#### **B. Safe Driving Rules<sup>1</sup>**

All Authorized Drivers must adhere to the following safe driving rules when driving WPI Vehicles, or personal cars, on WPI Business, including without limitation:

- Do not operate a vehicle while under the influence of alcohol or drugs, or when your ability to operate a vehicle safely may be impaired by medication, illness, fatigue, or injury.
- Abide by WPI's driving time limits:
  - One driver may drive a maximum of 10 hours over a 24-hour period with a recommended 30-minute break after 4 hours of continuous driving. Exceptions may be permitted by supervisors for driving on or around WPI's campus.
  - Driving is not permitted for students between 2:00 AM and 5:00 AM, except for students hired for Student Night Assistance Patrol (SNAP).
- Do not use WPI Vehicles for personal use.
- Do not drive any passengers, except for passengers driven on WPI Business, and do not exceed the maximum passenger capacity of the vehicle.
- **Follow WPI's reporting procedures for accidents and traffic violations, as detailed in Section C, below.**
- Always wear your seatbelt and ensure that all passengers are doing the same. Passengers are not permitted in the cab of trucks or vans unless they are seated and wearing seatbelts.
- Do not use a cellphone or other electronic device while driving, except devices used in hands-free mode for purposes of GPS.

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<sup>1</sup> These safe driving rules will not apply to WPI Police. WPI Police are required to follow their Standard Operating Procedures.



- When on public roads, park only in authorized parking spaces; you cannot park in handicapped spaces, fire lanes, sidewalks, or around fire hydrants.
- When the vehicle is unattended, park the vehicle, set the parking brake, turn the engine off, close the windows, lock the doors, and take the keys.
- Close all doors when the vehicle is in motion.
- Use defensive driving techniques, including
  - Maintaining a safe following distance;
  - Yielding the right of way when required, including for pedestrians and bikes; and
  - Checking behind the vehicle before backing up.
- Always follow the speed limit and local, state, and federal laws and regulations when driving.

### **C. Reporting Procedures for Accidents & Traffic Violations**

WPI seeks to promptly resolve accident claims involving an Authorized Driver who drove a WPI Vehicle or personal car for WPI Business. Authorized Drivers must report all accidents and traffic violations in the following manner.

#### **1. Reporting Accidents**

In the unfortunate event of an accident or other damage, an Authorized Driver must follow these instructions. The Authorized Driver, not WPI, will be solely responsible for all damages related to an unreported accident.

- Call 911 or local emergency number. If you're on or near campus, call WPI Police.
- Do not leave the scene of the accident until an accident report has been completed by law enforcement.
- Obtain the name, address, and phone number of the other driver, witnesses, and vehicle occupants.
- Obtain the other driver's insurance information.
- Obtain the name of the investigating officer and law enforcement agency.
- Take photos of the accident scene, including any damage to the vehicles or property, if possible.
- Do not discuss the details of the accident with others at the scene, other than to respond to questions by law enforcement.
- Do not admit liability or fault, make offers, or agree to settlement on behalf of WPI.
- Do not sign any document other than those required by law enforcement.
- Remove keys and property and lock the vehicle if the vehicle must be towed from the scene.
- Call local law enforcement and obtain a copy of the accident report when one is prepared. This will indicate whether a citation was issued and supports the positions of the parties should a dispute arise over fault.
- If driving a rental car, follow the rental car agency's instructions and promptly submit an accident report to the rental agency.



The Authorized Driver must also report any accidents, damage, or any vehicle defects to WPI by:

- Completing WPI's [Accident Reporting Form](#) before the end of your shift and submitting it to your supervisor and to Talent & Inclusion. Talent & Inclusion will notify EHS and the Office of the General Counsel.
- Providing the following documentation to EHS and OGC within 48 hours:
  - Automobile rental agreement (for rental cars)
  - Copy of accident report filed with local law enforcement (if applicable)
  - Copy of WPI's Accident Reporting Form
  - Other information required if not disclosed with above reports:
    - Date of incident
    - Location of incident
    - Vehicle damage and description and photos
    - Injuries sustained (if any)
    - Additional passenger information (if any)
    - Information on other vehicle (owner, operator, address(es), phone number(s), license number, year, make, model, insurance company name, license plate)

EHS will report accidents to WPI's insurance broker (Cross Insurance), seek advice on completing the [Commonwealth of Massachusetts Motor Vehicle Crash Operator Report<sup>2</sup>](#) if required, and review the Accident Reporting Form to observe trends and ensure driver safety.

## **2. Reporting Moving Violations**

Authorized Drivers have a continuing responsibility to report all moving violations detailed in Exhibit A and/or license cancellations, revocations, suspensions, or expirations to their supervisor within one (1) business day regardless of whether the violation occurred on WPI Business. Supervisors must share this report with EHS so it can determine whether WPI should conduct an updated MVR check or require refresher training.

## **D. Automobile Insurance**

### **1. WPI Vehicles**

WPI's auto insurance policy will cover liability insurance claims incurred when an Authorized Driver drives a WPI Vehicle on WPI Business per the terms of the insurance policy. Currently, WPI's auto insurance policy does not cover physical damage to WPI Vehicles.

For rental cars, Authorized Drivers should rent through WPI's preferred vendor (Enterprise), which includes auto insurance. If an Authorized Driver cannot rent through Enterprise, they

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<sup>2</sup> M.G.L. Chapter 90, Section 26 requires a person who was operating a motor vehicle involved in a crash in which (i) any person was killed or (ii) injured or (iii) in which there was damage in excess of \$1,000 to any one vehicle or other property, to complete and file a Crash Operator Report with the Registrar of Motor Vehicles within five (5) days after such crash (unless the person is physically incapable of doing so due to incapacity).



should use their PCard to engage WPI's PCard Business Auto Rental Collision Damage Waiver. Purchase of rental car insurance is not permitted as incremental insurance, other than for international rental cars, because WPI's auto insurance policy provides coverage if needed. Please review WPI's Travel Expense Policy for more information on rental cars including how to engage WPI's auto insurance policy or PCard Business Auto Rental Collision Damage Waiver.

## 2. Personal Cars

Authorized Drivers (or the owner of the personal car, if different) are responsible for automobile insurance coverage for personal cars that an Authorized Driver drives on WPI Business. The Authorized Driver's (or owner's) personal auto insurance would be the primary auto insurance; WPI's auto liability is secondary. WPI is not responsible for physical damage to a personal car.

WPI strongly recommends that Authorized Drivers who drive, or plan to drive, their personal cars on WPI Business carry automobile insurance limits of at least \$100,000 bodily injury coverage per person; \$300,000 bodily injury coverage per accident; and \$100,000 property damage coverage per accident; and \$5,000 medical payments coverage per person.

### **E. Suspension or Termination of Driving Privileges**

Any violation of this policy or any local, state, and federal laws and regulations while driving a WPI Vehicle, or personal car, on WPI Business may be grounds for suspension or termination of WPI driving privileges.

An Authorized Driver may have their driving privileges suspended or terminated for any of the following infractions **that occur while driving a WPI Vehicle, or personal vehicle, on WPI Business or as identified on their MVR check in the past three (3) years**, including without limitation:

- Any infractions detailed in Exhibit A, including any failure to notify your supervisor of an infraction detailed in Exhibit A.
- Failing to notify your supervisor of that your license has been cancelled, suspended, revoked, or expired.
- Failing to notify local law enforcement of an accident immediately or making a false accident report.
- Failing to notify your supervisor and Talent & Inclusion of an accident as required by this policy.
- Failing to cooperate with WPI or the police in the investigation and resolution of claims.
- For Authorized Drivers with a CDL, violating state or federal regulations related to your CDL.
- Failing to submit to an annual MVR check.

If any of the above infractions occur, EHS will discuss the situation with WPI's insurance broker and consult with the Office of the General Counsel and the Division of Talent & Inclusion and an Authorized Driver may have their driving privileges suspended or terminated.



The impact of any suspension or termination of driving privileges on a formerly Authorized Driver's continued employment at WPI will be evaluated on a case-by-case basis by the employee's supervisor and the Division of Talent & Inclusion, in consultation with the Office of General Counsel, as needed.

## **F. Specific Situations**

### **1. Vans**

Authorized Drivers must be at least twenty-one (21) years old and have a minimum of three (3) years of driving experience to drive vans, including rental vans, on WPI Business. These requirements do not apply to minivans.

WPI also requires Authorized Drivers who drive, or intend to drive, vans on WPI Business to successfully complete an additional on training course.

Authorized Drivers are prohibited from driving twelve (12) or fifteen (15) passenger vans, including rentals, on WPI Business, except for the Gateway Shuttle. This restriction is specific to the type of van, and not the number of passengers carried (i.e., a 15-passenger van is not permitted even if it is only carrying 10 passengers).

### **2. Trailers**

Authorized Drivers must be at least twenty-one (21) years old and have a minimum of three (3) years of driving experience to drive trailers on WPI Business. WPI also requires Authorized Drivers who drive, or intend to drive, trailers on WPI Business to successfully complete an additional on training course.

### **3. Driving Outside the United States**

Only Authorized Drivers who are WPI faculty and staff are permitted to drive WPI Vehicles, or personal cars, on WPI Business outside of the United States. Authorized Drivers who are WPI students are prohibited from driving outside the United States. Prior to making an international rental car reservation, the Authorized Driver should consider experience and safety factors when driving in a foreign country. WPI's Travel Management Company can advise on vendors, required documentation, broader coverage, and insurance requirements.

## **V. Questions**

If you have any question regarding this policy, please contact the Office of Environmental Health & Safety (EHS) at [ehs@wpi.edu](mailto:ehs@wpi.edu).



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**Policy Sponsor:** Office of the General Counsel & Director of Environmental Health & Safety  
**Responsible Department:** Office of the General Counsel & Office of Environmental Health & Safety  
**Effective Date (i.e., date of Presidential Approval):** June 10, 2021  
**Revisions:** April 3, 2026 (IV.A.3 removal of "Hireright" as MVR vendor)



**Exhibit A**  
**Insurance Industry Standards for Driving History**

WPI students, faculty, and staff with the following driving history on their MVR checks in the past three (3) years will not be considered Authorized Drivers and may have their driving privileges at WPI suspended or terminated:

**A. One (1) or more of the following violations, including but not limited to:**

1. DWI, DUI, OUI, OWI
2. Refusing to take a substance test
3. Driving with an open container of alcohol
4. Manslaughter or negligent homicide using a motor vehicle
5. Driving with a suspended or revoked license
6. Operating a motor vehicle for the commission of a felony
7. Aggravated assault with a motor vehicle
8. Permitting an unlicensed person to drive
9. Reckless driving
10. Fleeing or evading police or a roadblock
11. Resisting arrest
12. Speed contest (racing)
13. Hit and run (bodily injury or property damage)
14. Failure to report an accident
15. Illegal passing of a school bus
16. Having a license suspended due to a moving violation

**B. Three (3) or more of the following violations/accidents, including but not limited to:**

1. Speeding
2. Improper lane change
3. Failure to obey traffic signal or sign
4. Failure to yield
5. Careless driving
6. At-fault accidents