



<b>Approval Header</b>			
<b>Document ID Number:</b>	UIC-HSET-3-5-303	<b>Revision:</b>	7
<b>Document Title:</b>	UIC Safe Driver Program		
<b>Company:</b>	UIC		
<b>Department:</b>	HSET		
<b>Author / Originator</b> Michelle McCoy	Signature:	<b>Date:</b>	
<b>Executive Management</b> Christopher Monetta	Signature:	<b>Date:</b>	
<b>Quality Dept. Management</b> Myrna Jackson	Signature:	<b>Date:</b>	
<b>President/Chief Executive Officer</b> Delbert Rexford	Signature:	<b>Date:</b>	
<b>Document Control Issued by:</b> Matthew Phillips	Signature:	<b>Issue Date:</b>	

**STATEMENT OF SUPPORT**

We are pleased to provide Auto Policies and Procedures as part of our Risk Management and Health, Safety, Environment and Training (HSET) programs. This Program is to establish safe operating procedures and proper use of our company-owned vehicles.

Our vehicles are valuable assets and it is important that they are properly and safely operated. We support training for our Authorized Drivers so that they know how to care for and operate our vehicles.

Our shareholders and our insurance company expect us to allow only qualified drivers with acceptable driving records to operate company-owned vehicles. They also expect us to use our vehicles in a manner that respects their intended business use.

Piyaquutailaqa ' "Let Us Go Without Injury"

- Savaktit Qamutaat -Worker's vehicle
- Piyaquutailaqa - Let us go without injuries

The cost of auto accidents can be great and expose our company to unnecessary liability for damage to property or injuries to others. We wish to be responsible in our community and drive with great care so that we do not injure our friends and neighbors.

Because of these reasons, we have developed a program that helps us address how to operate our vehicles properly, where to get training for our drivers, and how drivers may become authorized to use company vehicles or drive on the company's behalf.

Our employees represent this corporation and our reputation. We feel confident that they will operate all vehicles in a courteous, respectful, and lawful manner. All employees of UIC with duties that include driving on company business are expected to comply with all vehicle-use policies, as well as State and local laws.

UIC is committed to safety in all aspects of our business because we value our employees and our reputation. Please read and fully understand all requirements in this manual.

Quyanaqpak and Drive Safely!

Delbert Rexford  
President/CEO, Ukpeagvik li'iupiat Corporation



**TABLE OF CONTENTS:**

<b>1.</b>	<b>INTRODUCTION AND GENERAL INFORMATION</b> .....	<b>3</b>
1.1	Program Statement: .....	3
1.2	UIC Safe Driver Program Administration:.....	3
1.3	(Local) Safe Driver Program Manager: .....	3
<b>2.</b>	<b>DEFINITIONS</b> .....	<b>4</b>
2.1	Explanation of Terms:.....	4
<b>3.</b>	<b>RESPONSIBILITIES AND DUTIES</b> .....	<b>5</b>
3.1	General: .....	5
3.2	Areas of Responsibility: .....	5
3.3	Department Heads, Supervisors, Managers: .....	6
3.4	Authorized Drivers: .....	6
3.5	HSET:.....	8
3.6	Human Resources: .....	8
3.7	Administration: .....	8
3.8	Disciplinary Action:.....	9
<b>4.</b>	<b>AUTHORIZED DRIVER VERIFICATION</b> .....	<b>9</b>
4.1	Forms Required, Driving Record Release Form:.....	9
4.2	Valid Driver’s License:.....	9
4.3	SR22:.....	10
4.4	Age Restrictions: .....	10
<b>5.</b>	<b>VEHICLE USE</b> .....	<b>10</b>
5.1	Mileage Reimbursement: .....	10
<b>6.</b>	<b>UIC BUSINESS AUTO INSURANCE</b> .....	<b>10</b>
6.1	UIC Insurance: .....	10
6.2	What Vehicles are Insured:.....	10
6.3	Who is Covered:.....	11
<b>7.</b>	<b>APPROVED USE OF UIC OWNED VEHICLES</b> .....	<b>11</b>
7.1	Official Business Only: .....	11
<b>8.</b>	<b>APPROVED USE OF PRIVATELY OWNED VEHICLES</b> .....	<b>11</b>
8.1	Using Privately Owned Vehicles:.....	11
<b>9.</b>	<b>APPROVED USE OF RENTAL VEHICLES</b> .....	<b>12</b>
9.1	Using Rented Vehicles:.....	12
<b>10.</b>	<b>SAFETY RULES FOR ALL VEHICLES</b> .....	<b>12</b>
10.1	Applies to all Authorized Drivers: .....	13
10.2	Incidents@uicalaska.com :.....	13
<b>11.</b>	<b>DRIVERS’ TRAINING COURSES</b> .....	<b>14</b>
11.1	UIC Driver Safety Training Program: .....	14
<b>12.</b>	<b>UIC VEHICLE MARKING</b> .....	<b>14</b>
12.1	Identification of UIC Owned or Leased Vehicles: .....	14
12.2	Auto Marking / Logos, Official Use Only, On-Call Autos: .....	15
<b>13.</b>	<b>ACCIDENT/INCIDENCE RESPONSE AND REPORTING</b> .....	<b>15</b>
13.1	24 Hour Reporting Required:.....	15
13.2	At the Scene of the Accident – Single Car / UIC Auto only:.....	16
13.3	At the Scene of the Accident – Multi Car: .....	16



13.4 At the Scene of the Accident / Rental Car:..... 17

14. **Reference Documents** ..... 17

15. **Revision History**..... 17

16. **Corrective Action** ..... 18

17. **Program Communication**..... 18

18. **Document Access** ..... 18

**1. INTRODUCTION AND GENERAL INFORMATION**

**1.1 Program Statement:**

1.1.1 Its purpose is to document minimum requirements for the proper use and operation of autos used in the course and scope of company business, including UIC’s owned, leased and rented vehicles. Furthermore, these policies and procedures include parameters under which employees may become qualified to drive UIC’s business autos, including driver’s training programs, drivers record checks, and other risk controls established to limit liability, control loss, and support the safe and responsible operation of corporation autos.

1.1.2 All UIC Authorized Drivers are expected to follow this program at all times.

**1.2 UIC Safe Driver Program Administration:**

1.2.1 The Health, Safety, Environmental and Training (HSET) and Risk Management department is responsible for the content, updates, maintenance and dissemination of the program document, training of certified collectors, training of supervisors and other applicable personnel, and program training. These departments support the various Operations at UIC, as well as all subsidiary companies with program interpretation and addressing atypical circumstances that may arise. The Human Resources (HR) and HSET departments will share responsibility for Substance Abuse testing.

**1.2.2 Safe Driver Program Administrator:**

UIC Director of HSET & Risk  
6700 Arctic Spur Rd.  
Anchorage, Alaska 99518  
907-677-5219 / 703-562-0334

**1.3 (Local) Safe Driver Program Manager:**

1.3.1 Each UIC subsidiary shall establish a Safe Driver Program Manager who may be responsible for the day-to-day management of the program at their respective subsidiary operations, and its application to Authorized Drivers to which this



program applies, and under the procedures that are documented in the pages following.

- 1.3.2 Local Program Managers may be Health Safety and Environmental (HSE), Safety, Human Resources personnel, or other appropriate managerial/supervisory personnel.

## **2. DEFINITIONS**

### **2.1 Explanation of Terms:**

- 2.1.1 **Authorized Driver:** A UIC volunteer, employee or officer whose official duties require that they drive an auto for official UIC business, whether that vehicle is owned by UIC or not.
  - 2.1.1.1 **An Authorized Driver** may drive on a regular, frequent, or periodic basis, regardless of primary job description. All authorized drivers must complete and sign a Motor Vehicle Records Release Form (also known as a “Drivers’ Record Release Form” or “Disclosure and Release for Driving Record”).
  - 2.1.1.2 **All UIC Authorized Drivers** shall be over the age of 21; exceptions to this criteria may be obtained after review by the HSET department on a case by case basis. All Authorized Drivers must have a valid Driver’s License as established by this Program and shall complete driver’s training as required.
- 2.1.2 **Drivers Licenses** are required for all personnel to drive, operate equipment, or vehicles which require licensing, training by Federal, State, or local law and regulations while on company business and/or property.
- 2.1.3 **Commercial Drivers Licenses** are required for all personnel operating equipment or vehicles as required by Federal, State, or local laws and regulations. All operators will possess CDL’s that meet customer, contract, and the company specifications as required.
- 2.1.4 **Authorized Passenger.** A UIC employee, board member, UIC client, vendor, or other person that has official business with UIC and who is not the Authorized Driver of that auto.
- 2.1.5 **Auto Marking Program.** UIC Owned Vehicles may require Logos, decals and/or other signage as required by contract or location. Logos, decals and other signage required on all UIC owned vehicles for identification purposes.
- 2.1.6 **DUI / DWI.** Conviction for Driving Under the Influence or Driving While Intoxicated.
- 2.1.7 **Motor Vehicle Record Release Form.** A form that is signed by the employee as part of verifying that a valid driver’s license exists. The completed, signed form is provided to the state specific Department of Motor Vehicles through UIC’s driving and vehicle records provider in order to obtain a report that lists all citations, violations or convictions related to auto use over a three-year period.
- 2.1.8 **Employee.** Employment defined in the Employment Classification Policy: UIC HR-2-6-032 Rev 1.



- 2.1.9 **Exception.** A waiver based on driving privileges being suspended by the licensing state based on driver citation(s) and misconduct. Suspended drivers given partial privileges by the licensing state will be reviewed to operate/drive UIC vehicles on a case by case basis.
- 2.1.10 **HSET.** Health, Safety, Environmental, and Training Department.
- 2.1.11 **Insurer.** UIC's Commercial Automobile Liability insurance company.
- 2.1.12 **Mileage Reimbursement Form.** This form is used to verify approved use of personal autos and the related expenses where reimbursement is requested. The per mile reimbursement charge, at rates determined by the Internal Revenue Service, is intended to fully reimburse the employee for items that may include, but are not limited to, fuel, wear and tear, and insurance costs relative to operating their personal auto while on company business.
- 2.1.13 **Official Business.** Any activity necessary to perform UIC's business.
- 2.1.14 **Risk Management.** UIC's Risk Management section under the HSET Department.
- 2.1.15 **SR22.** Required state filing of proof of financial responsibility applying to persons who are convicted of or forfeit bail for certain offenses under Federal motor vehicle laws.
- 2.1.16 **Supervisor.** An Employee who may have hiring, discipline, and performance review responsibility over another employee.
- 2.1.17 **Timely Reporting.** Written notice of an accident or incident within 24-48 hours.
- 2.1.18 **UIC.** Ukpeagvik Inupiat Corporation, including its subsidiary companies.
- 2.1.19 **UIC Vehicle.** UIC owned, leased, or rented vehicle that may be operated by a UIC Authorized Driver.
- 2.1.20 **Unauthorized Passenger.** Any person not engaged in official business with UIC.

### **3. RESPONSIBILITIES AND DUTIES**

#### **3.1 General:**

- 3.1.1 UIC Authorized Drivers are responsible for the safe operation of any vehicle used to conduct UIC's business.
- 3.1.2 Any vehicle used for UIC business and any UIC Authorized Driver performing UIC's business must comply with the provisions of this Program and all requirements of applicable Federal, State, or local laws and regulations.
- 3.1.3 Each UIC Authorized Driver will be held accountable for his or her actions and may be subject to discipline consistent with the personnel rules under which they are accountable.

#### **3.2 Areas of Responsibility:**

- 3.2.1 There are several areas of responsibility associated with the successful implementation and administration of UIC's Safe Driver Auto Program & Procedures.



3.2.1.1 Department Heads, Supervisors and Managers

3.2.1.2 Authorized Drivers

3.2.1.3 HSET

3.2.1.4 Human Resources

3.2.1.5 Administration

**3.3 Department Heads, Supervisors, Managers:**

- 3.3.1 Assure that Authorized Drivers under their direction attend the approved drivers' training and are familiar with this Program.
- 3.3.2 Assure that the employee's job description accurately reflects the driving duties for the position, as well as the requirement for a valid Driver's.
- 3.3.3 Verify that the employee has completed the Motor Vehicle Release Form, and that the employee has a valid driver's license.
- 3.3.4 Must report any change in the status (revocation, suspension) of their employees' driver's license to UIC HSET & Risk immediately.
- 3.3.5 Assure timely completion and reporting to UIC HSET & Risk, all accidents and incidents involving the UIC vehicle. Follow UIC's Drug and Substance Abuse Testing Program relative to testing required post-incident or accident.
- 3.3.6 Manage complaints regarding Authorized Drivers actions or violations of this Program in a manner consistent with this Program and the UIC Personnel Rules.
- 3.3.7 Ensure company owned vehicle has the proper identification if required.
- 3.3.8 No unsafe UIC vehicle may be operated. Operators are responsible for monitoring the vehicle. Operators and supervisors are responsible for scheduling the vehicle for required maintenance.

**3.4 Authorized Drivers:**

- 3.4.1 Attend UIC's Authorized Drivers' Training Program and any refresher courses required. Participate in any specialized training and safe operating procedures for the vehicle assigned as part of job duties.



- 3.4.2 Review the job description and understand the driving duties that apply to your job.
- 3.4.3 Drivers shall be 21 years or older.
- 3.4.4 Employees who operate or drive vehicles or equipment will maintain valid licenses as per Federal, State and local laws and regulations while operating/driving on company business.
- 3.4.5 Commercial Drivers Licenses are required for all personnel operating equipment or vehicles as required by State and Federal guidelines. All operators will possess CDL's that meet customer, contract, and company specifications as required.
- 3.4.6 Must report any change in the status of your driver's license to a supervisor immediately.
- 3.4.7 Complete and sign a Motor Vehicle Release Form and provide a copy of your valid driver's license to UIC HSET and Risk.
- 3.4.8 Immediately report all accidents and incidents involving the UIC vehicle to your department head, supervisor or manager. Complete all accident reporting forms. Follow UIC's Drug and Substance Abuse Testing Program relative to testing required post-incident or accident.
- 3.4.9 Immediately notify the department head, supervisor, or manager of any circumstances that may affect the driver's ability to properly and safely operate an auto, including but not limited to: a serious medical condition precluding or limiting driving, suspension or revocation of operating privileges by Federal, State, or local jurisdictions.
- 3.4.10 Comply with any investigations regarding complaints or violations of this Program.
- 3.4.11 Properly and safely operate all motor vehicles assigned. Assure that passengers comply with all provisions of this Program, in addition to all Federal, State and local laws and regulations.
- 3.4.12 No unsafe vehicle may be operated. Authorized Drivers are responsible for reporting maintenance or repair needs.
- 3.4.13 Accept personal responsibility for any/all costs associated with traffic violations, fines, and/or parking fees. Exceptions to this may be made on a case-by-case basis, evaluating the business use intended and violation specifics.



**3.5 HSET:**

- 3.5.1 Administer, correct and update this Program and all forms, reports, and documents related to this Program.
- 3.5.2 Place insurance Auto ID Cards and Auto Accident Kits into each UIC owned vehicle.
- 3.5.3 Assist Administration in auto marking program for proper vehicle identification.
- 3.5.4 Develop appropriate training course and provide safety training to all Authorized Drivers, including refresher courses as needed.
- 3.5.5 Maintain Authorized Drivers' List for insurance purposes.
- 3.5.6 Respond and assist in internal investigation and remedy of all reports of violations of safe or proper usage. Document issue and assist department head, supervisor, or manager in charge of Authorized Driver.
- 3.5.7 Obtain driver's records through UIC's driving and vehicle records provider to verify a valid driver's license.
- 3.5.8 Reviewing incidents and accidents to identify risk factors; implement appropriate procedures, training or other loss prevention or reduction methods.

**3.6 Human Resources:**

- 3.6.1 Include the appropriate official driving duties, requirements for a valid driver's license documented in job descriptions, job postings, and offers of employment.
- 3.6.2 Include into the hiring packet for new hires with official driving duties, the appropriate Disclosure and Driving Record Release form from UIC's driving and vehicle records provider. Verify proper completion of the form and copy of the new hire's driver's license.
- 3.6.3 Provide a copy of the Driver's Record Release Form to any UIC employee that is newly assigned with official driving duties.
- 3.6.4 Assist in the timely reporting of any incidents and/or accidents as required by this Program. Assist in post-incident/accident drug and alcohol testing when required.

**3.7 Administration:**





- 3.7.1 Maintain the asset list of the company related to company-owned or leased autos. Notify UIC Risk Management of any new or deleted autos for insurance reporting purposes.
- 3.7.2 Administer any licensing, registration, lending, purchasing, leasing, warranty or maintenance documentation required for all company-owned and / or leased vehicles.
- 3.7.3 Notify UIC Risk Management of any transfers of autos from one department to another for insurance reporting purposes.
- 3.7.4 Assure that required corporate logos, decals and other signage are properly installed on all company-owned autos as intended, and in good enough condition to be easily identified.
- 3.7.5 Assist in the timely reporting of any incidents and/or accidents as required by this Program.

### **3.8 Disciplinary Action:**

- 3.8.1 Failure to comply with any provision of this Program may result in discipline up to and including termination of employment. Disciplinary measures are addressed in the applicable employee handbook or other documents establishing personnel rules.

## **4. AUTHORIZED DRIVER VERIFICATION**

### **4.1 Forms Required, Driving Record Release Form:**

- 4.1.1 Driving Record Release Form.
- 4.1.2 The single Driver's Record Release Form shall be signed by each employee whose job description documents official driving duties, or who may have incidental or occasional official driving duties while on company business.
- 4.1.3 A front and back copy of the employee's valid State Driver's License must accompany the completed and signed form.
- 4.1.4 Completed forms shall be routed to UIC HSET.

### **4.2 Valid Driver's License:**



- 4.2.1 Employees who operate or drive vehicles or equipment will maintain valid licenses as per Federal, State, and local laws and regulations while operating/driving on company business.
- 4.2.2 Commercial Drivers Licenses (CDL) are required for all personnel operating equipment or vehicles as required by State and Federal guidelines. All operators will possess CDL's that meet customer, contract and the company specifications as required.

**4.3 SR22:**

- 4.3.1 Driver's subject to SR22 Insurance filing will identify this condition to their Supervisor and the UIC HSET department for review and exception prior to being allowed to operate company vehicles or POVs for company business.

**4.4 Age Restrictions:**

- 4.4.1 UIC's authorized drivers will be 21 years of age or older. (Action: Chris to pull insurance policy to verify)

**5. VEHICLE USE**

**5.1 Mileage Reimbursement:**

- 5.1.1 Employees driving their personal vehicle on company business may request reimbursement in accordance with the company travel and expenses policy.

**6. UIC BUSINESS AUTO INSURANCE**

**6.1 UIC Insurance:**

- 6.1.1 UIC purchases Commercial Business Auto Liability Insurance policies with limits the Corporation feels necessary in the event of expected loss. This Insurance Program provides coverage to UIC and its Family of Companies.

**6.2 What Vehicles are Insured:**

- 6.2.1 All UIC owned, leased, and/or rented vehicles are covered under UIC's policies of insurance. Hired and rented vehicles are also included in coverage.
- 6.2.2 Privately owned vehicles of our employees or others are **NOT** covered under UIC's auto insurance, because UIC does not have an "insurable" or "ownership" interest.

- 6.2.3 UIC employees driving their personal auto while in the course and scope of



Company business shall have personal auto insurance coverage that meets the applicable State requirements for liability insurance.

### **6.3 Who is Covered:**

6.3.1 UIC's Commercial Business Auto Liability Insurance program covers directors, officers, employees, agents, representatives, assigns, volunteers, and others authorized to operate UIC's owned, leased, and/or rented vehicles used while in the course and scope of Company business.

## **7. APPROVED USE OF UIC OWNED VEHICLES**

### **7.1 Official Business Only:**

- 7.1.1 Absent an employment contract or other documentation indicating otherwise, Authorized Drivers may use UIC owned or leased vehicles for Official Business only in the course of company business or as authorized by their supervisor.
- 7.1.2 Vehicles are not intended to be used to transport hitchhikers. However, emergency situations should be considered by the driver on a case by case basis.
- 7.1.3 Vehicles will convey only cargo they are authorized to transport (i.e. Hazardous waste may be transported by vehicles that meet or exceed all Federal, State, and local laws.
- 7.1.4 No alcohol, prescription medications, or illegal drugs are allowed in Company autos.
- 7.1.5 Only drivers with prior authorization will be allowed to carry firearms in company vehicles.

## **8. APPROVED USE OF PRIVATELY OWNED VEHICLES**

### **8.1 Using Privately Owned Vehicles:**

- 8.1.1 The Authorized Driver is responsible for properly licensing, insuring, and maintaining their personal vehicle. Reimbursement for mileage may apply, and is intended to reimburse the employee for fuel, wear and tear, and insurance.
- 8.1.2 Privately owned vehicles are **NOT** covered under UIC's insurance program. All persons driving a personal vehicle while on UIC business, must maintain at a minimum, state of operation required limits for bodily injury, property damage, and combined single limit.



- 8.1.3 UIC does **NOT** provide coverage for physical damage to an employee's personal auto damaged while on UIC business.
- 8.1.4 The vehicle owner understands that any/all costs associated with the maintenance of insurance coverage and/or the payment of an insurance deductible for the vehicle are the sole responsibility of the vehicle owner.
- 8.1.5 The vehicle is properly maintained and kept in a safe, operable condition per the manufacturer's recommendations. No unsafe vehicle may be used to conduct UIC business.
- 8.1.6 UIC is not responsible for:
  - 8.1.6.1 Inspecting personal vehicles;
  - 8.1.6.2 Certifying that personal vehicles have been properly maintained;
  - 8.1.6.3 Making any representation whatsoever as to the condition, proper maintenance, or safety of any personal vehicle.

## **9. APPROVED USE OF RENTAL VEHICLES**

### **9.1 Using Rented Vehicles:**

- 9.1.1 The use of rental vehicles is authorized under UIC's travel policies.
- 9.1.2 Employees renting autos while on UIC company business shall meet all of the requirements of an Authorized Driver as documented in this Program.
- 9.1.3 Authorized Drivers shall operate the rental car in accordance with safety and traffic rules and applicable laws.
- 9.1.4 Authorized Drivers shall **decline** all additional insurance coverage offered by the car rental company within the United States. Rental car drivers in a foreign country shall **elect** to carry all rental car coverage.
- 9.1.5 Authorized Drivers shall provide to the car rental company, proof of UIC's hired Auto Coverage. Additional wallet cards are available through UIC HSER
- 9.1.6 In the event of a loss, accident or incident, UIC's Accident Reporting Forms shall be used to document the accident. Full information related to the accident, including information regarding the other driver if a two car accident must be captured and UIC HSER contacted immediately.

## **10. SAFETY RULES FOR ALL VEHICLES**



**10.1 Applies to all Authorized Drivers:**

- 10.1.1 Safe operations of all autos used in the course of UIC company business are expected at all times and all Authorized Drivers are required to act in accordance with these rules.
- 10.1.2 Autos shall be clean and in sound working condition with appropriate seat belts, mirrors, turn signals, front and rear lighting in place and operational.
- 10.1.3 It is not safe for keys to be left in any unattended vehicle, however it may be required in arctic locations.
- 10.1.4 Seatbelts shall be worn at all times by all persons in the vehicle – no exceptions.
- 10.1.5 Persons shall not ride in the bed of a pickup truck at any time.
- 10.1.6 Drivers must obey all traffic rules, speed limits, traffic control devices, and applicable laws.
- 10.1.7 UIC autos are not intended for race or speed contest, or to be used in a reckless, willful or wanton manner.
- 10.1.8 No Authorized Driver shall operate a vehicle when his/her ability to do so safely has been impaired, affected, or influenced by alcohol, drugs, prescription drugs, medication, including over-the-counter medication, illness, fatigue, or injury.
- 10.1.9 Drivers are prohibited from overloading and/or overcrowding vehicles and occupants shall be limited to the number of seat belts in the vehicle.
- 10.1.10 Drivers must be attentive at all times while driving on UIC business. The use of cell phones and hand free devices as well as “iPods” and MP3 players will be governed by the Federal, State, and local jurisdictions that the driver is in. Failure to follow local, state, and Federal ordinances regarding safe vehicle operation will be grounds for administrative action up to termination.

**10.2 [Incidents@uicalaska.com](mailto:Incidents@uicalaska.com) :**

- 10.2.1 UIC has instituted a reporting email where other drivers can anonymously report unsafe or unapproved vehicle usage to UICHSER personnel.
- 10.2.2 Complaints will be addressed in a timely manner and are to be forwarded to the appropriate person for resolution.



10.2.3 The Department head, Supervisor, or Manager of the Authorized Driver that was reported or, if the driver is unknown, the department to which the identified, marked, and numbered UIC vehicle is assigned to shall investigate and resolve the complaint.

10.2.4 The Department Head, Supervisor, or Manager shall work with UIC Human Resources or UIC HSET as needed in addressing complaints.

## **11. DRIVERS' TRAINING COURSES**

### **11.1 UIC Driver Safety Training Program:**

11.1.1 UIC's HSET Department will develop and coordinate training for all UIC Authorized Drivers. Training is provided through an online safety training program or may be provided to a group of drivers through classroom presentation.

11.1.2 Drivers must successfully complete this training provided in order to be authorized to drive UIC autos.

11.1.3 Drivers unable to successfully complete the training may be relieved of driving duties.

11.1.4 Department Heads, Supervisors, Managers, and/or Human Resources may request that Authorized Drivers receive additional training.

11.1.5 Driver shall be required to submit to Drug & Substance Abuse Testing following an accident or incident.

11.1.6 Drivers will be required to participate in refresher training following an accident or incident.

## **12. UIC VEHICLE MARKING**

### **12.1 Identification of UIC Owned or Leased Vehicles:**

12.1.1 Designated UIC owned or leased vehicles may be marked and identified as business autos intended for official use.

12.1.2 Auto marking decals will be either black and silver, or UIC blue and silver and be made of reflective material so that they are visible in all lighting conditions.

12.1.3 The Department Head, Supervisor, Manager, and Authorized Driver are responsible for keeping the emblems properly affixed to the vehicle, in a clean and well-maintained condition, and further, to assure that the emblems remain visible and easy to read.



## **12.2 Auto Marking / Logos, Official Use Only, On-Call Autos:**

- 12.2.1 UIC logo (or logos of the UIC owned business unit), shall be firmly affixed on both left and right front doors. Magnetic or other removable logos may be used.
- 12.2.2 Logos shall a minimum of 16" x 16" or large enough to be visible and easily recognizable from a reasonable distance, and shall be either black and silver, or UIC blue and silver and be made of reflective material so that they are visible in all lighting conditions.
- 12.2.3 It is recommended that decals establishing that the auto is for "Official Use Only" or used 24/7 and defined as "On-Call" autos are also affixed to the vehicle and readily visible.

## **13. ACCIDENT/INCIDENCE RESPONSE AND REPORTING**

### **13.1 24 Hour Reporting Required:**

- 13.1.1 All accidents, no matter how minor the injury or damage to the auto, must be reported to UIC Risk Management within 24 hours.
- 13.1.2 If significant injury, spine, head trauma, death, or other major or life-threatening injury occurs, contact UIC Risk Management **immediately**.
- 13.1.3 The Authorized Driver is responsible for reporting the accident to his Department Head, Manager or Supervisor.
- 13.1.4 The Department Head, Manager or Supervisor is responsible for verifying that all required accident reporting forms are completed and turned into UIC Risk Management.
- 13.1.5 This reporting requirement applies to both UIC owned, leased, or rented autos involved in an accident.
- 13.1.6 The reporting requirement applies to accidents involving a personal auto – but **only** if that personal auto is being used at the time of the accident while the Authorized Driver is on approved UIC company business.
- 13.1.7 The purpose of proper and timely accident reporting is to provide an accurate record of the event so that the cause of the accident is understood and future loss prevented, and so that any insurance coverage can be obtained without issue.
- 13.1.8 Failure to provide a timely report may result in complications with our insurance



carrier and may affect UIC's insurance coverage if a claim arises from the accident.

**13.2 At the Scene of the Accident – Single Car / UIC Auto only:**

13.2.1 The Authorized Driver driving the UIC vehicle is responsible for following procedures at the scene of the accident or incident.

13.2.1.1 The Authorized Driver shall determine if there are any injuries requiring **emergency medical attention**, and shall call emergency responders immediately.

13.2.1.2 If no injuries require emergency medical attention, then the Authorized Driver is to contact his Department Head, Manager or Supervisor immediately to report the event.

13.2.1.3 When possible, take photos of the accident site and damage to the vehicle or property.

13.2.1.4 Complete auto accident reporting forms and route to UIC Risk Management within 24 hours of the accident/incident.

**13.3 At the Scene of the Accident – Multi Car:**

13.3.1 All processes identified in the section above, apply to this section also.

13.3.1.1 Call the local police, emergency responders, your Department Head, Manager or Supervisor immediately.

13.3.1.2 Retrieve the Accident Response Kit from your glove box. This kit contains several forms that allow the UIC Authorized Driver and the other driver(s) to exchange important information.

13.3.1.3 Complete all forms within the kit, exchanging information with the other driver(s), including:

13.3.1.3.1 The license plate number of the other car(s),

13.3.1.3.2 A description of the other car(s), including any damage that occurred,

13.3.1.3.3 The other driver(s) license number and date of expiration,

13.3.1.3.4 The other driver(s) address and telephone number

13.3.1.3.5 The other driver(s) insurance carrier's name, program number and





contact information.

13.3.1.4 Take photos of any and all damage to the UIC vehicle, any other vehicles involved in the accident, and photos of any property damage (parked cars, fences, buildings) that occurred as a result of the accident.

**13.4 At the Scene of the Accident / Rental Car:**

13.4.1 All processes identified in the sections above, apply to this section also.

13.4.1.1 Notify the car rental company of the accident immediately, providing them with the name and contact information of UIC Risk Management Department and the name, program number and contact information of UIC's auto insurance company.

13.4.1.2 All persons renting autos while on UIC company business shall carry the laminated Rental Car Insurance card with them at all times. This card contains information regarding UIC's insurance carrier and how to report a claim.

13.4.1.3 Failure to provide this information to the car rental company may result in your personal credit card being charged for the loss or damage.

**14. Reference Documents**

14.1 N/A

**15. Revision History**

<b>Rev #</b>	<b>Page #, Section #</b>	<b>Description of Revision</b>	<b>Author</b>	<b>Issue Date</b>
1	All	Initial Release		06/01/2007
2	Various	Various General Updates	Eileen Terwilliger	01/20/2009
3	Various	Cell Phones Prohibited	Eileen Terwilliger	03/25/2009
4	Various	Correcting Typos	Eileen Terwilliger	06/10/2009
5	Various	General Editing	Eileen Terwilliger	06/11/2009
6	Various	General Editing	Christopher Monetta/ Cory Parent	06/06/2012
7	Various	Update to current practice.	HSET & HR	



**16. Corrective Action**

<b>Revision</b>	<b>Associated Corrective Action</b>
1	N/A
2	N/A
3	N/A
4	N/A
5	N/A
6	N/A
7	N/A

**17. Program Communication** (Choose all that apply)

The program will not be issued until it has been communicated.

- Executive Council
- Support Services Leadership
- Change Advisory
- Kiliktuq
- Other:

This will also be communicated through the employee portal.

**18. Document Access** (Choose one)

- Support Services and Operations
- Operations
- Support Services
- Special Support Services Access (use table below)

<b>Restricted Folder Location/Path</b>	<b>Groups/Departments</b>	<b>Additional Position Titles</b>