

Driving Safety

REFERENCE GUIDE

Issued: October 2023

Roadways play a vital role in campus infrastructure, enabling everyone to travel to their destination quickly. Since many types of vehicles share campus roadways, motorists should be mindful of their surroundings and avoid distractions. Responsible and cautious driving reduces the risk of collisions and contributes to a secure and welcoming environment for the entire campus community. Please use this reference guide to increase your level of safety while driving on campus.

Focus Your Attention

- Make sure 100% of your attention is on driving. Taking your eyes off the road or trying to multitask while driving can lead to a collision.
- Slow down when driving in parking lots and other congested areas on campus and be on the lookout for pedestrians.
- Maintain adequate space around your vehicle to increase reaction time to unexpected changes in roadway conditions.
- Refrain from any activity distracting you from the road (e.g., eating, adjusting the radio, etc.), ensuring full attention to safe driving.
- Refrain from wearing headphones or earbuds while operating vehicles. Using headphones or earbuds makes it difficult to hear approaching cars, bicyclists, scooters, golf cars, and emergency vehicles (even with sirens sounding).
- Drive sober, drug-free, and drowsy-free to protect yourself and others from injury.
- Comply with hands-free communication laws while driving.

Drive Defensively

- Be proactive and cautious while driving, anticipating potential risks and prioritizing the safety of pedestrians and other road users.
- Pedestrians have the right of way. Use caution when approaching crosswalks, passing through intersections, and preparing to turn while stopping at a red light.
- Maintain a proper following distance. Staying four seconds behind the vehicle in front provides an adequate space barrier under ideal driving conditions. Add one second of the following distance for each additional factor that could impact the safe operation of your vehicle (e.g., driving at night, inclement weather, etc.).
- Consider completing a collision avoidance / defensive driving training program to enhance your driving skills. Some vehicle insurance companies may lower your premium upon successful completion.

Plan Your Trip

- Allow adequate time to arrive at your destination for a more stress-free driving experience. Be sure to consider traffic and weather conditions.
- Avoid driving on the Ring Mall and other pedestrian-centric areas of the campus. Prioritize pedestrian safety and minimize traffic in these locations.
- If driving in pedestrian-centric areas is unavoidable to your job duties, utilize additional caution and slower speeds in these areas. If backing up in an area with pedestrians and/or high vehicle traffic, ask a passenger to get out and assist in backing up safely.
- While conducting University business, personal vehicles should only be used if a University vehicle or rental vehicle is unavailable.

Maintain Your Vehicle

- Regular maintenance helps to avoid costly repair bills and ensures that vehicle safety features will operate adequately. Ensure the vehicle you are using is safe and functioning correctly.
- Fleet Services maintains all University-owned vehicles and routinely schedules service visits. If you plan to use a University vehicle, remember to complete a visual inspection before operation (e.g., tire pressure, brake and turn indicator lights, windshield wipers, horn, etc.). Report any items that could affect the safe operation of your vehicle to a supervisor and choose another vehicle to drive.
- Each University department is responsible for ensuring that vehicles under their inventory control are properly inspected and maintained in accordance with University requirements. University departments that own vehicles are responsible for all costs of operation, including inspections, maintenance, repairs, and allocated insurance premiums. Identify your department fleet management contact to report any maintenance issues in a timely manner.
- Contact Fleet Services if you are driving a University vehicle and it runs out of fuel or needs other services.

Adhere to all applicable policies, procedures, and requirements

- Operate a University-owned automobile or motorized cart only if authorized and trained. Employees may register to complete this training at the UC Learning Center.
- To comply with the Department of Motor Vehicle's Employer Pull Notice (EPN) program, employees who are regularly required to drive University-controlled vehicles must maintain their driver's licenses and special certificates required for the performance of job duties, and promptly notify their supervisor of expiration, conviction, or other DMV actions against their driver's license or certificates. All drivers must have a valid driver's license.
- Wear a seatbelt while driving and ensure occupants are also wearing seatbelts.
- Motorcycles and bicycles shall not be used in carrying out University business, except for police motorcycles. Bicycles that are used solely on campus property are exempted; use of a helmet is mandatory.

- Transportation of hazardous materials in University vehicles is only authorized for drivers who have completed training on DOT hazardous materials transportation, OSHA requirements, and spill response. Transportation of placard-able quantities may require a Commercial Driver's License (CDL) with hazardous materials endorsement if the material is being transported in commerce as defined in DOT regulations.
- University vehicles shall be used only in the conduct of University business. This means “only when driven in the performance of, or necessary to, or in the course of, the duties of University employment.” No University officer or employee shall use, or permit the use of, any University vehicle other than in the conduct of University or State business.
- Adhere to all traffic signs and speed limits within and around the campus. Speed limits are set for the safety of all individuals on the road.
- Park in designated parking spots. Follow the posted rules for parking State-owned (Campus) vehicles in designated parking spots. Please do not park vehicles in non-approved areas (grass, walkways, loading docks, roads, etc.).
- Familiarize yourself with the operator’s manual provided with your vehicle. Review the campus policies and procedures referenced below for additional guidance.
- A valid parking permit is required on campus. Physical permits are no longer being issued. Instead, your license plate will serve as your virtual parking permit. When purchasing your permit, you will be asked to register the vehicle you will be parking on campus. Your vehicle must be registered successfully prior to parking. You may update your license plate once per day in your myCommute account.
- Parking is enforced 24 hours a day, 7 days a week. Carefully read signs posted at lot entrances, service areas and other areas around campus to avoid receiving a citation. If you receive a citation, you have the right to appeal it. Instructions for the appeal process can be found on the citation.
- If driving a University or department-owned vehicle, report vehicle accidents to your supervisor within 24 hours. Use the accident report form in the vehicle’s glove box to help guide you through the claims process. When driving your personal vehicle on University business, report vehicle accidents to your insurance company first and then contact UCI’s Claim Administrator.

References

- UCI Environmental Health & Safety, [Driver Safety Program](#)
- UCI Policies and Procedures, Section 904-15: [Guidelines on Use of University Vehicles](#)
- UCI Policies and Procedures, Sec. 905-20: Driver Safety and Driving Records: [DMV Employer Pull Notice \(EPN\) Program Procedures](#)
- UCI Risk Services, [Claims: How to Report Vehicle Accidents or Damage](#)
- UCI Transportation and Distribution Services, [Citations](#), [Maintenance and Repair](#), [Permits](#)

Contact EHS at (949) 824-6200 or safety@uci.edu for more information and questions.