



Staff Tracks

Online at: <http://fp.arizona.edu/sac>

July 2005

New UA Fleet Safety Policy

By Steve Holland, Director, Risk Management and Safety

In February 2005, the U of A adopted a new Fleet Safety Policy in response to new state rules and to improve the safety of vehicle operations through better driver selection, training, and vehicle maintenance. The full text of the new policy can be reviewed on Risk Management & Safety's website at: http://fp.arizona.edu/riskmgmt/fleet_safety.htm. Key provisions of the new policy include the following:

Driver Age, Experience, and Driving Record Requirements

- Persons authorized to drive regular sized vehicles (sedans, pickups, etc.) on university business must be at least 18 years old and have been licensed for at least two years.
- Persons authorized to drive high occupancy vehicles (HOVs) on university business must be at least 19 years old and have been licensed for at least three years. HOVs are defined as any passenger van or SUV with seating capacity of 8 – 15, and full size cargo vans.

- Persons authorized to drive vehicles which require a Class A, B, or C Commercial Driver's License (CDL) must be at least 21 years old and have been licensed for at least three years. CDL drivers must also meet federal requirements for medical clearance and drug testing.

The Fleet Safety Policy establishes acceptance criteria for evaluating each driver's motor vehicle record (MVR), and their history of accidents involving university vehicles. Drivers must maintain either an acceptable or conditional driving record to remain authorized to drive on university business.

Driver Training Requirements

- Some form of defensive driving instruction is required for all persons authorized to drive on university business. RM&S is evaluating online training options to meet this need and will announce the program's availability when it is ready to go.

- Drivers of HOVs must attend a classroom training session and complete a behind-the-wheel proficiency road test before being certified to drive HOVs on university business. The behind-the-wheel section is done at a separate time from the classroom session (see below).

Refresher training for drivers must be repeated every four years.

HOV Driver Certification Procedure

As described above, training and certification of HOV drivers is now a two-part process that will require additional time and advance planning by departments that need to use HOVs for their activities.

RM&S will continue to provide a classroom-based HOV training program. Times and dates are posted on the RM&S website at: <http://fp.arizona.edu/riskmgmt/training.htm>. RM&S will conduct road tests on a limited scheduled basis.

(Continued on page 4)



Wildcat Family Spirit Award

These special certificates of appreciation were developed in response to employees wanting to show their appreciation for fellow employees and others for exemplary customer service, innovative improvements, outstanding performance or for fostering diversity, creativity or cooperation. To request a certificate, visit our website at

http://fp.arizona.edu/sac/certificate_of_appreciation.html. Profiles of recent recipients can be found on page 3.

Upcoming Events

Join your friends from NAU and ASU for the annual **Tri-University Day at the Ballpark!** This year's game will be on September 25th against the Padres, so save the date. We will be updating our web site soon with ticket information (we are still working on the details) <http://w3fp.arizona.edu/sac/> or you can contact Kathi Hart at hartk@fm.arizona.edu.

For more information and other upcoming events, please visit our website:

<http://fp.arizona.edu/sac/upcomingevents.html>

Emily Krauz Classified Staff Scholarship Endowment

Submitted by Anne Lopez, Program Coordinator, UA Alumni Association

For many years, members of the Classified Staff have received flyers inviting them to apply for the Emily Krauz Staff Scholarship; while some have applied and been awarded funds for furthering their education, this scholarship remains a mystery to many.

Emily Krauz, a member of the classified staff at the University of Arizona, spent a great deal of her career working in alone in an office. Because she worked in a “one-person” capacity, there was never an opportunity for her to take classes. When she died, Emily left an endowment which would fund classified staff members who wanted to take classes to further their careers at the University. You are invited and encouraged to take advantage of this opportunity to further your University career; that is, if there is a class or training which would help you advance your career at the University and you are willing to put in the time to take the class or training, we are there to help you make this possible.

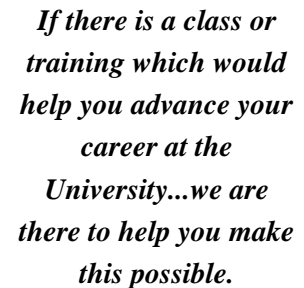
Now, the big question is: what constitutes “furthering your University career?” Here are some examples:

- A person working in Facilities Management has an opportunity to attain a new skill level by taking a series of classes in elevator maintenance and repair – by successfully completing this training, he advances his career at the University.
- A member of the classified staff works full time as a cook at the Student Union while attending classes full time at the University toward attaining a degree which might move the “cook” into a “management” position.
- A member of the classified staff has limited English skills – taking classes to refine the written and oral English skills will make him a more valuable employee.
- A member of the classified staff has many skills, but does not yet have a GED – getting that GED is very important to moving ahead on a University career.
- Someone with no museum skills moves into a position in a department which deals with priceless artifacts - taking classes in that field gives the employee more value within his department.

The following are examples of what does NOT constitute a furthering of a University career:

- A member of the classified staff who is working in an administrative assistant position and is working on a degree in Elementary Education because she has always wanted to teach – classes do NOT further the UNIVERSITY career.
- A person who is working at the University and wants to take Real Estate classes – does NOT further the UNIVERSITY career.

The Emily Krauz scholarship is awarded twice a year. Monetary awards are made on a reimbursement basis. Winners submit original receipts for tuition and books and receive a check from the UA Foundation to reimburse for those expenses. Gas, child care, computers and meals are not eligible for reimbursement at this time. You can apply on-line at any time, but please read about deadlines on the website at <http://fp.arizona.edu/sac/>.



If there is a class or training which would help you advance your career at the University...we are there to help you make this possible.

Hollie Apodaca

Hollie is an Office Specialist, Senior in the Financial Services Office, Operations. She started work at the university back in 1996 because she was interested in going back to school and because of the education benefit for family members. Education and her department are very important to her. Even though she is afraid of birds, she wanted to be a veterinarian while growing up. This may be why she now has four dogs at home and is interested in fostering dogs. She has been married for 28 years, has two children and is an avid runner. Her mom is her role model and Hollie would also like "to be a good role model" for others by always doing her best. This year she received the SAC Wildcat Family Spirit Certificate of Appreciation.

Cori Cashen

Cori Cashen has been with the UA for just over one year as an Office Specialist, Senior with the Registrar's Office and her imagination won the Most Creative Hat award at the Registrar's Office Crazy Hat Day. Imagination and creativity also shows through in her interests of painting, writing, and beading. This year she received the SAC Wildcat Family Spirit Certificate of Appreciation. She is married and her husband works at the UA Bookstore. They have three children and Cori credits them with making her want to be a better person. They also have two "Labrador mutts" at home, Juneau and Lucky. Cori says "The University is full of opportunity—use it" and one important area for her at the UA is the education benefit, the staff tuition discount. One of her favorite quotes is by Anne Frank: "He who has will, courage, and faith never perish in misery."

Amy Dougherty

Amy Dougherty, a long time Tucson resident, applied for and was hired as an accounting assistant in accounts payable at Financial Services Office, Operations, back in 1992. Over the years she has worked her way up to Office Specialist, Senior and this year she received the SAC Wildcat Family Spirit Certificate of Appreciation. She always wanted to be a creative person, an architect, a computer programmer or a musician. Amy is married with one daughter and enjoys reading, listening to music, walking, and she loves the mountains. At home she takes care of their dog, Bosco, goldfish and they have adopted several injured pigeons. Her life has been influenced greatly by her family and by the lives of Mahatma Gandhi, Mother Teresa, and Martin Luther King, Jr. She would like to "Encourage others to follow their heart, serve others and live in the present moment."

Jean Mason

Jean Mason has been an accountant at the UA in the Department of Ecology and Evolutionary Biology for four years. She was recruited after graduation from the University of Phoenix with a Bachelors of Science degree in Business Administration and numerous years working in private industry. She wanted to be a marine biologist when growing up and she is now working for EEB. The staff and department are very important to her and that is reflected in her work. She won the CoSAC EEB Department Excellence Award in 2002, last year she received the SAC Certification of Appreciation and this year she received the SAC Staff Excellence Award. Jean is single with a special interest in genealogy. Her advice on how to succeed: "By being a positive role model, do the job right and work well with others."

Passing the Torch...

A New Year, A New President

It has been a pleasure serving as your council president this past year. Thank you all for your wonderful support and encouragement. I have taken an appointed position in my department and as such will no longer be able to participate as an active council member. For the rest of this fiscal year I will act as "Past President" on the Executive Board in a non-voting, mentoring role. This will be an exciting year for the University and I look forward to working with the new SAC President, Eva Gonzales, and all the executive board and council members. Thank you again for your support and take care, *Kathi Hart*

Hi Everyone, what a great honor it is to be elected and to serve as your new SAC President – I am anxious, excited and thrilled. Following in the footsteps of Kathi Hart will be a challenge and I look forward to it. We will have our retreat in August where we will be planning on how we can best serve the staff here at the University of Arizona. Please visit our website (<http://fp.arizona.edu/sac/committees/index.html>) for the names of those serving. We invite you to the meetings and to all of our functions.

Eva Gonzales

(Continued from page 1) **New Fleet Safety Policy**

However, to facilitate more efficient scheduling of the behind-the-wheel portion of the training, RM&S is encouraging and authorizing drivers in departments who are already HOV certified to conduct the behind-the-wheel road test for new drivers in their areas. Those wishing to conduct their own behind-the-wheel road tests must be experienced van drivers and meet the following requirements:

- Must be UA faculty, staff or appointed personnel
- Must have current HOV certification (within the past four years)
- Must register with RM&S and complete the new behind-the-wheel proficiency road test as part of orientation by RM&S
- Must conduct road tests using at least the same performance criteria specified by RM&S
- To conduct the road test, departments may use their own departmental vans, or the RM&S van may be borrowed for this purpose provided it is not in use.

The classroom section must be completed before the behind-the-wheel section. After drivers completes both sections, they are issued an HOV certification card by RM&S. The certification is good for four years, provided drivers maintains their license and keep an acceptable driving record. Existing HOV drivers who attended the training more than four years ago should register and attend HOV training again, and complete the behind-the-wheel section to bring their training up to date.

Questions about the new Fleet Safety Policy may be directed to John Murphy, Fleet Safety Specialist at 621-4551 or murphjoh@u.arizona.edu. Training may be scheduled online at <http://fp.arizona.edu/riskmgmt/>, or by contacting Sara Thomas at 626-1136 or stthomas@u.arizona.edu.

THE UNIVERSITY OF ARIZONA,

Staff Advisory Council

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