

Use of Personal, College-Owned, and Leased Vehicles for Sponsored Activities

I. PURPOSE

The purpose of this policy is to establish Goucher College guidelines and procedures, which will:

- Promote the safe operation of college-owned or leased motor vehicles.
- Promote the safety of drivers and passengers.
- Minimize losses, damages, and claims against the College.

II. SCOPE OF POLICY

This college policy applies to:

- College employees who operate college-owned, leased, or personal vehicles routinely or as an essential part of their jobs.
- College employees who use college-owned, leased, or personal vehicles to transport students, other employees or campus visitors in connection with any college-sponsored activity.
- Student drivers who use college-owned, leased, or personal vehicles to transport students, employees, or campus visitors in connection with any college-sponsored activity.
- Vendors and contractors that have received explicit authorization from the Director of FMS to utilize Goucher owned or leased vehicles.

This policy does not govern the training for or usage of Goucher-owned utility and golf carts. Refer to [Utility Vehicle Golf Cart Policy](#) for guidance.

Employees whose job function requires them to hold a Commercial Driver's License are also subject to the [Alcohol, Tobacco, Cannabis & Other Drugs Policy](#).

III. STATEMENT

The Goucher College Facilities Management Services Department (FMS) operates a pool of motor vehicles that are available for use by qualified and authorized employees and students. Additional vans and automobiles are rented by qualified and authorized college employees and students, as needed, from car rental agencies.

Transportation to and from Goucher sponsored activities may also be given to authorized employees and students who utilize their own personal vehicle.

IV. ELIGIBILITY REQUIREMENTS FOR DRIVERS OF COLLEGE-OWNED OR LEASED VEHICLES

College-owned or leased vehicles are available for use that is directly related to the academic or departmental activities of the College. FMS vehicles may be reserved only by college staff and departments and by Goucher College Student Government Association chartered clubs and organizations and are to be used only by the authorized employee or student unless specified otherwise in a contract of employment. Personal use of college vehicles is prohibited unless incidental to the business use, approved in advance by the appropriate supervisor or permitted pursuant to a contract of employment.

From time to time, the Office of Risk Management and the Vice President of Campus Operations may grant specific permission for vendors currently under contract with the College to use college owned vehicles. Vendors granted such permission are required to abide by this policy in its entirety as well as any policies governed by their respective company. When there is a conflict between the two, college policies always prevail. This approval is generally given to facilitate the successful operations of a department. An example of this approval would be the College's campus safety vendor being given specific and explicit permission to drive college owned campus safety vehicles during the execution of their contracted duties. This permission terminates at the expiration of the vendors contract or at any time for any reason that either the Office of Risk Management or the Vice President of Campus Operations see fit.

The Office of Risk Management will provide to FMS a roster of drivers who are qualified to drive personal, college-owned, or leased vehicles in connection with college-sponsored activities. To be included on the roster of qualified drivers, an employee or student driver will be required to adhere to the following rules:

Drivers must:

- A. Possess a valid United States driver's license issued by the Department of Motor Vehicles from the driver's state of residence, relevant for the lawful operation of the particular vehicle to be used, that has not been suspended or revoked within the prior three years;
 1. Non-Commercial Driver's License
 - Driving a vehicle designed to carry fewer than 16 passengers including the driver.
 - Driving a vehicle weighing 26,000 lbs or less.
 2. Commercial Driver's License (CDL)
 - Driving a vehicle designed to carry 16 or more passengers including the driver.
 - Driving a vehicle weighing more than 26,000 lbs.
- B. Disclose, annually, a true and accurate driving record from the applicable state department of motor vehicles for the past three years and submit a signed request to the Office of Risk Management for a Motor Vehicle Records request (a copy of a Driving Record Request Authorization is attached to this policy).
- C. Be at least 18 years of age to operate a Goucher college-owned vehicle, and at least 21 years of age to operate a vehicle leased from a rental agency.

- D. Have at least one year of driving experience on a non-provisional, state-issued license in the class of vehicle operated.
- E. Have no more than two at-fault or preventable accidents or minor traffic violations (or a combination thereof) within the prior three years (see Appendix 1).
- F. Have not had three or more company at-fault vehicle physical damage claims in any twelve-month period.
- G. Have no convictions or pending charges on record for driving under the influence of alcohol or drugs, or any other single major traffic violation within the past three years (see Appendix 1).
- H. Have not been convicted of a felony or an offense involving the sale, purchase or possession of drugs.
- I. Have not had automobile insurance canceled, declined or not renewed by a company due to the actions of the driver applicant and is able to fulfill the insurance standards imposed by any rental agency supplying a vehicle to the College.
- J. Have no disciplinary sanctions (as an employee or student) that might reflect negatively on the driver's ability to drive safely.
- K. Agree to operate personal, college-owned, and leased motor vehicles in accordance with applicable local and federal laws and college regulations.
- L. Report any change in license status or insurance eligibility immediately (i.e., if the license has been suspended or revoked) to the department head, FMS and the Office of Risk Management within one working day of any such change. If the license is revoked or suspended, or if the driver no longer meets the eligibility requirements of this policy, operating privileges will be immediately terminated or suspended accordingly at the direction of the Office of Risk Management and FMS.
- M. Disclose any temporary medical conditions (e.g., broken limbs, sprained joints, concussion, influenza) that may impair the individual's ability to drive safely.
- N. Agree that all traffic violations and citations are the sole responsibility of the driver except for citations relating to safety equipment repair orders.
- O. Agree to refrain from texting, e-mailing, or using a hand-held telephone or communications device while operating a personal, college-owned, or leased vehicle in connection with college-sponsored activities.

V. DRIVER QUALIFICATION EXEMPTIONS

Requests for exceptions to listed qualifications shall be addressed to the following depending on the requestor's status:

A. Non-Union Employee (including student employees)

1. Non-union employees shall address all requests for exemptions to their department head or immediate supervisor as well as the Office of Risk Management.

B. Union Employees

1. All union employees shall address requests for exemptions to the Director of FMS who shall decide together with the Director of Human Resources.

C. Students

1. All students shall address requests for exemptions to their club or activity's advisor as well as the Office of Risk Management.

VI. PERSONAL VEHICLE AUTHORIZATION AND INSURANCE AGREEMENT

A. Prior to the use of a personal vehicle for college-sponsored activities, the legal owner of the vehicle must submit the following with the Office of Risk Management:

1. An Owner Approval Form (Appendix 3) that:
 - Authorizes the use of a personal vehicle for college-sponsored activities.
 - Demonstrates agreement that the owner properly maintains and will continue to maintain the vehicle to ensure safe operation.
 - Acknowledgement that the owner's liability insurance is primary with respect to coverage for damages and personal injury in connection with any accidents involving the owner's vehicle, even if the accident occurs in connection with a college-sponsored activity.
 - Acknowledgment that the College's automobile insurance policy does not provide coverage for damage to the individual's motor vehicle, either on a primary or excess basis.
2. Proof of liability insurance covering the automobile and all authorized drivers with limits of liability of at minimum \$100,000.

B. These forms must be filed annually and prior to the use of a vehicle in connection with a college-sponsored activity.

VII. VENDOR AND CONTRACTOR USE OF GOUCHER-OWNED VEHICLES

A. Vendors and contractors utilized by Goucher College to perform work on campus may utilize Goucher College owned vehicles IF:

- They have received explicit authorization in writing from the Director of Facilities or their designee.
- Supply FMS with a copy of their official Driver's License and sign the acknowledgement at the bottom of this policy.

- B. All use of Goucher College owned work must be performed in line with the direction of the academic and business mission of Goucher College.
- C. Use of Goucher College owned vehicles by contractors and vendors shall be limited to Goucher College grounds unless otherwise expressed by the Director of Facilities or their designee.
- D. Vendors and Contractors assume all responsibility for any damage acquired from negligent driving and behavior to the assigned vehicle.

VIII. DISCIPLINARY ACTION AND LOSS OF DRIVING PRIVILEGES

The following offenses may result in suspension or termination of driving privileges for personal vehicles in connection with college-sponsored activities as well as College-owned or leased vehicles. Additional disciplinary action may also result in addition to restriction, suspension, or termination of driving privileges.

Drivers may reapply for designation as a qualified driver when they have again met the above criteria.

For non-union employees and students, the decision to suspend, terminate and reinstate driving privileges shall be made by the Director of Public Safety, the Office of Risk Management, and the appropriate department head (for employees) or Dean of Students (for students). For union employees, the decision to suspend or revoke driving privileges shall be made by the Director of FMS and the Director of Human Resources and is subject to contractual grievance procedures.

With respect to the suspension or termination of driving privileges for students, such action shall not constitute disciplinary action within the meaning of the Code of Conduct and such decision shall not be subject to the procedures set forth in the Code. Students may seek reconsideration of a decision to suspend or terminate driving privileges by presenting mitigating evidence to the Office of Risk Management and the Dean of Students but may not otherwise appeal a decision to suspend or terminate privileges.

- A. Operating a personal, college-owned, leased motor vehicle without an appropriate and valid driver's license.
- B. Operating a 15-passenger vehicle without completing the required college training program.
- C. Failure to timely report the suspension, revocation or administrative restriction of a driver's license, changes in insurance status and traffic violations.
- D. Failure to obey college and all government traffic regulations.
- E. Operating a personal, college-owned, or leased vehicle other than as necessary for the school related activity or at places and times not required for such activity.
- F. Operating a personal, college-owned, or leased vehicle in a reckless or unsafe manner.
- G. Transporting unauthorized passengers or passengers who have not secured seatbelts.

- H. Failure to immediately report an accident involving a personal, college-owned, or leased vehicle to the Department head, the Director of Public Safety, the Office of Risk Management and FMS.
- I. Operating a college-owned or leased motor vehicle while impaired by or under the influence of alcohol or drugs.
- J. Receiving a disciplinary sanction (as an employee or student), which might reflect negatively on the driver's ability to drive safely, as reasonably determined by the College.
- K. Having more than two at fault or preventable accidents or minor traffic violations (or a combination thereof) or having one major traffic violation within the prior three years.
- L. Conviction of a felony or an offense involving the sale, purchase or possession of drugs which occurred in connection with the operation of a motor vehicle.
- M. Texting, e-mailing, or using a hand-held telephone or communications device while operating a college-owned or leased vehicle.

IX. ADDITIONAL REQUIREMENTS FOR TRANSPORTATION UTILIZING 15- PASSENGER VANS

A. Driver Certificate Program.

All individuals who drive a college-owned or leased 15-passenger van must complete an on-line defensive driver program provided by the College. Certification is good for three years.

B. Age Limitation. Drivers of vans must be at least 19 years of age.

C. Required Driving Experience.

Drivers of vans must have at least two years of driving experience on a state-issued driver's license.

D. Trip Approval

All travel using college-owned or leased 15-passenger vans must be approved in advance by the faculty member, coach, administrator, dean or director responsible for the activity or program.

E. Van Operation

1. No overhead storage is allowed.
2. Cargo trailers and car top units are prohibited.
3. All cargo stowed inside the van should be lightweight and should not exceed the height of the seats as it may block the driver's rear view.
4. Only factory approved modification to seats shall be approved. Any requests for seat removals shall be directed to FMS to be approved and performed.
5. All vehicle doors and hatches must be closed while the vehicle is in operation.

6. Total occupancy (passengers and cargo) shall not exceed the overall manufacturer's weight rating of the vehicle.
7. The driver and all passengers must wear functioning seatbelts at all times. The driver is responsible for enforcing this requirement. Under NO circumstances should the number of passengers exceed the number of seat belts.
8. The driver must perform a safety check (lights, tires, fluid levels, mirrors) prior to the departure and return for each trip and complete and sign an inspection form maintained in the vehicle.
9. The driver will not eat or use a cellular telephone or other communication device while the vehicle is in motion.
10. Passengers must remain seated at all times, and refrain from distracting behavior, obstructing any windows, or putting any body parts, equipment, or signage outside the vehicle while it is in operation.
11. The key ring or signage within the vehicle must indicate that only certified van drivers are authorized to drive the vehicle.
12. The front seat passenger must be designated to assist the driver by reading maps, caring for passenger needs, etc. in order to reduce driver distractions.

F. Trip Length and Timing

1. Maximum round-trip mileage on van trips is 500 miles. Buses must be used for trips involving greater mileage.
2. Layovers are required in the event of adverse weather and unsafe road conditions. Drivers may be issued a college credit card for such emergencies and any layover expenses will be funded by the College and not charged to the department or organization.
3. For trips that involve round-trip mileage of 400 or more miles:
 - A maximum of 16 hours of continuous travel is allowable, after which a layover of at least 8 hours is required.
 - An individual driver may not drive for more than 8 hours per day.
 - Trip itineraries must be submitted for review by the appropriate department head or supervisor – for distance, route, planned layovers, and programmatic goals/risk relationships.

G. Maintenance of college-owned Vans. FMS will perform a visual vehicle inspection prior to each trip (check tires, lights, fluid levels and mirrors, walk around vehicle) and maintain a written record of such inspections.

H. Non-Compliance

Non-compliance with any of the above requirements may result in disciplinary action against the responsible employee(s) or student, including, but not limited to, suspension of the right of the offending individual to drive 15-passenger vans.

X. DRIVER ROAD TESTING PROGRAM FOR LARGE PASSENGER VEHICLES

Prospective drivers of college-owned vehicles will be required to undergo a road test in the type of vehicle they will be driving in the following circumstances:

A. Employee and student drivers of automobiles (sedans and minivans) and individuals who hold CDLs:

No routine road testing is required.

B. Drivers of 15-passenger vans who do not hold CDLs:

A road test shall be conducted at the commencement of employment or prior to driving a van. Goucher employees who have been previously authorized to drive a 15-passenger van (under prior vehicle policies) and have at least three years' experience driving such vehicles are not required to undergo a road test. Drivers who are certified to drive a 15-passenger van under this policy and who have at least three years' experience driving a 15-passenger van are authorized to administer the road test.

C. Post-Accident Road Testing:

In the event the employee or student is involved in an accident, participation in an external driver training program (e.g., an AAA course) and/or a road-test may be required at the discretion of the supervisor and the Office of Risk Management. A driver who is certified to drive a vehicle under this policy shall administer the test. The expense of the external training program shall be paid by the employee or student, except that the college shall pay the cost of training for a union employee.

A checklist for the road test is attached as Appendix 2. Copies of the completed forms shall be maintained by the Office of Risk Management.

XI. ACCIDENT REPORTING PROCEDURES

In the event a driver is in an accident while driving a college-owned or leased vehicle the driver should adhere to the following procedures:

A. At the scene

1. Do not admit fault, attempt settlement, or make a statement about the payment of damages.
2. Call police (dial 911). Complete an Accident Investigation Form (Appendix 4) or as a minimum, write down:
 - Other Driver's Information
 - i. Name
 - ii. Date of Birth
 - iii. Driver's License Number/State
 - iv. Phone Number

- v. Address
- vi. Insurance Company - Policy Number, if known
- vii. License Plate Number
- viii. Make/Model/Year of Vehicle
- ix. Damage to Vehicle
- x. Injury to Driver, if any
- xi. Date, Time, Road and Weather Conditions
- Witness/Passenger Information
 - i. Names and Phone Numbers of Any Passengers
 - ii. Injuries to Any Passengers
 - iii. Names and Phone Numbers of Any Witnesses
- Investigating Officer's Information
 - If local police respond to accident, request:
 - i. Officer's Name
 - ii. Badge Number
 - iii. Phone Number
 - iv. Report Number
- 3. Take photographs and video of the vehicles and scene of the accident if possible and safe to do so.
- 4. Call Goucher FMS at 410-337-6166 to report the accident. If after standard operating hours, call 410-337-6166 and select option 2.

B. After Reporting

Any Goucher owned or leased vehicles involved in an accident **SHALL NOT** be driven without the explicit permission from the Director of Facilities. FMS will arrange towing and / or alternate transportation as communicated.

C. Upon return

Notify Campus Safety, FMS, department head, and vehicle rental agency of the accident. Give completed Accident Investigation Form

XII. RESPONSIBLE OFFICE

For more information or if you have questions about this policy, please contact the Office of Risk Management at risk.management@goucher.edu.

XIII. HISTORY

Adopted: 2007; Updates: December 2010, January 2017, February 2024.

Appendix 1

Violation Details

Minor Violations	Major Violations
<ul style="list-style-type: none">• Any violation other than a major violation• Exceptions to violations are:<ul style="list-style-type: none">i. Parking ticket/violationii. Failure to have driver’s license in possessioniii. Motor vehicle equipment requirement	<ul style="list-style-type: none">• Probation before judgement (PBJ) regarding use of a vehicle as a result of susp• Driving under influence of alcohol/drugs• Failure to stop/report an accident• Reckless driving/speeding contest• Driving while impaired• Refusing to submit to Blood Alcohol Content test• Refusing to submit to a drug test after a vehicular accident.• Making a false accident report• Homicide, manslaughter, assault or any felony arising out of the use of a vehicle• Driving while license is suspended/revoked• Driving without a license• Attempting to elude a police officer• At fault in a fatal accident

Appendix 2

Driver Evaluation Road Test Form

Driver: _____

Date of Road Test: _____ Observed by: _____

Note: All of the skills tested are important to help prevent accidents.

Pre-Trip Inspection Check List

Yes	_____	No	_____	General condition of vehicle
Yes	_____	No	_____	Proper operation of parking and brakes
Yes	_____	No	_____	Steering
Yes	_____	No	_____	All lighting devices and reflectors
Yes	_____	No	_____	Condition of tires
Yes	_____	No	_____	Horn and windshield wipers
Yes	_____	No	_____	Rear view mirror adjustment
Yes	_____	No	_____	Emergency equipment

Placing Vehicle in Operation

Yes	_____	No	_____	Uses seat belt
Yes	_____	No	_____	Starts vehicle properly
Yes	_____	No	_____	Checks traffic patterns
Yes	_____	No	_____	Does not allow vehicle to roll while stopped
Yes	_____	No	_____	Drives with both hands-on wheel
Yes	_____	No	_____	Steers smoothly
Yes	_____	No	_____	Maintains proper speed for conditions, and within speed limit

Backing and Parking

Yes	_____	No	_____	Stops in correct position
Yes	_____	No	_____	Avoids backing from blindside

Yes _____ No _____ Gets out of vehicle and checks entire area, including overhead before backing
Yes _____ No _____ Uses mirrors properly

Intersections

Yes _____ No _____ Prepares to stop vehicle, if necessary, even if traffic signal is green
Yes _____ No _____ Checks in all directions for traffic conditions
Yes _____ No _____ Stops vehicle in proper location when required
Yes _____ No _____ Does not allow vehicle to roll when stopped

Turning

Yes _____ No _____ Makes sure vehicle is in proper lane for turn
Yes _____ No _____ Signals intention to turn well in advance
Yes _____ No _____ Approaches turn at proper speed
Yes _____ No _____ Checks traffic conditions and turns only when intersection is
Yes _____ No _____ Keeps vehicle in proper lane during turn

Passing

Yes _____ No _____ Only passes in safe location, where legally permitted
Yes _____ No _____ Checks ahead and behind to make sure passing room is adequate
Yes _____ No _____ Warns vehicle ahead of intention to pass
Yes _____ No _____ Uses directional signals properly
Yes _____ No _____ Leaves sufficient space between vehicles before moving back into lane
Yes _____ No _____ Does not exceed speed limit

Cell Phones

Yes _____ No _____ Uses only when safely stopped off street or highway

11-Passenger Van Operation

Operator understands and implements the following:

- Yes _____ No _____ No overhead storage is allowed.
All cargo stowed inside the van should be lightweight and should not exceed the height of the seats so as to block the driver's rear view.
- Yes _____ No _____ The rear seat of the van shall be permanently removed and no cargo shall be stored in that area.
- Yes _____ No _____ All vehicle doors and hatches must be closed while the vehicle is in operation.
- Yes _____ No _____ The driver must perform a safety check (lights, tires, fluid levels, mirrors) prior to the departure and return for each trip and complete and sign an inspection form maintained in the vehicle.

Summary & Recommendations (check appropriate recommendation and write in additional recommendations, if warranted)

_____ Passed; Approve to drive _____ 15 Passenger Van
_____ Minivan
_____ Passenger Car

_____ Failed; Re-Test in _____ Months

Comments:

Signature of Tester

Signature of Driver

Send original of completed form to FMS and a copy to Office of Risk Management and driver's supervisor.

Appendix 3

Personal Vehicle Use Owner Approval Form

I understand that in order to operate my personal vehicle in connection with college-sponsored activities or to authorize another individual to operate my vehicle in connection with college-sponsored activities, I am required to comply with the terms of the College's policy relating to the use of personal vehicles in connection with college-sponsored activities.

I hereby:

- Authorize the use of my vehicle for college-sponsored activities.
- Agree to maintain the below vehicle to ensure safe operation at all times that I use the vehicle in connection with college-sponsored activities.
- Acknowledge that my automobile liability insurance is primary with respect to coverage for damages and personal injury in connection with any accidents involving my vehicle, even if the accident occurs in connection with a college-sponsored activity.
- Acknowledge that the College's automobile insurance policy does not provide coverage for damage to my motor vehicle from any cause, either on a primary or excess basis.

Automobile Information

Make

Model

Year

Insurance Information (provide a copy of the insurance card / information as well as completing the following boxes)

Insured Name:

Policy Number:

Insurance Company:

Insurance Phone Number:

The following individuals are authorized to operate my vehicle and to transport passengers in connection with college-sponsored activities (print legibly):

Name 1:

Name 2:

Owner Signature:

Date:

Appendix 4

Accident Report Form

Complete this form fully with as many details as possible for any accidents involving Goucher owned and leased vehicles. If the accident does not involve an additional vehicle, skip that section.

Date of Report: _____

GOUCHER VEHICLE DRIVER & VEHICLE DETAILS			
Goucher Driver's Full Name:			
Goucher Driver's License Number:			
Goucher Driver's Email:	Goucher Driver's Phone Number:		
Vehicle License Plate Number:			
INVOLVED PERSONS DETAILS (if another vehicle is involved)			
Driver's Full Name:		Driver's Date of Birth:	
Driver's License Number: (include State and any dashes)			
Driver's Email:	Driver's Phone Number:		
Driver's Insurance Company:	Driver's Insurance Policy Number:		
Vehicle Make:	Vehicle Model:		
Vehicle License Plate Number:			

Appendix 4 Continued

WITNESS / PASSENGER INFORMATION (indicate if witness or passenger)			
Name:		Phone Number:	
Name:		Phone Number:	
Name:		Phone Number:	
INVESTIGATING OFFICER'S AND / OR POLICE INFORMATION			
Officer Name:		Officer Badge Number:	
Officer's / Department's Phone Number:			
Report Number:			
INCIDENT DETAILS			
Date of Incident:		Time of Incident:	
Location of Incident: (be as specific as possible including cross streets, addresses, etc.)			
Describe the incident (weather, speed limit, intersection details, road details, impact location(s) on Goucher or other vehicles, damage to environment, etc.):			
Were there any injuries to anyone involved? If so, detail below:			

Take pictures and video if possible and safe to do so of any damage to vehicles or environment and attach them to this report with details of what they signify. After completion, please submit a copy to Campus Safety (tiffany.justic@goucher.edu) and to FMS (Vehicle.Rentals@goucher.edu).

Acknowledgment and Consent

I have read the entire contents of Goucher College’s Policy relating to the use of personal, college-owned, and leased vehicles and agree to comply with all the requirements of the policy. I have been given an opportunity to ask questions and fully understand the meaning of the policy. Additionally, I understand that I should contact a supervisor, the Director of Public Safety or the Office of Risk Management if I should have any future questions or concerns about the policy. By signing below, I acknowledge having receipt of this policy and agree to abide by the contents of the policy.

Name (printed) _____

Signature _____ Today’s Date _____