

# Policy Guiding the Use of Personal Vehicles for College - Sponsored Activities

---

## I. PURPOSE

The purpose of this document is to establish Goucher College policies and procedures, which will:

- Promote the safe operation of personal motor vehicles used for college- sponsored activities.
- Promote the safety of drivers and passengers.
- Minimize losses, damages, and claims against the College.

## II. SCOPE

This college policy applies to:

- College employees (including student employees) who operate personal vehicles routinely and as part of their job duties and/or college-sponsored activities.
- College employees and student drivers who routinely use personal vehicles to transport students, other employees, or campus visitors in connection with any college-sponsored activity.

College-sponsored activities include all activities that are sponsored by college staff or departments or by Goucher College Student Government Association chartered clubs and organizations and funded in any way by the College. Employees who travel regularly on business for the College, utilizing their personal vehicles, are covered by this policy. Activities that can be characterized as errands or social outings are not considered to be college-sponsored activities to which this policy applies. This policy does not apply to employees or students while commuting to and from the College, nor does it apply to students who commute to and from classes or internships that take place off campus.

## III. ELIGIBILITY REQUIREMENTS FOR DRIVERS OF PERSONAL VEHICLES IN CONNECTION WITH COLLEGE-SPONSORED ACTIVITIES

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.
- B. Have at least two years of driving experience on an unrestricted, non-provisional license.

- C. Have no more than two at-fault or preventable accidents (resulting in personal injury or property damage) or minor traffic violations within the prior three years (see Appendix 1).
- D. Have no convictions or pending charges on record for driving under the influence of alcohol or drugs, or any other major traffic violation (see Appendix 1).
- E. Have not been convicted 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 during the prior three years.
- F. Have not had automobile insurance canceled, declined, or not renewed by a company within the prior three years due to the actions of the employee or student.
- G. Have no disciplinary sanctions (as an employee or student) that might reflect negatively on the driver's ability to drive safely.
- H. Agree to operate personal motor vehicles in connection with college-sponsored activities in accordance with applicable local and federal laws and College regulations.
- I. **Report any change in license status immediately** (i.e., if the license has been suspended or revoked) to the department head, Director of Campus Safety, and the Office of Risk Management **within one working day** of any such change.
- J. Disclose any temporary medical conditions (e.g., broken limbs, sprained joints, concussion, influenza) that may impair the individual's ability to drive safely.
- K. Agree that all traffic violations and citations are the sole responsibility of the driver.
- L. *Agree to refrain from texting, e-mailing, or using a hand-held telephone or communications device while operating a personal vehicle in connection with college-sponsored activities.*

#### IV. DISQUALIFICATION REASONS FOR DRIVERS OF PERSONAL VEHICLES

The following offenses will result in a driver's disqualification under the terms and conditions of this policy:

- A. Operating a personal vehicle in connection with a college-sponsored activity without an appropriate and valid driver's license or after a license has been suspended or revoked.
- B. Failing to obey College and all government traffic regulations while operating a vehicle in connection with a college-sponsored activity.
- C. Operating a motor vehicle in a reckless or unsafe manner in connection with a college-sponsored activity.
- D. Failing to immediately report an accident which occurs in connection with a college-sponsored activity to the driver's supervisor, the Director of Campus Safety, and the Office of Risk Management.

- E. Transporting passengers who have not secured seatbelts in connection with a college-sponsored activity.
- F. Operating a motor vehicle while impaired by or under the influence of alcohol or drugs in connection with a college-sponsored activity.
- G. 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.
- H. A combination of two at fault or preventable accidents or minor traffic violations, or one major traffic violation within the prior three years.
- I. 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.
- J. *Texting, e-mailing, or using a hand-held telephone or communications device while operating a personal vehicle in connection with college-sponsored activities.*

## **V. OWNER AUTHORIZATION**

Prior to the use of a personal vehicle for college-sponsored activities, the legal owner of the vehicle has the responsibility to ensure the vehicle is properly maintained, all states required insurance coverage limits are afforded and will assume all liability coverage as primary for damages and personal injury.

## **VI. INSURANCE**

In the event an individual uses a personal vehicle to engage in college-sponsored activities and/or to transport individuals in connection with college-sponsored activities, insurance coverage is as follows:

- The individual's personal automobile liability insurance is primary with respect to coverage for damages and personal injury in connection with any accidents involving the vehicle, even if the accident occurs in connection with a college-sponsored activity.
- The College's automobile insurance policy does not provide coverage for damage to a personal motor vehicle from any cause, either on a primary or excess basis.

## **VII. RESPONSIBLE OFFICE**

For more information or if you have any questions about this policy, contact [Office of Risk Management](#).

## **VIII. HISTORY**

Adopted: July 2007; Updated: December 2010; January and October 2017; June 2024.

# Appendix 1

---

Minor Violation Any violation other than a major except:	Major Violations
<ul style="list-style-type: none"><li>• Parking tickets/violations</li><li>• Failure to have driver's license in possession (if valid license exists)</li></ul>	<ul style="list-style-type: none"><li>• Driving under influence of alcohol/drugs</li><li>• Failure to stop/report an accident</li><li>• Reckless driving/speeding contest</li><li>• Driving while impaired</li><li>• Refusing to submit to Blood Alcohol Content test</li><li>• Making a false accident report</li><li>• Homicide, manslaughter, assault or any felony arising out of the use of a vehicle</li><li>• Driving while license is suspended/revoked</li><li>• Attempting to elude a police officer</li><li>• At fault in a fatal accident</li></ul>

## Appendix 2

### Acknowledgement and Consent

---

I have read the entire contents of Goucher College's Policy relating to the use of personal vehicles for college-sponsored activities and agree to comply with all the requirements of the policy. I understand that I have an obligation to maintain proof of adequate insurance in the event (i) I routinely use a personal vehicle, or authorize another individual to use my personal vehicle, to transport students or other employees or campus visitors in connection with any College-sponsored activity, or (ii) I travel frequently in connection with my job and intend to use my personal vehicle in connection with such business travel.

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 Campus Safety, or the Office of Risk Management if I should have any future questions or concerns about the policy. By signing below, I acknowledge receipt of this policy and agree to abide by the contents of the policy.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_