

## 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**

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

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 check-out procedure” 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. 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 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 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.

Driver applicants must become certified by watching a defensive driving video and completing 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.

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 someone 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. 8653.

### **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.

## VEHICLE CHECK-OUT PROCEDURE

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

**PLEASE NOTE:** Please allow at least 24 hours or 1 business day to process your request. For any urgent requests that fall out of the 24 hour/1 business day notice period, please contact Facilities Operations directly at ext.8653 so we can try to accommodate your request.

Fill out and submit the electronic reservation request form located at <http://www.doane.edu/about-doane/offices/business-office/vehicle>

You will receive notification of your approved request.

Keys and gas cards can be picked up at the Martin Building. Office hours for checking out fleet vehicles are Monday-Friday from 7:30am-4:00pm. Keys, gas cards, mileage forms and gas receipts should be returned to the Martin Building in a timely manner when your trip is complete (by 8:00am following a late night or weekend return and by 4:00pm following a return during business hours).

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 Fleet Services Manager at ext. 8320.

All vehicles should be returned to the appropriate fleet parking area immediately following use. This mandatory action is to ensure the next reservation can be accommodated. Again, it is important to return your vehicle in a timely manner. Please be sure the gas tank is full and the interior clean when the vehicle is returned.

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.

## 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 PRINCIPALS & 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 or PDA's**

University vehicle drivers are required to have access to a cell phone in the vehicle. Cell phone use while driving a university-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 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 Laura Sears, Director of Human Resources/504 Compliance Officer.