

Use of College-Owned and Leased Vehicles

The purpose of this document is to establish Goucher College policies 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.

I. SCOPE OF POLICY

This College policy applies to drivers who are engaged in the operation of any College-owned or leased motor vehicles on either public or private property. The policy also has application to the leasing of motor vehicles in Goucher College study abroad programs. This policy applies to:

- College employees who operate College-owned or leased vehicles routinely or as an essential part of their jobs;
- College employees who use College-owned or leased vehicles to transport students, other employees or campus visitors in connection with any College-sponsored activity;
- Student drivers who use College-owned or leased vehicles to transport students, employees or campus visitors in connection with any College-sponsored activity.

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. A separate policy applies to the use of personal vehicles used to transport individuals in connection with College business or activities. The college's Utility Cart policy applies to the operation of utility carts on campus.

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.

Employees whose job function requires them to hold a Commercial Driver's License

are also subject to Goucher College's Drug and Alcohol Program for CDL holders.

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

The Financial Administrator in the Controller's Office will provide to FMS a roster of drivers who are qualified to drive College-owned or leased vehicles in connection with College-sponsored activities. In order to be included on the roster of qualified drivers, an employee or student driver will be required to adhere to the following rules.

Requests for exceptions to these rules shall be addressed to the appropriate department head (for employees, except union employees) or the Vice President and Dean of Students (for students) and such requests shall be considered by the appropriate department head or Dean, the Director of Public Safety and the Financial Administrator. Requests for exceptions to this Policy for union employees shall be directed to the Director of FMS who shall make a decision on such requests together with the Director of Human Resources.

Grandfather provision:

1. Individuals first employed before the effective date of this policy, for whom driving is an essential part of their job duties, are subject to the new and more stringent requirements in this policy prospectively only, beginning on the effective date of this policy. Provisions of the former policy (adopted on August 7, 2003) that are unchanged in this policy shall continue to apply to such employees.
2. Individuals first employed after the effective date of this policy are subject to all provisions of this policy.

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 to the Financial

Administrator (a copy of a Driving Record Request Authorization is attached to this policy);

- C. Be at least 19 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 two years of driving experience on a state-issued license in the class of vehicle operated (time spent driving on a learner's permit will not be counted towards the two year requirement);
- 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
- 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 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 which occurred in connection with the operation of a motor vehicle during the prior three years;
- I. Have not had automobile insurance canceled, declined or not renewed by a company due to the actions of the employee or student 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. Successfully complete, every three years, an on-line defensive driver program provided by the college and driver road testing, if applicable;
- L. Agree to operate College-owned and leased motor vehicles in accordance with applicable local and federal laws and College regulations;
- M. 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, the Director of Public Safety and the Financial Administrator within one working day of any such change or prior to operation of a vehicle. 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 Director of Public Safety;
- N. Disclose any temporary medical conditions (e.g., broken limbs, sprained joints, concussion, influenza) that may impair the individual's ability to drive safely;
- O. Agree that all traffic violations and citations are the sole responsibility of the driver except for citations relating to safety equipment repair order;
- P. Agree to refrain from texting, e-mailing, or using a hand-held telephone or communications device while operating a College-owned or leased vehicle.

III. LOSS OF DRIVING PRIVILEGES

The following offenses may result in suspension or termination of driving privileges for College-owned or leased vehicles, along with appropriate disciplinary action. 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 Financial Administrator 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 Dean of Students, but may not otherwise appeal a decision to suspend or terminate privileges.

- A. Operating a College-owned or 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 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 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 College-owned or leased vehicle to the Department head, the Director of Public Safety, the Financial Administrator 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.

IV. 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 so as to block the driver's rear view.
4. The rear seat of the van shall be permanently removed and no cargo shall be stored in that area;
5. All vehicle doors and hatches must be closed while the vehicle is in operation.
6. 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.
7. 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
8. The driver will not eat or use a cellular telephone or other communication device while the vehicle is in motion.
9. The driver must require passengers to remain seated at all times, and to refrain from playing excessively loud or distracting music, obstructing any windows or putting any body parts outside the vehicle while it is in operation.
10. 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. A maximum of 16 hours of continuous travel is allowable, after which a layover of at least 8 hours is required.
 - b. An individual driver may not drive for more than 8 hours per day.
 - c. 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.

V. DRIVER ROAD TESTING PROGRAM

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:

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

No routine road testing is required.

- 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.

- 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 Financial Administrator. 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 Financial Administrator.

VI. 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 if injury to others or major property damage is involved.
3. Complete an Accident Investigation Form or as a minimum, write down:
 - a. Other Driver's Information
 - Name
 - Date of Birth
 - Driver's License Number/State
 - Phone Number
 - Address
 - Insurance Company - Policy Number, if known
 - License Plate Number
 - Make/Model/Year of Vehicle
 - Damage to Vehicle
 - Injury to Driver, if any
 - Date, Time, Road and Weather Conditions
 - b. Witness/Passenger Information
 - Names and Phone Numbers of Any Passengers
 - Injuries to Any Passengers
 - Names and Phone Numbers of Any Witnesses
 - c. Investigating Officer's Information
 - If local police respond to accident, request:
 - Officer's Name
 - Badge Number
 - Phone Number
 - Report Number
4. Take a photograph of the scene of the accident if possible.

B. Upon return:

Notify Security, FMS, department head and vehicle rental agency of the accident.

APPENDIX 1.

<p style="text-align: center;">Minor Violation: Any violation other than a major violation except:</p>	<p style="text-align: center;">Major Violations</p>
<ul style="list-style-type: none"> • Parking ticket/violation • Failure to have driver's license in possession (if valid license exists) • Motor vehicle equipment requirement 	<ul style="list-style-type: none"> • 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 • 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 • 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 clear |
| 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.
 Yes _____ No _____ 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; Approved 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 Financial Administrator and a copy to
 Driver's Supervisor.**

Acknowledgment and Consent

I have read the entire contents of Goucher College's Policy relating to the use of 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 Financial Administrator 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_____

THIS POLICY IS EFFECTIVE AS OF August 31, 2007.

MODIFIED, DECEMBER 2010;

JANUARY, OCTOBER, 2017