

Yuan Ze University Regulations for Official Driver Management

March 2, 1992, Passed by the 19th Executive Council Meeting of the 1991 Academic Year

May 14, 2012, Amended by the 14th Executive Council Meeting of the 2011 Academic Year

Article 1. Purpose: These regulations are established to improve the quality of service provided by official vehicle drivers, enhance their ability to handle emergencies, and ensure that faculty and staff are provided with clean, safe, and comfortable transportation.

Article 2. Compliance Requirements:

1. Health:

- (1) Drivers must undergo an annual health examination arranged by the University.
- (2) If a health condition is identified during the examination that may compromise driving safety, the University may suspend the driver (reassigning them to other duties) or terminate their employment, depending on the severity and recovery period of the condition.

2. Vehicle Maintenance and Cleanliness:

- (1) Prior to each dispatch, drivers must perform a safety inspection and clean the vehicle to ensure its readiness and safety (refer to the Daily Maintenance Checklist for Transportation Vehicles in Appendix 1).
- (2) The interior and exterior of the vehicle must be kept clean at all times. Passengers may provide feedback through a survey (Appendix 2), which will be reviewed by the General Affairs Office for supervisory improvements and used as a reference for the driver's annual performance evaluation.

3. Appearance and Service Attitude:

- (1) Drivers must maintain a neat and professional appearance while on duty and are prohibited from wearing shorts, tank tops, or slippers.
- (2) Chewing betel nut or smoking inside the vehicle is strictly prohibited while driving.
- (3) Drivers must prioritize safety while on the road. When listening to traffic updates or playing music, the volume must be kept at an appropriate level. Conversations with passengers should be brief and to the point.

4. Drivers must maintain a regular lifestyle, ensure sufficient sleep, and avoid drowsiness while driving. Drinking alcohol or taking side jobs during work hours is strictly prohibited. Penalties for violations are as follows: First offense: a 50% deduction of performance bonuses. Second offense: forfeiture of performance bonuses. Third offense: reassignment or, in severe cases, suspension or termination.

5. Safety Training:

To ensure familiarity with traffic safety drills and regulations, drivers must undergo annual education and training or participate in traffic safety workshops. Training records must be maintained for reference.

6. Drivers must undergo an alcohol concentration test before duty and sign the alcohol testing record (Appendix 3). The use of personal audio devices, handheld mobile phones, tablets, or other electronic devices while driving is strictly prohibited.

Article 3. Handling of Traffic Violations and Accidents

1. Traffic Violations:

- (1) If a driver violates traffic regulations and is cited, the resulting fines shall be borne by the driver personally.
- (2) Passengers are prohibited from requesting drivers to violate traffic rules.

2. Traffic Accidents:

- (1) In the event of a collision or accident, drivers must preserve the scene and promptly notify the police and the insurance company to determine liability.
- (2) If the driver fails to follow the prescribed procedures, resulting in the insurance company's refusal to provide compensation, the driver shall bear full responsibility for the damages.

Article 4. Rights and Responsibilities

1. Rights:

- (1) Drivers are entitled to a two-hour rest period each day in the driver's lounge, as scheduled based on mission requirements.
- (2) For every six-month period without any human or vehicle safety incidents, and with proper vehicle cleanliness and maintenance, a safety bonus will be awarded. However, in the event of an accident, the bonus for the month will be reduced or withheld depending on the severity of the incident, and the incident will be recorded in the annual performance review.
- (3) Drivers involved in accidents or found to have neglected vehicle cleanliness will face penalties as follows: First offense: a 50% deduction of performance bonuses. Second offense: forfeiture of performance bonuses. Third offense: reassignment.
- (4) Drivers may request leave in accordance with the University's personnel policies, provided a substitute is arranged in advance.
- (5) Meal allowances for business trips will be provided in accordance with the relevant personnel regulations of the University.

2. Responsibilities:

- (1) Drivers must possess a valid commercial driver's license for large buses issued by the Ministry of Transportation and be capable of operating vehicles

on Taiwan's roadways. If a driver is found to have used deceptive means during recruitment, the University may terminate their employment at any time.

- (2) The University may assign vehicles (e.g., buses, nine-seater vans, or official sedans) based on the driver's expertise or mission requirements. Drivers may not object to these assignments or request additional compensation.
- (3) Drivers may be assigned additional duties, such as postal deliveries, temporary procurement, or bill payments, as needed.
- (4) When not assigned to a specific vehicle or mission during work hours, drivers may remain in the driver's lounge and refrain from leaving campus to ensure availability for urgent tasks.

Article 5. These regulations shall take effect upon approval by the General Affairs Meeting and subsequent promulgation. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.

YZU Daily Maintenance Checklist for Transportation Vehicles

| Serial No. | Inspection Item | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Risk Assessment for Noncompliance | |
|---|--|--------|---------|-----------|----------|--------|----------|-----------------------------------|------------|
| | | | | | | | | Severity | Likelihood |
| 1 | Engine Oil | | | | | | | | |
| 2 | Brake Oil | | | | | | | | |
| 3 | Transmission Oil | | | | | | | | |
| 4 | Coolant Water | | | | | | | | |
| 5 | Wipers | | | | | | | | |
| 6 | Turn Signals | | | | | | | | |
| 7 | Headlights | | | | | | | | |
| 8 | Brake Lights | | | | | | | | |
| 9 | Dashboard Instruments | | | | | | | | |
| 10 | Reverse Lights | | | | | | | | |
| 11 | Handbrake | | | | | | | | |
| 12 | Tire Pressure | | | | | | | | |
| 13 | Tire Tread | | | | | | | | |
| 14 | Brake Operation | | | | | | | | |
| 15 | Clutch Operation | | | | | | | | |
| 16 | Transmission Operation | | | | | | | | |
| 17 | Steering Wheel Operation | | | | | | | | |
| 18 | Generator Operation | | | | | | | | |
| 19 | Fuel System Operation | | | | | | | | |
| 20 | Engine Oil Leakage | | | | | | | | |
| 21 | Hydraulic Fluid Leakage | | | | | | | | |
| 22 | Fuel Leakage | | | | | | | | |
| 23 | Exhaust Leakage | | | | | | | | |
| 24 | Vehicle Interior and Exterior Cleanliness | | | | | | | | |
| 25 | Other | | | | | | | | |
| Inspector's Signature | | | | | | | | | |
| | | | | | | | | | |
| <p>Recommendations for Improvements</p> <p>Inspection Procedures, Mechanical Equipment Schematics</p> | | | | | | | | | |
| Notes | <ol style="list-style-type: none"> 1. This checklist must be completed and recorded daily by the maintenance personnel and submitted for review by 10:00 a.m. every Monday. Records must be retained for three years. 2. V symbol indicates normal; X symbol indicates abnormal. Conduct a risk assessment for any abnormal items. 3. Proper daily maintenance ensures driving safety. 4. This checklist complies with the regulations on labor safety and health organization management and self-inspection. | | | | | | | | |

Dean of General Affairs :

Chief of Business Management Section:

Processing Clerk :

Inspector :

YZU Transportation Feedback Survey Form

Date of Feedback Submission: ____ ____ Year _____ Month _____ Day

Strengths:

Areas for Improvement:

Additional Comments:

Feedback Provider: _____ Contact Information: _____

