October’s Tip: Motor Vehicle & Golf Cart Policies

**Motor Vehicle Use**
Per RWU’s Motor Vehicle Policy all University employees and students who drive a University-owned or rented vehicle are subject to the University’s “Motor Vehicle Use Policy”.

Students are required to have a new MVR run yearly, and staff (except for designated groups) are required to be run every two years – please anticipate a two week turnaround time for approvals. MVR forms and the student online training can be found on the EHS website under the “Vehicle Safety” tab. All departments must keep a list of employees and students who are allowed to drive University motor vehicles and should routinely check the list for compliance.

Always give driving your full attention and follow all rules of the road. Smoking is prohibited in all University owned or leased vehicles. Possession of, use of, or driving under the influence of, alcohol, other intoxicating substances, or illegal drugs is strictly prohibited. Cell phone use, headphone use, and MP3 player/iPod use are prohibited when driving University owned and leased vehicles, as is reading, typing, or sending text messages or e-mails. Seat belts are required at all times for the driver and all passengers, both on and off campus.

**Golf Cart and Utility Vehicle Use**
Any employees or students driving golf carts or utility vehicles need to adhere to the golf cart policy. Please contact your immediate supervisor for the link and password for the online Golf Cart Safety training. The Golf Cart policy will print out at the end of the training and must be signed and returned to the EHS Department.

More information is available on the policies on the Environmental Health & Safety website: http://www.rwu.edu/about/university-offices/ehs/vehicle-safety/motor-vehicle-policy