



## **Safety Fact Sheet 0407 – Driver Safety**

Environmental Health and Safety – (213) 740-6448

More than 41,000 people lose their lives in motor vehicle crashes each year and over two million more suffer disabling injuries, according to the National Safety Council. The triple threat of high speeds, impaired or careless driving and not using occupant restraints threatens every driver—regardless of how careful or how skilled. This safety fact sheet serves to generate discussion among USC staff and students who drive university owned vehicles including automobiles, electric carts, pick-up trucks, trams, and vans.

### ***Requirements***

Any employee who drives a university vehicle shall meet the following conditions:

- The employee must have a valid and appropriate California Driver's License;
- The employee must not have any medical problems or conditions that preclude him or her from driving;
- The employee must not have had three or more moving violations in the previous 12 months, any suspension of license in the previous three years, or any conviction for driving under the influence in the previous five years.

### ***Training***

All employees authorized to drive university vehicles must take a four-hour National Safety Council defensive driving course. New employees and employees who assume duties which include driving must complete the course within 90 days of their employment date or the date they assume driving duties. Continuing employees must take a refresher course every three years.

### ***Seat Belts***

Drivers of university vehicles equipped with seat belts must wear them at all times, on and off campus, and must ensure that all passengers wear their seat belts.

### ***Accidents and Traffic Violations***

All drivers of university vehicles must immediately report all accidents, moving violations, license suspensions and driving arrests to their department supervisor. The department must immediately report to Career and Protective Services all accidents in which a university vehicle is involved.

### ***References***

Refer to USC Vehicle/ Driver Safety Policy No. 003 for additional requirements.  
(Found by clicking on the "Safety Policies" link located at - <http://policies.usc.edu/>)