



ACCIDENT REPORTING

At the scene of an accident, *REGARDLESS OF THE SEVERITY*:

- If on or near campus, call Police & Security for EMS services if there are any injuries and for reporting the accident at 863-4111. If away from campus, call 911.
- Complete the Auto Accident Report form provided with the vehicle registration.
- Make no statement that would assume any obligation or admit liability.
- Provide the other party with insurance information contained in the vehicle, as well as your name, address and phone number.
- As soon as practical, contact your immediate supervisor, or sponsoring department AND THE OFFICE OF INSURANCE & RISK at 863-1681, to report the accident.
- Rental car accidents must be reported to the Rental Agency as well as the Office of Insurance & Risk.
- State accident report filings vary and must be submitted accordingly. Ask the investigating officer for details.

ANY EXCEPTIONS TO THESE VEHICLE REGULATIONS MUST BE MADE IN WRITING AND APPROVED BY THE OFFICE OF INSURANCE & RISK

For questions concerning vehicle:
Accidents
Driver Policy/Exceptions
Insurance
Registrations

Contact:
Office of Insurance & Risk
863-1681



Brown University

Vehicle Information for

Drivers

and

Departments

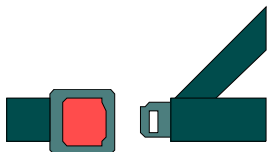


*prepared by:
The Office of Insurance & Risk*

DRIVING REGULATIONS

1. Only properly authorized employees and students may operate University-owned, leased or rented vehicles. All employee and student drivers must be authorized to drive by the department responsible for the vehicle. Students and employees are subject to any University driver policy that may be in force or subsequently issued. *Driving privileges for operating University vehicles may be revoked and disciplinary action may result due to accident or violation experience, falsification of records, or any repeated failure to comply with these regulations up to and including termination of employment.*
2. Driving certain vehicles may require a Chauffeur's License or CDL License.
3. Any driver of a University vehicle shall at all times hold a valid United States or Canadian Driver's license. Licenses suspended or revoked for any reason shall be reported to the Office of Insurance & Risk.
4. Daily driving logs must be maintained in order to identify drivers at all times.
5. The number of passengers permitted in any vehicle may not exceed the number of seat belts. All occupants of the vehicle are required to wear seat belts. If children under the age of twelve are passengers, they must be seated in the rear seat and using an age appropriate restraint.
6. The driver assumes full responsibility for any fines resulting from traffic or parking violations arising out of the use of a University vehicle.
7. For the purpose of these regulations, the definition of vehicle shall include all those that are required by the State of Rhode Island to be registered.
8. Any driver of a rental vehicle should be listed as an additional authorized driver on the Rental Agreement when not the renter.

Note: *Frequent use of personal vehicles for business is discouraged since no reimbursement will be made for accident related repairs, whether these costs result from your own acts or acts of others. It is the personal obligation of the owner of such vehicle to carry auto liability insurance with limits of \$100,000 when using the vehicle for business travel.*



VEHICLE OPERATION

- Drive with diligence at all times, following State of Rhode Island regulations or regulations for the state in which the driving is done.
- Wear seat belts.
- Use turn signals.
- Exercise extra caution while backing up vehicle.
- Use headlights ½ hour before sunset and after sunrise and during periods of reduced visibility (i.e. rain, fog, snow, etc.)
- Reduce speed according to weather and road conditions.
- Turn off the ignition, remove the key, and lock the vehicle when unattended.
- Acquaint yourself thoroughly with routing/road map prior to departure when traveling on unfamiliar roads.
- Allow plenty of time for contingencies when planning the time to arrive at your destination.
- For long distance trips, drivers should consider rotating every two hours.
- Avoid driving past midnight
- No driver should drive more than 10 hours during a 24 hour period
- If there are not enough drivers to rotate, an overnight stay should be planned.

NOTE: *If the vehicle has a Gross Vehicle Weight Rating (GVWR) in excess of 10,001 lbs., please refer to the U.S. Department of Transportation regulations.*

VEHICLE MAINTENANCE

1. Service maintenance of University-owned and/or leased vehicles shall be in accordance with instructions prescribed by the manufacturer.
2. Each day, or before each trip (if the vehicle is not used daily) the vehicle must be checked for safe operation. Items to include are:

- Oil/fuel
- Windshield wipers
- Tire inflation
- Mirrors
- Lights
- Horn
- Leaks (coolant or oil on the ground under vehicle)

3. All vans and service vehicles must be equipped with a back-up warning device that sounds automatically whenever the vehicle is put into reverse.
 4. The glove compartment of each University vehicle shall contain, at all times, the vehicle's registration, the auto accident report form, an insurance identification card, and a copy of this brochure.
 5. In accordance with RI State law, vehicles must have a current inspection sticker prominently displayed on windshield.
- Note: Vehicles registered with public plates must have annual inspection at a state facility.
6. Departments that have vehicles are responsible for keeping maintenance logs and vehicle safety inspection logs for each vehicle in their department.

