

John Carroll University - DRAFT University Vehicle (Owned/Rented) Policy and Procedures

INTRODUCTION

John Carroll University's (JCU) vehicle policy has been established to provide information and guidelines to all JCU employees and students regarding their responsibilities for the safe operation of vehicles used on University business. This document includes instructions and procedures for driving, renting and leasing University vehicles.

Policy

It is the University's policy that all University owned, leased or rented vehicles be operated in a safe and responsible manner. All vehicle operators must possess a valid U.S. drivers license and be authorized by the University. This policy extends to personal vehicles to the extent that they are used for University business.

Purpose

The purpose of this policy is to establish University policies and procedures which shall:

- Help ensure the safety of drivers and passengers.
- Help ensure the safe operation of University owned, leased, or rented motor vehicles.
- Help minimize losses, damages and claims against the University.

Scope

This policy applies to all University owned, leased or rented vehicles and all offices and departments that have responsibility for these vehicles. All faculty, staff, and students driving University vehicles must abide by this policy. This policy also includes personal vehicles when used for University business.

In order to meet the objectives of this policy, John Carroll University reserves the right to review driver's licenses and driving records of all drivers who operate a University owned, leased or rented vehicle or drive a personal vehicle for University business.

Offices and departments that have responsibility for University owned, leased or rented vehicles may impose restrictions or policies in addition to this policy.

Driver Requirements

Those authorized to drive a vehicle on University business will possess a valid driver's license. They will be conscientious and courteous drivers. They will be cautious and will understand the importance of driving safely. They will conduct themselves as representatives of John Carroll University and will honestly report any accident or damage that may occur involving a vehicle under their care and control. They will be evaluated on an on-going basis to assure they maintain a safe driving record.

Driver Authorization

No one is permitted to drive a University vehicle without becoming an Authorized Driver of the University.

Authorized Drivers are employees who register with the Office of Regulatory Affairs and Risk Management or students who register with the Office of Student Activities and meet the requirements below:

- Have a valid U.S. driver license
- Motor vehicle record meets the University's criteria
- Successfully passes written (or online) test
- Successfully passes "behind the wheel" evaluation (students only)

The University reserves the right to impose additional requirements on a case by case basis. Driving a University vehicle is a privilege not a right.

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An employee will remain an Authorized Driver until:

- The employee requests to be removed from the Authorized Driver list;
- The employee's motor vehicle record (MVR) fails to meet the University's criteria;
- The University deems it necessary to remove the employee from the Authorized Driver list; or
- The Authorized Driver is no longer an employee.

Students' Authorized Driver status is granted for one academic year and can be revoked at any time.

Drivers operating a vehicle weighting more than 26,000 pounds, or designed to transport more than 15 persons (including driver) must have a valid commercial drivers license (CDL).

Job Applicants

Any offer of employment made to job applicants whose work will require driving for the University must be made contingent upon the applicant's meeting the University's MVR criteria.

Student Drivers

John Carroll University students are subject to the same authorization procedures, and behavioral expectations, as employees. Additionally, students are subject to the policies and procedures of the Office of Student Activities and/or the University department for which they drive.

Supervisor's Responsibility

It is essential for those faculty and staff members who are charged with supervising both student and employee drivers to take an active role in assuring the safe operation of motor vehicles on official business. Supervisors are in the best position to observe and correct inappropriate or unsafe behavior. Any report of unsafe operation of a vehicle received by the Director of Regulatory Affairs and Risk Management will be communicated directly to the supervisor, department head or vice president of the area involved. Supervisors should be aware of all trips taken and driving assignments made.

Supervisors are responsible for preparing an emergency plan for all vehicles under their control. This plan should contain an emergency telephone call list and emergency procedures. It is the department's/supervisor's responsibility to return a vehicle to campus in the event of a breakdown or accident.

Supervisors are responsible for assuring that driver authorization forms are completed properly and signed, and for reporting accidents.

Supervisors are responsible for ensuring that the materials listed below are maintained in each vehicle:

1. Vehicle Registration (A copy should be in the department)
2. Vehicle Accident Report Form (obtain from Director of Regulatory Affairs and Risk Management)
3. Insurance Identification Card (obtain from Director of Regulatory Affairs and Risk Management)
4. Vehicle Emergency Plan (created by department)

USE AND MAINTENANCE OF UNIVERSITY VEHICLES

Assigned Vehicles

University vehicles, with vice president approval are assigned to individuals, academic departments and administrative departments. Unless otherwise specified, assignment of a vehicle to an individual or department does not give the individual or department exclusive use of the vehicle.

However, individuals or departments with assigned vehicles will have "first choice" use of assigned vehicles. All other users will have to secure permission to use assigned vehicles from the individual or department responsible for the vehicle. Individuals and departments may develop their own guidelines, approved by their vice president, for the use of assigned vehicles.

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Use of assigned vehicles by others should not be allowed until it is established that the vehicle will be operated by an Authorized Driver and it is determined that the vehicle will be used in compliance with the entire University Vehicle Policy.

Cooperation from individuals and departments with assigned vehicles is expected so that individuals and departments without assigned vehicles can have access to transportation when needed.

All vehicle assignees are responsible for the maintenance, licensing, permitting and safe operation of each vehicle under their management.

Mini-vans

Mini-vans represent one of the most versatile and useful vehicles on the road, however they can also be very dangerous, especially when operated by inexperienced or careless drivers. For this reason, JCU has prepared general guidelines to consider when driving a mini-van:

- Mini-vans may not have more than seven (7) passengers, including the driver and limited luggage.
- Whenever driving a mini- van, please maintain extra vigilance.
- Vans, when loaded with cargo or passengers are much heavier than the passenger cars we are most familiar with driving. Thus, acceleration and braking times are increased considerably.
- When loading a van, be sure to distribute weight evenly side-to-side and front-to-back, as this will greatly affect the vehicle's handling.
- Visibility in vans is also restricted and drivers should take caution and seek assistance when backing, changing lanes and turning.
- The height of most vans is also much greater than that of most passenger vehicles and attention to this fact should be considered when entering low-clearance garages and similar structures.
- Because vans are tall, their center of gravity causes them to be unstable in sharp turns at moderate speed. Use extreme caution and care when making quick or sharp turns.

Student use of University owned mini-vans is limited to within 90 miles of JCU. Exceptions to the 90 mile limit may be granted by a University vice president.

15-Passenger Vans

The risk of a rollover crash is greatly increased when 10 or more people ride in a 15-passenger van or when a load is placed on the roof or in the rear of the van. JCU limits the number of passengers in a 15-passenger van to no more than 10 people including the driver and limited luggage when driven by a student, 12 people (including the driver) when driven by a fulltime coach, or 15 people (including the driver) when driven by a CDL driver. Passengers should sit in seats that are in front of the rear axle. Student use of University owned 15-passenger vans is limited to within 90 miles of JCU. Exceptions to the 90 mile limit may be granted by a University vice president.

Guidelines for safe operation of 15-passenger vans:

- Drivers must be well rested and maintain a safe speed for weather and road conditions.
- Drivers must be especially cautious on curved rural roads and maintain a safe speed to avoid running off the road
- If the van's wheels drop off the roadway, gradually reduce speed and steer back onto the roadway when it is safe to do so.
- Make sure the van's tires are properly inflated and the tread is not worn down.
- When backing up or parking, use assistance from the vehicle occupants.

Short-term Rental Vehicles

If departments and organizations find it necessary to rent vehicles on a short-term basis, they should be rented from JCU's preferred vendor http://www.jcu.edu/intranet/fass/vendors/rental_car_program.html or its affiliated program Car-Share <http://sites.jcu.edu/studentactivities/pages/services/car-share/>

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The University purchases automobile liability insurance which includes rental cars used for University business. When renting a car from our preferred vendor at the above website, for business use, the damage waiver is included in the price quoted. When renting from another vendor, it is strongly recommended that the damage waiver be purchased.

When a vehicle is rented for international travel, automobile insurance must be purchased in the country of rental and must include all countries in which travel is expected.

University insurance is only available on vehicles rented for approved University functions/business.

Note: Some credit card companies also provide vehicle insurance coverage when renting a vehicle and paying with their card. However, the insurance coverage is only effective when the cardholder is driving the vehicle.

Personal Vehicles Used for University Business

Personal vehicles may be used on University business ONLY with the permission of the employee/student's department head or advisor.

When using a personal vehicle for University business, the owner of the vehicle must carry automobile liability insurance. ***The owner's automobile liability insurance coverage is the primary coverage.***

There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of the accident.

The owner's automobile liability insurance card received from their insurance agent must be in the driver's possession when using personal vehicles for University business.

Maintenance

At a minimum, vehicle assignees should follow the manufacturer's recommended maintenance schedule for all vehicles under their management. Other fluids, brakes, tires, etc. should be inspected by an appropriate technician at each oil change. Vehicle maintenance should be scheduled through the Fleet Maintenance Coordinator.

Assignees should inspect vehicles routinely to ensure that tires, lights, horn and other critical components are functioning and in good repair. Ideally, drivers should inspect the vehicles prior to and after each use, to ensure that they are in proper operating condition.

Assignees should also ensure that a proper spare tire, jack and lug wrench are kept in the vehicles at all times. Also, vehicles should have emergency highway equipment, such as jumper cables, flashlight, safety flares and/or reflectors.

Under no circumstance should vehicle maintenance be deferred due to budgetary constraints. If funds have not been budgeted to cover a necessary expense, the vehicle should be garaged until funds can be allocated to effect repairs and/or maintenance. Vice presidents are responsible for allocating funds for replacement of assigned vehicles when necessary.

The University reserves the right to rescind driving privileges when it is determined that a vehicle has been improperly used or not properly maintained. The University also reserves the right to reassign vehicles that have not been properly used or maintained.

Registration and Inspection

Each assignee is responsible for ensuring that assigned vehicles are appropriately registered with the State of Ohio. This includes the Ohio E-Check program.

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Vehicle Insurance

The University maintains business automobile insurance coverage for its vehicles and vehicles rented for its use. This coverage includes liability, physical damage and uninsured motorist components. All Authorized Drivers are covered. Specific information regarding insurance is available in the Office of Regulatory Affairs and Risk Management.

Personal vehicles used for authorized University business must be insured by the owner. The University recommends that the owner carry \$100,000 bodily injury liability, subject to \$300,000 limit per occurrence, and \$100,000 physical damage liability coverage. Physical damage (collision and comprehensive) limits and deductible are at the discretion of the owner.

Automobile Liability Insurance Identification Cards

All University-owned vehicles must carry an automobile liability insurance identification card indicating proof of insurance. Each year the cards are distributed by the Director of Regulatory Affairs and Risk Management upon the policy's purchase. Please place this card in the vehicle's glove compartment. Drivers of personal vehicles are responsible for possessing appropriate proof of insurance.

SAFETY ISSUES

Alcohol and Drug Use

No alcoholic beverages, illegal drugs, or controlled substances are to be used or consumed by the driver or any passenger at any time while in possession of University-owned, leased, or rented vehicles, including personal vehicles used on University business.

Seat Belt Use

Use of seat belts is required for all persons occupying a JCU vehicle. It is the driver's responsibility to ensure that all passengers are properly secured before the vehicle is put in motion.

Smoking

Smoking is not permitted in University-owned, leased, or rented vehicles.

Cellular Phone Use and Electronic Devices

The use of a cellular phone or any other hand held or "smart" electronic device for any purpose (talking, texting, mobile GPS) while driving is strictly prohibited, unless that device is specifically designed (Bluetooth, Garmin) and configured to allow hands-free use (and is allowed by applicable state law), and is used in a manner that will not cause distracted driving. Authorized Drivers and/or employees who demonstrate the need for hands-free GPS directional devices should consult with their supervisor and the Purchasing Office to obtain temporary use of such devices using University funds.

Portable Music Devices:

If passengers are present, they and not the driver should operate any portable music devices. Personal headphones are prohibited for the driver of the vehicle.

Hazardous Weather

Drivers and/or supervisors should cancel or postpone trips when weather conditions make it unsafe to travel.

Drivers and departmental sponsors of student trips are responsible to obtain weather information before and during daily travel to determine whether road or weather conditions present hazards along the planned travel route. If university vehicles are already on the road and weather conditions become hazardous, the sponsor must stop the trip and delay or cancel travel planned for that day to ensure the safety of all passengers and drivers.

The University reserves the right to ground immediately all University vehicles, or portions of it as are deemed necessary, including rental or charter vehicles, in case of inclement weather or potential safety hazards. If the grounding is due to mechanical or other problems and weather and safety otherwise

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permit, Fleet Services will make every effort to arrange other transport for affected departments; this transport is not, however, guaranteed.

Hazardous Materials

Hazardous materials should not be transported in University-owned, leased, or rented vehicles unless approved by the Director of Regulatory Affairs and Risk Management in advance.

Traffic Laws

The driver is required to obey all state and federal traffic laws pertaining to the safe operation of a vehicle. The driver is personally liable for any fines, traffic or parking violations received. All moving violations must be reported to the Director of Regulatory Affairs and Risk Management by the driver.

Driver Training

Student drivers and student employee drivers are required to successfully complete an online driver safety training and a "behind the wheel" road test. Full time and part time employees may be required to complete an online driver safety training or take a "behind the wheel" test at the discretion of the University vice presidents or Director of Regulatory Affairs and Risk Management.

Driving Time Limits

Driving time limits for all Authorized Drivers are as follows:

- a) Daytime travel: three hours at one time without a break;
- b) Nighttime travel: two hours at one time without a break.

Within 15 minutes of reaching a driving limit, the driver should exit the highway to a safe rest area. The driver must take at least a 15-minute break before resuming driving, or another University-licensed driver who has not been driving must assume driving responsibilities.

On trips longer than 20 miles, no driver of University vehicles carrying passengers may commence driving after 11 p.m. or before 5 a.m. Trips and events must be planned so that no driver is expected or pressured to begin driving between these hours.

Maximum Driving Time

When the total trip is expected to be completed within 30 minutes beyond the appropriate driving limit, one driver may drive the entire trip without a break. However, if poor weather or heavy traffic threatens to lengthen the trip, the driver should exit the highway to a safe rest area within the normal driving limits.

No driver may exceed eight total hours of driving time in any 24-hour period.

No trip segment shall exceed 18 hours. After 18 hours the driver(s) must stop for at least seven hours. This rule is to be observed even if there are multiple approved drivers on the trip.

Safe Operation

All Authorized Drivers are expected to operate vehicles safely and with great care. Especially when transporting passengers, the driver must make a concerted effort to provide for the safety and well being of those aboard. When weather conditions and road hazards require special attention, ask your passengers to help you by being quiet and observant.

If a driver is found to have committed any unsafe acts while driving, disciplinary action may be initiated. Intentional reckless or unsafe driving could result in immediate termination or expulsion from the University.

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GENERAL ACCIDENT PROCEDURES

A police report is required for any accident which involves bodily injury or property damage. Depending on the time of day and staffing, some municipalities may not respond to a property damage only accident. In this case, the driver should file a police report with the local precinct as soon as possible.

Do not hesitate to call the police. While the police may not make a determination of responsibility, they will at least document the obvious facts, which will be of help. When possible, take pictures of all property damage. The police will ask you for evidence of liability insurance. This information can be found on the Ohio Auto Insurance Identification Card that is also located in the glove box of every JCU vehicle.

All drivers involved in an accident involving bodily injury must report the accident to their supervisor immediately and to the Office of Regulatory Affairs and Risk Management within 24 hours. Drivers involved in an accident involving property damage only should report the incident to their supervisor within 24 hours and to the Office of Regulatory Affairs and Risk Management within 48 hours.

Each accident, however minor, must be recorded by the completion of the Report of Accident form at the scene of the accident. This form is located in the glove box of every vehicle. The completed form is to be sent or taken to the Office of Regulatory Affairs and Risk Management.

If you or the occupants of your vehicle sustain injury, however minor, have an examination by Student Health Services (students only), a personal physician or at the emergency room of a nearby hospital.

However responsible you may feel for the accident, allow the authorities to determine who is at fault. A premature admission of fault could seriously compromise the ability of our insurer to defend any ensuing claim. Do not accept an offer to settle from the other party in the accident. Such offers are usually withdrawn when the amount of the damage is determined, and can only lead to complications.

If a JCU vehicle has sustained damage, report the damage to the Fleet Maintenance Coordinator, who will determine what damages need to be repaired. The Fleet Maintenance Coordinator will coordinate with the Director of Regulatory Affairs and Risk Management as to where repairs will be done. The insurance carrier may want to inspect the car at the place where the work is to be done so that the adjuster and the shop can agree upon the scope of work and the related cost.

If the University driver is found to be at fault, the driver or the department will be charged the insurance collision deductible if there is damage to the JCU vehicle.

The driver will be held personally responsible for all costs of the accident if the driver is found to be operating the vehicle in a reckless manner due to the use of alcohol, illegal drugs, and/or controlled substances. The University has the right to require drug/alcohol testing in the event of an accident caused by an employee.