

**Policy Number:** 702

**Date Issue:** April 2020

**Section:** Administration

**Revised Date:** March 2021

**Title:** University Driving and Vehicle Use Policy

**Review Date:** Annually

**Effective Date:** March 2020

**Attachments:** n/a

**Responsible University Officer:** Vice President, Business & Finance

**Responsible Office:** Business & Finance

**Applies to:** All administrators, staff, faculty, students and volunteers

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### **Policies Governing the Use of University Owned, Rented or Leased Vehicles**

The safety of Capital students, faculty, staff and the public is a central concern of Capital University. The policies governing the use of university owned, rented or leased vehicles by faculty, staff and students are designed to support the safety of vehicle occupants and the prudent use of university vehicles.

Capital University Department of Public Safety reserves the right to make and enforce the following regulations in the best interest of the university. Fleet vehicle usage may be denied or withdrawn at any time by the Capital University Department of Public Safety.

These policy limitations do not apply to the university's use of its first responder vehicles.

### **Section I – APPROVED DRIVERS – faculty, staff and students**

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Faculty, staff and students must:

1. Have a current, valid state driver's license
2. Complete and sign the Driver History Form
3. Sign a Vehicle Use Agreement.

The university will complete a Motor Vehicle Record (MVR) and license check prior to releasing vehicles for use.

In order to drive a university fleet vehicle, the following must be met:

- Be at least 19 years of age
- Submit a copy of a valid state driver's license for university records
- Successfully complete the online Defensive Driving course(s) through SafeColleges/VectorSolutions for the appropriate vehicle(s) at <https://capital-oh.safecolleges.com/login>.
  - Your login is your Capital University user name
  - University drivers must successfully complete the online safety training program at the time of initial authorization and as new courses become available

Additional requirements for students:

- Must be a Capital University student at least 19 years of age
- Requests for student drivers must be authorized by the appropriate university faculty, staff, organizational advisor or budget/business manager
- Student drivers must successfully complete a road test with the Office of Public Safety

### **Driver responsibilities**

- Drivers shall be alcohol and drug free, including prescription and non-prescription drugs that may impair a driver's judgment or other faculties.
- Minimize weight in the rear of the vehicle (the area behind the last row of seats).
- Drivers may not drive more than six (6) hours per day and no more than three (3) consecutive hours without at least a fifteen (15) minute break between driving periods. All trips over six (6) hours driving time require at least two (2) approved drivers.
- Drivers are responsible to ensure that the vehicle is used for university business only.
- Drivers are responsible for inspecting the vehicle prior to departure. Any new damage not listed prior to departure is the responsibility of the driver or organization to which the vehicle has been assigned.
- Drivers must only transport the number of persons for which there are seatbelts in the vehicle. **All persons traveling in the vehicle are required to wear a seatbelt.**
- Drivers must observe all state and municipal laws and regulations. Drivers are personally responsible for traffic citations (tickets) that may be issued as a result of operating a university vehicle.
- Drivers are not permitted to use cell phones or earphones while driving
- For navigation devices, program the route prior to starting the vehicle.
- Drivers must not drive when conditions are hazardous. This includes but is not limited to fog, heavy rain, snow or icy conditions.
- Transporting hitchhikers or other unauthorized passengers is prohibited.
- Drivers are responsible for checking and locking the vehicle when parked and unattended.

- University vehicles: Drivers refuel using the Speedway gas card provided in the zippered pouch of each vehicle. After refueling, the card should be returned to the zippered pouch along with the fuel receipt. The driver is responsible for the gas card.

## **Section II – UNIVERSITY OWNED, RENTED OR LEASED VEHICLES**

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**The rental and/or use of 15-passenger vans is strictly prohibited.**

### **University Fleet Distance Limits:**

University-owned vehicles are not permitted to travel outside the state of Ohio

All out of state travel must be done in a vehicle rented from an approved university vendor. Please contact the appropriate department head for a list of approved vendors.

Prior to each trip, the following forms must be completed and authorized by the faculty, staff, organizational advisor or budget/business manager who assumes responsibility for the official status (university purpose) of the trip.

1. Vehicle Usage Form
2. Passenger Log Form

The forms will include the names and contact numbers of all passengers aboard the vehicle. If the trip results in an overnight stay, an itinerary must be attached.

Keys to a requested vehicle will not be released without the full completion of the forms and information.

### **Commercially rented vehicles:**

When driving a commercially rented vehicle, do not purchase the additional insurance from the car rental agency, as the university's policy provides coverage. If a vehicle is rented for personal use, the driver's personal coverage is primary.

### **Use of personal vehicle:**

Any individual who drives his or her personal vehicle to an activity assumes all responsibility for the safety of himself/herself as well as any passengers. The university bears no liability for student use of personal vehicles. An individual who uses their own vehicle for transportation to a university event, for which university provided transportation is available, must submit a "Self Transportation waiver" form. The form may be found on the Capital University Office of Public Safety webpage [www.capital.edu/campus-safety-15032385246/](http://www.capital.edu/campus-safety-15032385246/).

- Drivers are subject to the same rules as drivers of institution owned, leased and rented vehicles

- Drivers must purchase auto liability insurance meeting or exceeding the state minimum requirements

### **Length of Eligibility**

Faculty and staff with a clear driving history and a license in good standing will be allowed to drive vehicles owned, leased or rented by the university for a period of four (4) years from the date of approval.

Students who have a clear driving history, license in good standing, and have successfully completed the Office of Public Safety driving requirements will be allowed to drive for a period of two (2) years from the date of approval.

The following constitutes a license in good standing:

<b># of Moving Violations Within the Past 3 Years</b>	<b># of At-Fault Accidents Within the Past 3 Years</b>			
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>0</b>	Yes	Yes	No	No
<b>1</b>	Yes	Yes	No	No
<b>2</b>	Yes	No	No	No
<b>3</b>	No	No	No	No
<b>4</b>	No	No	No	No

**It is the responsibility of the driver to report any changes in their driving record to the university prior to using a university vehicle.**

### **Reapplications after Denials**

A person whose application has been denied for any reason may reapply one year from the date of the most recent denial.

### **Maintenance**

The university handles routine and preventative maintenance for university-owned vehicles via a third-party contractor.

### **Section III – FLEET VEHICLE RESERVATION PROCEDURE AND FEES**

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1. To reserve a university-owned fleet vehicle, the request must be made in writing by emailing the Department of Public Safety at [publicsafety@capital.edu](mailto:publicsafety@capital.edu). **Verbal requests to reserve a vehicle will not be honored.**
2. The Department of Public Safety will respond in writing to confirm or deny the request (i.e. if vehicle is not available).
3. The “Vehicle Usage and Passenger Log” is required either at time of reservation or when the vehicle is picked up.
4. The budget charge to use a university fleet vehicle is .54 per mile
5. If a reserved university fleet vehicle is no longer required by the department or organization, inform the Office of Public Safety in a timely manner so that the vehicle may be reassigned.
6. The vehicle may be picked up at the Office of Public Safety, with proper identification.

#### **Returning Vehicles**

1. Vehicles are to be returned to the Office of Public Safety parking lot (F7) to the “Authorized Parking Only” spaces.
2. Additional fees will be assessed for the following:

<b>Action</b>	<b>Fee</b>
Lost keys	Cost of replacement
Lost gas card	\$20
Lost vehicle binder	\$20
Lost book	\$20
Lost emergency kit	\$20
Returning vehicle dirty: Vehicles must be returned clean and free of litter.	\$20
Refuel charge: Vehicle returned with less than half (1/2) tank of gas will be charged a refuel fee.	\$20
Returning vehicle late:	\$20

The department/organization using the vehicle must inform the Office of Public Safety of a late return prior to the scheduled return date or be assessed a late fee.	
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## **Section IV – Road Emergency Procedures**

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### **Accidents**

Should an accident occur, a report must be filed with the police department holding local jurisdiction. Drivers must also report all accidents to the Capital University Office of Public Safety (OPS) [publicsafety@capital.edu](mailto:publicsafety@capital.edu) or 614-236-6504 within 24 hours. Any accident involving personal injury or a vehicle requiring a tow must be reported to the Office of Public Safety immediately. Accidents not completely reported to OPS within the allotted 24-hour period will result in a deductible of up to \$1000 being applied to the organization or department for non-compliance.

Drivers that fail to contact OPS within 24 hours will lose their university driving privileges for one year. Furthermore, OPS will review the accident report to determine whether additional driving privileges should be suspended.

If driving privileges are suspended, he or she may apply for reinstatement 12 months from the date of the suspension.

### **Equipment Breakdowns Prior to Pick Up**

Unfortunately, vehicle breakdowns are unavoidable. If a vehicle that has been reserved is unavailable due to repairs or safety issues, the coordinator will attempt to find another fleet vehicle for the group.

This may not always be possible and the person or group may need to contact the current university provider to rent a vehicle(s).

On weekends, OPS has limited means to replace a vehicle that is under repair. OPS will try to move that group into another fleet vehicle that is not being used or attempt to contact and inform the affected party of the problem.

### **Breakdowns on the Road**

If a fleet vehicle should break down off campus, the driver will notify OPS [publicsafety@capital.edu](mailto:publicsafety@capital.edu) or 614-236-6666. This number is available 24 hours a day.

Public Safety will determine, in consultation with Facilities Management, and based on the location of the vehicle, the time of day and the circumstances of the breakdown, what action shall be taken (such as towing or repair). University fleet vehicles are not covered by a roadside service agreement.

Drivers are not authorized to have repairs made without consultation with the Office of Public Safety and Facilities Management. The university will not reimburse any driver who has unauthorized repairs made to a university vehicle. Any expense incurred for unauthorized repairs, alternate transportation or lodging is the responsibility of the individual or the department for whom he or she is driving.

### **Section V – University-furnished driver**

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If a fleet vehicle is used for a campus event and the Office of Public Safety is asked to furnish a driver, the following charges apply:

- \$60/hour for the first four (4) hours
- \$15/hour for each additional hour
- Minimum charge is \$60

A university-furnished driver may be requested for on-campus events only, and is subject to driver availability.