

# *University of Mary Hardin-Baylor*



## *Vehicle Training*

*Revised: May 2016*

# Business Transportation Policy

The Business Transportation Policy *is posted on the UMHB Website under Human Resources / Policies.*

The purpose of the Transportation Policy is to establish procedures for

- control & operation of vehicles owned, leased or rented by the University, &
- training and qualification of eligible drivers.
- Control & operation of personal-owned employee vehicles used for business-related transportation.

*Note: University vehicles must be used for university business or for university-sponsored curricular / co-curricular events only.*

# Business Transportation Policy

## Definitions:

A “**Qualified UMHB Driver**” is an individual who is

- at least 21 years of age
  - *with some exceptions*
- possesses a valid driver’s license,
- is insurable – has a “clear” motor vehicle record
  - *see Appendix 1 / Driver Qualifications*
- and has successfully completed the UMHB Stars driving program requirements.

# Business Transportation Policy

## Definitions:

A “**Volunteer**” is an individual who is neither an employee nor a student that

- *May be utilized to operate University vehicles as allowed by driver qualification policy.*
- *Must have a signed volunteer agreement on file with Human Resources.*

A “**Graduate Student**” is a student that is enrolled in postgraduate studies.

A “**Graduate Assistant**” is a student enrolled in post-graduate studies that is employed with the university and receives payroll compensation.

# Business Transportation Policy

## Employees Renting Vehicles:

- Rental vehicles are covered under the university's insurance.
- Employees renting vehicles must comply with the Transportation Policy including but not limited to
  - Completion of the STARS vehicle training program, and
  - Motor Vehicle Record check (3 yr. driving history).

## Loan of University Vehicles:

- The university does not loan vehicles (incl. trailers & heavy equipment) to employees, students or outside parties.

# Appendix 1: Driver Qualification, Training & Driving Requirements

## Driver Qualifications:

### Drivers must

- Be 21 years of age (with some exceptions)
- Be insurable per the University's insurance carrier
- Possess a valid driver's license & have minimum 2 years licensed driving experience.
  - Employees; license issued by State of Texas
  - New residents; must obtain Texas license within 90 days
    - *Exception; out-of-state military residents*
  - Students; license issued by State of permanent residence
  - Volunteers; license issued by State of Texas

# Appendix 1: Driver Qualification, Training & Driving Requirements

## Driver Qualifications:

All drivers must possess driving record free from all charges within last 3 years related to:

- Exceeding the speed limit equal to or in excess of 20 mph
- Driving under the influence of alcohol or drugs
- Offenses against a person involving a vehicles (i.e. hit & run)
- Accumulation of 6 points or more on the driving record
  - Moving violations – i.e. speeding, running stop sign, etc. – are 2 points each
- Drivers may not drive university vehicles or personal vehicles for university business if any conditions above exist.
- Drivers are required to notify their immediate supervisor & Human Resources immediately if any of the conditions listed above occur, or if the driver's license is suspended, revoked, or becomes invalid (i.e. expires).

# Appendix 1: Driver Qualification, Training & Driving Requirements

---

## Driver Qualifications:

Drivers must successfully complete the applicable STARS driver training.

### Students, Graduate Students & Volunteers

- Under age 21 may not transport students & guests.
- Over age 21 may not transport students & guests without the supervision of an employee driver over 21 years of age.

*Note: a STARS Driving Chart that identifies driver allowances & restrictions is posted on the Safety Dept. webpage.*



# Appendix 1: Driver Qualification, Training & Driving Requirements

## Motor Vehicle Record Checks (MVRs):

Driving records (3 yr. history) are obtained for all drivers of university owned or rented vehicles initially & annually thereafter.

Qualification levels: to drive university owned or rented vehicles

Level 1: sedan/pick-up truck/min-van/SUV

Level 2: 15 passenger van

Level 3: trailer towing

Level 4: carts (golf carts, E-cars, utility vehicles, etc.)

*Note: Stars-qualified **vehicle drivers** will also be qualified to operate the university's carts.*

# Appendix 1: Driver Qualification, Training & Driving Requirements

## Length of Eligibility:

- Full-time & Part-time employees;
  - Indefinitely as long as the annual driving record check establishes continued eligibility.
- Students;
  - For the current school year only (deactivated end of May).
  - *May be extended through the summer months and/or renewed at beginning of new school year (in fall) upon request.*
- UMHB Approved Volunteers;
  - For one calendar year & may be renewed annually upon request.

# Appendix 1: Driver Qualification, Training & Driving Requirements

## Dis-qualification & Re-instatement:

If an approved driver is disqualified and no other circumstances exist that would contradict re-instatement the driver may be re-instated as follows;

- Dis-qualified due to accumulation of 6 or more points – or ticketed for driving at or over 20 mph over speed limit – may be re-instated upon successful completion of a State of Texas certified defensive driving course (at the driver's expense), and by repeating the STARS driver training program.
- Drivers whose job position requires the employee to drive must complete the course and re-training with 30 days.
  - *If not, employment may be subject to termination.*
- Based on the circumstances of the disqualification, the University reserves the right to impose disciplinary action, up to & including termination of employment, and/or to impose additional re-instatement terms & conditions. The Vice President for Human Resources will coordinate the design of any such terms & conditions.

# Appendix 1: Driver Qualification, Training & Driving Requirements

## Driving Requirements: All drivers operating vehicles for university business must

- Comply with all federal, state, & local laws regarding vehicle usage & traffic codes, including seat belt utilization.
  - *Seat belt use is required by all vehicle occupants at all times; On-Campus & Off-Campus*
  - *Seat belt use is required when utilizing university owned, rented & personal vehicles being used for university business.*
- Assume personal responsibility for any & all fines or traffic violations associated with the use of the vehicle.
- Never pick up or transport hitch-hikers.
- Turn the vehicle ignition off, remove the keys & lock the vehicle when left unattended – and - remove valuables & personal belongings.
- Report all mechanical & other maintenance problems to Physical Plant.
- Maintain a tobacco-free environment in the vehicle at all times
  - *Includes electronic cigarettes/devices.*
- Never operate electronic devices (cell phone, laptop, GPS, etc.) while driving.
  - *Such use is strictly prohibited, incl. cell phone calls, texting, emails, electronic games, etc.*
  - *Drivers must stop the vehicle in a safe location to use such devices, or allow a passenger to operate the devices.*
- Operate University vehicles with adequate rest - i.e. 6 to 8 hrs. of sleep within previous 24 hr. Period - & is fit for duty.

# Appendix 1: Driver Qualification, Training & Driving Requirements

## Road Trips – four or more hours

- Take at least 15 minute rest breaks every four hours.
- Drive no more than 10 hours in a 24 hour period.
- Avoid driving between the hour of 2:00am and 6:00am.
- Use prudence, caution, & good judgement in assessing visibility, weather & road conditions.
- Avoid driving in hazardous conditions such as heavy rain, heavy snow, high winds, dense fog & icing conditions.
- Drive with the vehicle's headlights on at all times during road travel (day & night).

# Appendix 1: Driver Qualification, Training & Driving Requirements

## Trailer Towing

- Drivers required to conduct trailer towing must be experienced & proficient including ability to
  - Proper connect to and disconnect trailer from vehicles.
  - Properly load the trailer (observing technique and limitations).
  - Properly & effectively handle the trailer while
    - Backing
    - Maneuvering (changing lanes, turning, etc.)
    - Emergencies (i.e tire blowout, accident avoidance, etc.)

# Appendix 1: Driver Qualification, Training & Driving Requirements

## Trip Requirements

- At least two approved drivers per vehicle are required for trips of 400 miles or more from the university.
- One driver may be utilized per vehicle provided the trip is broken into one or more legs with overnight stops.
- All trips beyond a 25 mile radius from the university require a STARS-qualified university employee as the primary driver in charge for the trip.

## *Important Notes:*

- *Driving a vehicle for university business while under the influence of alcohol or drugs, including prescription or over-the-counter medications that affect the safe operation of vehicles, or driving in an impaired physical or mental state is strictly prohibited.*
- *Under no circumstances are personnel allowed to drive a university owned or operated vehicle without current status as a UMHB qualified driver.*

# Appendix 2: Vehicles

## Scheduling & Returning University-Owned Vehicles:

- University vehicles are available for business purposes only.
- The university has a limited supply of vehicles and are assigned on a first-come / first-serve basis.
- Employees reserve vehicles by completing the Vehicle Request Form found on the Physical Plant webpage at least five (5) working days in advance.
  - *The Request Form goes to Physical Plant via the Safety Director for verification of driver eligibility.*
  - *Once vehicles are reserved should driver substitutions be required (i.e. due to illness, etc.) they must be submitted to the Safety Director for verification prior to trip departure.*
  - *Vehicles are reserved by Physical Plant only when Stars-qualified drivers are identified for all vehicles being requested.*
  - *Employees scheduling/utilizing vehicles are responsible for pick up and return of the vehicles in good condition, with a full tank of gas, and reasonably clean.*

## Transportation of Students & Guests

- Employees should make every effort to utilize university vehicles for business-related travel when transporting students or guests.



# Appendix 2: Vehicles

## Personal Vehicles (POV):

- In the event that an employee is authorized to utilize their POV for university business they must
  - Comply with all applicable university policies and laws related to operating motor vehicles including, but not limited to
    - *Vehicle inspection*
    - *Vehicle registration*
    - *State Insurance requirements*
  - Be comfortable with their own auto insurance coverage & limits, and assume all risks and responsibilities for transporting other individuals in their vehicle when allowed by this policy.
  - Follow all applicable rules & regulations and ensure that the POV is in good operating conditions and is safe to operate.

*Note: The vehicle owner's insurance serves as primary insurance coverage for 3<sup>rd</sup> party liability and physical damage to the employee's vehicle.*

# Appendix 2: Vehicles

Personnel that need to be towing qualified pay particular attention to this slide

## Trailer Requirements:

- All trailers must be university owned units.
  - *Rentals may be utilized if pre-approved.*
- Trailers should be loaded with approx. 10 to 15% of total weight on the tongue.
- The load capacity of the vehicle trailer hitch & towing capacity of the vehicle must never be exceeded.
- The trailer hitch must be coupled to the vehicle hitch ball utilizing a padlock to prevent tampering and/or theft.

## *Notes:*

- *Trailer safety chains must be of proper length and must always be utilized.*
- *Trailer lights must always be activated and working properly.*
- *Privately owned vehicles may not be used to tow university trailers & privately owned trailers may not be towed by university vehicles.*

## Appendix 2: Vehicles

### Rental & Leased Vehicles:

- Rented & leased vehicles engaged through a bona-fide rental agency may be utilized for travel within the U.S. by UMHB employees when appropriate.
- Renting or leasing vehicles for university-related business use outside the U.S. is strictly prohibited.
- The university's auto insurance includes certain coverage for vehicles rented or leased for university business; therefore
  - *Employees shall not use university funds to purchase additional insurance offered by rental companies.*
  - *If an employee elects additional coverage it will be at the personal expense of the employee.*
- Students & Volunteers may not initiate the renting or leasing of vehicles for UMHB but may operate such vehicles within the parameters of this policy.

# Appendix 2: Vehicles

## Vehicle Equipment:

- All UMHB vehicles will be equipped with
  - First aid kit
  - Jumper cables
  - Emergency reflector kit
  - Fire extinguisher
  - Flashlight
  - Spare tire, jack and tools

*Note: An insurance liability card and an accident report form are provided for all vehicles.*

## Borrowed Vehicles Prohibited:

- Borrowing vehicles from other organizations or individuals to be used for university business is prohibited without the approval of the Vice President for Campus Planning & Support Services.
- All such requests must be submitted at least three (3) business days in advance.

# Appendix 3: Carts & Utility Vehicles

## Applicability:

The Cart Program applies to all UMHB Employees, Students, and all others authorized to operate carts (i.e. Guests, Visitors, Contractors, etc.) on UMHB owned or leased properties.

## Eligibility:

- All cart operators must
  - *Be a minimum of 18 years of age & possess a valid driver's license.*
  - *Submit to or provide a 3 year driving record (MVR) and possess a record free from charges in accordance with Appendix 1: Driver Qualification, Training & Driving Requirements.*

## Training & Compliance:

- Employees, volunteers & students who have completed that STARS vehicle driving qualification program and are current, authorized university drivers are also authorized to operate carts without additional training provided cart orientation is accomplished by a qualified operator.
  - *All other personnel that need to operate carts only must complete the STARS cart-specific training (posted on Safety webpage).*
- Cart-specific orientation (i.e. controls & accessories) will be conducted for all cart operators by their respective department supervisor for each type of cart to be driven. *(checklist for this purpose is posted on Safety webpage)*

## Appendix 3: Carts & Utility Vehicles

### Requirements for Guests Operating Carts on Campus:

- Guests must provide a 3 year driving record report & a copy of each operator's driver's license.
- Each operator must receive orientation on the university's cart policy requirements prior to operating carts on campus.
- Cart-specific orientation for drivers must be conducted by a competent member of the guest organization.

# Appendix 3: Carts & Utility Vehicles

## Cart Operation:

All cart operators must

- Obey all applicable traffic rules, signals & signs.
  - Yield to pedestrians & vehicular traffic.
  - Use turn signals.
  - On carts not equipped with brake and/or turn signals operators must use hand signals.
- Observe cart capacities;
  - Passenger capacity – one passenger per seat.
    - *Passengers must remain properly seated & keep all limbs within confines of cart at all times.*
    - *Ill or injured individuals may be transported utilizing cargo areas with sufficient space provided limbs do not extend beyond the confines of the cart.*
  - Cargo Capacity
    - *Do not exceed recommended weight capacity of vehicle.*
    - *Cargo should not normally exceed confines of cart – but if necessary cargo may not extend beyond 6" from sides & 36" from rear of cart.*

# Appendix 3: Carts & Utility Vehicles

## Cart Operation:

- Cart operation on sidewalks must be avoided, with few exceptions.
  - Physical Plant & custodial vehicles are authorized to use sidewalks, but only when performing assigned tasks.
  - Other departments and/or guests may use sidewalks on a strictly limited basis only – using the shortest, most direct route – i.e. to transport cargo or personnel (i.e. injured, handicapped, etc.) to and from buildings & only when absolutely necessary.
- Cart operation on grass areas must be avoided, with one exception only;
  - Landscaping vehicles are authorized to transport equipment & materials to and from work sites on grass areas, but only when necessary.
  - Carts may not be left on the grass for the duration of the work to be accomplished.
- Park carts in designated parking areas & always
  - engage the parking brake &
  - remove the key.



# Appendix 3: Carts & Utility Vehicles

## Cart Operation:

### ■ Prohibitions;

#### ■ Electronic devices;

- *Operators may not use electronic devices (i.e. cell phones, radios, etc.) while operating carts.*
- *Unless it is an emergency situation, cart operators should park in a safe location to use communication devices.*
- *Operators may not at any time use headsets with electronic devices such as I-pods, radios, or other similar devices.*

#### ■ Smoking or use of tobacco products including electronic cigarettes in carts is prohibited.

#### ■ Carts may not be utilized between sunset & sunrise without operational headlights, tail lights & turn signals.

#### ■ Parking

- *Carts may not be parked on sidewalks in such a manner that will block the pedestrian pathway, and may not be parked on grass areas.*
- *Carts may not be parked within 15 feet of building entrances & exits.*

# Appendix 3: Carts & Utility Vehicles

## Cart Equipment:

- Carts must be equipped with lights
  - All carts must have operational strobe lights at all times when in use (visible 360 degrees) and installed to operate automatically when cart is running or key is in the on position.
  - Carts utilized between sunset & sunrise must be equipped with head-lights, tail/stop lights & turn signals.
- All carts must be equipped with
  - Rear view mirror(s) and
  - White reflective tape visible 360 degrees.
- Guest carts
  - Will not be required to be equipped with rear view mirrors.
  - May be equipped with pole-mounted safety flags in lieu of strobe lights at a sufficient height to be visible 360 degrees.
  - Guests are entirely responsible for owned/rented carts & for providing required equipment.

*University carts must be outfitted with required equipment as noted above by 12/31/2015*

# Appendix 3: Carts & Utility Vehicles

## Length of Eligibility:

### ■ Full-time & Part-time employees

- Will be qualified indefinitely as long as the annual driving record check establishes continued eligibility.

### ■ Students

- Will be qualified for the current school year.
- May be extended through the summer months and/or renewed at the beginning of the new school year (in fall) upon request.

### ■ Others/Volunteers

- Will be qualified for one calendar year & may be renewed annually upon request.

### ■ Guests

- Will be valid through the last day of the specified visit or completion of a project.

# Appendix 3: Carts & Utility Vehicles

## Enforcement:

- Enforcement of the Cart Program (operation & required equipment) will be conducted by the UMHB Campus Police.

## Violations:

- Violations of cart operation guidelines may result in the issuance of UMHB violations issued by Campus Police & may also result in disciplinary action.
- Violations will be reported to the Director of Safety Department.
  - *Accumulation of three (3) moving or operational violations, or one serious violation (i.e. traffic accident or injury) will result in operator disqualification.*
- Disqualified cart operators may be re-instated by
  - *Attending and successfully completing a STARS training class*
  - *Provided that a driving record check is acceptable.*
- Operation of a cart by a non-authorized individual will result in
  - *Referral of the operator to the respective Supervisor, Associate VP and/or VP for appropriate disciplinary action – in consultation with the VP for Human Resources.*
- Student operator violations will also be reported to the Dean of Students.

# Appendix 3: Carts & Utility Vehicles

## Violations by Guests:

- Violations by Guests may result in the revocation of cart operation privileges on campus of an individual operator, or if deemed necessary, of an organization.

## Accidents:

- Cart operators must report all accidents involving carts to the Campus Police.
  - *Copies of the reports will be provided to the Director of Safety.*
- The cart operator's department or organization may be held responsible for charges related to accident damage.

## Personal Carts Prohibited:

- Personally owned, rented, or leased carts are not authorized to be brought to or utilized on campus.

## Department Responsibility:

- Each department's supervisors (i.e. managers, directors, Ass. VPs, VPs) will be responsible for;
  - Ensuring that only qualified personnel operate carts.
  - Ensuring that carts are operated in accordance with this policy, and
  - Enforcement of policy requirements.

## Eligibility Verification:

- Verification of cart operators may be accomplished by contacting the Director of Safety Dept.

## Appendix 4: Accidents

Drivers shall immediately report accidents or damage incurred while operating a university vehicle to each of the following:

- The appropriate law enforcement agency.
  - *On Campus; Campus Police*
  - *Off Campus; Law Enforcement having jurisdiction*
- The employee's immediate supervisor & the Director of Procurement as soon as is possible.
- If an accident occurs while transporting students, the incident shall also be reported to the Dean of Students as soon as is feasible.

# Appendix 4: Accidents

An employee involved in an accident while driving any vehicle for university-related business shall

- Seek immediate medical aid if personnel are injured. Contact Human Resources as soon as is possible to coordinate medical care & worker's compensation reporting.
- Act in a manner that does not detract from the university's public image.
- Avoid statements concerning guilt or fault to the extent possible.
- Never agree to make payments for the accident.
- Always notify the appropriate law enforcement agency – a police report may be necessary for insurance claims.
- Discuss the accident only with Law Enforcement Officers, the Director of Safety, Director of Procurement, UMHB Human Resources Staff, and/or the Vice Pres. for Business & Finance.
- Record as much information as is possible regarding other involved parties & witnesses, including

Names	Make, Model & Year of Involved Vehicles
Driver's License Numbers	How the Accident Happened
Vehicle License Plate #s & States	Witness Addresses & Phone Numbers

- Complete a Vehicle Accident Report form and provide it to the Director of Safety as soon as is possible.

# Appendix 4: Accidents

---

## Serious Accidents:

For serious accidents involving injury to any party contact the UMHB Campus Police as soon as is possible (no later than 4 hours following the accident) to set up a UMHB driver post-accident drug & alcohol test. Campus Police will coordinate with Human Resources.

## Post-Accident Motor Vehicle Record Checks (MVRs):

MVRs may be checked or required by the Director of Safety Dept. following any accident involving a UMHB driver.



# Driving Safety

Prior to driving – drivers must conduct a walk-around of the vehicle and check:

- Tires
  - *Properly / evenly inflated*
  - *Adequate tread and free from defects*
- Lights (*headlights, tail-lights, turn signals*)
- Wipers (*test with washer fluid*)
- Fluids – oil & coolant – *are checked during vehicle servicing*
  - *However, for extended road trips (i.e. a week or more) drivers should try to check or have fluids checked prior to return trip if possible.*

*Note: if any items are improper or suspect - notify Physical Plant immediately to have corrected (or obtain another vehicle).*

Seat belt use is required for all vehicle occupants at all times – on & off-campus – any time the vehicle is in motion.

- Required by
  - University Policy & Texas law.

# Driving Safety

Drivers should:

- Drive with both hands on the wheel
  - *At "10 & 2" or "9 & 3"*
  - *Use 9&3 if hands/wrists are over the air bag at 10&2*
- Yield "Right of Way"
  - *When required and*
  - *When necessary to avoid an accident*
- Obey traffic signs & signals
- Reduce vehicle speed for conditions such as wet roads, reduced visibility and for school/construction zones as required and when prudent

Note: As vehicle speed increases a driver's effective field of vision decreases – and – vehicle stopping distances increase.

# Driving Safety

## Railroad crossings

- 15 passenger vehicles are not required to stop at railroad crossings
- Drivers – of all vehicles - should
  - Slow down and ensure tracks are clear
  - Stop if railroad crossing barriers and signals are activated
  - Never go around barriers or race to beat them!

## Drivers must observe minimum following distances

- **2 second rule** under normal conditions - i.e. good visibility – dry roads
- **4 second rule** – for other than normal conditions – i.e.
  - Reduced visibility due to rain, fog, dust, smoke, etc.
  - Wet or slippery roads due to rain, ice, etc.
- To determine distance ...
  - Observe the vehicle ahead pass a “landmark” (road sign, road kill, etc.)
  - Count off seconds – if you’ve reached the landmark before two seconds (*or 4 seconds*) – you’re following too close.

# Driving Safety

Remember the “**Move it Over**” rule for emergency vehicles

- With lights activated on your side of the roadway.
- Drivers must move a minimum of one lane away, or
- Slow down to 20 mph below the posted speed limit.
- Slow down to 5 mph if speed limit is below 25 mph.

*Note: Emergency Vehicles include law enforcement, fire/rescue, ambulances, wreckers & TX-DoT vehicles.*

Never drive while impaired. Drivers can be impaired due to use of :

- Alcohol
- Drugs
  - *Driving a vehicle for university business while under the influence of alcohol or drugs, including prescription or over-the-counter medications that affect the safe operation of vehicles, or driving in an impaired physical or mental state is strictly prohibited.*
- And Fatigue
  - *Adequate rest is absolutely mandatory!*

# Driving Safety

Don't drive on wet or slippery roads using cruise control.

- Vehicle can hydro-plane and/or suddenly accelerate causing loss of control
- "Wet roads" includes; rain, snow, slush, ice, etc. (anytime roads are wet or slippery)

Don't panic if your wheels drop off the shoulder or a tire blow-out occurs;

- *Remain calm*
- *Maintain straight course*
- *Release gas pedal*
- *Slow/brake carefully and*
- *Stop safely*

Never drive through water over flooded roads.

- **Turn Around ... Don't Drown!**

Pickup Truck Safety:

- Avoid carrying passengers in the truck bed ... however,
- If ever necessary (i.e. for a work detail)
  - *Passengers must be at least 18 yrs. old, and*
  - *Must remain seated in bed at all times.*

# Driving Safety

The next 5 slides are to be viewed by those that

- Need to be qualified to driver 15 passenger vans, and are
- Experienced driving 15 passenger vans –or equivalent (i.e. SUV, Suburban, Explorer, or other large vehicles).

# Driving Safety

## 15 Passenger Van Facts:

- You have a 3 times greater rollover risk when carrying more than 10 passengers
- You have a 5 times greater risk when going over 50 mph
- 75% of fatalities in 15 PV accidents in recent years were not restrained
  - i.e. no seat belts!
- Vehicle stability is affected by
  - Design – wheelbase/width/length/height
  - Loading – center of gravity increases with passengers/cargo
  - Conditions – roads/weather/wind

## 15 Passenger Van Safety Tips:

- Observe passenger capacities
  - *One person per seat belt*
  - *Load from front to back*
- Observe cargo capacities
  - *Behind rear seat*
  - *To bottom of window only*

# Driving Safety

## *Van Safety Tips:*

- Check clearances prior to backing or maneuvering
  - *Use spotters if necessary*
- Reduce speed for conditions
  - *Traffic*
  - *Visibility*
  - *Wet roads*
  - *Icing*
    - *avoid driving until roads are cleared by transportation authorities.*
  - **Zones – observed reduced speed limits – i.e.**
    - *School zones*
    - *Construction zones*



Complete the quiz at  
<https://www.umhb.edu/starsvehiclequiz>

*Contact Peggy McCauley via email at [peggy.mccauley@umhb.edu](mailto:peggy.mccauley@umhb.edu) or via phone at 295-4587 if you have any questions.*