



To: All ORU Faculty, Staff, Contract Vendors, and Students

Re: Policy requirements of drivers and passengers of Oral Roberts University vehicles or rental vehicles

Section # 101703 ORU Vehicle Safety Compliance: Drivers and passengers of any Oral Roberts University vehicle or outside rental vehicle shall comply with the instructional and safety guidelines within this document.

1. Pre-trip Auto Safety Inspection and Trip Ticket: Drivers are responsible to ensure safety of the vehicle passengers, pedestrians and other motorists. The ORU Representative (Officer or Student Worker) are required to fill out an auto safety inspection form and trip ticket before being allowed to drive an ORU vehicle. Unsafe vehicles are not to be driven. In the event that a problem exists with any ORU Vehicle, the Auto safety inspection reports are to be turned into the transportation manager in Rm. 118 Hamill Center documenting their vehicle is safe to drive, or in need of any repairs or maintenance.

2. Seat belt requirement: The driver is to ensure that everyone wears their seatbelts. Compliance is mandatory, do not transport anyone not buckled.

3. Age & driver license requirement: No one is to drive any ORU owned or rental vehicle, unless he or she is an ORU student, staff, faculty, or permissive driver, and age twenty-one or older, possess a valid United States driver's license and having no moving traffic violations within the past three years. Additionally, drivers must successfully complete all steps of the ORU Defensive Driving Course.

4. Sponsor requirements: A sponsor must accompany all out of state academic or athletic events. Sponsors shall be a faculty, staff, or student who is age 25 or older. Sponsors or student sponsors must meet the U.S. license requirement and have successfully completed the ORU Defensive Driving program. Sponsors are required to lead the trip (be the lead van) and regulate and ensure the students of other ORU vans drive safe and under the maximum speed limit of 65 MPH or Posted Speed limit, weather and road conditions. Further, sponsors and student sponsor agree to comply with all ORU driving safety policies and obedience with local and state traffic laws. (Amended 5-2025)

5. Vehicle occupant limit and equipment storage: Driver is responsible to ensure that the passenger occupant limit isn't exceeded, or one passenger per seatbelt. The driver is responsible to enforce the passenger limit and also ensure that luggage or equipment doesn't extend above the height of any seat.

6. Rest requirement: All drivers must have at least eight hours of sleep within each 24-hour period.

7. Prohibited use: No one is to drive if they have used any drugs, alcohol or taken any medications that could cause drowsiness or otherwise impair their ability to drive a motor vehicle. No one is to pull any type of trailer with an ORU or off campus vehicle rental. No luggage or equipment is to be stored on the roof of a Motor Pool van. Driver is prohibited from cell phone use or texting while vehicle is in motion. Driver shall not eat, drink, or adjust radio or heating and cooling control knobs while vehicle is in motion. ORU shuttle drivers are prohibited from passing on a two-lane road for any reason unless on a two or more, lane highway.

8. Laws and responsibilities: Drivers are responsible to comply with all local and state traffic laws. The driver is responsible to report any type of accident involvement or traffic or parking citation charged against him or her. Driver(s) are responsible to ensure the safety of their passengers, pedestrians and others at All times.

9. Changing lanes: Drivers are required to use the four safety steps before making a lane change: use turn signals, make a safety check using the side mirrors, closely examine the lane "blind spots" at the 5 & 7 o'clock positions and begin making a slow (gradual) lane change only when it is safe to do so.

10. Unsafe acts / ORU drivers are prohibited from the following: Most auto collisions are a result of failing to yield while turning left, at stop lights or at stop signs. Don't follow too closely. "Following too close," is recognized as the second most common accident producing maneuver. Oklahoma law requires a minimum of one car length clearance for each 10 MPH between vehicles, to assure the ability to stop at a safe distance. A common mistake which leads to traffic accidents is an over reliance on side mirrors while changing lanes. Don't travel in excess of the posted rural and business area speed limits.



Do Not travel at a rate of speed that is unreasonable or imprudent for the existing roadway conditions. (Example: snow, ice, fog, heavy rain, heavy snow, construction zones, etc.)

11. Safety considerations: The National Highway Traffic Administration reports that eighty percent of people killed in rollover crashes of fifteen passenger vans were not wearing seat belts. Most vehicle rollovers are single vehicle crashes of where the vehicle runs off the roads and overturns. Driver must maintain a safe speed on curved roads to avoid running off roadway. If van wheels drop off roadway, the driver should hold the steering wheel firmly, ease off the accelerator, and gently apply brakes until you have slowed down to a slow safe speed and reenter the lane when it is safe to do so. If the van has a tire blow out the driver should hold the steering wheel firmly, ease off the accelerator, and gently apply brakes until you have slowed down to a slow safe speed and gradually steer on to the shoulder of roadway and stop. Avoid panic maneuver and don't over steer, as this can result in vehicle rollovers.

12. Emergency plan / vehicle break down. In the event a Transportation vehicle brakes down or is inoperable during a trip, the driver shall immediately report the incident to the Transport Manager at (918) 495-7756, or Security (at 918-495-7750) if contact cannot be made with the Transportation Manager. If minor maintenance repair is required such as replace accessories such as a headlight, wiper blade, turn signal, flat tire, or add oil; the team leader should pay for by their department credit card and retain receipt to submit as a travel expense.

13. Emergency plan / notification required for accident: Drivers are required to call (911) immediately for accidents involving injuries and request an ambulance and Police. The driver of any accident involving an ORU vehicle is required to immediately report the accident to the Transportation Manager 918-495-7756 and ORU Department of Safety and Security (918-495-7750) if the Transportation Manager cannot be reached. **All accidents involving an ORU vehicle regardless how minor injury or property damage is; shall require an immediate written auto accident report to be completed,** if off campus by Police and on campus by ORU Security. The accident report is to be given to the Transportation Manager, Derek Fritz. (Amended 10-22-2024).

14. Vehicle Use Requirement: For safety and liability issues no ORU vehicles are to be driven for personal use or taken home. Vehicle travel is for ORU events. Sports or Academic events only. ORU vehicles are for the requisitioned times only and that have been approved. **ORU Vehicles are not to be driven during the hours of 12am to 6am. Night time driving during those hours are prohibited.**

15. Compliance Requirement: Failure to comply with these safety guidelines will result in your driving or passenger use of ORU vehicles to be suspended or revoked. First offense for speeding, 10 to 20 mph over the speed limit, or other moving traffic violations (including failure to obtain an accident report at the time and place of the accident), the driver will receive a written warning from the Director of Transportation. Any first offense driving at a dangerous speed of 20 mph or above the posted safe speed will result in a six-month suspension from driving any ORU owned, rented, or leased vehicles. Any second offense for speeding or other moving traffic violations will result in a one-year suspension from driving any ORU owned, rented, or leased vehicles. Any first offense involving reckless driving, DWI, leaving the scene of an injury accident, driving while license is suspended, revoked, driving no or an expired license etc. will result in a one-year suspension from driving any ORU owned, rented, or leased vehicles. (Amended 5-2025)

16. Security Officer or Student Worker Requirement are required to check the driver's license of anyone requesting use of an ORU vehicle. Check DL against the qualified driver's list. Qualified drivers must be in the Qualified Drivers and must possess a valid U.S. driver's license to drive any ORU vehicle. The is to ensure that all information on the trip ticket and auto safety inspection form are completed prior to releasing a van to the driver.

17. Local Tulsa Travel: Requirement: For travel in Tulsa, all ORU drivers are prohibited from "passing or following to close" to other motorists on streets or highways. Zero tolerance for aggressive driving.

18. Refuel and Trip Cancellation Requirements: All qualified drivers are required to refuel their ORU vehicle after each use regardless how short the trip was. If you have any problems. Please contact the ORU Security Supervisor on duty. When your trip has been cancelled, drivers are required to notify the Transportation Manager at the time you were notified of any cancellation.