



Safe Driving

Applicable Regulations and Policies

[Arizona Revised Statutes Title 28](#)

[EHS 119: Motor Fleet Safety](#)

[PDP 207-01: Tempe Campus Transportation Code](#)

[PDP 207-02: Vehicles and Carts on Malls or Sidewalks](#)

Applicability

The ASU safe driving program applies to all ASU facilities and operations, and all ASU employees and volunteers who operate university owned and non-university owned, leased, or rented vehicles used for university business.

Requirements

Supervisors:

- Ensure that employees under their control understand any driving or mall access restrictions on the campus each employee is assigned to work.
- Identify employees under his or her supervision who will operate a university owned and non-university owned, leased, or rented vehicle, or personal vehicle where mileage allowance is paid for university business purposes, and ensure that each identified employee has a valid US driver's license of the appropriate class, completes the processes as described in the [Authorized Driver Program](#) and completes Authorized Driver Training.

Employees:

- Attend Safe Driving training sessions as required.
- Comply with all provisions of the Safe Driving program.

Recordkeeping: Submit completed forms –LOTO Program Appendices A, B, C– to EHS.

Equipment

- **Locks for personal safety:** Only Master Lock 6835 may be used for Lockout Tagout and should be yellow in color.
- **Locks for equipment securing:** Shop Locks which are typically American Standard 1105 should be used for equipment out of service locks.
- **Tags:** Tags must include the words "Danger", "Do not Operate", or similar phrasing. Tags must include the employee name, employee photo, and ASU FM Service Center phone number or employee department's phone number for non-FM employees.

Training

All authorized employees are to be provided training on the LockOut/TagOut/Verify Program procedures in accordance with all applicable standards of 29CFR1910.147.

All authorized employees are retrained annually. Training records are the responsibility of EHS.

Additional Information

Contact ASU EHS: safety@asu.edu