Distracted Driving

Driving while distracted has become an increasing factor in vehicular accidents, both on and off campus. Unfortunately, in 2011 more than 6,000 deaths were attributed to distracted driver in the U.S. The problem is becoming so severe that insurers, granting agencies and local governments are taking steps to penalize those involved in an accident due to distracted driving. ASU’s fleet safety policy has now been updated to address distracted driving.

Recently, EHS Policy EHS 119: Motor Fleet Safety ([http://www.asu.edu/aad/manuals/ehs/ehs119.html](http://www.asu.edu/aad/manuals/ehs/ehs119.html)) was updated to prohibit use of hand held electronic devices while operating an ASU vehicle or electric cart.

The use of cell phones or other hand-held electronic devices for text messaging, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication is strictly prohibited, except as otherwise permitted in this policy. This does not include glancing at or listening to a navigational device that is secured in a designed holder affixed to the vehicle provided that the destination and route are programmed into the device before operating the vehicle.

Each department supervisor is responsible for ensuring employees understand and comply with this policy update. Use of a cell phone or similar is now permitted only in case of an emergency or in a hands-free mode under the policy update.

Supervisors are still required to identifying employees under his or her supervision who will operate a university-owned or university leased/rented vehicles for university business purposes and ensures that each identified employee has a valid U.S driver’s license of the appropriate class, attends Defensive Driver training prior to using a state vehicle or rental car, or prior to operating an electric cart on campus.

ADOA insurance coverage requires that each affected ASU employee attend a refresher training class every four (4) years, or annually if Department of Motor Vehicle records indicate an affected employee has six (6) points or more on their driving record.

Each employee operating a university-owned and university leased/rented vehicle for university business is responsible for the following:

1. having a valid State of Arizona driver’s license of the appropriate class(es);
2. using seat belts in all vehicles that provide them;
3. completing training requirements;
4. refraining from using hand-held electronic devices while operating an ASU vehicle, rental car or electric cart;
5. conducting pre-trip inspections as identified in defensive driving training; and
6. reporting any change in the status of his or her U.S. driver’s license to his/her supervisor.

For employees whose business does not take them beyond the campus, ASUPD Policy 207-02 “Vehicles and Carts on Malls or Sidewalks” was adopted to ensure ASU employees were aware of the rules and regulations. The Driving on the Mall course is required for anyone who drives an ASU vehicle or cart on campus malls. If you plan to drive an ASU
vehicle on the mall or sidewalk areas, you must first complete this class. The initial DOM class is offered classroom only, however, the refresher course is now offered online.

Options for training registration for either “Defensive Driver” or “Driving on the Mall” courses include the following:

- Completion of any classroom training program offered by EH&S (see course descriptions below). You can enroll in a course through the EH&S Training website [https://cfo.asu.edu/ehs-training](https://cfo.asu.edu/ehs-training) and select the Search Course Catalog/Register for Training link. Login and select “Register for Training”. Select all courses and you will see our upcoming scheduled classes, including DOM. Select the class of your choice.
- Completion of the web based class on Blackboard (not available for student workers as this course has a prerequisite for experienced drivers). If you are not familiar with Blackboard instructions on how to login and search for Blackboard classes are in a PowerPoint presentation. For those familiar with Blackboard go to the EH&S Training website [https://cfo.asu.edu/ehs-training](https://cfo.asu.edu/ehs-training) and scroll down to the bottom of the page search for “Defensive Driving” and select “Enroll”.
- Any defensive driving class attended to address state of Arizona traffic citations or similar class provided proof of attendance with a date can be provided. When using this option please mail a copy of the proof of attendance along with employee number to EH&S – Training Records at Mail Code 6412 or email to EHS@asu.edu.

**Accident Reporting** - A written report must be made on all motor vehicle accidents, despite the amount of damage, within 24 hours of the time of the accident, using the forms supplied by the investigating officer at the scene of the accident or by Fleet Service. Employees driving a state vehicle that are involved in a collision with another vehicle will exchange driver and insurance information to include but not limited to: name of driver and occupants, telephone number for driver, insurance provider information to include the policy number and expiration date, and all name(s) and contact information for any witnesses. Take photographs of the scene and vehicle damage and submit with the incident report. It is the responsibility of the operator to obtain two (2) estimates for repair as soon as practical and immediately deliver them to Fleet Services for insurance processing. If the vehicle cannot be driven it must be towed to Surplus Property or other location designated by the department. A driver involved in a traffic accident on university property must report the traffic accident to the ASU Police Department as soon as possible or no later than 24 hours after the accident per PDP 203-05 [http://www.asu.edu/aad/manuals/pdp/pdp203-05.html](http://www.asu.edu/aad/manuals/pdp/pdp203-05.html).

**Traffic Citations** - University officers, employees, students, and volunteers are personally responsible for the prompt payment of fines for any traffic citations received while driving a university vehicle. Under no circumstances shall citations be paid with state funds.

**Maximum Speed** - No vehicle shall be driven at a speed more than the posted speed limit or faster than road conditions permit, according to Arizona Revised Statutes § 28–701. No vehicle operator shall violate any local or state law, or university regulations.

**Proof of Insurance and Roadside Assistance** - Proof of insurance or “evidence of financial responsibility” is satisfied by display of the designation “State of Arizona, Arizona State University, For Official Use Only” on the vehicle. A State of Arizona insurance card is maintained in each vehicle. You should also maintain key contact information in your vehicle or on your person, in the event you need roadside assistance.

Remember, when you operate a vehicle you are responsible for your safety and the safety of the vehicles occupants and pedestrians who may be in your path. Take this responsibility seriously. Please drive safely and responsibly.