

GENERAL COLLEGE FLEET VEHICLE USE

Philosophy Statement

The purpose of the *Vehicle Use Handbook* is to provide guidelines for safe, efficient and accessible transportation to the Doane College campus community.

Vehicle Use

Driving for the college is a privilege. As a representative of Doane College, there are responsibilities and safety standards that accompany that privilege. Persons are expected to exercise responsible judgment regarding their conduct. Faculty, staff and students traveling on college business are expected to adhere to applicable college policies and procedures as well as traffic laws. The primary goal is to provide safe transportation for college drivers and passengers. The privilege of driving a college-provided vehicle or a personal vehicle on college business is granted to employees who have and maintain acceptable driving records and follow the provisions found in this policy.

College Vehicles

The college currently maintains a vehicle fleet of two passenger cars, two mini-vans and eight full sized, 11-passenger vans. All of these vehicles are for use on college business and for college programs.

College-owned fleet vehicles are not available for personal use.

College vehicles are available for use by academic, athletic and administrative departments for college business. Certain student organizations may be allowed to use college vehicles for legitimate college-sponsored functions with prior authorization from administration or their faculty advisor or sponsor. Every effort will be made to accommodate vehicle needs by the campus community. Reservations are made on the date the request is received and is on a first-come, first-served basis. See the “vehicle check-out procedure” section of this policy for details regarding the reservation process.

USE OF COLLEGE FLEET VEHICLES

Faculty, Staff, Students and other approved drivers

Drivers of college-owned vehicles must meet all of the following criteria to be eligible:

- Must be 18 years of age or older
- Possess a valid U.S. or International driver's license
- *Complete the necessary driver training.
- Submit required information to the Business Office in order to obtain your MVR records
- Successfully meet the College's driving standards and requirements

Students:

- Additionally, students must successfully complete a physical evaluation

*First time driver applicants must become certified by watching a defensive driving video available for checkout at the Perkins Library and complete hands on training with the college's fleet manager. The hands on training can be scheduled by calling 826-8218.

Approved and certified student drivers may use college fleet vehicles to travel a long distance if authorized by a staff or faculty member and travel is for a legitimate college-sponsored function.

Dependents of faculty, staff or students or other volunteer drivers can drive college vehicles only if they are directly involved in a college-related task.

When traveling via the airport, there is a two day allowance for your reserved vehicle to remain at the airport. If your trip requires you to be gone longer than two days, you must arrange for someone to drive your reserved vehicle to the airport and then return it back to the college. This same arrangement may need to be made upon your return. Cost and scheduling conflicts do not allow college-owned vehicles to remain at the airports for extended periods of time. If the issue of getting the vehicles returned from the airport becomes a problem, please contact the Business Office at ext. 8200 or Facility Services at ext. 8653.

Faculty and Staff:

Employees authorized to drive a college vehicle from home to work or keep the vehicle at home overnight, shall be required to record personal miles on a monthly summary sheet. Personal use of college vehicles is taxable income to the employee. An employee may not use college vehicles or equipment for personal use unless prior authorization has been obtained from the employee's supervisor.

You must notify your supervisor immediately if vehicles appear to be damaged, defective, or in need of repair or maintenance. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic or parking violations, can result in disciplinary action, including termination of employment.

An employee may use a college vehicle in the performance of duties as a member of a fire department or rescue squad only as authorized by the employee's supervisor. Other unusual situations will be handled on a case-by-case basis

VEHICLE CHECK-OUT PROCEDURE

The following procedures should be used to check out a college vehicle:

Fill out and submit the electronic reservation request form located at: doane.edu/vehicle-reservation. You will receive notification of your approved request.

Keys and gas cards can be picked up at the Business Office located in Padour Walker during office hours. Office hours during the academic year are Monday through Thursday 7:30 a.m. to 5:00 p.m. and Friday 7:30 a.m. to 4:30 p.m. For non-business hours, contact Facility Services at 826-0060. Keys, credit cards, mileage forms and gas receipts should be returned to the Business Office in a timely manner when your trip is complete.

An itinerary, contact information (cell phone #) and passenger log must be provided before any reservation request is accepted. This information must be provided on the electronic reservation request form. This information is also required when circumstances require you to use a rented vehicle.

Certified drivers should familiarize themselves with the assigned vehicle. Some vehicles have special procedures for filling the tank with gasoline; removing keys from the ignition, locating light switches, etc. For more information, contact Facility Services at ext. 8653

All vehicles should be returned to the appropriate fleet parking area at the arranged time. It is important to return your vehicle in a timely manner. Please be sure the gas tank is at least three-quarters full and the interior clean when the vehicle is returned.

The charges for fleet vehicles are set at the current college mileage rates. These rates may be obtained from the business office. Additional charges may be assessed for failure to remove trash, failure to refill the gasoline tank or late return of vehicles. Fees

associated with use of fleet vehicles are charged to the departments requesting vehicle use.

The sponsoring academic or administrative office must make reservations for student groups or individual students that will be using a college fleet vehicle.

USE OF PERSONAL VEHICLES, ASSIGNED COLLEGE VEHICLES & EQUIPMENT

Personal Vehicle

If a college vehicle is not available for college business requiring the use of a personal vehicle, the driver will be reimbursed at the current Doane College rate for actual business miles. To obtain the current mileage rate for personal vehicle use, please contact the business office.

Drivers who use a personal vehicle must have a valid driver's license and adequate insurance.

SAFETY PRINCIPALS & REGULATIONS

Safety Belts

The driver and all passengers are required to wear safety belts while occupying college-provided vehicles. All child restraint laws must be followed. Air bags do not replace safety belts – safety belts must be fastened.

Cell Phones or PDA's

College vehicle drivers are required to have access to a cell phone in the vehicle. Cell phone use while driving a college-provided vehicle is not permitted. If a call must be placed while traveling, pull over to an appropriate location (rest area, gas station, etc.) and place the call from that location.

Substance Free

No person may drive when his/her ability to do so is impaired in any way from the use of alcohol, illicit drugs, medications, illness, fatigue or injury. If an individual has any doubt about his/her ability to drive safely, he/she should not drive. The driver must, at all times, maintain a substance-free vehicle.

Drive Defensively

Drivers are required to keep speeds within the legal limits and obey all traffic signs. Be aware of road conditions and slow down when necessary. Failure to do so may result in the loss of driving privileges. Drivers shall not drive for more than 10 hours per day. A back-up driver is required for any driving that exceeds 10 hours. Driving all night is never permitted.

Smoking

Smoking in all Doane College vehicles is strictly prohibited.

Animals

Animals are not allowed in college vehicles at any time. Pets and other animals are prohibited because they pose potential health, maintenance and aesthetic problems. Exceptions to this policy are animals assisting handicapped persons.

Acknowledgement:

I have read and understand my obligations under the Doane College Vehicle Use Handbook.

Print Name

Date

Signature