

Use of Personal Vehicles for College-Sponsored Activities

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.

I. SCOPE OF POLICY

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.

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

The Financial Administrator (in the Controller's office) will maintain a roster of drivers who are qualified to drive personal vehicles (either their own vehicles or vehicles owned by others) 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) or Vice President and Dean of Students (for students) and such requests shall be considered and acted upon by the appropriate department head, the Director of Public Safety and the Financial Administrator.

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. Disclose, annually, a true and accurate driving record from the applicable state department of motor vehicles for the past three years to the Director of Business and Auxiliary Services (a copy of a Driving Record Request Authorization is attached to this policy);
- C. Have at least two years of driving experience on an unrestricted, non-provisional license;
- D. 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);
- E. 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);
- F. 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;
- G. 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;
- H. Have no disciplinary sanctions (as an employee or student) that might reflect negatively on the driver's ability to drive safely;
- I. Agree to operate personal motor vehicles in connection with College-sponsored activities in accordance with applicable local and federal laws and College regulations;
- J. **Report any change in license status immediately** (i.e., if the license has been suspended or revoked) to the department head, Director of Public Safety and the Financial Administrator **within one working day** of any such change. If the license is revoked or suspended, the driver will be immediately removed from the approved drivers list;
- K. Disclose any temporary medical conditions (e.g., broken limbs, sprained joints, concussion, influenza) that may impair the individual's ability to drive safely;
- L. Agree that all traffic violations and citations are the sole responsibility of the driver;
- M. *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.*

III. REMOVAL FROM APPROVED DRIVERS ROSTER

The following offenses may result in removal of the driver from the approved drivers list along with appropriate disciplinary action. Drivers may reapply for designation as a qualified driver when they have again met the above criteria. For employees and students, the decision to remove the driver from the qualified drivers list and to redesignate the driver as qualified shall be made by the Director of Public Safety, the Financial Administrator and the appropriate supervisor (for employees) or Dean of Students (for students).

With respect to the removal of a student from the qualified driver list, 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 such a decision or of the denial of a request to be reinstated to the approved drivers list by presenting mitigating evidence to the Vice President and Dean of Students, but may not otherwise appeal such decisions.

- 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 Public Safety, and the Financial Administrator;
- 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.***

IV. OWNER AUTHORIZATION

A. Prior to the use of a personal vehicle for College-sponsored activities, the legal owner of the vehicle must file with the Financial Administrator:

1. An Owner Approval Form:

- Authorizing use of the vehicle for College-sponsored activities;
- Agreeing that the owner will properly maintain the vehicle to ensure safe operation;
- Identifying the College-approved drivers that are authorized to drive the vehicle; and
- Acknowledging that the owner's automobile 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;
- Acknowledging 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 least \$100,000.

B. These forms must be filed prior to the use of a vehicle in connection with a College-sponsored activity and thereafter on an annual basis by October 1.

V. 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.

APPENDIX I

<p style="text-align: center;">Minor Violation</p> <p>Any violation other than a major except:</p>	<p style="text-align: center;">Major Violations</p>
<ul style="list-style-type: none"> • Parking tickets/violations • Failure to have driver's license in possession (if valid license exists) 	<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

OWNER APPROVAL FORM

(for individuals who routinely operate private vehicles and/or transport individuals in personal vehicles in connection with College-sponsored activities)

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 Use of Personal Vehicles in Connection with College-sponsored activities.

I hereby:

- Authorize the use of my vehicle (make, model and year) _____ for College-sponsored activities;
- Agree to maintain the above 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;

ATTACH COPY OF INSURANCE CARD

- 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.

The following individuals are authorized to operate my vehicle and to transport passengers in connection with College-sponsored activities:

Owner’s Signature: _____

Date: _____

Acknowledgment 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 file an Owner Approval form and proof of adequate insurance with the Financial Administrator 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 Public Safety or the Financial Administrator 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 _____

THIS POLICY IS EFFECTIVE AS OF July 1, 2007.

MODIFIED, DECEMBER 2010.

UPDATED, JANUARY AND OCTOBER, 2017