Background
The University of Michigan (U-M) Faculty Handbook, Section 17.H.2 (Vehicles) states that U-M vehicles must be
driven by a U-M employee who has a valid driver’s license and must be parked on U-M property when not in use.
Furthermore, Parking and Transportation Services (PTS) requires that drivers of U-M vehicles must be U-M faculty,
staff, students or contracted employees under the direct supervision of a U-M staff member, at least 18 years of age,
and properly licensed in accordance with the laws of the State of Michigan and federal guidelines.

Policy
U-M vehicles are provided for the use of Plant Operations' employees who are on official U-M business, during the
course of their regularly assigned shift or work, and in the performance of their duties and responsibilities. No one in
Plant Operations may drive a U-M vehicle without driver’s license verification. U-M vehicles may not be used to
conduct any business, errands, or other tasks of a personal, non-work-related nature, at any time. Contractors (or
temporary employees) should not be allowed to drive U-M vehicles unless their driver’s license status has been
verified and they have been approved by the Associate Director, Unit Manager, or delegate.

The unauthorized use or misuse of any U-M vehicle is serious misconduct and will result in appropriate discipline,
up to and including discharge.

Supervisors or authorized unit representatives are responsible for periodically (typically done annually) checking the
driving record of those who routinely drive a U-M vehicle. These employees are required to notify his/her
supervisor immediately if there are any changes in their driver’s license status. Failure to do so can result in
disciplinary action up to and including termination. Visually seeing a driver’s license does NOT ensure that the
license is not suspended or that the holder does not have points and does NOT satisfy the requirements of this
policy.

Units may have additional vehicle operator requirements in their organizations as operationally necessary.

Verification Procedure
A spreadsheet with the full name and drivers’ license numbers of Plant Operations employees that drive U-M
vehicles will be submitted to Parking and Transportation Services (PTS) on an annual basis. Supervisors may also
submit requests for other employees who are in a position to drive on U-M business. PTS will perform a driver’s
license check on each employee and the results will be sent back to the unit and to the Office of the Plant Director
with any updates noted on the spreadsheet.

The verification results and all communication regarding the results are strictly confidential, but employees may be
shown their individual results. Per Transportation Services, the employee cannot have a copy of the results.
Employees may obtain a copy of their driving record through the Secretary of State in which they are licensed.
Consequences of having 5 points or more

Driving as a core job requirement
If an employee’s results come back with five (5) points or more, the person receiving the results must notify the employee’s supervisor immediately. Supervisors are responsible for meeting with these employees to counsel them on their driving. During this counseling, the employee will be scheduled to take an on-line basic driver improvement course (BDIC), on work time, at a location provided by the supervisor. Plant Operations will pay for the course. A copy of the results of the drivers’ improvement course must be provided to the Office of the Plant Director. This counseling session will be documented on the Driver’s License Counseling – Discussion-5pts form located in the Supervisors Toolbox. Employees with five (5) points or more will have their driving record checked semi-annually.

Driving NOT as a core job requirement
If an employee’s results come back with five (5) points or more, the person receiving the results must notify the employee’s supervisor immediately. Supervisors are responsible for meeting with these employees to discuss their driving record. During this discussion, the employee will be offered the opportunity to take an on-line basic driver improvement course (BDIC) on their own time and at their own expense. A copy of the results of the drivers’ improvement course should be provided to the Office of the Plant Director. This discussion will be documented on the Driver’s License Counseling – Discussion-5pts form located in the Supervisors Toolbox. Employees with five (5) points or more will have their driving record checked semi-annually.

Consequences of having 7 points or more
Plant Operations employees with seven (7) points or more will not be allowed to drive a U-M vehicle. Supervisors are responsible for meeting with these employees to discuss this policy. This meeting will be documented on the Driver’s License Counseling – Discussion-7pts form located in the Supervisors Toolbox. Their employment status will be reviewed and decided on a case-by-case basis. Depending on how critical driving is to their job assignment, the employee may be reassigned, demoted, or terminated.

Commercial Driver’s License (CDL)
Certain Plant Operations positions require employees to maintain a Commercial Driver’s License (CDL). It is the employee’s responsibility to maintain the proper licensure for the vehicle they are expected to operate. Failure to do so will jeopardize their employment. If there are any violations, they will be handled in accordance with CDL procedures. The employee’s employment status will be reviewed to determine if they can remain in their position and/or if discipline is appropriate. Employees may be reassigned, demoted or terminated. Units may have additional vehicle operator requirements in their organizations as operationally necessary.

Medical Examiners Certificate
As required by the Michigan Secretary of State, a U.S. Department of Transportation Medical Examiners Certificate (DOT medical card) is required for all people who drive a commercial motor vehicle (CMV):
• With a gross vehicle weight rating (GVWR) greater than 10,000 pounds, or
• If you are towing a vehicle and the combined GVWR of both vehicles is greater than 10,000 pounds, or
• If the operating vehicle is designed to transport 16 or more passengers, or
• If the vehicle is used to transport hazardous materials.

The DOT medical card is valid for two years, or less if you have a medical condition which needs to be monitored regularly. The medical card is issued by a licensed medical examiner provided through U-M Employee Health Services. Units will ensure that persons driving U-M vehicles meeting any of the above criteria have a current DOT medical card.
References:
(As of Jan 9, 2012)

http://pts.umich.edu/um_vehicles_services/fleet.php
http://www.umich.edu/~spolicy/studentalcoholdrug.html
http://www.michigan.gov/sos/0,1607,7-127-1627_57170---,00.html
http://www.michigan.gov/sos/0,4670,7-127-1627_8665-9066-23757--00.html

Guidelines for submitting Driver’s License verification to PTS:

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