



TRANSPORTATION OFFICE - MOTOR POOL POLICIES AND PROCEDURES

I. Overview

Wittenberg University owns and operates a fleet of vehicles, which are used to carry out the University's educational mission and to conduct other university business. At present, the fleet consists of 16 vehicles; four sedans, eight 11-passenger vans and four mini vans. University vehicles may be driven and used by faculty, staff and students who comply with the university's policies and procedures. In addition, from time to time the university may rent vehicles, and personal vehicles of a member of the faculty or staff may be operated for university business. If an employee uses his or her vehicle for university purposes on a regular and continuing basis, then his or her vehicle is included within the meaning of "university vehicles" for the purpose of this policy statement when that vehicle is being operated for university business.

Wittenberg University recognizes that the operation of motor vehicles involves many risks, and it takes its responsibility to promote safety seriously. By its adoption of these policies and procedures, the university intends to promote safety and to reduce risk to itself and its employees and students as well as to pedestrians and other motorists and to ensure that all University vehicles are driven in compliance with the law and the highest standards of safety. Accordingly, the policies are strictly enforced.

In keeping with the university's concern for safety and security, the university reserves the right to grant, deny, or restrict any and all privileges to drive or use university vehicles. Also, the university has established special procedures with regard to the use of its vans and with regard to the privileges that can be granted to students. If an applicant to drive or to use a university vehicle intentionally gives any false information, his or her privileges will be immediately denied or revoked.

The Transportation Office, also known as the Motor Pool, reports to the university's Chief of Police and Security and is responsible for making sure that all procedures for the use of university vehicles are followed. The Transportation Office maintains a list of all persons who are authorized to drive university vehicles, and it determines the priorities for the use of the vehicles. Academic and athletic functions take precedence in scheduling, and requests for the use of vehicles should be made as far in advance as possible. While tentative scheduling can be discussed over the phone, **requests will not be considered finalized unless all forms are properly completed**, and the Transportation Office has determined the priority of the request.

II. Driving Authorization Procedures

APPLICATION TO DRIVE

Any person who drives a university vehicle must have completed the following documents prior to driving a university vehicle: (1) an acknowledgement form verifying the receipt, and accepting the conditions, rules and regulations for driving a university vehicle (2) an application for driver authorization and (3) complete an online test. The operation of a University vehicle by any person who has not been authorized to drive by the Transportation Office is strictly prohibited, and anyone who violates this policy is subject to discipline. Applications may be obtained from the Transportation Office.

To qualify to drive a university vehicle, all applicants must:

- Disclose all accident and/or moving violations in which the applicant has been involved during the previous three (3) years;
- Disclose any driving under the influence citations;
- Not have had more than two accidents and/or moving violations within the preceding 12 months; and
- Present a valid drivers license from Ohio, another state, or Canada. The license will be photocopied and must be updated when it expires.

To drive a university van, you must be at least 20 years old.

These are minimum qualifications, and circumstances may arise that affect the authorization of an individual to drive a university vehicle. The Chief of Police may deny driving privileges. The university reserves the right to require additional qualifications if it deems necessary.

Applications will be rejected for the following reasons:

- DUI charge - within the past 5 years;
- 2 Moving Violations within the past 3 years; and/or
- A chargeable offense related to auto accidents within the past 3 years.

Special Requirements for Student Drivers. Student driving privileges to operate a University vehicle extend from the date of approval through July 1st of the following year. Students who wish to drive a university vehicle during a subsequent academic year must update their application and repeat the online test.

Reapplications after denials. A person whose application has been denied for any reason may reapply when 12 months have lapsed from the date of the most recent denial. The Chief of Police and Security will review the reapplication and authorize or deny reinstatement.

LOSS OF DRIVING PRIVILEGES

The following offenses will result in suspension or termination of the privilege to drive a University vehicle and may also result in disciplinary action:

- Operating a university vehicle without a valid driver's license;
- Failure to report the suspension or revocation of a driver's license;
- Failure to report citation for driving under the influence;
- Failure to obey university rules and/or traffic laws;
- Permitting any unauthorized person to drive a university vehicle;
- Operating a university vehicle outside the use authorized by the Transportation Office;
- Operating a university vehicle in a reckless or unsafe manner;
- Failure to report an accident involving a university vehicle;
- Operating a university vehicle while under the influence of alcohol or drugs;
- Two *at fault* accidents within a 12-month period while operating a university vehicle;
- Any other act of negligence that shows disregard for safety or shows disregard for the security of university vehicles; and/or
- Any violations of these policies.

The driving record of any person who is cited for driving under the influence, whether or not that person was driving a university vehicle, will be reviewed by the Chief of Police and Security. As a result of the review, the person may permanently lose his or her privilege to drive a university vehicle.

ADMINISTRATIVE REVIEWS IN THE EVENT OF ACCIDENTS OR MOVING VIOLATIONS.

If a person who has been granted the privilege to drive a university vehicle is subsequently involved in an accident or moving violation while operating a university vehicle:

- The person must immediately report the accident or moving violation to the University Police and Security Department at (937) 327-7307 or via the university operator at (937) 327-6231.
- The Transportation Office will review the person's report to determine whether driving privileges will be suspended. In making its review, the Transportation Office may obtain verifications through the Bureau of Motor Vehicles, the police department, or other any other independent sources.
- If a person's privilege is suspended, he or she may reapply for reinstatement after 12 months have elapsed.

III. REQUESTING A UNIVERSITY VEHICLE

Any employee, student, department or university organization may request permission to use a university vehicle. They may do so by:

- Obtaining a Vehicle Request Form; this is available either in the Transportation Office in the Recitation Hall Annex, or at the Police & Security Information Desk. Account number, approval signature and driver's name must be included on the form before the vehicle will be scheduled.
- Completing a Vehicle Request Form for EACH vehicle requested. Requests should be submitted at least 48-hours in advance of the date of intended use. Requests received less than 48-hours in advance may not be fulfilled.
- Making sure that the completed Vehicle Request Form includes the account number to be charged, an approval signature, and the name(s) of the authorized driver(s). Authorized approval signatures are as follows:
 - Greek organizations – Greek Coordinator
 - Athletics – Athletic Director
 - Student organizations – Organization Adviser
 - Academics – Department Chair
 - Administrative department – Director of the Department
- Listing all drivers on the vehicle scheduling request form and designating multiple authorized drivers for long trips. Only those authorized may drive.
- Returning the completed Vehicle Request Form to the Transportation Office.

After the Transportation Office receives a completed Vehicle Request Form, and approves the request, it will send a confirmation copy of the Vehicle Request Form to the requesting party. The Transportation Office reserves the right to cancel use of a university vehicle as a result of severe or adverse weather conditions.

FEES

A daily usage fee is charged to student organizations and grant-funded programs for use of the cars and vans. Rate information is available on the Transportation Web page and in the Transportation Office. If the daily rate applies to your department you will be notified in advance.

Failure to cancel a vehicle request will result in a \$20 service fee.

IV. Pick Up and Return of University Vehicles

Before picking up a scheduled vehicle, the authorized driver needs to obtain a vehicle packet. The packet will be available after 4 p.m. the day before scheduled use. Unless other arrangements are made with the Transportation Coordinator, the packet will be available at the Police & Security Information Desk. A valid university ID and signature of receipt will be required to pick up the packet.

A packet consists of a copy of the Vehicle Request Form, keys to the vehicle, a gas card, and documents explaining emergency procedures and accident instructions.

Picking up the Vehicle

1. Scheduled university vehicles are available for pick up in the Krieg Lot, which is located east of the Krieg Music building, unless other arrangements have been made between the requesting party and the Transportation Office.
2. University vehicles can be identified by the blue key tag, which lists the license plate number at the top of the tag.
3. When picking up a university vehicle, the authorized driver must record the mile-age on the Vehicle Request Form in the appropriate space.
4. **Drivers must conduct a vehicle inspection prior to departure.** The pre-use Vehicle Inspection Checklist will be stapled to the packet you receive. The driver must complete the form and return it with the packet when returning the vehicle.
5. The authorized driver must keep the vehicle packet in the vehicle during use so that he or she has immediate access to instructions in the event of a breakdown or emergency.

Returning the Vehicle

The authorized driver is responsible for:

1. Returning the university vehicle to the location of pick up at the designated time of return.
2. Recording the return mileage on the Vehicle Request Form.
3. Removing all trash, closing all windows and locking all doors.
4. Filling the gas tank.
5. Placing all receipts in the trip envelope.
6. Placing keys in the trip envelope and dropping the trip envelope in the designated drop box in the shed at the Krieg lot or returning the envelope to the Police & Security Window.

V. THE SAFE OPERATION OF UNIVERSITY VEHICLES

Drivers are required to:

- Make sure that all traffic laws and university regulations are obeyed.
- Wear seat belts and require all passengers to wear them.
- Assume full responsibility for any and all fines, traffic violations, and citations associated with their use of university vehicles.
- Use university vehicles for authorized purposes only.
- Practice good defensive driving techniques, taking into consideration road, weather and traffic conditions.
- Lock university vehicles when they are left unattended.
- Clear any obstructions to vision from windows, mirrors and lights before driving.

- Keep a cell phone in the car for emergency purposes. Do not use the phone while driving unless it is absolutely necessary. Cell phones are available by request at the Transportation Office.
- Never drink alcoholic beverages and/or use controlled substances in a university vehicle and never permit others to do so.
- Never drive university vehicles while under the influence of controlled substances and/or alcohol and never permit others to do so.
- Never smoke in university vehicles and never permit others to do so.
- Never permit unauthorized persons to drive university vehicles.
- Never transport unauthorized passengers such as hitchhikers, family or friends.
- Never drive university vehicles at speeds that are inappropriate for road conditions.
- Never drive university vehicles when feeling drowsy or while taking medication that may cause drowsiness.
- Never use top carriers.

DRIVE TIME LIMITATIONS. Drivers may not drive more than 10 hours in a 24-hour period and must include at least one 30-minute rest stop in any trip or trip segment that exceeds six hours. Drive time is limited to a maximum of 16 hours of continuous travel after which a layover of at least eight hours is required.

ACCIDENTS

In the event a university vehicle is involved in an accident, the authorized driver shall behave reasonably and responsibly to minimize further injury or damage and the risk of further accidents at the scene. He or she should:

- Stop immediately as conditions permit.
- Take precautions to prevent further accidents.
- Turn on the four-way flashers and shut off the engine.
- Set up a reflective warning triangle 100-feet or more behind the vehicle.
- Notify police and/or emergency personnel and Wittenberg Police and Security dispatch at (937) 327-6231.
- If another driver is involved, obtain his or her name, address and insurance information.
- File a police report as soon as possible. Failure to do so may sacrifice the insured status of the driver and the vehicle.
- Report the incident to the Transportation Office, whether or not damage or injury occurs.
- Do not leave the scene of the accident until excused by the proper authorities.
- At the scene, do not make any statement regarding the accident except to the police.

In the event of an accident or breakdown, drivers should refer to the yellow instruction sheet located in the glove compartment or console of each university vehicle. Proof of insurance and current registration can also be found in the glove compartment or console.

All motor pool vehicles are equipped with reflective warning triangles for your safety. They are to be set up 100 feet or more behind the vehicle in the event of an accident or breakdown. They provide a hazard warning to oncoming motorists so that they can see and avoid collision.

BREAKDOWNS/FLAT TIRES

In the event a university vehicle breaks down or otherwise needs maintenance, the authorized driver shall:

- Use common sense when a breakdown or flat tire occurs on the road.
- Be mindful of his or her safety and the safety of passengers and others.
- Consult the information included in the vehicle packet as to specific instructions to obtain and pay for repairs.
- Set up reflective warning triangles 100-feet or more behind the vehicle.
- Contact the Transportation Office if the breakdown occurs during regular work hours, or otherwise contact the university switchboard.

MAINTENANCE CONCERNS

If a driver or other party who has requested the use of a university vehicle has ANY concerns about the safe condition of the vehicle, he or she is required to report the concern to the Transportation Office immediately, and he or she is prohibited from driving the vehicle until the concern is resolved. If there are non functioning items or if there is other damage to the vehicle that a driver notices after he or she picks up the vehicle but before it is driven, he or she should notify the Transportation Office prior to using the vehicle and note the item on the Vehicle Request Form.

Acknowledgement

Please read the following paragraph carefully. Once completed, if you can abide by the procedures set forth in this policy, please initial and sign below, returning this signed and initialed acknowledgement to the Transportation Office.

I have carefully read the Transportation Office - Motor Pool policy in its entirety and acknowledge receipt of the Transportation office - Motor Pool policy for my files. I accept the conditions, regulations, and responsibilities contained in the Transportation Office - Motor Pool policy. I further agree to immediately notify the Transportation Office if any circumstance arises that prevents me in the future from fully complying with the Transportation Office - Motor Pool policy. I understand my driving privileges may be suspended if I do not fully comply with the policies herein.

Signature

Date

Please Print Name

Department/Organization

Student

Faculty

Staff

Please initial each section below to validate that you have read and agree to abide by the policies and procedures in each section:

I. Overview _____

II. Driving Authorization Procedures _____

III. Requesting a University Vehicle _____

IV. Pick Up and Return of University Vehicles _____

V. The Safe Operation of University Vehicles _____