



UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

Commercial Motor Vehicle Driver Procedure

November 2024



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**Commercial Motor Vehicle
Driver Procedure**

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Commercial Motor Vehicle
Driver Procedure

I. Purpose

This procedure has been developed so that the University of Northern Colorado (UNC) complies with regulations in Title 49 of the Code of Federal Regulations (49 CFR) concerning employees who drive commercial motor vehicles (CMVs). This procedure also follows requirements for CMV driver state and federal regulations that are to be followed during operation of a CMV.

II. Definitions

Alcohol use – the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. (49 CFR 382.107)

Commerce

1. Any trade, traffic, or transportation within the jurisdiction of the United States between a place in a State and a place outside of such State, including a place outside of the United States and
2. trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described in paragraph (1) of this (49 CFR 382.107)

Commercial Motor Vehicle – any self-propelled or towed motor vehicle use on a highway in interstate commerce to transport passengers or property when the vehicle:

1. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 10,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,001 pounds or more, whichever is greater; or
2. Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
3. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
4. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary un 49 CFR, subtitle B, Chapter I, subchapter C. [49 CFR 390.5]

Part 390 has been adopted for intrastate carriers in Colorado with the following modifications:

- A commercial motor vehicle is defined as any self-propelled or towed vehicle:
 - Bearing an Apportioned Plate
 - Having a gross vehicle weight rating or gross combination weight rating of **at least 16,001 lbs.**; or
 - Having a gross vehicle weight rating or gross combination weight rating of at least 16,001 lbs. and used to transport 16 or more passengers (including the driver), unless the vehicle is a school bus (operated in accordance with C.R.S. 42-4-1904); or
 - Designed or equipped to transport other motor vehicles from place to place by means of winches, cables, pulleys, or other equipment for towing, pulling, or lifting; or
 - Used in transporting a quantity of hazardous material requiring placarding.

Controlled substances – marijuana, cocaine, opiates, amphetamines, and phencyclidine. (49 CFR 40.85)

DOT Agency – an agency (or “operating administration”) of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing in accordance with 49 CFR 40. (49 CFR 382.107)

Driver – any person who operates a commercial motor vehicle. This includes but is not limited to:

1. Full-time, regularly employed drivers;
2. Casual, intermittent, or occasional drivers;
3. Leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For pre-employment/pre-duty testing only, the term driver includes a person applying to an employer to drive a commercial motor vehicle. (49 CFR 382.107)

Driving Time – all time spent at the driving controls of a commercial motor vehicle. (49 CFR 395.2)

Drugs – the same as controlled substances above.

Employer – any person (including the United States, a State, the District of Columbia, or a political subdivision of a State) who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle. The term employer includes an employer’s agents, officers, and representatives. (49 CFR 382.107)

III. Application of this Procedure

This procedure covers all University personnel who are required to drive CMVs as part of their job. (See definitions of ‘driver’, ‘commercial motor vehicle’, and other terms used in this document.)

IV. Drug and Alcohol

No driver shall be on duty and possess, be under the influence of, or use, any of the following drugs or other substances:

1. Any 21 CFR 1308.11 *Schedule I* substance;
2. An amphetamine or any formulation thereof (including, but not limited, to “pep pills,” and “bennies”);
3. A narcotic drug or any derivative thereof; or
4. Any other substance, to a degree, that renders the driver incapable of safely operating a motor vehicle.

No motor carrier shall require or permit a driver to violate this section. The possession or use of a substance administered to a driver by or under the instructions of a licensed medical practitioner, as defined in §382.107 of this subchapter, who has advised the driver that the substance will not affect the driver's ability to safely operate a motor vehicle.

The driver is required to follow the University of Northern Colorado’s drug and alcohol policies set forth by the University. Drivers shall not be put in the CDL testing pool to be randomly tested. However, if the employee is in an accident or incident while driving a university CMV they may be required by the University of Northern Colorado to report to a drug testing facility for testing.

V. Hours of Service

49 CFR 395.8 Requires all CMV drivers to prepare records of duty status (Logbooks). Documentation will be retained for one year by the department. After that year EHS will collect records and store them for a period of three years.

The driver is exempt from keeping a logbook if they operate a property-carrying CMV that doesn’t require a CDL and meets the following requirements.

1. Completes a time card with start time, end time, and total time for each workday
2. Does not go outside a 150-air-mile radius of the location where the driver reports to work
3. The driver starts and ends the day at the same location
4. The driver has at least 10 hours off between shifts
5. The driver doesn’t drive after the 14th hour 5 days of the week and the 16th hour 2 days of the week
6. The driver doesn’t drive after the 60th hour in 7 days if the company operates 6 or fewer days per week or the 70th hour in 8 days if the company operates every day of the week.

Exempt employees shall keep a logbook since those employees do not use a timecard daily that has the start and stop times for each shift. These logbooks are only required when operating a CMV.

Once one of the previous requirements is not met, the driver is required to keep a logbook. This includes student employees who are operating a CMV. See Appendix A for the driver's log if any of the exemptions above apply.

When a driver travels beyond a 150-air-mile radius the driver is required to fill out a driver’s daily log (Appendix C) or if any of the above exemptions do not apply. The following applies:

- Can only drive 11 hours during a 14-hour day (can’t drive after the 14th hour.)
- Must take a 30-minute duty break every 8 hours worked (driving/on duty)
- Cannot drive after being on duty 70 hours in 8 consecutive days

VI. Driving Commercial Motor Vehicles

This section goes over the prohibited and unsafe driving practices for all drivers operating a CMV (49 CFR 392). The following are prohibited practices that include but are not limited to:

1. Operating a CMV in violation of a local law
2. Operating a CMV while ill or fatigued
3. Possession/Consumption of Drugs or other substances
4. Possession/Consumption of Alcohol
5. Operating a CMV when the driver has not determined the vehicle is in a safe operating condition
6. Failing to use extreme caution or discontinue a trip when adverse conditions are encountered
7. Operating a CMV while not wearing a safety belt
8. Operating a CMV that is equipped with a radar detector
9. Operating a CMV while texting
10. Operating a CMV while using a handheld cellular phone

Drivers are also required to follow all of the sections in the Motor Vehicle Safety Program put forth by the University of Northern Colorado.

VII. Safety Equipment and Maintenance

49 CFR 393.100 requires a CMV to have a fire extinguisher with at least a 5 B: C rating and either three bidirectional reflective triangles or six road flares to be present in each CMV.

49 CRF 396.11 covers the inspection repair and maintenance of all CMVs. Under this section, drivers shall complete a report on each vehicle driven when any issues affecting the safe operations of the vehicle or creating the possibility of breakdown are detected with the vehicle. This report shall be completed at the end of the day documenting the issues and how they were corrected. This report will be turned in to the Transportation Department.

Prior to operating the vehicle, a driver shall check the vehicle's parts and accessories, to ensure the vehicle is in safe working order (Appendix B) (49 CFR 392.7).

As of August 7, 2024, all commercial motor vehicle drivers must carry chains from September 1 to May 31. This applies to vehicles with a combined weight of more than 16,000 lbs used in commerce or as transport for at least 16 passengers (including the driver) on public highways. View the [Colorado chain-up tips \(opens in new window\)](#) handout for more information on what must be carried by CMVs.

Commercial vehicles and buses have a larger footprint on roadways where chains are required. CMVs must carry chains or ATDs on all the following roads regardless of current weather:

- I-70 west of milepost 259 (Morrison) to the Utah border.
- Colorado Highway 9 milepost 63 to milepost 97 (Frisco to Fairplay).
- Route 40 milepost 256 (Empire) to the Utah border.
- U.S. Route 50 milepost 225 (Salida) to the Utah border.
- U.S. Route 160 milepost 304 (Walsenburg) to the New Mexico border.

- U.S. Route 285 milepost 250 (Morrison) to the New Mexico border.
- All of U.S Route 550.

VIII. Cargo Securement

49 CFR 392.9 covers the inspection of cargo, cargo securement devices, and systems.

49 CFR 393.100 states each commercial motor vehicle must, when transporting cargo on public roads, be loaded and equipped, and the cargo secured, in accordance with this subpart to prevent the cargo from leaking, spilling, blowing, or falling from the motor vehicle. Cargo must be contained, immobilized, or secured in accordance with this subpart to prevent shifting upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.

IX. Compliance with this Procedure

Compliance with this procedure is required by the University. For assistance with this document, please contact Environmental Health and Safety at (970) 351-3194, or visit

<https://www.unco.edu/facilities/services/environmental-health-and-safety/>



Driver's Time Record

Driver's Name (Print) _____ Bear Number: _____ Month: _____ Year: _____

Drivers may prepare this report instead of "Drivers daily log" if the following applies:

- Drivers operate property-carrying commercial motor vehicles which do not require a commercial driver's license
- Driver operates within a 150-air-mile radius of their normal work reporting location
- Driver may drive a maximum of 11 hours after coming on duty following 10 or more consecutive hours off duty
- Driver may not drive after the 14th hour after coming on duty 5 days a week or after the 16th hour after coming on duty 2 days a week.

Day of Month	Start Time (AM/PM)	End Time (AM/PM)	Total Hours	License Plate #	Work Reporting Location	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Note: The department must maintain and retain accurate time records for 1 year showing the time the duty period, ended, and the total hours on duty each day in place of record of duty status.

DOT DRIVER'S VEHICLE INSPECTION REPORT

Carrier: UNIVERSITY OF NORTHERN COLORADO		Carrier Number:	
Address:		City: GREELEY	Zip Code: 80639
<input type="checkbox"/> PRE-TRIP	Date:	Time: <input type="checkbox"/> AM	<input checked="" type="radio"/> POST-TRIP
Odometer Reading (miles):		Starting Mileage:	Ending Mileage:

Preview Vehicle - begin with a walk-around using the previous Post-Trip Inspection

Check any defective item using the for Pre-Trip and the for Post-Trip inspection and provide details under "Remarks."

A. Tractor / Truck (Vehicle) License Plate:

Engine

Fluid Leaks Battery Radiator Engine Starter

All Fluid Levels Transmission

Cab

Oil Pressure Windshield Windows Wipers (functionality) Wipers (blade condition)

Clutch (if equipped) Dashboard Lights Horn Mirrors **All** Instrument Gauges

Fire Extinguisher Reflective Triangles Defroster/Heater Spare Fuses/Bulbs First Aid Kit (if equipped)

Fuel Level: Circle One; if unsure, round down (if 1/4 or less, fuel vehicle prior to end of shift!!)

Pre-Trip Level: F 3/4 1/2 1/4 E Post-Trip Level: F 3/4 1/2 1/4 E

Walk-Around

Steering System Body (note damage below) Fuel Tank(s) Tires (tread / pressure) Tire Chains (if equipped)

Rear End Fluid Leaks (non-engine) Front Axle Wheels/ Rims Tarpaulin (ifequipped)

Suspension System Drive Line Muffler(s) Lug Nuts Mud Flaps (ifequipped)

Exhaust System Frame/ Assembly Coupling Devices (if equipped) Roof (note damagebelow)

Lights & Visibility

B. Trailer License Plate:

Starting Mileage (from hub) if applicable:

Brake Connections Brakes Tires Coupling Device Break-Away Brake

Hitch Landing Gear Lights - **All** Doors Tarpaulin

Suspension System Wheels/ Rims Lug Nuts Coupling (King) Pin Reflectors

Attenuator Bolts Attenuator Pins Roof Other:

C. Aerial Device (Inspection of Vehicle Components Is Accomplished in the "Tractor / Truck" Section):

Fluid Leaks Fasteners **All** Fluid Levels Power Take-Off Liner

Outriggers Hydraulic System Retaining Pins Welds Bucket

Fiberglass Extension Safety Belts & Straps Test Bucket Lift Controls Test Ground Controls

Warning Lights Torque Seals Other:

Remarks:

Body Damage (pre/post-trip)

*Note: A police report 1/A - Slight
is required for any 2/B - Moderate
new vehicle damage 3/C - Severe*



PRE-TRIP CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

Pre-Trip Driver's Printed Name:	Pre-Trip Driver's Signature:
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<input type="checkbox"/> <input type="radio"/> ABOVE DEFECTS CORRECTED	Mechanic's Signature:	Date:
<input type="checkbox"/> <input type="radio"/> ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF THIS VEHICLE		

Reviewing Driver's Printed Name (mid-shift new driver):	Reviewing Driver's Signature:
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POST-TRIP CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY; MECHANIC'S REPAIRS CONFIRMED, IF APPLICABLE

Post-Trip Driver's Printed Name:	Post-Trip Driver's Signature:
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Drivers Daily Log

_____/_____/_____
 (Month - Day - Year)

_____/_____
 (Vehicle Plate Number – Trailer Plate Number)

_____/_____
 (Drivers Name – Signature)

I certify that these entries are true and correct:

 (Name of the Carrier)

_____/_____/_____
 (Start – Stop – Total miles driving today)

 (Main office address)

 (Name of the Co-driver)

		1	2	3	4	5	6	7	8	9	10	11	Noon	1	2	3	4	5	6	7	8	9	10	11	12	Total Hours
1	Off Duty																									
2	Sleeper Berth																									
3	Driving																									
4	On Duty																									
		1	2	3	4	5	6	7	8	9	10	11	Noon	1	2	3	4	5	6	7	8	9	10	11	12	Total Hours
Remarks																										Total Hours

(One Calendar day = 24 hours)

Name of Shipper _____