

Safety Tip!

From the Department of Environmental Health and Safety

To report a safety issue on campus, e-mail: ksouza@rwu.edu or cconley@rwu.edu

February's Tip: Motor Vehicle Use

The Department of Environmental Health and Safety would like to remind the University Community that anyone who drives an RWU owned or rented motor vehicle must go through the driver authorization process. You can find information on driver authorization, including the driver authorization form, by clicking on the following link:

<http://www.rwu.edu/depository/ehs/motorvehiclepolicy.pdf>

Please keep in mind that the following safety procedures should always be followed when driving a University owned or rented vehicle:

- Cell Phones are prohibited while operating motor vehicles, unless a hands-free device is utilized.
- Drivers are not permitted to read, type text messages or e-mail while operating motor vehicles.
- Smoking is prohibited in all motor vehicles.
- Drivers and passengers must wear seat belts at all times, regardless of whether the motor vehicle is being operated on or off campus.
- The number of passengers may not exceed the number of seatbelts.
- Passengers are not permitted to ride in the rear cargo areas of pickup trucks or sport utility vehicles.
- Drivers must operate motor vehicles in accordance with all applicable federal, state, and local laws and University policies. Additionally, drivers must have their valid United States driver's license while operating motor vehicles.

What to do if you are involved in an accident:

- If an accident occurs on campus, do not leave the scene. Call the Department of Public Safety at 3333 or 1-401-254-3333.
- If an accident occurs off campus, do not leave the scene. Call 911 or the local police department.
- Request that a police report be taken to document the accident. Make no statement that would assume any obligation or admit liability. Provide the other party with the insurance information contained in the motor vehicle, as well as your name, address and telephone number. Be sure to obtain the other party's information as well.
- Notify the Department of Environmental Health and Safety and your supervisor upon your return to campus. Accidents involving rented motor vehicles must be reported to the rental agency as well.