

UNIVERSITY FLEET VEHICLE USE POLICY

Philosophy Statement

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

Vehicle Use

Driving for the university is a privilege. As a representative of Doane University, 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 university business are expected to adhere to applicable university policies and procedures as well as traffic laws. The primary goal is to provide safe transportation for university drivers and passengers. The privilege of driving a university-provided vehicle or a personal vehicle on university business is granted to employees who have and maintain acceptable driving records and follow the provisions found in this policy.

University Vehicles

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

University vehicles are available for use by academic, athletic and administrative departments for university business. Certain student organizations may be allowed to use university vehicles for legitimate university-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 request form" section of this policy for details regarding the reservation process.

USE OF UNIVERSITY FLEET VEHICLES

Faculty, Staff, Students and other approved drivers

Drivers of university-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. 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 University driving standards and requirements

Drivers must be registered with the university's insurance company. All drivers must have their current and valid driver's license on file with the Business Office. Drivers will have their motor vehicle driving records (MVR) checked by the university's insurance company.

The university's insurer may prohibit drivers with more than one violation on their record from driving or may be required to take defensive driving courses. Loss of driving privileges may be a reason for termination or require consideration on behalf of the employer for loss of this privilege.

All driver applicants must become certified by watching a defensive driving video and providing a copy of their driver's license which the University uses to check their MVR. Students will also need to complete hands on training with the Facilities Operations Department. The hands on training can be scheduled by calling 826-8320. Information on watching the video is available at the Business Office.

Re-certification occurs on an annual basis for students. Faculty and staff upon their driver's license renewal will need to provide a new copy of their driver's license to check an updated MVR to maintain their certification. Any certified driver within 30 days of a reportable accident involving a moving Doane owned vehicle, or some minor and all major traffic citations will need to re-certify.

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

Dependents of faculty, staff or students or other volunteer drivers can drive university vehicles only if they are directly involved in a university-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 a certified driver to drive your reserved vehicle to the airport and then return it back to the university. This same arrangement may need to be made upon your return. Cost and scheduling conflicts do not allow university-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 Facilities Operations at ext. 68653.

The charges for fleet vehicles are set at the current university 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, failure to return keys, incomplete or illegible mileage log, late return of vehicle and/or parking of vehicle in non-designated location. Fees associated with use of fleet vehicles are charged to the departments requesting vehicle use. These charges will be assessed at the discretion of the Director of Facilities Operations. Additional charges can range from \$50- \$500.

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

Faculty and Staff

Employees authorized to drive a university 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 university vehicles is taxable income to the employee. An employee may not use university 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 university 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.

USE OF PERSONAL VEHICLES, ASSIGNED UNIVERSITY VEHICLES & EQUIPMENT

Personal Vehicle

If a university vehicle is not available for university business, requiring the use of a personal vehicle, the driver will be reimbursed at the current Doane University 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 have adequate insurance.

SAFETY PRINCIPLES & REGULATIONS

Safety Belts

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

Cell Phones

University vehicle drivers are required to have access to a cell phone in the vehicle. Cell phone use (i.e. taking or making phone calls, texting, using social media, etc.) while driving a university-provided vehicle is not permitted. If a call or text 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 laws. 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 11 hours per day. The driver cannot drive for more than 8 consecutive hours without a half hour break. A second certified driver is required for any driving trip that exceeds 11 hours. Driving all night is never permitted.

Reporting an Accident

Drivers are required to report any accident within 12 hours and complete the vehicle accident report form located on the Doane "Reserve a Vehicle" webpage. Please include any information related to any injuries reported by the driver and/or occupants.

Smoking

Smoking in all Doane University vehicles is strictly prohibited.

Animals

Animals are not allowed in university vehicles at any time. Pets and other animals are prohibited because they pose potential health, maintenance and aesthetic problems. Exceptions to this policy are service animals that would qualify under the Service and Assistance Animal policy in the Student Handbook. Specific questions related to the use of service animals can be directed to the Director of Human Resources/504 Compliance Officer.