



Vehicle Driver Safety Program

PURPOSE

The Arkansas School for Mathematics, Sciences, and the Arts (ASMSA) vehicle driver safety program is intended to ensure maximum safety for all drivers and passengers of ASMSA vehicles by defining clear lines of responsibility for vehicle safety. The purpose of this policy is to inform employees of ASMSA of the uniform procedures and guidelines to be followed.

Operators of ASMSA vehicles, rental vehicles, personal vehicles, or any vehicle for ASMSA business purposes must have a valid driver's license. All employees must complete an Authorization to Operate form upon hire, which is a release to permit ASMSA to check an employee's driving record initially and on a continuous basis via the Arkansas State Vehicle Safety System Information Network. Driving records for non-resident drivers will be obtained by sending the form to the Department of Finance and Administration, Office of Driver Services.

RESERVATION OF SCHOOL VEHICLES

Employees are expected to request usage of a school vehicle at least two weeks prior to requested dates. In the event of an emergency, vehicles can be reserved by 3:00 the day before requested reservation.

Vehicle reservation is located on the ASMSA website under Faculty/Staff Resources. All information must be provided to be approved for vehicle usage.

Employees are responsible to picking up and returning vehicles at scheduled times. In the event the reservation times cannot be met, the employee should contact ASMSA Security with adjusted plans and approval.

PERSONAL VEHICLES

ASMSA employees or students using their own automobiles to travel on official ASMSA business must maintain adequate insurance for their protection and for the protection of any passengers. ASMSA will not reimburse employees for any vehicle repair costs or the deductible portion of their collision coverage. If driving your own vehicle, your policy must cover vehicle damage and is primary for liability.

REPORTING DAMAGE, ACCIDENTS AND TRAFFIC VIOLATIONS

Drivers must report damage, accidents, and traffic violations to Human Resources (622-5131) and Finance (622-5106). If students are in the vehicle in the event of an accident, drivers must contact the Dean of Students (622-5174) immediately.

- When operating a ASMSA vehicle, employee must submit an accident form within 24 hours of the occurrence or by the following business day.
- When operating a private vehicle on ASMSA business, employee must report and submit an accident form within 7 days of the occurrence.

MISUSE OF ASMSA VEHICLES

The following conditions are considered to be a misuse of ASMSA vehicles and could lead to disciplinary actions and/or loss of driving privileges:

- Driving a ASMSA vehicle without authorization by proper campus officials.
- Driving without a valid driver's license
- Failure to report damage, an accident, and traffic violations as per instructions
- Permitting a person not defined as a ASMSA employee to drive a ASMSA vehicle.
- Noncompliance with traffic/motor vehicle laws and regulations.
- Unsafe practices, including failure to use and ensure that all passengers use seat belts.
- Falsification of travel logs, travel authorizations, defensive driver training program certificate, accident reports, or other forms relative to the use of the vehicle.
- Improper storage or parking of ASMSA vehicles.
- Failure to return vehicle at scheduled time
- Personal use or allowing passengers other than persons directly involved with official ASMSA business, except with the approval of employee's immediate supervisor for each trip.

Driving records will be evaluated according to the point system established by the Arkansas State Office of Driver Services. Drivers who accumulate 10 points or more according to the Office of Driver Services Chart will be subject to administrative action and possible driving restrictions as described under procedures below. Please note that there is a 3-year look back period for driving record violations. The total points assigned to each violation will be used in determining when administrative action is required.

PROCEDURES

Administrative action is required as follows:

- Drivers who have accumulated 10 through 13 points on their current traffic violation report:
 - Authorization to drive on ASMSA business will be reviewed by the employee's supervisor and administrator. Determination of driving privileges will be made by the appropriate departmental official and Human Resources. A defensive driving course may be required.
- Drivers who have accumulated 14 through 20 points on their current traffic violation report:
 - Authorization to drive on ASMSA business will be suspended. Authorization will be reinstated only after evaluation and approval by the appropriate departmental official and Human Resources. A defensive driving course may also be required.
- Drivers who have accumulated over 20 points on their current traffic violation report:
 - Authorization to drive on ASMSA business will be suspended. Authorization will be reinstated only after evaluation and approval by the appropriate departmental official and Human Resources. A defensive driving course may also be required.

- Drivers whose driving privileges have been suspended or revoked by the DFA and/or the Office of Driver Services.:
 - Drivers shall not be permitted to operate a vehicle for ASMSA business purposes for the duration of the suspension or revocation. Documentation will be required from the issuing agency stating the release of suspension or revocation. Authorization will be reinstated only after receipt of release and approval by the appropriate departmental official and Human Resources. A defensive driving course may also be required. Employees whose jobs require them to drive may face termination or other disciplinary action as a result of suspended or revoked licenses.

- Drivers whose driving privileges have been restricted by the DFA and/or the Office of Driver Services.:
 - Drivers with restricted permits may be authorized to drive on ASMSA business as allowed by the restricted permit with the approval of the appropriate departmental official and Human Resources. A defensive driving course may also be required. Employees whose jobs require them to drive may face termination or other disciplinary action as a result of restricted licenses.

ASSESSMENT OF POINTS

The following Point values are determined by the State Office of Driver Services for Convictions of Moving Traffic Violations.

	OFFENSE	POINTS
1.	Accident	3
2.	Careless/negligent driver	3
3.	Child Restraint	0
4.	CMV DUI control substance	14
5.	CMV leaving scene	6
6.	CMV refuse test	14
7.	Defective brakes	0
8.	Defective equipment	0
9.	Defective lights	0
10.	Defective tires	0
11.	Driving left of center	3
12.	Driving w/o lights	3
13.	Driving while revoked	3
14.	Driving while suspended	3
15.	DUI .02 or more	14
16.	DWI .04 or more	14
17.	DWI .10 or more	14
18.	DWI	14
19.	Evading arrest with a motor vehicle	8
20.	Failure to dim lights	3
21.	Failure to keep a proper look out	3
22.	Failure to maintain control	3
23.	Failure to obey traffic signal	3
24.	Failure to report traffic accident	3
25.	Failure to signal	3
26.	Failure to yield	3
27.	Failure to stop and render aid	3
28.	Following too close	3
29.	Following too close CMV	3
30.	Going wrong way	3

	OFFENSE	POINTS
31.	Hazardous driving	3
32.	Impeding traffic	3
33.	Improper backing	3
34.	Improper lane change CMV	3
35.	Improper entrance/exit (avoid intersection)	3
36.	Improper towing	3
37.	Improper turn	3
38.	Inattention	3
39.	Leaving the scene of an accident	8
40.	Negligent Homicide (1-year revocation of D.L.)	0
41.	No liability insurance	0
42.	Other violations	3
43.	Passing on wrong side	3
44.	Passing stopped school bus	8
45.	Prohibited pass	3
46.	Racing	8
47.	Ran off the road	3
48.	Reckless driving CMV	8
49.	Refuse intox test	14
50.	Seatbelt not used	0
51.	Speeding 0-10	3
52.	Speeding 11-14	4
53.	Speeding 15-20	4
54.	Speeding 21-30	5
55.	Speeding 31 or more	8
56.	Speeding 0-14 CMV	3
57.	Speeding 15 or more CMV	6
58.	Unattended vehicle with motor running	0
59.	Unsafe driving	3

ASMSA VEHICLE SAFETY PROGRAM DRIVING SAFETY TIPS

- Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- Seat Belts** – Each driver and all passengers in any motor vehicle operated on State official business are required by law to wear a properly adjusted and fastened seat belt. Statute: § 27-37-702
- Cellular Devices** – The use of cellular phones by the driver while the vehicle is in motion is “**not allowed**”. A.C.A. § 27-51-1504. This includes “hands free” equipment and smart watches. Communicating on the phone takes your attention away from driving, making you less likely to notice hazardous situations.
- Backing Crashes** – Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.
- Intersection Crashes** – When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include, but are not limited to, speeding, improper turn movements, and failure to yield the right of way.
- Weather Related Crashes** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions. Discontinue use of cruise control in wet or icy road conditions.
- Passing Crashes** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- Rear End Crashes** – The driver can prevent rear-end collisions in spite of abrupt or unexpected stops of the vehicle ahead by maintaining a safe following distance at all times. Most crashes can be avoided by maintaining the “four second rule” and following the vehicle ahead at a distance that spans at least four seconds. The following distance should be increased when driving in adverse conditions.
- Security** – State vehicles **shall** be locked whenever they are unoccupied.
- Engines** – The engine of a State vehicle **shall** always be turned off before the driver exits the vehicle.