

UNIVERSITY OF MOUNT UNION
FLEET VEHICLE POLICY
UPDATED: February 2014

The University of Mount Union maintains a fleet of vehicles that are available for University-sponsored activities and functions. The use of a University vehicle is a privilege that entails specific responsibilities. Failure to follow University, state, and federal rules and regulations or irresponsible use of a vehicle will result in that privilege being withdrawn.

Rental vehicles are an extension of the University Fleet. Policies and Procedures should be followed as if the rental was a University owned vehicle. Faculty staff and students who elect to drive their own vehicles should note that their insurance coverage is primary, even if the event or meeting is mandatory by the University.

1.0 TYPES OF VEHICLES:

The University operates a fleet of passenger vehicles and 12 -passenger vans. The University will also partner with local rental car firms and charter bus companies as needed to transport people for University-sponsored activities and functions

2.0 APPROPRIATE USES:

The University permits use of its vehicles for the following purposes:

- 2.1 Approved University activities, functions or events **ONLY**, as needed by University departments, athletic teams or campus organizations. Vehicles may not be rented for personal use.
- 2.2 Travel to destinations listed on the Vehicle Request Form **ONLY**. No errand or side trips are permitted.
- 2.3 The Vice President for Business Affairs will make final decisions over the appropriate usage of any University vehicle.

3.0 VEHICLE CHARGES:

- 3.1 The University will annually determine the proper amount to be charged for the use of a University vehicle. Costs will be charged on a per-mile basis for the type of vehicle used and will be assessed to the appropriate budget account number of the group using the vehicle. Please consult the annual statement of charges to determine the cost per mile of each vehicle in the Mount Union fleet.
- 3.2 Rental cars will be charged at the same per-mile basis as University vehicles if they are utilized when all University-owned vehicles are reserved at a given time. If a rental car is requested when a University vehicle is available, a Vice President's approval is required and the actual cost of the rental will be charged.

4.0 AUTHORIZED DRIVERS:

The University of Mount Union authorizes faculty, staff and students to operate a University-owned vehicle based on the following criteria:

- 4.1 Drivers must **ANNUALLY** file a [*Driver Application Form*](#), (shown as Attachment 1 to this policy and available on iRaider) and submit a copy of their valid U.S. driver's license to the Physical Plant office to be eligible to drive a University vehicle.
- 4.2 The University will request and review an annual Motor Vehicle Record (MVR) on each driver based on the criteria listed on the [*Driver Application Form*](#). Drivers who do not pass the requirements for approval will be notified immediately and will not be permitted to access a University vehicle.
- 4.3 New drivers are required to submit their application to drive a University vehicle to the Physical Plant office at least **ten (10)** days in advance of a scheduled event in order to obtain the necessary MVR for eligibility. The University maintains the right to not schedule a vehicle if the necessary criteria are not met at least seven days in advance of the event.
- 4.4 Drivers must be at least 18 years of age and have a valid driver's license for at least 1 year to operate an automobile; 21 years of age to operate any van in the over-the-road fleet.
- 4.5 The Office of Human Resources will maintain a file on each driver containing the appropriate information listed above. The Office of Business Affairs maintains the right to review each file and to require a driver to submit updated information or attend additional training. Drivers are required to notify Human Resources if their license is revoked or suspended at any time during the year.
- 4.6 Drivers operating non-University owned vehicles should have appropriate insurance coverage. A certificate of insurance may be requested to ensure appropriate coverage.

5.0 DRIVING POLICIES:

- 5.1 Drivers are expected to obey all traffic rules and regulations. The driver's primary responsibility is to ensure the safety of the passengers, the public and the University vehicle. Operation of a vehicle must be in compliance with state and federal motor laws, general road courtesy and approved use of the vehicle. Loss of privileges will result from operation of a vehicle in a reckless or abusive manner, failure of the driver to follow established rules and regulations, or if they have a chargeable accident. If any safety concerns arise during a trip involving a University vehicle, the driver will have ultimate responsibility and make the final decision regarding whether the vehicle should be driven or not.
- 5.2 Alcoholic beverages and/or illegal use of drugs are prohibited for drivers and passengers of any vehicle. Anyone violating this policy will be held liable for damages incurred and will be denied further use of any University vehicle.
- 5.3 Smoking is prohibited in University vehicles at all times.

- 5.4 The maximum number of persons in any fleet vehicle, as shown on the [Vehicle Request Form](#), available on the Mount Union website, may not exceed the manufacturer's normal rated capacity for the vehicle.
- 5.5 Any traffic violations incurred by the driver (parking or speeding tickets or other moving violations) while using a University vehicle must be reported to the Physical Plant office. The driver in question is responsible to make restitution. Any failure to do so may result in the denial of further use of University vehicles.
- 5.6 Fleet vehicles are intended for University use in the transportation of students, faculty, and staff. Unauthorized individuals such as hitchhikers, family members and other people not involved in the activity are prohibited. University vehicles are not to be used as a shuttle service for employee trips to the airport or other destinations without approval by the VP for Business Affairs. International or out-of-state students may be transported for pick-up or departure at Akron-Canton Airport on scheduled days as posted by the Physical Plant under authorization of the VP for Student Affairs or VP for Enrollment Services. Airport shuttle services to a location other than Akron-Canton must be arranged with an outside taxi service.
- 5.7 Two (2) or more approved drivers are required on one way trips of more than 500 miles or trips that require more than 8 hours of driving during any 24 hour period. Driving is discouraged between the hours of 12:00 am (midnight) to 5:00 a.m.
- 5.8 Layovers are required in the event of adverse weather and/or unsafe driving conditions. The driver shall have the final decision to determine whether it is appropriate to complete the trip based on weather conditions.
- 5.9 Drivers are required to pull over and stop to use a cell phone or consume food.
- 5.10 Drivers are discouraged from traveling in a caravan. Vehicles traveling to the same destination can meet at predetermined points, such as rest stops, at predetermined times. Cell phones should be used by passengers, not drivers, to communicate location and time.
- 5.11 Parked vehicles are to have the keys removed and be secured at all times.

6.0 REQUESTING A VEHICLE:

- 6.1 Requests for the use of a University vehicle **MUST** be made three (3) business days in advance of a scheduled trip. Vehicle requests should be made using the online form located at <http://portal.mountunion.edu/Forms/Vehicles/Vehicles/VehicleRequest.aspx>
- 6.2 The [Vehicle Request Form](#) **for each vehicle used per event** must be submitted to the Physical Plant office. A confirmation copy will be returned to the requesting department with an assigned vehicle license number in the upper right corner. **PHONE REQUESTS ARE PERMITTED TO RESERVE THE VEHICLE BUT ARE ALSO SUBJECT TO THE THREE (3) BUSINESS DAY IN ADVANCE RULE. ALL PHONE REQUESTS MUST BE FOLLOWED UP WITH THE SUBMISSION OF THE [Vehicle Request Form](#) – NO EXCEPTION**
- 6.3 Vehicles will be reserved on a first-come, first served basis. We will not guarantee transportation on last minute requests!

- 6.4 Arrangements for any vehicle (including rental of vehicles locally for fleet purposes) must be made through the Physical Plant for insurance and administrative purposes.
- 6.5 All groups with scheduled events (athletics, music, etc.) are encouraged to reserve vehicles well in advance to ensure the reservation. Pre-season is an excellent time to reserve vehicles for the entire year or at least one semester at a time.

7.0 PICKING UP A VEHICLE:

- 7.1 A trip packet containing the keys and a *Vehicle Mileage Report* (listed as Attachment 2 to this policy) may be picked up on the day of the trip at the Physical Plant office from 7:00 a.m. to 4:30 p.m. If the vehicle is reserved for a weekend, the trip packet may be picked up on a Friday afternoon. If the vehicle is reserved for an early morning departure (before 7:00 a.m.), the trip packet may be picked up on the afternoon before the trip.
- 7.2 Authorized drivers are responsible for picking up the trip packet. **ALL KEYS MUST BE PICKED UP AT THE PHYSICAL PLANT BUILDING. IN ORDER TO ASSIGN THE PROPER VEHICLE FOR USAGE, NO CAMPUS DEPARTMENTS WILL HAVE ACCESS TO KEYS FOR FLEET VEHICLES.**
- 7.3 Vehicles are to be picked up in the designated parking lot identified by the Fleet Department.
- 7.4 The vehicle may be picked up no earlier than one (1) hour before the requested time.
- 7.5 The departing odometer mileage must be recorded on the *Vehicle Mileage Report* form.
- 7.6 Gasoline credit cards are available and will be assigned for all long-distance trips.
- 7.7 If the vehicle is a rental, the license number must be recorded on the *Vehicle Mileage Report* form in the “vehicle assigned” section.

8.0 RETURNING THE VEHICLE:

- 8.1 **ALL VEHICLES SHOULD BE RETURNED WITH A FULL TANK OF GAS** if a credit card is given at the time of departure. If vehicles are not returned with a full tank of gas, a refueling charge of \$25 will be assessed to the departmental account.
- 8.2 **ALL VEHICLES MUST BE RETURNED TO THE DESIGNATED LOT BY THE SCHEDULED TIME.** A \$50 fine may be imposed for vehicles not returned to the designated area by the scheduled time.
- 8.3 The *Vehicle Mileage Report* form must be filled out as followed:
- Record returning odometer mileage
 - Report any mechanical problems in the appropriate section of the report.
 - Report any vehicle damages on the report form. Failure to report vehicle damages may result in a loss of driving privileges. A minimum of \$500 charge, equal to the insurance deductible, for damages due to an accident may be charged back to the using department.
 - Sign the form.

- 8.4 All vehicles must be cleaned out and all trash properly disposed of. Any vehicle that is returned excessively dirty may be charged back the amount of the clean-up costs.
- 8.5 Check for any interior lights on in the vehicle and that the vehicle's headlights are turned off.
- 8.6 Lock all doors.
- 8.7 Return the trip packet, including keys, credit card and receipts, and the *Vehicle Mileage Report* inside the key drop box provided at the designated lot area where the vehicle was picked up or in the Fleet/Maintenance door drop box, located on the south side of the Physical Plant building.
- 8.8 **A \$25 FINE MAY BE ASSESSED FOR INCOMPLETE TRIP REPORTS.**

9.0 BREAKDOWN OR ACCIDENT:

- 9.1 Any driver involved in an accident while driving a fleet vehicle should first contact local authorities. Regardless of the severity of the accident, the driver should then consult the back of the *Vehicle Mileage Report* form, listed as Attachment 2 to this policy.
- 9.2 The driver must notify the Physical Plant immediately at (330) 821-2452 between 7:00 a.m. and 4:30 p.m. or the Security Department cellular phone at (330) 428-1344, 24 hours per day.
- 9.3 When you reach someone, be prepared to leave the following information:
- Name
 - Location
 - Problem
 - Vehicle License Number
 - A phone number where you can be reached. Make sure that you are at a telephone that accepts incoming calls; otherwise we may not be able to contact you.
 - Please remain at that location until you have been contacted.
- 9.4 If you have not heard from someone in 15 minutes, call either your department chairperson or supervisor, or one of the following: Blaine Lewis - 330-428-0459, Jim Rhodes – 330-428-2264
- 9.5 Complete the *Vehicle Accident Report* form listed as Attachment 3 to this policy, found in the glove box or trip packet and return it to the Physical Plant office upon your return to campus.
- 9.6 The vehicle's registration and insurance information are found inside the glove box of the vehicle.

10.0 ATHLETIC TEAM TRAVEL:

Athletic teams at the University must follow the same procedures for registration, use of a vehicle, driver certification and training, and picking up and returning a vehicle as outlined in the procedures in sections 1-9 of this policy.

- 10.1 Athletic teams requiring transportation of 25 or more passengers should schedule directly with a charter bus company for travel, regardless of mileage or weather conditions. A list of approved companies is available through the Purchasing Department.

- 10.2 Athletic teams or groups requiring transportation of 12-24 passengers at an approximate distance 125 miles or less one-way may use not more than two (2) 12-passenger vans. For one-way trips over 125 miles, the use of a charter bus is required.
- 10.3 Athletic teams or groups requiring transportation of less than 12 passengers may use an automobile, mini-van or 12-passenger van, depending on the actual number of passengers.
- 10.4 Special consideration should be given to the winter calendar, adverse weather conditions, and/or evening driving when selecting the proper vehicle for usage.
- 10.5 Intercollegiate Athletic Team Transportation to an Athletic Competition or Event
- 10.5.1 OAC Competition – If the weather is bad across the State, the OAC Commissioner assists the Athletic Directors (AD) in reaching a conference wide decision for all traveling teams. If the weather is poor in a region of the State, the AD of the competing institutions consult and make a decision which is communicated to coaches.
- 10.5.2 Nonconference Travel or other team event – In the event of inclement weather, the AD or senior women’s administrator (SWA) with travel advisory information and bus company input will determine if the team is allowed to travel at the scheduled time and will communicate the decision to the head coaches. This is usually in conversation with the other AD, but not required.
- 10.6 Intercollegiate Athletic Team Transportation Home after an Athletic Competition or Event
- 10.6.1 Once a team has arrived at a competition site or event, should inclement weather raise questions about a safe return to campus, the head coach is required to contact the AD or SWA about a travel decision. The AD or SWA with input of head coach, travel information, and possibly bus driver or other teams athletic staff, will determine if the team is allowed to travel back to Mount Union.
- 10.6.2 All head coaches travel with a UMU credit card that if needed; can be used to secure lodging and food until the team returns to campus. Alternative transportation will be arranged to transport the team back to campus in the event the bus is unable to bring the team back.

11.0 GROUP TRAVEL

University sponsored groups that are not athletic teams, such as departmental or alumni trips that require charter travel, should schedule directly with a charter bus company. A list of approved companies is available through the Purchasing Department. Each participant should fill out the proper reservation form, pay the appropriate fee, and sign a liability waiver form established by the University. If the number of participants does not support the trip financially or otherwise, the trip should be cancelled.

12.0 33 PASSENGER BUS:

The University has contracted with U.S. Coach to provide a 33 passenger bus for use by the institution. U.S. Coach will be responsible for providing all aspects of service relating to this bus, including, but not limited to: driver, maintenance, fuel and insurance. The Athletic Department will have priority to transport athletic teams in the 33 passenger bus. U.S. Coach also has a minibus available for general use.

- 12.1 All reservations for the bus will be made through Physical Plant at extension 7365. Do not contact U.S. Coach directly to make a reservation. If the bus is not available, Physical Plant will make alternative arrangements to provide transportation.

- 12.2 At the end of the month, U.S. Coach will provide a detailed invoice to the University providing trip information such as department, destination, date/time and total miles traveled. Departments will be charged the current rate per mile for 33 passenger bus service as published annually by the Business Office.

**UNIVERSITY OF MOUNT UNION FLEET DEPARTMENT – PHYSICAL PLANT
DRIVER APPLICATION FORM**

In order to qualify for driving privileges at the University of Mount Union, the following form must be completed. By completing this application, it is understood that the University will request a Motor Vehicle Record (MVR) which verifies that the applicant has a valid operator’s license and a detailed satisfactory driving record. The MVR will be utilized as part of the evaluation process in qualifying or denying individuals the privilege of operating a University-owned or leased vehicle.

Name: _____ Social Security #: _____

Daytime Phone _____ Faculty/Staff _____ or Student _____ Male _____ Female _____

Date of Birth: _____

Driver’s License Number: _____ Expiration date: _____

Issuing state: _____ County _____

Address: _____ how long at this address? _____

City _____ State _____ Zip _____

If licensed less than three (3) years in the current state, list previous state(s) in which licenses held:

Please answer the following MVR questions:

1. Has your operator’s license or registration ever been suspended or revoked?	Yes	No
2. Have you had any motor vehicle accidents during the past three (3) years?	Yes	No
3. Have you had any driving violations (other than parking) in the past three (3) years?	Yes	No
4. Do you have any license restrictions or limitations such as mental or physical disability which will affect driving?	Yes	No
5. Do you have any convictions on your record for driving under the influence of alcohol or drugs, or other major traffic violations such as reckless operation, hit/skip, driving under suspension, or fleeing from a police officer in the past three (3) years?	Yes	No
6. Have you had your license for less than 1 year?	Yes	No

Please give details of any “Yes” answer in the space below. Attach separate page(s) if necessary:

The driver agrees that he/she will:

- 1) Use University vehicles for authorized business only.
- 2) Not permit any unauthorized person to drive the vehicle.
- 3) Use seat belts or other available occupant restraints and require all occupants to also use occupant restraints, in accordance with state laws and not operate the vehicle unless all occupants are wearing the appropriate restraints.
- 4) Operate all University vehicles in accordance with University regulation and know and observe all applicable traffic laws, ordinances and regulations.
- 5) Assume all responsibility for any and all fines or traffic violations associated with his/her use of a University vehicle or privately owned vehicle on University business.
- 6) Operate University motor vehicles or personal vehicles being used in the conducting of University business so as to reduce the likelihood of accidents and ensure the safety of the University employee, passengers, public and University property; use safe driving principles, practice and techniques at all times.
- 7) Not drive under the influence of drugs or alcohol (except any medications as long as they do not impair driving ability or cause drowsiness).
- 8) Not drive the vehicle at speeds that are inappropriate for road conditions.
- 9) Not drive the vehicle "off road" unless it is appropriate for that use.
- 10) Before leaving the parking area or garage, inspect the vehicle for safety concerns, checking tires, wipers, lights and other safety equipment for observable defects. Report any defects immediately to the prescribed authority to determine if the vehicle is safe to operate.
- 11) Immediately report all accidents or violations to the prescribed authority.
- 12) Immediately report to the appropriate authority any change in driving status that place the driver outside the University's driving qualifications. Examples include more than the allowed number of points on a license, or suspension or revocation of a license.
- 13) Be subject to applicable University disciplinary procedures for violations of University policy or rules.

I certify that I have read and understand the driver certification and training requirements and that the information on this form is true and that nothing asked for has been omitted. I understand that the information is being requested to assist in determining fitness to operate University-owned or leased vehicles. I understand that any false statement or omitted information will be grounds for denial of driving privileges at the University of Mount Union. I also certify that I have read, understood and will comply rules and regulations of the University Fleet Policy.

Signature of Applicant

Date

**UNIVERSITY OF MOUNT UNION
FLEET DEPARTMENT – PHYSICAL PLANT
VEHICLE MILEAGE REPORT**

Part 1 - To be filled out by Physical Plant:

Credit card assigned: _____

Vehicle assigned: _____

Part 2 - To be filled out by driver of the vehicle:

Departure date: _____

Departure time: _____ a.m./p.m.

Return date: _____

Return time: _____ a.m./p.m.

Destination: _____

Department/Organization: _____

Account #: _____

Odometer Depart: _____

Odometer Return: _____

Summarize operation of the vehicle, problems with the trip, damages, etc.:

Signature of Driver: _____

Date: _____

RETURN THIS FORM, THE KEYS TO THE VEHICLE, AND ANY CREDIT CARDS ISSUED BY PLACING THEM IN THE DROP BOX IN THE FLEET / MAINTENANCE DOOR IMMEDIATELY UPON RETURN.

IN THE EVENT OF A VEHICLE BREAKDOWN OR ACCIDENT ON A TRIP, FOLLOW THE INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM

THANK YOU AND HAVE A SAFE TRIP

UNIVERSITY OF MOUNT UNION
FLEET DEPARTMENT – PHYSICAL PLANT
VEHICLE ACCIDENT REPORT

Date of accident: _____ Time of accident: _____ a.m./p.m.

Location of accident: _____

Date of this report: _____ Time of this report: _____ a.m./p.m.

Police Report (circle one): YES NO If yes, name of Police Dept.: _____

Date of Police Report: _____ Time of police report: _____ a.m./p.m.

Vehicles Involved:

Vehicle # 1:

Driver Name: _____ Driver License #: _____

Address: _____ Phone Number: _____

Vehicle Make: _____ Model: _____ License #: _____ Year: _____

Briefly describe damage: _____

Vehicle # 2:

Driver Name: _____ Driver License #: _____

Address: _____ Phone Number: _____

Vehicle Make: _____ Model: _____ License #: _____ Year: _____

Briefly describe damage: _____

If more vehicles are involved, use additional sheets.

Weather conditions at time of accident: _____

Road conditions at time of accident: _____

(Continue on reverse side)

Personal Injuries (circle one): YES NO

Ambulance called (circle one): YES NO

If ambulance is called, who is injured: _____

List care of injured: _____

Authorities involved (circle one): YES NO If yes, who involved at what time: _____

Witnesses other than driver (circle one): YES NO (List below with addresses, if possible)

Diagram site of accident – show streets, traffic lanes, skid marks, final position of vehicles. Show vehicle number as described on front of this form. Top of sheet is north. Include all details, traffic signs, etc.

Witness Name(s)

Address

Phone Number

Person writing this report (please print): _____ Date: _____

Signature: _____