

Vehicle Usage Policy for Individual and Group Travel

Effective September 3, 2018

This policy provides guidelines and standards for individuals, departments and groups that will be utilizing University vehicles for travel. While many of the University's travel procedures remain unchanged, there are several new policies, guidelines and procedures which have been implemented at the recommendation of the Travel, Transportation and Parking Committee in conjunction with Ohio Wesleyan's Insurance Carrier. Each department as well as individual employees are responsible for reading, understanding and adhering to these policies and procedures.

Driver Qualifications for Use of University Vehicles

Only pre-authorized drivers may drive University vehicles. In order to be authorized to drive a University vehicle, students, staff, and faculty must:

1. Be eighteen years of age and have two years of driving experience.
2. Fill out and submit a Motor Vehicle Report (MVR) release form. The form can be found at www.owu.edu/transportation.
3. Email the MVR release form to psafety@owu.edu or deliver to the Public Safety Office. Public Safety will acquire a MVR report to determine if the driver applicant is qualified.
4. Qualified applicants will receive an email with instructions to complete an on-line driver safety training modules administered by the University's insurance carrier.

The University reserves the right to deny authorization or withdraw authorization to drive a University vehicle for any reason at any time. Applicants that are denied authorization will be notified. Student, employee and volunteer drivers must re-register every 2 years.

Driver Responsibilities:

1. **AUTHORIZED DRIVERS:** ONLY AUTHORIZED DRIVERS LISTED ON THE VEHICLE RESERVATION IN BISHOPBUY MAY DRIVE A RESERVED VEHICLE. If during a trip an individual who is not authorized drives the vehicle, the authorized driver may lose driving privileges and the sponsoring department/organization may lose its privileges to use University vehicles. In addition, both the authorized and unauthorized drivers may be subject to discipline from the University.
2. **SEAT BELTS:** All occupants of the vehicles must use seat belts. The driver is responsible to ensure that all occupants are using seat belts. Occupancy of a vehicle in excess of the number of seat belts is strictly prohibited.
3. **SUBSTANCE USE:** Consumption of alcohol or illicit drugs and use of tobacco is not allowed in University vehicles. Violation of this provision may result in revocation of driver authorization, a student conduct referral and the sponsoring department/organization may lose its privilege to use University vehicles. Employees will be subject to University disciplinary policies which may include termination of employment.
4. **CELL PHONES:** Use of a cell phone for any reason including voice or texting by the vehicle operator when the vehicle is in motion is prohibited. The use of a GPS feature on a cell phone is

permitted provided the GPS is programed and initiated prior to the beginning of the trip, or by a passenger if the trip is underway.

5. **RESPONSIBLE DRIVING:** Drivers of University vehicles are expected to obey all traffic laws. Any violations (including parking violations) are the responsibility of the driver and can result in the withdrawal of authorization to drive a University vehicle.
6. **DRIVE TIME:** Drivers may not operate a vehicle for more than three (3) hours without a break or more than 9 hours in a single 24 hour time period without a break of 10 consecutive hours. Additional authorized drivers are required if the trip is expected to exceed these limits. Every driver is expected to monitor their alertness and stop immediately if they become fatigued or sleepy. Whenever there are passengers present, the front passenger seat must be occupied by an awake and alert person to assist the driver with directions, monitor traffic, and insure the driver is alert and in control of the vehicle at all times.
7. **VEHICLE USE:** University vehicles are to be used only for University business. Personal use of a University vehicle is prohibited unless authorized **in writing** by the appropriate Senior Leadership Team Member.
8. **VOLUNTEER DRIVERS:** The volunteer selected to operate a University vehicle must meet the same criteria as an employee driver. The volunteer must be at least 21 years of age.
9. **WEATHER CONDITIONS:** University vehicles are not permitted to operate if there is a snow emergency or other weather or road emergency in effect where the vehicle is being operated. Exceptions can only be made by a University Officer. (President, Vice President, or Provost). It is the general policy of the University that vehicles should not be operated in hazardous weather conditions. If weather conditions change after leaving campus, the driver is required to contact their supervisor to review how to proceed with travel. Options can include continuing the trip, returning immediately to campus, or stopping in a safe location until conditions improve. Costs associated with any of the options will normally be the responsibility of the sponsoring department/organization.

DRIVERS MUST ADJUST DRIVING HABITS TO WEATHER CONDITIONS (SNOW, RAIN, WIND, ETC.)

10. **ACCIDENTS:** If a driver is involved in an accident, follow the steps outlined in the emergency packet in the vehicle:
 1. Move to a safe area, if able.
 - If it is safe to do so and you are not seriously injured, move your car out of further harm's way; like to the shoulder of the road.
 - If moving your car just is not possible, turn on your hazards to warn other drivers that your vehicle is not going anywhere any time soon.
 2. Stop your vehicle and get out.
 - Make sure the vehicle is no longer moving, turn off the engine, shift into park, or set the hand brake if you are driving a manual.
 - Take a moment to catch your breath. Check to make sure it is safe to get out of the vehicle before opening the door. If you have flares or similar road safety items, consider using them.
 3. Check on others involved.

- Check on all of the other parties involved, including drivers, passengers, and pedestrians, to make sure that no one is injured.
 - Call 911 if anyone may be injured. Even a seemingly minor symptom like dizziness should be checked out by a health care professional.
4. Call the police to the scene.
 - Even in minor accidents, a police accident report can prove invaluable when dealing with your car insurance company and other drivers. Cooperate fully, but avoid admitting fault or blaming others while at the scene. Let the police objectively judge events and determine who, if anyone, is at fault in the crash.
 - If the police cannot make it to the scene (which is more likely if there are no injuries), you can file an accident report through your state's DMV.
 5. Gather information.
 - Find the ACCIDENT REPORT form inside the vehicle. Include the following information:
 - Driver and passenger names
 - License plate numbers
 - Insurance information
 - Makes and models of all vehicles involved
 - Contact information for any eyewitnesses
 - Location of the accident
 - Name and badge number of any responding police officers
 6. Document the scene.
 - If you have a smartphone with a camera, take photographs of the accident scene. They will come in handy during the claim process.
 - Obtain information as to where and how to get a copy of the Police Report.
 7. If someone is injured:
 - Call 911
 - Call the Public Safety Office (740-368-2222) as soon as reasonably practical. (For other accidents, notify the Public Safety Office upon return to campus with the information above.)
 8. Failure to promptly report any accident may result in the withdrawal of the driver's authorization to drive University vehicles, a conduct referral and could result in the sponsoring department/organization losing University driving privileges.

11. INSURANCE: The University provides insurance on all University vehicles. Any damage caused in an accident will be covered by the University insurance except for the initial deductible fee of \$500. The sponsoring department/organization is responsible for the deductible fee. In the event an accident does occur the vehicle driver is required to give the University insurance information to the reporting police agency. This insurance information is provided in each University vehicle. All accidents must also be reported to the Public Safety Office upon returning to Ohio Wesleyan University.

Procedures for Reserving and Returning University Vehicles

Reservations:

Vehicles should be reserved as far in advance as possible. This should be no less than 5 business days before use. Reservations for the use of University vehicles are to be made through BishopBuy using the following steps:

1. Sign in to BishopBuy
2. Click on the MOTOR POOL ORDER button at the bottom of the BishopBuy landing page
3. Fill out the vehicle reservation form which will include the following information:
 - Date and time of use
 - Vehicle type
 - Destination
 - Driver's License number
 - Number of passengers
 - Special requests
4. Motor pool staff assigns an appropriate vehicle to the requester. An attempt will be made to honor requests for specific vehicle types. However, Motor pool staff will make scheduling choices based on vehicle availability and least cost options.
5. Department head or other designated person approves the requisition in BishopBuy.
6. Motor pool staff creates a purchase order for the reservation in BishopBuy.
7. Requester receives an email notification confirming the reservation

Vehicle Pick-up:

Vehicles can be signed out at the Motor pool office on the date indicated on the BishopBuy reservation confirmation. Keys may not be picked up any earlier than 1hour before the scheduled departure time.

1. MOTORPOOL HOURS:
 - Monday – Friday, 7:00 am to 5:00 pm
2. MOTORPOOL ADDRESS:
 - 30Wilmer Street, Delaware Ohio
3. AFTER HOURS:
 - During the week: (Monday-Thursday 5:00 pm-7:00 am)
 - Vehicles can leave the Motor Pool lot after hours
 - KEYS MUST BE PICKED UP NO LATER THAN 4:30 pm ON WEEKDAYS
 - Weekends: (5:00 pm Friday-7:00 am Monday)
 - Contact Public Safety at x 2222. An officer will meet you at the Motor Pool Office
4. GROUP TRAVEL FORM: A Group Travel Form must be completed and presented when picking up any vehicle. This form includes a list of all drivers and passengers.

KEYS WILL ONLY BE GIVEN TO A DRIVER LISTED ON THE GROUP TRAVEL FORM. The group travel form can be found at www.owu.edu/transportation

5. VEHICLE SIGN OUT: At this time the driver must sign for the keys, fuel card, vehicle notebook, and any other items requested for the trip.
6. VEHICLE INSPECTION: The driver must walk to the vehicle with the Motor Pool representative to perform a visual inspection, noting any damage or lack of cleanliness at that time.

Vehicle Returns

1. DROP OFF: Vehicles shall be returned to the Motor pool office on the date and time of the reservation.
2. VEHICLE SIGN IN: All keys, fuel card, vehicle notebook, and any other items signed out with the vehicle are to be left with Motor Pool representative. (If the vehicle is returned after hours, place items in the night deposit slot in the main Motor pool door.)
3. VEHICLE INSPECTION: A post-vehicle inspection will be performed and damage will be noted and charged to the department/organization that requested the vehicle.
 - All vehicles are to be returned in the condition in which they were received.
 - Vehicles must have $\frac{3}{4}$ tank of fuel.
 - All loose trash must be properly disposed of.
 - If the vehicle's interior is dirty, fuel is needed or items are lost, the department/organization that requested the vehicle will be charged.

Rates and Charges

Vehicle Type	12 Passenger van	7 Passenger Van	Full Size Car	Hybrid Car	Full Size SUV
Daily Rate	\$85.00	\$60.00	\$54.00	\$44.00	\$105.00
Half Day Rate	\$45.00	\$35.00	N/A	N/A	N/A
Mileage	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Fuel	Included	Included	Included	Included	Included
Unfilled Tank Fuel Charge	45.00	45.00	45.00	45.00	45.00
Cleaning Charge	\$45.00	\$35.00	Set by Rental Company	Set by Rental Company	Set by Rental Company
Lost Key Charge	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00
Insurance Deductible	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Lost Fire Extinguisher	\$50.00	\$50.00	N/A	N/A	N/A
Lost First Aid Kit	\$30.00	\$30.00	N/A	N/A	N/A
Lost Road Side Kit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Lost Information Notebook	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Lost Fuel Card	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Out of State Surcharge per day	\$50.00	\$50.00	\$50.00	\$35.00	\$50.00
Cancelation Fee	\$35.00	\$25.00	Set by Rental Company	Set by Rental Company	Set by Rental Company