



## SOUTHWESTERN OKLAHOMA STATE UNIVERSITY – DRIVING GUIDELINES

Southwestern Oklahoma State University requires all members of the university community to comply with applicable laws while driving university vehicles or while driving any other motor vehicles in connection with university-related activities or business. Prior to operation a vehicle on university business, the driver agrees to:

- Possess a valid driver's license for the type of vehicle to be driven.
- Not allow any unauthorized person (person not engaged in SWOSU business) to drive the vehicle.
- Inspect the vehicle for safety concerns; check the tires, wipers, lights and safety equipment for observable defects. Report any defects immediately to the Physical Plant prior to use. It may be necessary to use a different vehicle.
- Use seat belts and require all occupants to do likewise in accordance with state laws.
- The number of passengers should not exceed the number of seat belts.
- Operate the vehicle in accordance with SWOSU regulations, know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
  - Stop at all stop signs
  - Yield to all pedestrians
  - Obey all traffic signs and signals
  - Do not drive on walkways unless necessary for direct business purposes
  - Do not use hand held cell phones or radios while operating
    - No texting while operations a motor vehicle on state business per Governor's Executive Order 2010-06 (<https://www.sos.ok.gov/documents/executive/712.pdf>)
- Drive the vehicle at speeds appropriate for road conditions.
- Assume total responsibility for any and all fines or traffic violations associated with use of a university vehicle, rented vehicle, or privately-owned vehicle on University business.
- Not drive under the influence of alcohol or drugs.
- Not drive if taking prescription or non-prescription medication that may cause drowsiness or interfere with mental alertness.
- Do not transport unauthorized passengers (person not engaged in SWOSU Official Business).
- Turn off engine and remove the keys when it is left unattended.
- Lock vehicle when not in use.
- Not drive the vehicle off-road unless it is designated for that use.
- Park in appropriate parking areas on and off campus.
- If involved in an accident, please refer to and follow the steps outlined in the State of Oklahoma Accident Information that is in the glovebox of all vehicles. Report all accidents to supervisor, Police Services, Physical Plant and Safety Coordinator.
- Immediately report all traffic violations to supervisor.
- Be subject to applicable University disciplinary procedures for violations of university policy or rules.
- Carry in the vehicle the following documents; Accident Information, RM Accident Card and Verification Letter of Liability Insurance and a copy of the registration.
- If involved in an accident, please refer to and follow the steps outlined in the State of Oklahoma Accident Information that is in the glovebox of all vehicles.
- Vehicles shall not be used to conduct personal business. Vehicles shall not be taken home at night for departure the next morning unless approved by the department head.
- Drivers will not use any tobacco products or vape in university vehicles nor will they allow any passengers to use tobacco products or vape while in the vehicle. (63 OS ss1-1523)

- The inspection sheet that is attached to the Travel Request form must be filled out before vehicle leaves the university.
- If there are any mechanical problems with the vehicle during the trip the Mechanical Problems portion of the Inspection Sheet must be filled out.
- When you return from the trip the Travel Request form, Inspection form and keys shall be turned into the Physical Plant.

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Signature

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Date

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Print Name