



# CARSON-NEWMAN

A CHRISTIAN UNIVERSITY

## 2023-2024 Driver Manual

### PURPOSE

Carson-Newman University has a driving program that tells employees, students, volunteers, and contractors who drive any kind of vehicle for Carson-Newman business, whether on or off campus, how to drive and what the rules are. This program was made with help from Travelers Insurance Company and Bible Insurance Company, which are the University's two insurance providers. The goal of these rules is to give licensed drivers the most practical ways to make sure they and their passengers are safe. This will cut down on unnecessary risks that could cause serious injuries or death. No one is allowed to drive a university vehicle if they don't follow the insurance rules listed below and aren't on the University's current list of people with insurance. **We want every driver for the University to remember that the people they are transporting are more valuable than anything else.**

### HOW TO APPLY TO OPERATE A UNIVERSITY OWNED, LEASED VEHICLE, OR PERSONAL VEHICLE FOR OFFICIAL CARSON-NEWMAN TRIPS.

1. The Department of Public Safety oversees the University's driving program. All candidates must be proposed by a department chair or an eligible University administrator. They must forward the names to the Department of Public Safety at [DPS@cn.edu](mailto:DPS@cn.edu). For additional inquiries you may call (865) 471-3559.
2. First, make copies of your driver's license and insurance information at the Treasurer's Office, which is located in the Fite Administration Building at 1646 Russell Avenue. Applicants must additionally complete the "DRIVER'S CONSENT FORM" online. This form can be accessed on the website of the Department of Public Safety. Please contact the Treasures Office at (865) 4713206 to obtain an email account for electronic submission of the completed form. On the basis of the Division of Motor Vehicle (DMV) report, the applicant will be informed of their eligibility to enroll in the driving class. Any fees associated with DMV record checks are the responsibility of the department that nominated the candidates. International drivers' licenses cannot be used to drive on official trips for the University, and there are no exceptions to this rule.
3. All applicants must have a valid driver's license, current auto insurance, and no more than two minor traffic violations within the last two years. Traffic convictions involving alcohol, drugs, or

dangerous driving exclude applicants immediately from the University's driving program. The Department of Public Safety is available for appeals. Before enrolling in driving school, all applicants must undergo a DMV record check. This is required by the university's insurance provider. Every applicant must be completely familiar with the regulations and procedures outlined in this manual. If necessary, he or she must complete an on-road driving competence ride, which is used to ensure that the applicant can drive safely and in compliance with the University's and its insurers' regulations. No applicant will be permitted to operate a motor vehicle until the Director of the Department of Public Safety or other designated officials have completed the class and added their name to the University's insurance list. All authorized drivers on official excursions must carry a copy of these rules and regulations at all times. Additionally, drivers who use their own vehicles or vehicles borrowed or rented from other groups, such as churches, automobile rental agencies, etc., must adhere to these norms and restrictions. No exceptions. If a class trip is mandatory and students are obligated to go, and if a student or professor wants to use their own vehicle, they must have completed driver's education and be on the list of approved drivers for their insurance. No exceptions. Students who drive their own vehicles on a class trip despite not being required to drive, do so at their own risk. However, these students are legally responsible for the safety of anybody traveling with them, and the University is not liable for accidents resulting from their actions. This regulation would also apply if a teacher invited the entire class and other pupils to a picnic at his or her home. Those that drive to the residence are responsible for any accidents, injuries, etc. that occur on the route, because attendance at the event is voluntary. All of these excursions must be marked as mandatory or optional from the beginning. Teachers and administrators may request that students sign a waiver acknowledging that they are aware of the hazards and legal repercussions of driving their own vehicle on a trip unrelated to their attendance at Carson-Newman University.

4. Any authorized driver on the University's insurance list who gets a ticket or is found guilty of a traffic violation must tell the Department of Public Safety right away and give details about what happened. All charges, arrests, and convictions that happen after that must also be reported. If these violations are not reported, the driver will no longer be allowed to drive any University vehicles. Also, drivers who get a traffic ticket while driving a university vehicle on a trip are responsible for any fines and court penalties, unless it can be shown that the University was at fault. Drivers who are still legally dependent on a parent, guardian, or other responsible person must get their permission before being accepted into the University's driving program. If this law isn't followed, the parent, guardian, or other responsible person could get into trouble with the law. Keep in mind that just because a university vehicle is owned, leased, or borrowed by the University, that doesn't mean the driver cannot be listed as a defendant in a lawsuit.

## **SAFETY REGULATIONS FOR DRIVING VEHICLES FOR THE UNIVERSITY**

5. It is illegal for any driver to independently schedule the usage of a university-owned or leased vehicle. Only the department chair or other administrators recognized by the University may request the use of a vehicle for an authorized travel or activity. Failure to comply with this policy will result in the driver's future ineligibility to operate a university vehicle. All vans owned by the university are maintained by the C-N Facilities Department and can only be checked out from that site. Before checking out a car, drivers must phone the administrative assistant in the Facilities Department to confirm that their names are on the list of insured drivers. The department will not permit the checkout of a vehicle if the designated driver's name is not on the list. The telephone

number for the department is (865) 471-3353. The office is located at 1809 Manning Avenue, in the Hart House, right behind the Seaton House. Currently, ALL Vans are restricted to LOCAL USE ONLY (2022-2023). If you are unfamiliar with the area, call for directions. A black key drop box is positioned outside the building for after-hours key returns. Drivers wishing to reserve one of the University's automobiles must visit [www.enterprise-carshare.com](http://www.enterprise-carshare.com). Please contact the Office of the Treasurer for further information about the Car Share program.

6. Drivers for the University are prohibited from using any type of prescription drug, nonprescription drug, or other substance, which could impair their driving capabilities for at least eight (8) hours before departing on an authorized/sanctioned trip. In addition, any driver who is feeling ill or who has doubts about their capacity to drive should immediately call the department chair or the authorized University administration and postpone the trip until another designated driver can be obtained. Drivers are forbidden from consuming any sort of alcoholic beverage or legal/illegal narcotic while operating a University-owned vehicle. Failure to comply with this policy may result in serious criminal and other legalities with law enforcement, as well as judicial sanctions with the University.

7. When a driver is ready to travel in a vehicle, he or she is required to undertake a series of safety inspections, including their own, if relevant. The interior and outside of the vehicle will be thoroughly inspected to identify potentially hazardous components such as damaged brakes, tires, missing or uncharged fire extinguishers, broken or missing mirrors (side view and rearview styles), damaged or missing windshield wipers, etc. In order to prevent significant injury in the event of an accident, fire extinguishers must be restrained by a restraining strap or positioned under a seat. When unsafe conditions are identified, the driver must promptly notify the Department of Facilities and seek a replacement vehicle. If no other vehicle is available, the department chair or other requesting administrator must be notified and, if required, the trip must be canceled. Visible blemishes, such as dents or scratches, that do not impair the vehicle's overall safety should be noticed, documented, and, if feasible, witnessed by a third party. Failure to do a thorough vehicle inspection prior to departure could result in an unexpected accident that compromises the safety of the passengers. When such a safety error is not reported and another driver on a later trip is involved in an accident because the safety issue was not documented and submitted to the Maintenance Department, drivers could face both criminal and civil punishment.

8. All 15 passenger model vans owned by the University, rented from a rental agency, or borrowed from a third party are limited to carrying no more than 10 PASSENGERS, including the driver. The back seats have been removed from all University-owned vans, converting them from 15-passenger vehicles to vans that can accommodate no more than 10 passengers. Seating capacity of all other types of vehicles, including passenger Cars and sport utility vehicles are regulated by manufacturer specifications or leasing agency requirements if they comply with state and federal standards. Before they leave, all drivers will check to make sure their registration and insurance papers are in their cars. In addition, all Carson-Newman-owned vehicles must contain at least two emergency road flares or glow sticks, a first aid kit, and a flashlight in the case of an accident or breakdown. All drivers should be aware that while leasing automobiles, additional insurance coverage is not necessary, as the university's existing insurance policies provide appropriate coverage. To turn down the extra coverage, just say "no" to the offer in the contract and initial the corresponding line. If a rental firm so requests, the university is insured through the Bible Insurance Agency of Morristown, Tennessee. This information is also included on the

vehicle's insurance card. The vehicle cannot be used for any reason if the card is missing.

9. The driver must make sure that all equipment and luggage are stored safely and securely. No items will be put in places where they could make it harder for people to get out of a vehicle quickly and safely in an emergency. All loose things in vans must be stored beneath the seats or, if possible, in the rear storage compartment. Regardless of the length of the trip, all passengers must wear seat belts at all times while in a moving vehicle. According to research on 15 passenger van rollover accidents, 80% of fatally injured passengers were not using seatbelts. Drivers are forbidden from using any electronic device while operating a university-owned vehicle, including cell phones, Bluetooth devices, and earbuds. If a driver possesses a mobile phone or other electronic device, they may allow a passenger to use it to make or receive calls, send and receive text messages, etc. Drivers are prohibited from engaging in extended talks or other behaviors that could impair their ability to concentrate while operating a car. The driver is responsible for the behavior of their passengers. If disobedient passengers cannot be made to comply with the rules, the driver must pull over at the nearest exit and contact the Department of Public Safety to determine the necessary action. Refer to the emergency contact information listed in paragraph 20. Negligence can result in fatal accidents. In a court of law, the driver may be held accountable for any accidents, injuries, etc. caused by a passenger's bad behavior. Also, any student or worker who acts in this way will face disciplinary action and/or employee consequences. The Department of Public Safety or another authorized university authority may force any passenger considered unsafe to give up his or her seat in any vehicle during a journey. In addition, they will be responsible for their own transportation back home or to the university. Additionally, they may face judicial or employee repercussions from the university. If they are compelled to rent a vehicle, they will do so at their own expense and risk, as they will no longer be considered part of a university-sanctioned trip.

10. Drivers need to know that 15-person vans are hard to control when they are too full or driven carelessly. If a driver who has permission from the University to drive a van breaks this seating rule, they will lose that permission right away. As a student, worker, independent contractor, or volunteer, he or she could also get in trouble.

11. Drivers shall not exceed the posted speed restrictions in the regions where they operate University-owned vehicles. It is better to leave a little early and get to your destination on time and safely. Remember that our passengers are priceless and that dangerous driving in any vehicle can be fatal! Drivers must take their time to arrive on time.

12. All drivers must closely follow safety rules when they are behind the wheel of a car, like stopping well in front of an approaching train at a railroad crossing and not backing up. When the railroad crossing signal lights go on and/or the crossing bar comes down, drivers must stop their cars at least 25 feet from the tracks or, if that's not possible, at the painted stop lines on the road. Never cross a railroad track when the signals or crossbars are working or when you hear or see a train coming to a crossing that isn't marked. Drivers who ignore the signs at railroad crossings cause many accidents that hurt and kill people for no reason. A 15-passenger van driver doesn't have to stop at a railroad crossing on a public road or highway, but drivers of commercial buses or trucks do.

13. When preparing to reverse, drivers should utilize a spotter if they have one and be very

cautious not to hit a pedestrian or another vehicle. This is why side view mirrors are so essential for safe driving. When reversing a vehicle, the driver should request assistance from passengers by having them "spot" the vehicle. This will ensure the driver can safely reverse. Side view mirrors are also required when driving a van, particularly when reversing or changing lanes. Van drivers cannot simply utilize the rearview mirrors to see what is behind them. Additionally, they must use the side mirrors. Rear-view mirrors only display what is directly behind the vehicle, whereas side views can display the majority of what is occurring on all three sides. However, you should never rely solely on mirrors while driving, especially the rearview mirror. When changing lanes, be aware of blind areas and check your mirrors every 3–5 seconds. The largest blind spot is in the middle of the car's trunk. Before embarking on a trip, drivers inspect the mirrors to ensure that they provide the greatest possible view. The mirrors should be adjusted such that the sides of the vehicle are scarcely visible. Any vehicle with broken or missing mirrors that could hinder the driver's ability to see the entire road will not be used for any University-sponsored trip.

14. C-N drivers may not operate University-owned or leased vehicles for more than two hours without a rest break. The rest time must consist of at least fifteen minutes away from the wheel. During the break, stretching and walking should be included. No University one driver may operate a car on a trip longer than eight hours. They MAY NOT drive again until they have had at least four hours of rest and/or sleep. The department chair or university administration should plan to have at least two qualified drivers on trips exceeding eight hours one way. In the absence of a second driver, the remainder of the journey will be delayed until the driver can rest for four hours. In addition, any driver who has participated in a demanding activity, such as athletics, umpiring, coaching, etc., is barred from driving for at least four hours following his or her participation in the activity. Again, such outings should include a second designated driver to avoid undue delays in returning to campus. If a driver becomes unwell or incompetent for any reason and is unable to operate the vehicle, the University's Department of Public Safety should be informed promptly to determine how to effectively address the situation. Under no circumstances should an unauthorized driver be permitted to operate the car, unless both the passengers and the vehicle are in serious danger. Then, once the car and its occupants have been removed from danger, the Department of Public Safety must be contacted. In the event of an accident, failure to comply with this requirement could result in serious legal consequences.

15. When weather conditions deteriorate to the point where the driver can no longer safely operate the vehicle, the car and its occupants should be relocated to an off-road location, such as a rest stop, restaurant, etc., until the weather improves. Failure to do so could place the driver in a vulnerable legal position in the event of an accident. When adverse weather conditions, such as snow, rain, or fog, are present, the vehicle's speed should be reduced promptly. On slippery or snow-covered major roads, motorists must exercise extreme caution when moving their automobiles. Before embarking on any trip during the winter months, passengers should be urged to bring blankets, gloves, warm socks and shoes, food, hot beverages, and other necessary clothing items in case they become trapped. Drivers should contact the Department of Facilities or the Department of Public Safety for their exact location. Those in need of medical assistance should contact their local 911 dispatch center or law enforcement.

## **GUIDELINES RELATED TO ACCIDENTS AND BREAKDOWNS**

16. Accidents and breakdowns do occasionally occur during trips, and drivers must be prepared

to take the necessary measures. Most states permit vehicles to be relocated from main roads after an accident so that other drivers can avoid the scene, but if someone has been injured or the vehicle is significantly damaged, do not move it. Utilize a cell phone to dial 911 from your current location. If deemed required, passengers must be relocated immediately and safely to a safe location away from the traffic. If it is nighttime, additional vigilance is required to prevent major injuries. Once out of harm's way, passengers should be instructed to stay well off the roadway to prevent major injury from other vehicles that may lose control at the scene. The motorist should make every effort to have a sufficient headlight for nighttime emergencies. If the car is in a dangerous area for passenger evacuation, the evacuation should be supervised by law enforcement officers until their arrival. The motorist or a passenger should phone the University as soon as it is safe to do so and alert the Department of Public Safety or the Director of Facilities when an accident occurs. Refer to the emergency contact information listed in paragraph 20.

17. In case of an accident, the driver must make sure that he or she knows where the vehicle's registration and insurance card are so that the officials who are looking into the accident can find them. If it's safe to do so, the C-N vehicle should have an insurance accident report for the driver to fill out. This report will have almost the same information as the police accident report. The report should have as many facts as possible and be sent to the C-N Department of Public Safety as soon as possible. If important information isn't gathered at the accident scene, the University's insurance company might have to spend more time doing its own investigation. Include everyone's name and phone number who was in the University car. Witnesses should be questioned immediately, and their complete identification and contact information should be documented for future use by the University's insurance providers. Passengers can help a lot with this job, as long as they aren't stopped from doing so by dangerous road conditions or by authorities who are investigating. If you can, you should take pictures of the accident scene with a camera or a cell phone with a camera. Give the names of all the investigating officers, their badge numbers, the organizations they work for, their phone numbers, and the case number that has been given to the accident investigation.

Drivers should only answer questions from law enforcement and never say anything that could make them look guilty. If a C-N passenger gets hurt, write down their name, a short description of what happened, where they were taken to get medical care, and the phone number of the medical facility. Accidents involving rental cars must be reported right away to the rental company using the emergency numbers on the rental contract. It is up to drivers who own their own cars to call their own insurance companies for help. Churches and other organizations that rent vehicles should also be contacted so that their insurance companies can be notified quickly. The University's Department of Public Safety needs to be called as soon as possible. Our local insurance company is Bible Insurance Company, which is based in Morristown, Tennessee, and works with Traveler's Insurance Company. The number to call the company is (423) 586-4320. You can also find the number on the insurance card in any vehicle owned by the University. **PLEASE READ THE AUTO ACCIDENT QUESTIONNAIRE ON THE LAST PAGE OF THIS MANUAL TO FIND OUT WHAT OUR INSURANCE COMPANIES NEED TO KNOW ABOUT THE ACCIDENT.**

18. When their car breaks down, drivers should be ask for help. If help is needed, the local E-911 office should be called. If the car is close to the University, the University's mechanic might be able to go there and try to fix it. If the car is too far away, a towing company and a mechanic may need to be called. If the vehicle can't be fixed quickly, the University will come up with other

ways to get the passengers to and from their destination. There are emergency numbers on rental cars that you can call to report such problems, and the rental company will also send you a tow truck. Help with fixing the car or getting a new one is available. Most rental companies will ask that you don't try to fix their cars or change their tires. Most of the time, any damage caused by doing this will be charged back to the University. Drivers of our vans and other vehicles shouldn't try to fix a vehicle owned or leased by the University unless it's an emergency and they can't get help right away. Unless there are special circumstances, drivers should try to call the University before asking for help on the side of the road. This depends on where the car is at the time. As was already said, the University's emergency contact numbers are in paragraph 20 of this manual.

## **GUIDELINES FOR THE OPERATION OF RENTAL VEHICLES ON INTERNATIONAL TRIPS**

19. When students, faculty, and staff are on trips for the University that take them to other countries and they need to rent cars, they must follow these rules: Drivers must be at least 21 years old, on the University's insurance list, and familiar with the rules of the countries they will be driving in. They must also follow the country's driving rules to the letter. Due to liability concerns, it is against the law for international hosts to let guests borrow their own cars. Even if there are rental vans for up to 15 people, the maximum number of people, including the driver, is still 10. Before any department plans to rent a car overseas, they must tell the Department of Public Safety, and the Bible Insurance Agency must also give their approval. When going on trips to other countries, individuals should keep the phone numbers of the U.S. State Department Embassy with their passports in case they need to get in touch with local authorities or deal with an accident. When driving in a foreign country, it's important to plan ahead to avoid legal problems you don't know about.

## **IMPORTANT CONTACTS DURING EMERGENCY SITUATIONS**

20. The following phone numbers are listed for emergency contacts when a vehicle becomes disabled, broken down, or involved in an accident.

- The Primary Notification will be the LiveSafe application as it will identify your location and allows the driver to add photos and other information.
- Facilities Department (during normal working hours Mon. – Fri., 8:00 am to 4:30 pm) (865) 471-3352 or (865) 471-3353.
- Carson-Newman University Officer Cell Phone (24 hours a day, 7 days a week) (865) 548-9067
- Jefferson County E-911 Dispatch (865) 475-3482.
- The Department of Public Safety Office (during normal working hours Mon. – Fri., 8:00 am to 4:30 pm) (865) 471-3559.

**AUTO ACCIDENT QUESTIONNAIRE**

Date and time of Accident: \_\_\_\_\_ Location of Accident (Street name, mile marker, etc.): \_\_\_\_\_ Name of Driver for University: \_\_\_\_\_ Phone: \_\_\_\_\_ Vehicle You were driving and License Plate #: \_\_\_\_\_ Investigating Officer's name: \_\_\_\_\_ Badge Number and Agency Employed by: \_\_\_\_\_ When and Where the Accident Report can be obtained: \_\_\_\_\_

**Information needed from other driver:**

Driver's Name & Address: \_\_\_\_\_ Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_ Phone # of Insurance Company: \_\_\_\_\_ Year/Make/Model of the other vehicle involved: \_\_\_\_\_ License Plate # and State: \_\_\_\_\_

**If the driver is not the owner of the vehicle, or is not named on insurance policy please provide the following information in full:**

Vehicle Owner Name & Address: \_\_\_\_\_ Vehicle Owner's Insurance information (Company, Policy # and Phone #): \_\_\_\_\_

Before returning this form to the Insurance Agent, please describe, as clearly as possible, what happened in this accident: \_\_\_\_\_  
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