



## UNHCE Transportation Policy

If a volunteer takes on the responsibility of transporting a program participant or using a vehicle as part of their program or volunteer duties\*, the following policy must be followed:

1. Youth Program staff or volunteers who transport minors are required to complete a NH motor vehicle records check every three years. Drivers who are UNH students need the check done annually. The check should be completed via UNH Human Resources and reviewed by the staff/volunteer's supervisor or other designated Youth Program manager. Staff or volunteers may not be permitted to transport program participants depending on the type of violations they may have had and when they occurred (as listed in *USNH Vehicle Management Policy and Procedures*). Drivers must immediately self-report any changes in their driving record such as at fault accidents, revocations or moving violations.
2. National Safety & Health Council Defensive Driving Course (DDC) certification is required to:
  - a. Operate University vehicles,
  - b. Operate rental vehicles for University purposes
3. A Commercial Driver License and DOT Medical Card must be obtained to:
  - a. Transport 16 or more passengers
  - b. Operate a vehicle with a gross vehicle weight rating (GVWR) in excess of 26,000 pounds or a combination of trailer and towing unit which exceeds 26,000 pounds GVWR with the trailer in excess of 10,000 pounds GVWR.
4. If a personal vehicle is used:
  - a. Driver's personal insurance will be the primary liability coverage. USNH's liability insurance may be excess over any personal automobile liability insurance carried by the employee depending on the circumstances. The employee or volunteer and their personal insurance policy is responsible for any damage to their vehicle. USNH will not reimburse for deductibles. USNH recommends that staff and volunteers who regularly use their vehicles on business should carry adequate auto liability insurance and ensure there is no business use exclusion on their policy.
  - b. Personal vehicles shall be in compliance with all federal and state laws pertaining to use of such vehicles, including but not limited to, possession of a vehicle registration and inspection.
5. If a 15-passenger van is used, there may only be 9 passengers plus one driver. Vehicles must be modified by removing the back seats to reduce the seating capacity to 10.

6. Drivers will be at least 21 years of age if transporting others.
7. Adults should not drive alone with a minor unless they are the parent/guardian of the minor.
8. Driver Responsibilities, as listed in *USNH Vehicle Management Policy and Procedures* include, but are not limited to the following:
  - Drivers must operate vehicles in a lawful manner so as to reduce the likelihood of accidents and assure the safety of employees, passengers and the general public, and so as to not damage public or private property.
  - Seat belts must be worn by all drivers and passengers.
  - Drivers are prohibited from using a cellular phone or other held electronic device while driving, unless hands-free technology is utilized, and may never send or read text messages while driving.
  - Driver will observe all vehicle specific limitations such as maximum loads
  - Drivers are personally responsible for any fines, tickets or citations resulting from their violation of applicable laws, rules and regulations. USNH funds may not be used to pay such fines.
  - If an accident occurs it must be immediately reported to driver's supervisor within 24 hours.

\* Transportation that is arranged or conducted by participants and their families and not by a staff or volunteer (e.g., driving to and from club meetings or 4-H events), is not generally considered to be part of the 4-H program itself and thus would not be considered an activity that is part of a volunteer's duties.

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