

(OPP-4)

DATE: February 1, 2016
FROM: Office of Physical Plant
TO: All Physical Plant Technical-Service Employees
SUBJECT: OPP Vehicle Operator Rules

Each employee is responsible for following OPP Vehicle Operator Rules when driving University vehicles.

1. All operators of licensed departmental equipment must be at least 21 years of age and must have a current, valid operator's license or CDL with proper category and endorsements. Exceptions to the age 21 are guided by University policy AD20. Each employee is responsible for informing his or her supervisor of any change in the validity of his or her operator's license. Loss of license resulting from a criminal offense must be reported through the Penn State self-disclosure process.
2. When operating departmental vehicles or equipment on campus streets, University farm roads, or off campus, all rules of the road must be followed.
3. Smoking is not permitted in University vehicles.
4. Employees are responsible for any tickets, fines, or violations incurred while using a University vehicle and will not be reimbursed by the University. University parking tickets will be addressed through the disciplinary process.
5. The use of interactive wireless communication devices (this includes two-way radios and non-hands-free cell phones) for electronic communication by employees of The Pennsylvania State University while on University business is prohibited while operating any vehicles. Drivers may engage in telephone conversation using hands-free methods or devices.
6. When parking a vehicle, employee must turn off the engine, set the parking brake, remove the vehicle's key, and lock the doors.
7. Any employee involved in any moving vehicle or equipment accident must immediately notify the supervisor and sign a completed vehicle accident report. Police Services must be notified if the accident involves injuries or damage to non-University property.

8. Employee must report all vehicle malfunctions to the supervisor immediately.

9. Operators of University vehicles must:

A. Keep vehicles clean and orderly.

B. Keep motor housing and dashboard areas free of tools and materials.

C. Use seat belts and ensure that passengers use seat belts.

D. Keep windshield and windows clean for clear visibility.

E. Use proper methods for transporting dangerous or hazardous materials.

F. Perform regular operator checks of vehicle and have vehicle serviced when needed.

G. Keep all doors closed when driving the vehicle.

H. Keep vehicles free of decals and stickers, other than OPP identifiers and the American flag.

10. When hauling materials such as coal, ash, dirt, etc., the load should not extend higher than the sides of the vehicle bed. Materials subject to being blown about by the wind or shifting are to be tarped and/or tied down before being transported.

11. OPP vehicles are for official University business and should not be used for personal business such as breaks, meals, errands, etc.

12. Parking and driving on lawns and sidewalks is prohibited unless prior permission has been obtained. Damage done to walks and lawns due to driving on them should be reported to the supervisor.

13. Parking within the drip lines of trees is prohibited unless permission is granted by a landscape supervisor.

14. Overnight parking for OPP vehicles will only be in designated areas, typically near OPP shops and facilities.

15. Employees who are required to drive as part of their work responsibilities must inform their supervisor and complete a self-disclosure form for loss of driving privileges.

Established as policy December 1, 1974

Revised April 1980

Revised November 1981

Revised January 20, 1987

Revised September 3, 2001

Revised June 3, 2002

Revised July 9, 2013

Revised October 17, 2015

Revised February 1, 2016 (Number change from OPP-7 to OPP-4 – Include references to age 21 requirement and AD20, clarify about the using of two-way radios while operating a vehicle, and add items from OPP-8)