

PSU Safe Driving Program

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1.0 Purpose

Portland State University's (PSU) Safe Driving Program protects employees who operate passenger vehicles, including towing trailers, by outlining driver authorization requirements and providing information on safe driving practices.

According to the National Institute for Occupational Safety and Health (NIOSH), motor vehicle crashes are the leading cause of work-related deaths in the United States. These include single- or multiple-vehicle crashes that are on or off public roadways.

This program helps maintain a safe and healthy work environment by increasing awareness of workplace driving hazards, safe practices, emergency procedures, and by communicating training requirements for affected employees.

2.0 Scope

The Safe Driving Program applies to all PSU employees, including full-time, part-time, temporary, and/or student employees, who may operate any university vehicle, or their personal vehicle for university business (as described in [Section 5.4, Personal Use of Vehicles](#)).

This program does not apply to the following:

- Mobile Elevated Work Platforms (MEWPs), previously referred to as Aerial Lifts, including boom lifts, scissor lifts, and personnel lifts
- Powered Industrial Vehicles, including forklifts

3.0 Definitions

Authorized Driver - Employee or student (at least 18 years of age) of the university who meets the eligibility requirement and has been authorized by the university and/or their department to drive for university business by completing [PSU's Driver Authorization Form](#).

Borrowed Vehicle - A vehicle that is not a State-owned, university, or hired vehicle (rental) used in connection with university business. Borrowed vehicles include vehicles owned by employees, students, or others used in the course of university business. Some PSU department policies refer to a borrowed vehicle as a personal vehicle.

Distracted Driving - Operating a motor vehicle while holding and/or using a mobile electronic device. Operating a motor vehicle includes while temporarily stationary because of traffic, a traffic control device, or other momentary delays. To legally use a mobile electronic device in a motor vehicle, the motor vehicle must be stopped in a location where it can safely remain stationary, and (i) is pulled over on the side of, pulled off, a roadway, or (ii) is in a designated parking space.

Eligibility Requirements - To be an eligible driver, an individual must be a minimum of 18 years of age, have at least two (2) years of active driving experience, provide proof of a valid U.S. driver's license, and have not committed any driving offenses as defined in this guidance and on [PSUs Driver Authorization form](#). International driver's licenses are not acceptable for driving university vehicles. Eligible drivers for high occupancy vehicles must be a minimum of 21 years of age.

High Occupancy Van - A van which is designed to carry more than nine (9) passengers.

Hired Vehicle - A vehicle leased or rented by PSU or any of its departments.

Mobile Electronic Device – An electronic device that is not permanently installed in a motor vehicle (e.g., cell phone, tablet, GPS, laptop, etc.). This includes, but is not limited to, a device capable of text messaging, voice communication, entertainment, navigation, accessing the internet, or producing electronic mail.

State-Owned Vehicle – A vehicle owned by or registered in the name of the State of Oregon and/or its motor pool.

Student – A person on record at the PSU Registrar's Office as currently enrolled in either part-time or full-time matriculated study at the university.

University - Refers to Portland State University, its colleges, departments, and programs.

University Business - Any university/college/department program, approved educational activity, or university business function that is in the course and scope of an employee's job duties or student's tasks. This includes travel directly related to university business, including travel conducted by employees and students of the university that is in compliance with [PSU Travel Guide](#).

Note: It is the policy of the Student Activities and Leadership Programs (SALP) that travel also includes any time a student organization plans or sanctions travel outside of the tri-county area, even if that travel is not paid for by university funds. University travel does not include stops for entertainment, food, or other social purposes that falls outside the definition of university business above.

University-Sanctioned Program - Any student activity or program, approved in writing, which is undertaken to further the instructional, research, service, or administrative support mission of the university or advantageous to the cultural or physical development of university students.

University Vehicle - A vehicle owned, leased, hired, and/or rented in the name of PSU or any of its departments to conduct university business.

Vehicle - Any mobile conveyance included in the definition of "vehicle" in [ORS 801.590](#) of the Oregon Vehicle Code, including, but not limited to, cars, vans, trucks, buses, and motorcycles.

4.0 Responsibilities

An effective Safe Driving Program requires an understanding of roles and responsibilities of affected employees. Implementation of the Program provisions is the responsibility of each employee under the direction of individual PSU departments. Environmental Health and Safety (EHS) is responsible for providing technical guidance.

4.1 Employees

- Participate in safe driving training and complete the [Driver Authorization form](#) prior to driving for the University.
- Participate in the [High Occupancy Van Operator safety training](#) and complete the [High Occupancy Van Driver Authorization form](#) prior to operating vans with a capacity to carry more than nine (9) passengers.
- Follow the rules and regulations of the Oregon Department of Transportation (ODOT) and the Oregon Department of Motor Vehicles (DMV), the laws and regulations

concerning driving in any local or state jurisdiction, and the University driver requirements.

- Communicate with Supervisor if/when personal circumstances hinder ability to safely operate a vehicle to perform work duties, including but not limited to fatigue, medical conditions, and use of medications that may cause drowsiness.
- Report accidents, incidents, near misses, and moving violations immediately to their supervisor.

4.2 Supervisors/Departments

- Ensure employees receive information and training on safe driving prior to being assigned to work activities that require the use of vehicles on or off campus.
- Verify accurate completion of employee's PSU Driver Authorization and High Occupancy Van Driver Authorization forms.
- Maintain PSU Driver Authorization and High Occupancy Van Driver Authorization forms for department employees.
- Work with employees who identify personal risk factors that may temporarily and/or permanently hinder their ability to operate a vehicle to perform work duties. Contact the [Leaves and Accommodations Team](#) if you have any questions about the accommodation being requested. Refer employees to the [Leaves and Accommodations Team](#) if they have questions about accommodation procedures or policies.
- Ensure department electric and gas-powered vehicles are inspected monthly (see [Appendices](#) for inspection forms).
- Ensure department electric and gas-powered vehicles are maintained in accordance with manufacturer specifications and preventive maintenance schedule.

4.3 Risk Management (RM)

- Communicate with Environmental Health and Safety any safe driving information that may need to be updated in the PSU Safe Driving Program.
- Provide final authorization of employees requesting to become a high occupancy van operator using the High Occupancy Van Driver Authorization form.
- Provide information for vehicle Accident Report Packets (refer to section 5.3.1 of this program).
- Record all reported incidents and accidents involving university vehicles.

4.4 Campus Public Safety Office (CPSO)

- Respond to accidents that occur on campus and relay information to Risk Management.

4.5 Environmental Health and Safety (EHS)

- Develop, evaluate and periodically update the PSU Safe Driving Program.
- Develop, evaluate and periodically update the PSU Driver Authorization and High Occupancy Van Driver Authorization forms.
- Develop Safe Driving and High Capacity Van Operator safety training materials, and provide training for affected employees through online learning management systems.
- Maintain the written PSU Safe Driving Program and make it accessible to all employees.
- Provide consultation to departments to ensure successful program implementation.

5.0 Program Requirements

5.1 Driver Authorization

All drivers of PSU vehicles must be authorized by the university prior to operating a university vehicle or rented vehicle. PSU employees and students driving personal vehicles on university business are also required to complete the Driver Authorization Form, and are subject to the same driving offense criteria described on the form.

Additional authorization is required for employees who will be designated to operate a high occupancy van which holds more than nine (9) passengers.

5.1.1 Basic Driver Qualifications

Basic driver qualifications include:

- All drivers, including international faculty, are required to have a valid US driver's license
- Minimum of two (2) years driving experience
- Must be at least 18 years of age to operate regular passenger vehicles
- Must be at least 21 years of age to operate high occupancy vans

Note: Students and student employees, with the exception of graduate assistants (GA) employed by the university, are not permitted to obtain authorization for high occupancy vans which hold more than nine (9) passengers.

5.1.2 Motor Vehicle Record Criteria

The motor vehicle record criteria for approved use of university vehicles (owned, leased, or rented) is defined in Oregon Revised Statute (ORS) 811.

To be an authorized driver, an employee shall have:

- Not exceeded two (2) "at-fault" accidents or violations within the last 24 months. "At-fault" accidents are those resulting in bodily injury and/or property damage of more than \$1,000, where the individual seeking driving authorization was more than 50% at fault (Oregon has a 51% liability law).
- No traffic crimes in the past 24 months for driving under the influence of intoxicants, failure to perform the duties of a driver, criminal driving while license is suspended or revoked, and/or fleeing or attempting to elude a police officer
- No felony suspension/revocation of driving privileges (Class B Felony) or misdemeanor driver's license suspension (Class A Misdemeanor) within the last 24 months
- No more than two (2) traffic violations (Class B) within the last 12 months
- No more than one (1) reckless driving convictions (Class A Misdemeanor) in the last 24 months
- No more than one (1) careless driving convictions (Class A & B traffic violations) in the last 24 months
- No more than one (1) Class A traffic violations in the last 12 months

Note: Traffic crime is any traffic offense punishable by jail sentence; traffic violation is any traffic offense punishable by fine

The employee/student is responsible for their honest representation of their driving record

history as they complete the PSU Driver Authorization Form and any subsequent renewal. If it is later determined that the employee/student misrepresented their driving record history, they may permanently forfeit their driving privileges.

Any additional traffic violations or accidents that occur while driving as an Authorized Driver of the university may result in suspension or revocation of driving privileges.

5.1.3 Driver Authorization Process

Employees are required to complete the applicable [safe driving training](#) prior to obtaining driver authorization (refer to [section 6.1](#) of this program).

Once the safe driving training is complete, employees must complete the [PSU Driver Authorization Form](#):

1. Verify driver's license information
2. Verify applicable safety training is completed
3. Driver signs and department head approves
4. Form is retained in department files
5. Renew driver authorization every two years; consists of an interview between the supervisor and employee to confirm the information on the original authorization form

A background check is not required by the university to obtain driver authorization.

5.1.3.1 High Occupancy Van Driver Authorization Process

Employees designated to operate a high occupancy van are required to complete the applicable [High Occupancy Van Operator safety training](#).

Once all the applicable training is complete, including the requirements of [Section 5.1.3](#), employees must complete the [PSU High Occupancy Van Driver Authorization Form](#):

1. Verify PSU Driver Authorization Form is completed
2. Verify High Occupancy Van Operator safety training is completed
3. Driver and department approver signs and submits to Risk Management
4. Risk Management approves and signs
 - a. Forms may be submitted to Don Johansen (johansed@pdx.edu)
5. Form is retained in department files
6. Renew authorization form every two years; consists of an interview between the supervisor and employee to confirm the information on the original form

Note: Employees may not operate a high occupancy van until Risk Management returns the approved form

5.1.4 University Discretion

Notwithstanding the above criteria, the University reserves the right to revoke or deny (temporarily or permanently) authorization to any driver, at any time and in its sole discretion. This revocation must be in writing, noting any restrictions or specific conditions placed on the individual's driving privileges.

Departments may enforce more stringent guidelines for student drivers if they wish. These more stringent guidelines must be in writing. Such home department approval may be revoked at any time.

Departments are not required to check driver' records, however, they may do so at their expense.

5.2 Driver Conduct

5.2.1 Distracted Driving

Effective October 1, 2017, the State of Oregon has passed Oregon House Bill 2597 relating to the offense of operating any motor vehicle while using a [mobile electronic device](#); i.e., Distracted Driving bill. This new law addresses what is meant by "[Distracted Driving](#)" (use of any mobile electronic device, such as cell phones or other mobile communication devices).

More specifically:

- Requires your mobile electronic device to be secured in a cradle of other devices designed for this purpose.
- Permits operation of a vehicle hands free device, allowing both hands to be on the steering wheel.
- Vehicle passenger(s) may use mobile electronic devices (if not driving) to assist the driver. Otherwise, the driver should let phone calls go to voicemail.
- PSU drivers should be aware of other states that may have Distracted Driving laws.

Important note: All PSU employees (faculty and staff) and students are responsible at all times to obey the law and are personally responsible for all citations and costs as a result of failure to obey the law.

For more information please refer to the [Oregon DMV Distracted Driving Fact Sheet](#).

5.2.2 Operating Vehicles on Campus

All PSU employees driving or operating any vehicle on campus must read and be familiar with this program. Vehicles include passenger vehicles and/or utility carts, as defined below in [Section 5.2.2 Operating Utility Carts](#), of this document.

Note: Forklifts, boom lifts, and other powered industrial trucks and/or specialized mobile equipment vehicles are not covered under this program.

Requirements:

- Seatbelts or safety restraints must be worn at all times
- All street legal campus vehicles must have a rear-view mirror
- All campus vehicles must have an audible warning device (horn, etc.) to signal presence to pedestrians, cyclists, etc.
- The Driver Authorization form must be completed prior to operating any university vehicle; guidelines for Driver Authorization may be found in [Section 5.1 Driver Authorization](#), of this document

Guidelines:

- Always yield right of way to pedestrians
- Be aware of vehicle blind spots and use a spotter if backing or re-positioning
- In addition to common "rules of the road," campus vehicles should be operated with the utmost courtesy, care, and consideration for the safety of pedestrians and University

property

- Plan routes in advance to avoid problem locations with congestion and pinch points
- Operators shall use headlights, blinkers, signaling devices, or hand signals, as applicable
- All loads must be safely and properly secured; use the bed of the vehicle or ladder rack as much as possible
- Vehicles shall be operated at speeds no greater than 10 mph, and not to exceed the speed of pedestrians
- Licensed vehicles must always obey city street laws
- Minimize idling of vehicle engines in proximity to building or air intakes
- Drivers involved in an accident must immediately report to incident to their supervisor, Campus Public Safety (CPSO), and Risk Management; if anyone is injured, Human Resources must also be notified as soon as possible after appropriate medical attention is received by [submitting an online injury report](#)

5.2.3 Operating Utility Carts

For the purposes of this program, Taylor-Dunn, C-mag, golf, and Gators are collectively referred to as utility carts.

Requirements:

- All utility cart operators must have a valid U.S. driver's license and have completed the PSU Driver Authorization Form
- Utility carts are to be operated with the utmost courtesy, care, and consideration for the safety of pedestrians and University property
- Pedestrians shall be given the right-of-way at all times
- When driving on public roadways, drivers must adhere to all state and local traffic laws and regulations, and shall not impede normal traffic flow
- Routes should be planned in advance to avoid problematic locations with congestion and pinch points

Guidelines:

- Utility carts must be equipped with at least two mirrors, including a drivers' side mirror and an interior rearview mirror or another outside mirror on the passenger side, based on the design
- Utility carts must be equipped with an audible warning device (horn, etc.) to signal their presence when behind pedestrians, cyclists, etc.
- Utility carts must not be modified in any manner that affects the recommended mode of operation, speed, or safety of the cart
- Working headlights and taillights are required for utility carts between dusk and dawn; lights are recommended at all times to improve visibility
- Seat belts shall be usable and in good repair
- Passengers are prohibited from sitting in truck beds while the vehicle is in motion

5.2.4 Operating Large Capacity Vans

Large capacity passenger vans are different from driving a passenger car, and require additional vehicle introduction and driving experience. Large capacity vans are larger in height, width, length, and weight, and have much larger blind spots on each side and to the rear of the van. The vehicle's center of gravity, which is higher than most cars, may also shift significantly, which can increase the risk of rollover. Large capacity vans also require longer stopping distance, and drivers must allow more time and distance between vehicles to compensate.

5.2.4.1 Up to 9-Passenger Capacity Vans

Requirements:

- Only transport as many people as there are seat belts. Driver and all passengers should be seated and seatbelts should be worn properly (seat belts reduce the risk of death in rollover accidents by 75%).
- Do not tow a trailer.

See [Section 5.2.4.3](#) below for operating guidelines.

5.2.4.2 High Occupancy Vans

Based on risks identified by the NTSB, NHTSA, and United Educators (UE) Insurance, PSU Risk Management allows for the use of 12-and 15-passenger vans so long as the drivers meet the driver and training requirements. This position is based on the necessary knowledge, risk awareness, and experience of a designated PSU employee needed to safely operate a vehicle of this size safely.

At a minimum, and PSU driver of such a vehicle must:

- Be a PSU employee 21+ years of age; absolutely no student drivers permitted with the exception of graduate assistants
- Receive training in safe operation/driving a high occupancy van
- Experience in operating high occupancy vans is strongly recommended

Requirements:

- Under no circumstances will PSU students be allowed to operate high occupancy passenger vans for PSU business, including any and all sports activities/events, and field trips
- There should be little-to-no weight placed over the rear wheels of the vehicle
 - The rear bench seat, or in some cases the two rear individual seats, should be removed
 - Placement of storage items in the rear area of the van should be minimal so as not to place any appreciable weight over the rear wheels
- No storage should be placed on the roof
- Do not tow a trailer

- Vans should be operated at a speed limit of no greater than 55 mph in order to reduce the risk of rollovers, provide additional stopping distance that is required for heavier vehicles, and due to limitations to safe handling and maneuverability in quick response to changes in traffic and road conditions
- Passengers occupying the front seat should aid the driver when negotiating tight turns, backing up, and parking

Safety Issues with High Occupancy Vans:

The following are key safety issues related to passenger vans which hold at least twelve (12) occupants. These should be reviewed on the vehicle prior to each use.

Although this guideline is specific to passenger vans which exceed 12 occupants, departments should also consider the following items when renting smaller passenger vans, cargo vans and trucks: age of the driver, driver experience and training, driver's motor vehicle record, maintenance and repair record of the vehicle and qualifications of the vendor.

Tires: According to the NHTSA, 57% of high occupancy vans have at least one significantly under-inflated tire. The quality of the tires as well as the tire pressure have a large effect on the amount of control the driver has over the vehicle. Due to the constantly changing passenger size (weight), the tire pressure is always changing and needs to be monitored closely. Any variation in the manufacturers' recommendations for tire pressure can cause an increased probability of a roll-over accident. Additionally, the tire threads should be inspected prior to accepting the vehicle.

Center of Gravity: The center of gravity of an empty passenger van is already higher than most standard vehicles. When empty, a passenger van has the same risk of a roll-over crash as a pick-up truck. The center of gravity for passenger vans can shift depending on how passengers load into the van. In a high occupancy van with 10 or more occupants, the roll-over rate is three times the rate of that of a vehicle with four or less occupants. For example, if the first several passengers fill the back portion of the van, then the center of gravity will shift to the back axles resulting in less pressure on the front portion of the vehicle. Additionally, steering for the driver becomes much more difficult because the front wheels are not fully touching the ground and could even come off, if the van were to hit a pothole or drive over a speed bump too quickly.

Seat Belts: Compliance among occupants in a passenger van is significantly lower than a standard vehicle when it comes to wearing a seat belt. Therefore, an occupant is three times as likely to be killed in a single-vehicle crash as an occupant wearing a seat belt. Additionally, seat belts should be regularly checked and replaced if there are any missing, broken or damaged belts and/or buckles.

Driver: Due to the increased risks associated with passenger vans, the Federal Motor Carrier Safety Administration has implemented additional requirements beyond the standard driver's license for commercial operators of passenger vans. The driver must be 21 years of age, carry a valid commercial drivers' license with passenger endorsement, receive training specific to safe operation/driving a large passenger van, complete the PSU Driver Authorization Form and the High Occupancy Van Driver Authorization Form, and be physically fit.

Cargo: Passenger vans were originally designed to haul cargo, not people, so the safety features found on a standard vehicle, such as a mini-van, were omitted. Due to the required load (in pounds) that the van was expected to carry, the vehicle was designed similarly to a

truck, with a comparable chassis, suspension and engine; all of these design features can greatly affect handling. Therefore, cargo should not be placed on the roof, nor the rear of the van as the cargo can shift the Center of Gravity.

Rental/Leasing: All of the above are applicable to high occupancy vans that are either owned, leased, or rented by PSU.

5.2.4.3 Guidelines for Operating All Large Capacity Vans

Safe practices:

- If unfamiliar with driving vans, the driver should take time to practice backing, turning, and parking with the van in a safe and non-congested area such as an empty parking lot
- Make note of turning capacity and radius around curbs
- Be aware of extra height of the van for entering into parking garages
- Use a spotter outside the van while maneuvering, especially in tight spaces or when visibility is restricted

Before leaving:

- Inspect the van prior to any trip and make sure all vehicle equipment is working properly; Vans not operating properly should not be utilized until proper maintenance is obtained
- Load the van properly and do not overload with equipment or people
- Load vans as evenly as possible with equipment and people
- Luggage/equipment should be placed in the rear behind the last seat and secured
- Secure any loose or miscellaneous items in the front driver areas
- Avoid loading equipment on the roof which may shift the center of gravity and increase risk of rollover (roof racks and carriers are not recommended for these vehicles)
- Always adjust your seat and mirrors for optimal view of angles prior to leaving (vans have larger blind spots to the sides and rear than passenger cars)
- If unfamiliar with the vehicle, take note where lights, windshield wipers, air-conditioning, emergency signal controls, and gas tank doors are located
- Ensure all passengers have seatbelts on

While driving:

- Avoid driving practices that lead to loss of control, including:
 - Sharp turns - take corners and exit ramps slow and easy
 - Excessive speed - note speed limits and weather conditions
 - Abrupt maneuvers - change lanes slowly and avoid jerking the wheel
 - Driving while fatigued - change drivers or stop to rest every two to three hours
 - Driving during extreme windy or otherwise hazardous conditions
 - Following too closely - allow at least a four second following distance, avoid sudden stops, look ahead and signal early, and slow down gradually
- Avoid distractions such as eating, excessive radio changes, cell phone use, searching/reaching for items, etc.
- Backing up:

- Understand the blind spot is large in the rear of the van
- Consider using emergency flashers
- Have passengers assist with ensuring behind the van is clear
- Turn down radio
- Back up slowly
- Turning and changing lanes:
 - Use turn signals well in advance
 - When turning a corner, make a wider swing than with a car
 - Always watch for pedestrians, small vehicles, motorcycles, and bicycles in intersections and to either side of the van
 - When changing lanes, double check blind spots; ask passengers to assist if able
 - Take it slow
- Moving through intersections:
 - Scan ahead at least one block as you approach an intersection
 - Before entering, scan left-right-left
 - Scan mirrors frequently
 - Check for pedestrians and bicycles entering the area
 - Cover the brake with your foot as you enter to help with reaction time in case of an emergency stop
- Parking and Loading/Unloading:
 - Use extra caution and drive slowly when driving through a parking lot or other congested areas
 - Watch carefully for pedestrians and other vehicles pulling in and backing out
 - Avoid unloading passengers in areas where they would have to cross through traffic after exiting the vehicle

5.2.5 Towing Trailers

Driving any vehicle while towing a trailer is much different than without a trailer. The weight, length, and reduced rear visibility create risks that require increased awareness and extra caution. Depending on the towed load, vehicles with a trailer require longer stopping distances, requiring more time and distance between vehicles to compensate.

Requirements:

- Oregon law allows a driver to tow a maximum of one boat, general utility trailer, or other vehicle behind a passenger or recreational vehicle
- You cannot tow a second trailer or vehicle behind a travel trailer or fifth-wheel trailer
- You cannot tow a trailer behind a large capacity passenger vehicle, such as high occupancy passenger vans.

Guidelines:

- Prior to starting travel:

- Physically check (not just visually) that the trailer hitch is properly and securely attached to the tow ball on the towing vehicles and securely pinned to the hitch cannot come loose
- Ensure there are no dragging chains
- Physically check and test that all running lights, brake lights, turn signals, and hazard lights are properly connected to the tow vehicle and that they operate correctly
- Check and adjust, as necessary, tire pressure in both driver's vehicle and trailer
- Have another person double-check these steps
- Check side- and rear-view mirrors to make sure you have good visibility
- Be aware of unique vehicle handling and safety considerations:
 - Allow more space between the driver's vehicle and other vehicles and consider driving slightly below the speed limit; it takes more time to stop safely
 - Trailer instability (sway) is more likely to occur as speed increases
 - Towing on wet roads, narrow tires on small-wheeled trailers can hydroplane while the tow vehicle runs normally
 - On a curve, a hydroplaning trailer may fishtail or tear loose
- All trailers must have lights and safety chains
- Certain trailers must display registration plates
- In Oregon, trailer brakes are not required, but are strongly recommended; you must be able to stop your combined vehicles within a reasonable distance
- Know the tongue weight and hauling capacity of your trailer and the maximum capacity of the towing unit (driver's vehicle)
- Check load distribution to make sure the tow vehicle and trailer are properly balanced front to back and side to side
- Avoid sudden stops and starts that can cause skidding, sliding, or jackknifing
- Avoid sudden steering maneuvers that may create sway or undue side force on the trailer
- Slow down when traveling over bumpy roads and railroad crossings
- Make wider turns at curves and corners to allow for proper clearance of trailer within marked traffic lanes
- Minimize situations where you have to back up. If you must back up:
 - Use a spotter; mirrors do not adequately cover the range of maneuvering a trailer
 - Position your vehicle so you can back in a straight line
 - On a curved path, try to get yourself in a position so that the trailer turns to the left where you can see it from the driver's side
 - Before you start backing, make sure nothing is behind you
 - Check your mirrors on both sides while backing
 - Turn the steering wheel of the vehicle towing the trailer in the opposite direction you want the trailer to go
 - Once the trailer starts to turn, you must turn the steering wheel the other way so that your vehicle follows the trailer
 - If the trailer starts to drift off course, correct this by turning the steering wheel in the direction of the drift

5.3 Accident Reporting

Any university authorized driver who is driving on university business must report any incident that occurs while driving a university vehicle, regardless of severity, to [PSU Risk Management](#), using the [PSU Accident Report Form](#). If the accident meets the accident criteria on the top of the form, the [Oregon Department of Motor Vehicles \(DMV\) Traffic Accident and Insurance Report form](#) must also be completed. Additionally, the driver's supervisor should be notified before the end of the business day.

Accidents involving [personal vehicles on university business](#) are the sole responsibility of the vehicle owner and their insurance company.

Accidents involving rented motor vehicles must be reported to the rental agency and [PSU Risk Management](#).

For all motor vehicle claims, contact the Office of Risk Management, (503) 725-5340.

Accidents involving State of Oregon Motor Pool vehicles must be reported to the State of Oregon Motor Pool and PSU Risk Management. Contact information should be in the vehicle.

Any employee involved in an accident while on university business, including the driver and other passengers, should report injuries to Human Resources by [submitting an online injury report form](#). This includes accidents that may happen on or off campus.

5.3.1 Reporting a Vehicle Accident

In the event an authorized driver is involved in an accident that involves a university vehicle, the following steps should be taken by the driver:

- If the accident occurs on campus: do not leave the scene of the incident, call CPSO Dispatch at (503) 725-4407; CPSO will take the information and relay it to PSU Risk Management, who will then notify Human Resources
- If the accident occurs off campus: do not leave the scene of the incident, call 9-1-1 or the local police department if necessary for emergency assistance, and request that a police report be completed to document the accident
- Contact your supervisor immediately after calling 9-1-1
- Do not make a statement regarding responsibility or fault; collect driver's license and insurance information from the other party as well as any witnesses, if possible
- Take photos of the vehicle damages and general vicinity where the incident occurred, if possible
- Provide the other party with PSU insurance information contained in the motor vehicle as well as your name, address, and phone number and the phone number for PSU Risk Management: (503) 725-5340
- Submit the Accident Report Packet and/or police report to PSU Risk Management

Note: University vehicles should have an Accident Report Packet, designed to help collect accident information, which includes the following:

1. [Oregon Department of Motor Vehicles \(DMV\) Traffic Accident and Insurance Report form](#) (subject to accident criteria on the top of the form)
2. PSU insurance information - please contact [PSU Risk Management](#) for this information
3. [Witness Cards](#) - two in each packet
4. [Accident Information Form](#)

5.4 Personal Use of Vehicles

5.4.1 Personal Use of University Vehicles

Use of a university vehicle is restricted to conducting authorized university business; personal use of university vehicles is not permitted under any circumstances.

Any damages and/or liabilities arising out of the personal use (unauthorized use) of a university vehicle are the sole responsibility of the driver; the driver's personal automobile insurance shall be expected to respond in the event of an accident or any other event out of such use.

5.4.2 Use of Personally Owned Vehicles for University Business

PSU recommends using only university vehicles whenever conducting university business. In the event it is not possible or practical to use a university vehicle, authorized drivers may use their personal vehicle to conduct university business if the alternative of PSU vehicle or rented vehicle is not available for a reasonable option.

Note: Traveling between home and the university for work or to attend classes is not considered driving on university business for the purpose of this section.

Authorized drivers, with the acknowledgement of their home department, are solely responsible for determining whether they will travel in vehicles personally owned by themselves or others on university business. PSU makes no representations or recommendations with respect to, and assumes no responsibility for, determining or ensuring the suitability or safety of any such vehicle.

In the event of an accident involving personally owned vehicles while on university business, drivers must notify their personal insurance company. Any damages and/or liabilities to drivers, vehicles, or to a third party arising out of the use of a personal vehicle while conducting university business are primary to the driver's personal automobile insurance. The vehicle owner's insurance policy will always provide the primary liability, property, and collision coverage; the university will not provide reimbursement for the deductibles associated with the primary insurance in the event of an accident. The university's insurance may respond secondarily if additional liability coverage is required to settle a third-party claim; university insurance will not be responsible for physical damages to personal vehicles.

5.5 Use of Rented or Leased Vehicles for University Business

The [University's Travel Policy](#) governs the use of rented vehicles. Registered drivers of rented vehicles must abide by all federal, state, and local regulations and university guidelines governing use and operation of motor vehicles.

All drivers must complete the driver authorization process before renting a vehicle to conduct university business. Drivers that will be driving a high occupancy van which holds over nine (9) passengers must also complete the high occupancy van driver authorization process. (Refer to [section 5.3.1](#) of this program).

5.6 University Travel Policy

The [University Travel Policy](#) requires that university vehicles not be driven more than 300 miles one-way from the university's main campus whenever practical. For trips that exceed this distance, a rented vehicle or charter service is recommended.

For trips greater than four (4) hours in a 24-hour period, a minimum of two (2) authorized drivers are required. No driver should drive more than eight (8) hours during any 24-hour period, if reasonably possible.

6.0 Information and Training

6.1 Training Requirement and Applicability

Departments must ensure employees receive information and training on safe driving at the time of their initial assignment for positions that require driving a university vehicle. In addition to initial training, refresher training should occur every two years in addition to renewing the Driver Authorization form and, if applicable, the High Occupancy Van Driver Authorization form (refer to [Section 5.1.3](#) of this program).

Employees within Facilities and Property Management, Capital Projects and Construction, Telecommunications, and Materials Management will be automatically assigned this training upon initial assignment by Environmental Health and Safety staff through Safety Skills. All other university employees should self-register for and complete this training in Canvas.

- [PSU Safe Driving Training](#)
- [PSU High Occupancy Van Operator Safety Training](#)

6.2 Training Content

Training must include at least the following:

- Safe driving practices on and off campus, and information on reacting to potential hazards, and unsafe driving behaviors.
- PSU driving qualifications, including the driver authorization process.
- Requirements and guidelines for driving university utility vehicles, large-capacity passenger vans, vans with a capacity over nine (9) passengers (high occupancy vans), and towing trailers.
- How to report an incident and/or accident for both on and off campus.

6.3 Safe Driving Resources

Safe driving information and resources are also available on the [EHS Safe Driving webpage](#).

7.0 Recordkeeping

EHS:

- Maintain the PSU Safe Driving Program.
- Maintain electronic training records for Safe Driving and High Occupancy Van Operator safety training, including the name or identification of each employee trained and the

date(s) of the training. The most recent annual training record for each affected employee must be maintained.

Risk Management:

- Maintain accident and incident report records.

Departments:

- Maintain driver authorization records.
- Maintain high occupancy van driver authorization records.
- Maintain vehicle inspection records.

8.0 Program Management

The PSU Safe Driving Program is maintained by the EHS department, reviewed periodically, and updated as needed.

The PSU Safe Driving Program is available, upon request, to employees or their designated representatives, by contacting the EHS-group@pdx.edu or visiting the [EHS Safe Driving webpage](#).

For additional information or assistance, contact EHS at EHS-group@pdx.edu or call (503) 725-3738.

9.0 Regulatory Standards

[Oregon OSHA Oregon Administrative Rules \(OAR\), Chapter 437, Division 4, OAR 437-004-3410, Agricultural, Commercial and Industrial Vehicles](#)

[Oregon OSHA Oregon Administrative Rules \(OAR\), Chapter 437, Division 2, Subdivision N, Administrative Order 3-2019, Material Handling and Storage](#)

[Oregon OSHA Oregon Administrative Rules \(OAR\), Chapter 437, Division 3, Subdivision O, Administrative Order 3-2019, Motor Vehicles, Mechanized Equipment, and Marine Operations](#)

[Oregon Department of Transportation \(ODOT\) Chapter 737, Transportation Safety Division, Division 10, Vehicle Equipment and Safety Standards, 737-010-0010, Minimum Safety Standards for Low-Speed Vehicles](#)

Appendices

Appendix A: [Monthly Gas-Powered Passenger Vehicle Inspection Form](#)

Appendix B: [Monthly Electric Vehicle Inspection Form](#)