



University Vehicle Use Policy

POLICY No.: 97-4

Responsible Executive: VP, Finance

Responsible Office: Dept. of Public Safety

Effective: 1997

Revised: May 1, 2017

PURPOSE

The purpose of this policy is to establish procedures regulating the reservation and use of University owned vehicles by employees and students of the University. The policy has University wide applicability.

SCOPE

This policy applies to all Wilkes University employees, students, or registered volunteers to whom the University grants the privilege of operating a University owned, leased, or rented vehicle for University business.

DEFINITIONS

A **15-passenger van** is a van with seating for 15 passengers, including the driver (driver + 14 passengers), whether or not the last row of seats has been removed.

MVR – Motor Vehicle Record

University Business - Activities (including travel) engaged in on behalf of Wilkes University.

University Vehicle – Any vehicle owned, leased, or rented by the University for University business intended to be insured by the University's automobile insurance policy.

Violation – Any motor vehicle driving violation

POLICY & PROCESS

University vehicles are available for approved employees and students traveling on University related activities. University Activities are defined as functions that promote the operations of the institution or enhance the educational process (i.e. athletic events, student recruitment, conferences, course field trips, etc.).

General

Employees and students must meet the following criteria in order to use University vehicles. Failure to comply with this policy and/or procedures will result in suspension/prohibition of an individual's use of University vehicles and other disciplinary actions.

All University Approved Drivers must:

1. Possess and maintain a valid driver's license;
2. Be at least 18 years of age to drive a University owned or rented/leased vehicle (21 years of age to drive a University owned or rented/leased 15 passenger van), unless prohibited by the rental company's requirements;
3. Be on list of approved Drivers (Maintained by the Department of Public Safety);
4. Be traveling on University related business only. Personal use is prohibited and will result in denial of insurance benefits should an accident occur.
5. Follow proper reservation and use guidelines as established in this policy.
6. Students must also have written approval (Attachment A) from the appropriate Dean, Chair, Director, Faculty or Staff member to operate University vehicles.
7. Visitors from other countries must possess an IDP – International Driving Permit in addition to holding a valid license from their country. They must also personally attest to their driving history if written verification is unobtainable.

Steps to Become an Approved Driver

The Driver Approval Process consists of three (3) requirements, a Motor Vehicle Records (MVR) check, and successfully completing driver training. To begin the approval process:

1. Complete the Request for Driver Authorization (Attachment A) and have signed by the appropriate Department Head. This requires the employee/student granting consent to the University to access personal MVR information, complying with the Federal Drivers Privacy Protection Act. This form must be submitted two weeks prior to use of a University vehicle. Individuals may be disqualified from vehicle privileges for reasons including but not limited to the following:
 - a. Motor vehicle violations.
 - b. DUI conviction.
 - c. Determined to be high risk by insurance carrier.
 - d. Abuse of University vehicles.
 - e. Misuse of the University fleet gas card.
2. Print and sign the Driver Obligation form (Attachment C)
3. Complete an On-line driver safety training course (Attachment D). Upon successful completion of the training, the driver must print the certificate of completion and submit it the Department of Public Safety along with Attachments A and E.

When driving a University Van, additional online training is required (See Attachment E). A link to the current online training program will be provided on the vehicle use website. Questions regarding training programs should be directed to the Office of Risk & Compliance Management.

MVR Check of All Approved University Drivers

The University's Department of Public Safety conducts MVR checks on all students annually and every three (3) years on all Faculty & Staff.

MVR Criteria

If a driver has been cited for any of the following within the prior 3 years, the driver will, at a minimum, not have an acceptable MVR and may not be permitted to drive a University vehicle. The final determination will be made by the Department of Public Safety and the Office of Risk & Compliance Management.

The following will be used in decisions regarding the denial of University vehicle driving privileges:

1. One (1) of the following Serious Violations:
 - a. DWUI/DWI – Drugs or Alcohol
 - b. Hit and Run
 - c. Failure to report an accident
 - d. Negligent homicide using a motor vehicle
 - e. Driving while license is suspended or revoked
 - f. Using a motor vehicle for the commission of a felony
 - g. Permitting an unlicensed person to drive
 - h. Reckless driving
 - i. Speed contest, or speeding
 - j. Illegal passing of a school bus
 - k. Other conduct considered serious by the University including, but not limited to, conduct that is deemed a risk to persons or property
2. Two (2) or more “At Fault” accidents
3. Four (4) violations (any type)

Requesting University Vehicles

1. If using a department vehicle, the requesting individual must be authorized by the department prior to use.
2. Complete a Vehicle Reservation Form (Attachment B). This form is available at the Public Safety Desk located in the lower level of the parking garage. The form must be filled out completely including the Passenger Roster, and have the appropriate signatures as indicated on the form. The Department of Public Safety would prefer all request be submitted at least five (5) working days prior to a trip, but suggest request be submitted as early as possible. You will be notified as soon as possible of vehicle availability.
3. Driver must be approved to operate University vehicles prior to requesting a vehicle (See process above).

Driver Responsibilities

1. Driver(s) must successfully complete the University-sponsored defensive driving course.
2. Driver will be issued keys prior to trip. The driver must present their driver’s license and a Wilkes University ID when picking up the keys.
3. Any changes to Passenger Roster must be noted before departure.
4. Two University Fleet gas cards (different vendors) will be assigned to each vehicle. The driver will sign for these cards when they sign out a vehicle. The driver will be accountable for any and all charges made to these cards while in their possession. Any unauthorized purchases (e.g. outside of fuel) may be charged back to the driver’s departmental budget and may result in disciplinary action.
5. Driver is responsible for completing the Vehicle Activity Report and returning the report and vehicle keys to the Public Safety Desk at end of trip.

6. Vehicle will be picked up from the University motor pool and returned to same location with doors locked. Personal vehicles are not permitted to park in the Motor Pool spaces.
 - a. Currently the University motor pool is located in the parking garage or in the parking lot behind the Facilities Building.
7. Driver is responsible for a pre-trip inspection of the vehicle to identify any possible safety hazards. The driver is required to report any vehicle damage or operating problems prior to the trip.
8. Trash must be removed from vehicle. Continued disregard of this policy will result in the loss of vehicle privileges.
9. Vehicles should be returned with at least $\frac{3}{4}$ of a tank of gas ($\frac{1}{2}$ a tank is minimum). Continued disregard of this policy will result in the loss of vehicle privileges.
10. The driver and secondary driver are limited to no more than 10 hours of driving during any 24-hour period and must be given at least a 10-hour rest (i.e. not allowed to drive) between driving periods.
 - a. The University recommends that a minimum 15-minute break be taken for each three-hour driving period.
11. Alcoholic beverages and/or illegal substances are prohibited in University vehicles.
12. The use of any tobacco products is prohibited in University Vehicles.
13. Drivers may not use cell phones or other electronic communication devices while operating Vehicles on University Business or for other University purposes. Drivers should pull off the road to a safe location and only engage in communications after the Vehicle is properly parked.
14. The University does not allow earphones or headphones of any type to be worn by a person operating a University owned vehicle. Listening to portable audio devices, through ear or headphones, while driving a vehicle is illegal in most states, including Pennsylvania. It has also been proven to be very distracting and dangerous for vehicle drivers. This includes, but is not limited to: MP3 players, CD players and DVD players.
15. Seat Belts are to be worn by driver and all passengers. Total occupancy of vehicle cannot exceed number of seat belts available in vehicle.
16. The University limits total occupancy of any van to not more than 11 passengers including the driver.
17. The driver is responsible for any and all traffic and/or parking violations incurred while in possession of the vehicle.
18. Driver(s) will agree to follow the University's Driver Obligations (Attachment C).
19. All other University Policies remain in effect while traveling in a University Vehicle.

Accidents

In case of an accident, occupants of a University vehicle are to:

1. Remain at the scene of the accident
2. Contact the nearest law enforcement agency
 - a. If the incident occurred on campus, contact Public Safety at x4999
 - b. If the incident occurred off-campus, contact the local/state police department for that jurisdiction
3. Complete an accident form located in each vehicle's glove compartment. On this form:
 - a. Obtain license number of all vehicles involved.
 - b. Obtain the names and addresses of all witnesses if possible.
 - c. Name and telephone number of local police agency.
 - d. Name and badge number of investigating officer.
 - e. Reference number of police report.
4. Contact Wilkes University Department of Public Safety as soon as possible:
570-408-4999 (Local area)
800-945-5378 (toll free from outside area)

Department of Public Safety Responsibilities

The Department of Public Safety will regulate the assignment of University Vehicles and monitor maintenance schedules to include the following:

1. Schedule Motor Vehicle Record checks and maintain files for approved drivers.
2. Schedule vehicles based on Vehicles Request Forms.
3. Report any abuse of vehicles to proper University officials.

University Motor Pool Responsibilities

All Wilkes University- owned/leased motor vehicles are within the responsible purview of the Motor Pool office of the Department of Facilities Management. The University Motor Pool will:

- Arrange for obtaining new vehicles
- Disposing and reassigning of old or surplus vehicles
- Securing and maintaining the necessary titles and licenses
- Performing proper maintenance
- Schedule routine cleaning of vehicles
- Maintaining required service records
- Ensuring fleet safety standards.

Unsafe Driving Reports

All University Vehicles are marked with the University's name and a unique license plate number. Reports of unsafe driving are received from time to time by either Transportation Service or Risk Management. When received, such reports will be documented, investigated, and reported to the driver's supervisor/department head. Reports of unsafe driving may result in disciplinary action, including the suspension or revocation of driving privileges on behalf of the University.

EXCEPTIONS

Requests for exceptions to any part of this policy must be made in writing to the Vice President, Finance and General Counsel.

FORMS

Request for Driver Authorization Form, Vehicle Reservation Form, Driver Obligation Form

RESPONSIBILITY

The Department of Public Safety is responsible for the implementation and updating of this policy. University Drivers are responsible for complying with all laws, rules and regulations associated with the use of a University vehicle. University employees who misuse University vehicles are also subjected to disciplinary action.

RESOURCES

Pennsylvania Driver Safety Information: <http://www.dmv.state.pa.us/centers/driverSafetyCenter.shtml>

NTSA Driving Safety: <http://www.nhtsa.gov/Driving+Safety>

NSC Safety on the Road: http://www.nsc.org/safety_road/Pages/safety_on_the_road.aspx

Federal Drivers Privacy Protection Act: http://www.dmv.state.pa.us/pdotforms/fact_sheets/fs-pub7203.pdf

NHTSA Offers Tips for Safe Travel in 15-Passenger Vans:

[http://www.nhtsa.gov/About+NHTSA/Press+Releases/2012/Consumer+Advisory:+NHTSA+Offers+Ti
ps+for+Safe+Travel+in+15-Passenger+Vans](http://www.nhtsa.gov/About+NHTSA/Press+Releases/2012/Consumer+Advisory:+NHTSA+Offers+Tips+for+Safe+Travel+in+15-Passenger+Vans)

AAA 15-Passenger Van Safety: [http://exchange.aaa.com/safety/roadway-safety/passenger-van-
safety/#.Ve8MpxHBzRY](http://exchange.aaa.com/safety/roadway-safety/passenger-van-safety/#.Ve8MpxHBzRY)



REQUEST FOR DRIVER AUTHORIZATION

Please TYPE or CLEARLY PRINT all information exactly as it appears on your Driver's License. Submit form to the Department of Public Safety. Allow approximately five (5) business days for processing.

Driver Name (First): _____ (MI) _____ (Last) _____

WIN # _____ Email Address _____

Driver's License # _____ State issued by _____

Purpose for Use: _____

Check One: Faculty Staff Student Check One: Full Time Part Time Other

Acknowledgement of Driver Responsibilities

I acknowledge that I have read and understand the information in the University policy "University Vehicle Use Policy" and agree to abide by all the obligations and requirements contained therein. I understand that failure to comply with these requirements, and/or failure to maintain an acceptable driving record (as outlined in the chart below), will result in revocation of University driving privileges.

I hereby give my consent for Wilkes University to complete a background check on my driving record in accordance with Wilkes University's Vehicle Use Policy for drivers of University Vehicles. As part of this procedure, Wilkes University has my permission to order Motor Vehicle Records (MVRs) from any and all states in which I currently have and have previously had a driver license. I understand that Wilkes University has an established MVR review policy that my driving history will be compared against to determine my driving eligibility for the University. I further understand that failure to release consent for Wilkes University to conduct a background check on my driving record means, at a minimum, that I forfeit my driving privileges for the University. If I forfeit my driving privileges and my employment duties at Wilkes University include driving, my duties will be reviewed to determine whether I can continue my position without driving privileges for the University and, if so, what additional non-driving duties the University will require.

Driver Signature: _____ Date: _____

Department: _____ Dept. Head/Budget Manager: _____

Signature (Department Head/Budget Manager): _____ Date: _____

Public Safety Use Only

Approved: Date: _____ Valid Through: _____ Denied:

Notes: _____



VEHICLE RESERVATION FORM

Driver Information

Name: _____ WIN# _____

Primary Driver (If different then above) _____

Department: _____ Ext.# _____

Driver's License # _____ State _____

Driver Signature: _____

Department Signature* _____

***Required for Student Use**

Secondary Driver _____ WIN# _____

Vehicle requested for following dates: _____

Departure Time: _____ Destination _____

Purpose of trip: _____

Scheduled return date & time: _____

Passenger Roster

(List may be updated/modified at time of departure)

Name and University affiliation

1. (Driver)	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	



DRIVER OBLIGATIONS

1. The driver shall not permit an unauthorized driver to operate a University vehicle. In case of an emergency, the qualified driver shall contact the Department of Public Safety for an authorized exception.
2. The driver shall use University vehicles only for University-related business.
3. The driver shall always use a seat belt, and shall ensure that all occupants use seat belts or other occupant restraints, when operating a University vehicle or otherwise transporting others on behalf of the University. The qualified driver shall be responsible for ensuring that the total number of passengers does not exceed the number of seat belts available in the vehicle.
4. The driver shall operate the University vehicle (or other vehicle when in use to transport others on behalf of the University) in accordance with University regulations, shall know and observe all applicable traffic laws, ordinances, and regulations, and shall use safe driving practices at all times.
5. The driver shall assume all responsibility for any and all fines or traffic violations associated with the use of a University vehicle or other vehicle used to transport others on behalf of the University.
6. The driver shall not drive under the influence of drugs or alcohol.
7. The driver shall not allow alcohol or controlled substances to be present in the vehicle.
8. The driver shall not transport unauthorized passengers such as hitchhikers, family, or friends. Only persons directly involved with the activity may ride in vehicle unless given express permission by the department head authorizing the trip.
9. The driver shall prepare and file with the Department of Public Safety a travel plan in all cases involving travel outside the Wilkes-Barre/Scranton area.
10. The driver shall turn off the vehicle's engine, remove the keys and lock the vehicle whenever the driver leaves the vehicle unattended.
11. The driver shall observe all posted speed limits, and shall travel at speeds slower than posted limits when justified by weather or road conditions.
12. The driver shall drive a University vehicle only on roads approved for use by passenger vehicles.
13. The driver shall be responsible for evaluating the condition of the University vehicle. Before leaving the parking area, the driver shall inspect the vehicle for safety issues by checking tires, wiper blades, lights, and other safety equipment. Any problems or concerns shall be reported to the Office of Student Development or Public Safety before the driver begins operation of the vehicle.
14. The driver shall report all accidents or moving violations involving the use of a University vehicle or other vehicle used in transporting others on behalf of the University to the Office of Student Development or Public Safety. Additional instructions on how to proceed in the event of an accident are provided in the glove compartments of all University vans.
15. The driver shall be subject to applicable University disciplinary procedures for failure to comply with this list of driver obligations.

I have read the foregoing policy for Vehicle Safety and agree to abide by all of the terms included herein.

Signature

Name Printed

Date



Driver Safety Training Requirements

All faculty, staff, students, and other persons who drive vehicles for the University must pass the online Driver Safety Training course presented by United Educators Insurance through their EduRisk™ Learning Portal. The online course takes approximately 45 minutes to complete. Upon completion, you will be presented with an online certificate, which you should print and submit to Public Safety as confirmation of successful completion of the course.

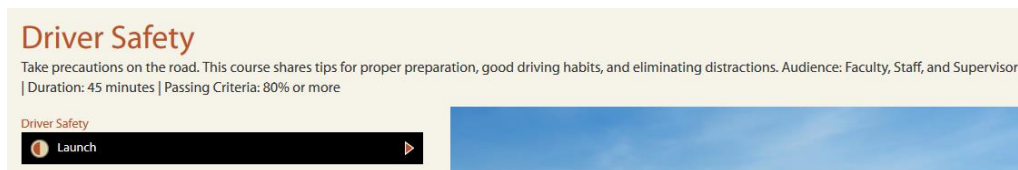
1. **Students, volunteers, and contractors** click the following link:
https://learn.ue.org/C27ZD390015/Wilkes_Students_Volunteers_Contractors
2. **Faculty and staff** click the following link:
https://learn.ue.org/C27ZD390015/Wilkes_Employees
3. Under “Registration”, fill in your First Name, Last Name, and email address. Click **Register**.

A registration form titled 'Registration' with the subtitle 'New to the Learning Portal? Create your account below.' It contains several input fields: 'First Name*', 'Last Name*', 'Email Username*', 'Access Token*', 'Affiliation*', 'Optional Field 1', and 'Optional Field 2'. Below the fields is a line of text: 'By clicking on register, you agree with our Usage Terms.' and a red 'Register' button.

4. After registering, you will be asked to create a password for your account.
5. Under “My Courses”, click the Driver Safety course to begin.

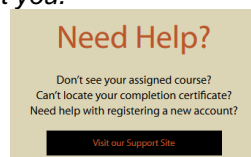


6. Click “Launch” to begin the course



7. Upon completion of the course, print the certificate of completion and submit a copy to the Department of Public Safety. *Copies of the training certificates will remain on file with the Department of Public Safety.*

*** If you have any trouble with the registration process or the course, click the “Need Help?” box at the bottom of every screen. A UE representative is available to assist you.





11- and 15-Passenger Van Requirements

1. **Driver Qualifications and Standards:** Drivers must be current employee/student of the University who are 21 years of age or older, possess a valid state operator's license, have a safe driving record and successfully complete a required driver authorization process. Drivers must meet all eligibility and use limitation requirements as set forth in University's Vehicle Use Policy.
2. **Training:** The 15-Passenger Van Driver Safety Awareness Program must be completed by each driver. Successful completion of the course is required before a new driver may be issued a 15-passenger van. The course goal is to familiarize drivers with this policy, as well as provide practical instruction on the handling characteristics of 15-passenger vans, proper backing, braking, obstacle avoidance and return-to-road techniques if a wheel drops off the roadway. The training consists of satisfactory completion of an on-line program as well as an actual driving session. Contact the Department of Public Safety for more information about this training program.
3. **Vehicle Occupancy:** Occupancy is limited to the manufacturer's assigned seating capacity.
4. **Weather Restrictions:** Poor weather is a major contributing factor in 15-passenger van accidents. Operation of 15-passenger vans during hazardous weather conditions is discouraged. Safe driving conditions are road conditions absent snow-cover, heavy rain, ice, fog or forecasts predicting such conditions. If drivers already on the road are confronted by developing conditions such as these, the vehicle should be stopped in a safe location until conditions improve.
5. No driver shall drive for more than **two (2) hours** without a break of at least 30 minutes. Any trip that is longer than 200 miles, or four (4) hours, must have at least two qualified drivers assigned to drive the van. Driver(s) shall not drive between 9:00 p.m. and 6:00 a.m. without special permission from their department head.
6. **Cell Phones:** Drivers operating 15-passenger vans may not use cell phones while the vehicle is in operation.
7. **Seat Belt Requirement:** The driver and all passengers must wear seat belts at all times while the vehicle is in operation.
8. **Load Evenly:** Passengers will be seated from the front seats back. (If 10 passengers are riding, the first 10 seats will be occupied.)
9. The roof will not be used for storage for any purpose. Keep luggage on the floor if at all possible and do not obstruct rear window.
10. **No Towing:** 15-passenger vans may never tow a trailer.