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SANTA BARBARA • SANTA CRUZ

OFFICE OF RISK SERVICES

OFFICE OF THE PRESIDENT
1111 Franklin Avenue, 6th Floor
Oakland, California 94607-5200

November 14, 2023

CHANCELLORS
ACADEMIC COUNCIL CHAIR STEINTRAGER
LABORATORY DIRECTOR WITHERELL
ANR VICE PRESIDENT HUMISTON

Re: Systemwide Review of Proposed Presidential Policy BFB-BUS-46 Use of University Vehicles

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to Presidential Policy BFB-BUS-46 Use of University Vehicles.

The Office of Risk Services (OPRS) partnered with the systemwide UC Driver Vehicle Safety Workgroup (comprised of Risk Management, Environment Health and Safety and Fleet Management staff) to complete a comprehensive review of UC Business and Finance Bulletin 46 (BUS 46). The BUS 46 Policy applies to the use of any UC vehicle (owned or leased) and any personal vehicles used in the course of University business. The following proposed changes to the Policy aim to increase accountability for vehicular usage throughout the UC system to improve safety and reduce vehicular accidents and claims.

- Changed title from Use of University Vehicles to Use of Vehicles and Driver Authorization
- Expanded Policy Summary and Definitions
- The inclusion of the California Department of Motor Vehicles (DMV) Negligent Operator Treatment System (NOTS) as a standard for eligibility to drive on behalf of the University.
- Implementation will apply to all drivers on University business – not solely employees.
- Establishment of Vehicle Collision Review Committees to review collisions, determine preventability, and promote driver safety awareness.
- Establishment of guidelines for drivers involved in preventable collisions including training, suspension, and potential revocation of driving privileges.

This policy was distributed for systemwide review in November 2018, but ultimately did not get finalized. Prior comments from this review have been incorporated into this revision. The proposed revisions were presented to the Policy Advisory Committee (PAC) on October 26, 2023, after going through a Consultation Review process with stakeholders from Risk Management, Environment Health and Safety and Fleet Management and the Required Reviewer process, which includes contacts from Systemwide HR, Labor Relations, Academic Personnel and Programs, Academic Senate, and Graduate, Undergraduate and Equity Affairs. The PAC recommended the policy proceed to systemwide comment.

Systemwide Review

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, and the Vice President of Agriculture and Natural Resources requesting that they inform the general University community, especially affected employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policy. Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than March 1, 2024. Please submit your comments to riskservices@ucop.edu. If you have any questions, please contact Gary Leonard at gary.leonard@ucop.edu.

Sincerely,

DocuSigned by:

Kevin Confetti

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Kevin Confetti, Risk Services

Associate Vice President & Chief Risk Officer

Enclosures:

- 1) Draft Presidential Policy BFB-BUS-46 Use of University Vehicles (clean copy)
- 2) Draft Presidential Policy BFB-BUS-46 Use of University Vehicles (tracked-changes copy)
- 3) Model Communication

cc: President Drake

Provost and Executive Vice President Newman

Executive Vice Chancellors/Provosts

Executive Vice President and Chief Operating Officer Nava

Executive Vice President Rubin

Senior Vice President Bustamante

Vice President and Vice Provost Gullatt

Vice Provost Haynes

Vice President Lloyd

Vice President Maldonado

Vice Provosts/Vice Chancellors of Academic Affairs/Personnel

Associate Vice Provost Lee

Associate Vice President Matella

Deputy General Counsel Woodall

Assistant Vice Provosts/Vice Chancellors for Academic Personnel

Deputy Chief HR Officer and Chief of Staff Henderson

Executive Director Leonard

Executive Director Lin

Chief of Staff Beechem

Chief of Staff Kao

Chief of Staff Levintov

Chief Policy Advisor McAuliffe

Director Anders

Director Chin

Director Weston-Dawkes
Associate Director Dicaprio
Associate Director Garcia
Associate Director Teaford
Associate Director Woolston
Assistant Director LaBriola
Manager Crosson
Analyst Durrin
Administrative Officer Babbitt
Policy Advisory Committee