**Office of Global Opportunities Domestic Programs**

**Driving Policy and Best Practices**

**Driving History Checks**

**OHIO must conduct driving history checks on students driving university vehicles.** This can be done at https://www.oplates.com/DL/Abstracts. Non-OHIO residents must check with their home state to obtain a driving history check (which often comes with a fee.) Students should be made aware of any driving responsibilities as a part of the program prior to application. No student should be required to drive if they do not wish to do so. OGO will ask for confirmation that driving history checks have been conducted.

**Vehicles rented through Ohio University Motor Pool**

Vehicles rented through Ohio University Motor Pool are required to adhere to regulations mandated by the Federal Motor Carrier Safety Administration. The regulations for drivers are as follows:

* May drive a maximum of 10 hours after 8 consecutive hours off duty
* May not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off duty time is not included in the 15-hour period. (On-duty time includes time spent as a passenger in the vehicle.)
* May not drive after 60/70 hours on duty in 7/8 consecutive days

OGO and the Motor Pool recommend that drivers take a 30 minute break every 4 hours.

**Department-owned or personally-owned vehicles**

OGO requires drivers of department-owned or personally-owned vehicles to follow the regulations mandated by the Federal Motor Carrier Safety Administration during university-related travel. When possible, OGO encourages the use of Ohio University Motor Pool for vehicle rentals to ensure vehicle reliability and safety. Below are suggested tips for safe traveling:

* Vehicles should be maintenanced prior to trip departure, including, but not limited to: safety inspection, oil change, fluid checks, and air pressure check of all four tires.
* Vehicles should travel with a spare tire and necessary tools to change flat tire.

**Information on Rental Vehicles**

* **Please refer to Risk Management & Safety Guidelines for Rental Vehicles through a car rental company:** [**https://www.ohio.edu/riskandsafety/rmi/index.htm**](https://www.ohio.edu/riskandsafety/rmi/index.htm)**.**

**General tips for all drivers**

* Review maps and plan route before driving. Unfamiliar roadways can present dangers.
* Use technology safely; avoid distracted driving. If using a GPS device, safely pull over to review directions or to make adjustments to route. Do not text or call while driving.
* Signal your intentions. The FMCSA reports that there are approximately 630,000 lane-change crashes annually.
* Maintain safe following distance. It is advised to leave one car-lengths distance per 10 MPH you are traveling between your vehicle and the vehicle you are following. Double your following distance in adverse weather conditions.
* Avoid eating and drinking when driving. The FMCSA reports that eating while driving is found to be riskier than talking on a cell phone while driving.
* Do not become distracted by objects outside the vehicle, such as billboards, buildings, and landmarks. The FMCSA also reports that nearly 80 percent of crashes involved some form of driver inattention in the 3 seconds before the crash or near-crash.
* Always wear a seatbelt and require that passengers wear a seatbelt.
* Remain aware of truck driver’s “No-Zone,” the areas around a truck with limited truck driver visibility.

For more information on federal regulations or for additional safety tips, visit [www.fmcsa.dot.gov/resources-for-drivers](http://www.fmcsa.dot.gov/resources-for-drivers)

For more information on Ohio University Motor Pool regulations, visit [www.ohio.edu/transportation](http://www.ohio.edu/transportation)

**In the case of an accident**

* Safely stop the vehicle and ensure all passengers are unharmed. If anyone has been injured, call 911 immediately. NEVER leave the scene of an accident.
* Contact law enforcement to file a report
* Collect the name, driver’s license number, and insurance information of other parties involved.
* If possible, take pictures of the accident and what damage it caused to you/both parties.
* Do not discuss details of the accident with anyone except the investigating officer.  Do not discuss or make speculations about who is at fault.
* When driving Motor Pool vehicles, complete an accident report located in the glove box; drivers will not be held responsible for costs associated with the accident (such as deductible) unless it is in ticket form. I.e. failure to control vehicle.
* Report the incident to OGO as soon as possible.