

Motor Vehicle Operators Guideline

Guideline

Revision Date: 8/10/21

Applies To: All personnel including contractors operating designated University vehicles.

This Guideline is issued by the Department of Environment, Health & Safety to provide guidance and consistency in management of the licensing program for operators of University of Michigan motor vehicles.

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Summary

This Guideline provides standard procedures for the licensing and medical requirements for the operation of motor vehicles with a gross vehicle weight rating or combination weight greater than 10,001 pounds at the University of Michigan. This includes passenger buses and vehicles used to transport hazardous materials, regardless of the vehicle weight and all commercial motor vehicles. These requirements apply to all personnel operating designated University vehicles, including contractors.

Scope

It is important to note this Guideline only includes the requirements of the laws as they pertain to vehicle operation at the University of Michigan. The State of Michigan has adopted the Federal Motor Carrier Safety Administration Regulations (FMCSAR) and the Federal Hazardous Materials Regulations (FHMR) into State law.

Reference Regulations

- [Federal Motor Carrier Safety Administration Regulations](#)
- [Michigan Secretary of State – Chauffeur License Information](#)
- [Michigan Secretary of State – CDL information](#)
- [Michigan Vehicle Code](#)
- [Michigan Trucking Safety](#)
- [Transportation Security Administration](#)

Glossary of Terms

TERM	DEFINITION
Chauffeur License	This is a State of Michigan requirement for operation of a vehicle with a GVWR of 10,000 pounds or more, operating a motor vehicle to carry passengers or property, operating a bus or school bus, or operating a taxi or limousine, and is issued through the Secretary of State. See the Provisions section for additional information. Michigan Secretary of State – Chauffeur License Information
CDL	Commercial Driver's License issued by the State of Michigan Secretary of State Office in accordance with the Federal Motor Carrier Safety Administration for operation of a commercial motor vehicle. Michigan Secretary of State – CDL information
Commercial Motor Vehicle	Any motor vehicle used on a public roadway to transport passengers or property when the vehicle: <ul style="list-style-type: none">• Has a GVWR of 26,001 pounds or more.• Towing a trailer or other vehicle with a GVWR of 10,001 pounds or a GCWR of 26,001 pounds or more.• Is designed to transport more than 15 passengers.• Is used to transport hazardous materials in quantities requiring placarding.
DOT	Department of Transportation, the federal agency governing the operation of motor vehicles.
Drug and Alcohol Testing Program	All Commercial Driver's License holders are subject to and included in the Program, which includes pre-employment testing, inclusion in the random testing pool, post-accident testing, and reasonable suspicion testing.
GVWR (Gross Vehicle Weight Rating)	This is determined by the manufacturer to be the weight of the vehicle PLUS its maximum recommended load. The manufacturer's nomenclature plate may be metal or a sticker inside the vehicle, typically in the glove box or on

TERM	DEFINITION
	the door frame. When vehicles are intended to be modified with items such as; interior shelves, racks, tools, snow plow, or a lift gate, the axle ratings or the tire ratings of the vehicle must be added together to determine the GVWR.
GCWR (Gross Combination Weight Rating)	This is the value specified by the manufacturer as the maximum loaded weight of a combination vehicle, example: a truck and trailer. It can be calculated by adding the GVWR of the vehicle and the trailer or towed vehicle.
Medical Examiner's Certification	The Department of Transportation (DOT) medical card necessary in conjunction with a Chauffeur license and/or a CDL. It must be carried with either license.

[DOT medical/physical requirements](#)

Responsibility

Deans, Directors, and Department Heads

Actively support this Guideline within individual units by ensuring there are appropriate resources to implement the procedures.

Supervisors

- Implement all aspects of this Guideline by assuring all motor vehicle operators have obtained the proper licensing and training, received medical clearance, and operate vehicles in a safe manner.
- Report vehicle malfunctions and accidents to the UM Logistics, Transportation & Parking (LTP) using a [Driver's Report of Vehicle Damage](#) .
- Comply with the LT&P requirements for University vehicle operation. Employees who have reached 7 points on their Michigan license will be restricted from driving University vehicles, per the [LTP Policy](#).
- Report all work related injuries and illnesses to the Work Connections office within 24 hours by submitting the [Illness or Injury Report Form](#) per the instructions.

Employees

- Report all moving vehicle violations to your supervisor, both at work and away from work. Employees who have reached 7 points on their Michigan license will be restricted from driving University vehicles, per the [LTP Policy](#).
- Report to your supervisor any medication usage that could alter your driving ability including prescription and over the counter medication.
- Assure all safety equipment is operational, i.e. turn signals, brake lights and fire extinguisher. Report faulty equipment to the supervisor.
- Maintain the necessary driver license endorsements to operate assigned vehicles.
- Report any job related injury or illness, or unsafe or unhealthy working condition to your supervisor.

EHS

- Maintain and administer the Medical Surveillance Program and the [Drug and Alcohol Testing Program](#) for University employees.
- Collaborate with Occupational Health Services (OHS) Clinic to resolve any personal medical conditions that require follow up or a medical waiver issued by the State of Michigan.
- Review and revise this Guideline with Logistics, Transportation & Parking, as necessary.

Occupational Health Services (OHS) Clinic

- Conduct the DOT medical exam in accordance with the federal regulations and issue the Medical Examiner's Certification (medical card) to individuals meeting the criteria. For individuals not meeting the medical criteria it may be necessary for the individual to provide OHS with documentation to be able to better assess the medical condition in question. In the event the medical issues are not resolved, no DOT medical card will be issued.

NOTE: Under current regulations, the certification is valid for two years, unless the driver has a medical condition that does not prohibit driving but does require more frequent monitoring. In such situations, the medical certification may be issued for a shorter length of time.

- Provide treatment and follow-up for occupational injuries and illnesses.

Logistics, Transportation & Parking (LTP)

- Notify departments of the licensing requirements for drivers of fleet vehicles.
- Provide contact information for the CDL skills training.
- Review and revise this Guideline with EHS, as necessary.

Provisions

A Michigan Chauffeur license is required for any of the following situations:

- Operation of a motor vehicle with a GVWR of 10,000 pounds or more.
- Operation a motor vehicle carrying passengers or property.
- Operation of a bus or school bus.
- Operation a taxi or limousine.

NOTE: An exemption to this requirement would be for employees who operate motor vehicles to carry their tools and transport parts only incidentally in connection with their employment. Examples include maintenance or construction personnel. When driving is not the primary job function, the Chauffeur license is not needed, but the DOT medical card would be required. Positions where driving is a primary job function, such as parts expeditors or delivery staff, would require the Chauffeur license.

A Michigan Commercial Driver License (CDL) is required in the following situations:

- Operation of a vehicle with a GVWR or 26,001 pounds or more,
- Operation of combination vehicles, including:
 - Towing a trailer or other vehicles with a GVWR over 10,001 pounds, or
 - A gross combination weight (GCWR) of 26,001 pounds or more

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- Operation of a vehicle designed to transport 15 or more passengers.
 - Carrying hazardous materials in amounts requiring placarding.
 - Drivers applying to transport hazardous materials **must** undergo fingerprinting and a federal background record check as required by the USA Patriot Act. The [Hazardous Materials Endorsement \(HME\) application](#) process **must** be completed.

A DOT *Medical Examiner's Certification* is necessary for the following situations:

- Operation of a vehicle with a GVWR or GCWR of 10,001 pounds or more.
- Operation of a vehicle designed to transport more than 15 passengers.
- Operation of a vehicle used to transport hazardous materials.

All vehicles with a GVWR greater than 10,000 pounds **must** be equipped with a fire extinguisher, safety triangles, and spare electrical fuses. It is the vehicle operators' responsibility to assure all safety equipment is operational and fire extinguishers are inspected on a monthly basis and documented on the tag. If a tag is missing or the extinguisher needs service, call Facilities Service Center at 7-2059 to have the Fire Extinguisher Shop correct it. Vehicles transporting hazardous waste **must** be inspected on a daily basis and the information recorded on inspection forms.

It may be necessary for some employees, depending on their job assignments to have both a Chauffeur license and a CDL. There are eligibility requirements for obtaining a CDL and a DOT medical card. The links for this information are provided in the Reference Regulation and Definition Sections of this document.

NOTE: Any driver who operates a commercial motor vehicle on roads or highways that are accessible to the public, **must** have a CDL regardless of the distance driven or amount of driving time.

Procedures

1. LTP will need to identify the driver licensing requirements when new vehicles are obtained.
2. When departments take possession of vehicles, it is their responsibility to assure their employees are properly licensed through the Michigan Secretary of State Office and the medical cards are obtained through the OHS Clinic. To operate University of Michigan vehicles, only a medical card issued by OHS will be considered valid.
3. If a medical card is required to operate the vehicle, the supervisor **must** contact the EHS Medical Surveillance Coordinator at 615-2140 to authorize and arrange for a physical examination at the OHS Clinic. The card **must** be obtained prior to taking the CDL skills test.
 - Additional regulatory information on the [DOT medical/physical requirements](#) is available.
 - Typically, the medical card is issued for a 2-year period. As the expiration date on the card approaches, EHS will contact OHS Clinic to authorize another physical exam. OHS staff will contact the supervisor to schedule the exam.
 - If additional health information is required by the OHS medical professionals to complete the exam, an Authorization to Release Patient Information form **must** be completed by the employee to provide disclosure of health information. If this form is not completed, no medical card can be issued, which could result in loss of employment.
 - Employees unable to successfully meet the requirements of the OHS physical exam will be excluded from operating commercial motor vehicles at the University of Michigan.

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4. Commercial Driver Licensing requires the applicable written test be taken at the Michigan Secretary of State office and then the CDL Skills Test may be taken.
 5. Alcohol and Drug Testing Program: [The University of Michigan Drug & Alcohol Substance Abuse Policy](#) outlines the DOT requirements as applied to employees holding a CDL for University use. The Policy includes the general requirements, contact information, testing procedures, consequences of violating the policy, and the effects of alcohol and controlled substance use. Affected employees are required to read the policy and sign a receipt that the materials were received and any questions about the policy were satisfactorily answered. Questions regarding this policy should be directed to the EHS Medical Surveillance Coordinator at 615-2140.

Technical Support

All referenced guidelines, regulations, and other documents are available through EHS at (734) 764-1142.