

Jasper Ridge Biological Preserve Vehicle Operation Procedures and Policy

1. Driver Authorization

a. Requirements

A driver may operate a vehicle in connection with official Jasper Ridge Biological Preserve activities only if he or she meets all of the following criteria:

- Is using the vehicle for a valid business purpose.
- Meets the driver's license requirements of Section 1.b below.
- Has signed all applicable agreements described in Section 1.d below.
- Is 21 years of age or older. If there is no alternative driver, an individual who is age 18 or over may drive a vehicle in connection with an official University activity with the approval of the applicable academic or administrative organization ("organization").
- Completes the vehicle sign-out records described in Section 3.c below when driving University vehicles as defined in [Guide Memo 8.4.1: Vehicle Acquisition, Ownership and Disposition](#).
- Meets the insurance requirements described in Section 7.b below when driving personal vehicles.

b. Driver's License

(1) License Requirement

Each person who drives a vehicle in connection with official University activities must have a valid California driver's license.

Exceptions:

- a)** An authorized driver who is conducting official University activities outside of California may have a driver's license from that jurisdiction.
- b)** Enrolled students with a valid driver's license from their state or other jurisdiction of residence and any other driver with a valid driver's license from other jurisdictions who is permitted to drive using such license under California laws.

(2) Loss of License/Change in Status

Authorized drivers are prohibited from driving in connection with official University activities if their license is revoked, suspended or expired, or their driving privileges are otherwise restricted. Employees who drive in connection with official University activities are required to report a change in driver's license status immediately to their supervisors. Non-employees must report a change in driver's license status to the organization on whose behalf they are authorized to drive.

c. Driving as a Job Requirement

(1) Include Driving in Job Descriptions

Jobs that require driving University vehicles shall include in the job description: a) the driving requirement, and b) the necessity to possess and maintain the appropriate driver's license.

(2) Employees Who Are Unable to Drive

If an employee's job requires the employee to drive a University vehicle as part of his/her duties and the employee's license is suspended or restricted in a way that prevents the performance of driving duties, the employee will be subject to termination and the University will have no obligation to transfer the employee to another position. **Exception:** The University will meet any obligation to reasonably accommodate a disability.

d. Signed Agreements

Employees who drive University vehicles and employees who drive personal vehicles in connection with official University activities more than 20 hours per month, must complete and sign all of the following before driving in connection with official University activities:

- (1) A written agreement to comply with all provisions of this policy and all provisions of [Guide Memo 2.2.8: Controlled Substances and Alcohol](#), available [here](#).
- (2) Risk Management's Driver Authorization Forms and the DMV's Employer Pull Notice Program Authorization for Release of Driver Record Information. These forms are available at the [Risk Management Department](#).
- (3) The organization's vehicle use procedures.

2. Jasper Ridge Fleet Manager

a. Designation

The fleet manager for Jasper Ridge is Steven Gomez. He may be contacted at (650) 851-6812 or at sgomez1@stanford.edu.

b. Vehicle Use Procedures

Before operating a Jasper Ridge vehicle, the driver must contact a JRBP staff member so that the vehicle can be reserved. The vehicle reservation must include the business purpose for operating the vehicle along with relevant driver contact information. The driver must abide by the dates/times set forth in the reservation and return the vehicle so that it is ready for use (e.g. not low or empty of fuel). If a maintenance issue arises during use or an accident/damage occur, please notify the JRBP fleet manager at once. Key vehicle documents, such as registration, statement of insurance and operation manual can be found in the vehicle glove box. Every JRBP vehicle is equipped with a fire extinguisher. If parking the vehicle on campus upon completion of the reservation, it should be left in a UNIVERSITY VEHICLE parking space. Keys should be returned to Gilbert and the vehicle's parking spot should be identified in written form so the next driver can find the vehicle.

c. Maintaining Drivers' Records

The JRBP fleet manager will obtain and maintain copies of all signed agreements listed under Section 1.d above. Driver's license numbers are High Risk Data, as defined by the Information Security Office, and will be stored in a secure, locked location.

d. Confirming Status of Driver's Licenses

Unless the University has enrolled a driver in the DMV's Employer Pull Notice Program, the JRBP fleet manager will confirm annually that employees who drive University vehicles and employees who drive personal vehicles in connection with official University activities more than 20 hours per month do not have expired, revoked, suspended or restricted drivers licenses.

e. Monitoring Sign-out Records

At least monthly, the JRBP fleet manager will review the organization's sign-out records described in Section 3.c to ensure that University vehicles are being used only for business purposes.

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3. Use of Jasper Ridge Vehicles

a. Official Trips Only

Jasper Ridge vehicles may be used only in connection with official University activities. Except for

authorized overnight trips as described in Section 3.b, University vehicles may not be used for personal or other incidental trips at any time.

b. Overnight Trips

Jasper Ridge vehicles may only be taken home at night or used on overnight trips with prior written approval by the head of the organization or his/her designee, including approval of the specific business purpose for such use of the vehicle.

c. Sign-out Records

Jasper Ridge will maintain records that track vehicle usage, and each driver must have a JRBP staff authorized reservation each time he/she uses a vehicle. The reservation shall include the name of the driver, the times the vehicle was checked out and returned, and the specific business purpose for using the vehicle.

d. Maintenance Needs

Drivers of Jasper Ridge vehicles shall report all vehicle damage and problems with the vehicle's operation to Steven Gomez (JRBP Fleet Manager) immediately. The fleet manager's contact information is listed under section 2a. University policies on maintenance and fuel are set forth in [Guide Memo 8.4.1](#).

e. Smoking Prohibited

Smoking is not allowed in University vehicles at any time.

a. General

Vehicles may not be operated in a manner that may endanger passengers or other individuals or harm Jasper Ridge Biological Preserve/Stanford University.

b. No Operation of Unsafe Vehicles

Vehicles with a known safety-related problem may not be operated in connection with official University activities.

c. Seat Belt Requirement

The driver and all passengers must wear seat belts, except in golf cart-type vehicles that are not equipped with them.

d. Tying Down Tools

All tools being transported in a University vehicle must be secured.

6. Accidents

a. Initial Accident Reports

Drivers must report all accidents involving Jasper Ridge vehicles or personal or rented vehicles being used in connection with official University activities as soon as possible to local law enforcement and to the Jasper Ridge fleet manager (see 2a). For on-campus accidents, the Department of Public Safety is the appropriate law enforcement agency. Injuries that need prompt medical attention must be reported to 911.

b. No Admission of Liability

The driver shall not jeopardize the University's position regarding its insurance by admitting fault or liability, nor shall any reimbursement or other payment be offered or made. The driver is expected to cooperate with any internal investigation of the accident.

c. Information to Gather

At the time of the accident, the driver must note the following information and give it to the Jasper Ridge fleet manager (see 2a):

- Nature and extent of the damage to vehicles and other property.
- Name and address of the legal owner of the other vehicle or vehicles, if any.
- Name, address, driver's license number and state, and date of birth of the driver of the other vehicle or vehicles, if any.
- License number, make and model of the other vehicle or vehicles, if any.
- Name of the insurance company of any other driver or drivers, policy number and expiration date, and policy holder's name and address.
- Time, place and date of the accident.
- Names and addresses of anyone injured and description of injuries.
- Names and addresses of any passengers and other witnesses.

d. Fleet manager's responsibilities

The Jasper Ridge fleet manager is responsible for reporting the information gathered in Section 6.c to Risk Management. (See [Guide Memo 7.6.1: Accident and Incident Reporting](#).)

e. Medical Costs

Faculty and staff who have been authorized to drive in connection with official University activities may be eligible for Workers' Compensation benefits, including costs of medical treatment, hospitalization and partial compensation for time lost from work. (See [Guide Memos 2.1.7: Sick Time](#), and [2.3.5: Disability and Family Leaves](#).)

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7. Insurance

a. University Vehicles

Stanford's liability insurance program provides protection to authorized drivers of University vehicles. Stanford self-insures for collision, fire, theft and liability. When an accident is due to an authorized driver's negligence, the organization usually pays the first \$1,000 in vehicle repair costs. See [Guidelines for University Vehicles, Rentals, Accident Reporting and Personal Vehicles](#).

b. Personal Vehicles

(1) Required Insurance

Individuals who drive personal vehicles more than 20 hours per month in connection with official University activities must have the following minimum insurance coverage: bodily injury coverage of \$100,000 per person and \$300,000 per accident and \$100,000 for property damage, or \$300,000 combined single limit. (**Note:** These minimum insurance coverages are strongly recommended for individuals who drive personal vehicles in connection with official University activities less than 20 hours per month.) Any other individual driving a personal vehicle in connection with official University activities must have the minimum insurance coverage required by the jurisdiction in which the vehicle is registered. Proof of insurance must be provided upon request.

(2) Excess Liability Coverage

If an authorized driver has the minimum insurance required in Section 7.b.1, Stanford's liability insurance policy program may provide excess liability insurance protection to the driver while he/she is using a personal vehicle in connection with official University activities. The driver's insurance is primary and must be used before the University's insurance program will defend or pay any claim.

(3) Coverage Limitations

Stanford does not provide any insurance protection for fire, theft, collision or other loss or damage to personal vehicles. Individuals who use their vehicles frequently in connection with official University activities should consult with their insurance agent or broker to make sure their insurance meets their needs. The organization will pay the deductible for damage to a personal vehicle used in connection with official University activities, up to \$1,000.

c. Rented Vehicles

For rented vehicles, including vehicles rented from a car-sharing service for local use, drivers must obtain or decline the rental car company's additional insurance according to the requirements of [Guide Memo 5.4.2: Business and Travel Expenses](#). The rental agency's insurance, if obtained, must first be used before Stanford's insurance becomes applicable. Organizations are not required to pay any costs for loss or damage to rented vehicles or for liability.

d. Business Travel Accident Insurance

If an employee is engaged in the performance of authorized travel for the University and the accident results in the employee's death, dismemberment or permanent total disability, the University's business travel accident insurance may apply. (See [Guide Memo 2.3.1: Survivor Benefit Plans](#).)

8. Compliance with Applicable Laws and Regulations

All parties covered by this policy must comply with and follow all requirements of the California Vehicle Code or other applicable vehicle code, and all other applicable regulations. Fines or penalties for infractions of the law, including parking tickets, are the personal responsibility of the driver for which the University assumes no obligation.

9. Violations of this Policy

Failure to follow this policy may result in disciplinary action up to and including termination of employment.

The undersigned has read the above procedures and policy and agrees to follow them.

Signature

Date