

# Goshen College

## Vehicle Policy for Use of College Vehicles

*College Vehicle Defined:* For purposes of this program, "College vehicle" shall include any College owned vehicle, any vehicle rented in the name of Goshen College for College purposes, leased vehicle or courtesy vehicle made available for conducting College business.

### I. General:

While using a college vehicle, it is important that each driver:

- a. Keep safety above expedience.
- b. Comply with all traffic laws and safe driving practices.
- c. Ensure that the safety of the public, College employees and passengers are paramount.
- d. Drive to prevent accidents in spite of incorrect actions of others and adverse conditions.

### Fleet usage

- a. Goshen College strongly encourages the use of college owned vehicles for all college functions, and must be reserved through the Physical Plant website, via Trip Direct. Using a college vehicle is the lowest cost way to meet the college's transportation needs and will provide college insurance protection.
- b. If a college vehicle is not available, Physical Plant will reserve a vehicle through Enterprise Rent-A-Car or a personal vehicle can be used.
- c. If a personal vehicle is used, the college insurance program provides no liability coverage or damage coverage. All expenses, including repair will be the individual owner's responsibility.
- d. College vehicles are to be used only for approved Goshen College activities.

### II. Objectives:

1. The primary objective of this program and policy is to provide for the protection and safety of human life.
2. A secondary objective is the protection of college assets which are exposed to daily accidental loss and to manage risk in order to control insurance costs and maintain insurability.
3. A third objective is to avoid unfavorable publicity that may result from accidents.

### III. Qualifications

For a Goshen College employee to drive a College vehicle, the driver must:

1. Complete Driver Application form prior to driving and/or upon request of the Physical Plant Office.
2. Possess a driver's license valid in the U.S.
3. Have at least two years of regular (daily) driving experience.
4. Be at least 21 years old to drive a car or minivan, and at least 25 years old to drive a 12 & 15-passenger van.
5. Sign MVR (motor vehicle) consent form allowing driver record check.

### IV. Responsibilities:

Safety in college vehicles is a responsibility that is shared among drivers of vehicles, passengers, and the Physical Plant Department.

1. *Driver's responsibilities:* It is important that all college drivers:
  - a. Have knowledge of safe driving practices and are alert at all times.

1. Do not attempt to drive if you need to sleep.
2. Do not drive when taking medications or any substance that may impair driving ability.
3. Do not operate a hand-held cellular phone while operating a vehicle.
4. Do not attempt to consume a meal while operating the vehicle. Small snacks and beverages are permissible.
5. Constantly monitor changing conditions in the highway, traffic, and weather.
6. Allow no roof loading (if driving a college van)

b. **Drive Defensively.** There are three basic techniques that are vital for the defensive driver:

- i. Recognition of the hazard – A hazard may be caused by another vehicle, may be mechanical in nature, or caused by existing road conditions.
- ii. Understanding the defense – The most basic driving defenses are proper speed, following distance, and driver alertness.
- iii. Acting in Time – If the hazard is recognized and the proper defensive course of action known, then steps can be taken to prevent emergency situations from arising. c.

c. **Drive Responsibly.** The driver is the first line of defense against vehicular accidents.

Drivers should:

- i. Ensure that the driver and all passengers use seat belts.
- ii. Obey all laws and safety rules. Fines for moving violations and parking infractions are the responsibility of the driver.
- iii. Report any mechanical difficulty encountered during operation to the Physical Plant Department in accordance with instructions on the mileage reporting slip.
- iv. Assume a safety conscious attitude for all occupants of the vehicle.
- v. Observe common courtesy toward all other drivers and pedestrians.
- vi. Remember that the operator's driving actions reflect on the college.
- vii. Make sure that the tank is full upon return.
- viii. Check to see that all personal belongings and trash are removed from the vehicle.

### ***1. Physical Plant Responsibilities***

- a. Report changes in fleet composition (additions and deletions) to the college's insurance agent, to the Business Office, and to the VP for Finance
- b. Disseminate rules, regulations and policies concerning proper use of college vehicles.
- c. Manage the driver approval process to ensure that all drivers meet the standards established for operation of college vehicles.
- d. Report all accidents and violations to VP for Finance
- e. Manage the driver approval process to ensure that all drivers meet the standards established for operation of college vehicles
- f. Maintain a list of qualified drivers and request an updated Driver Application form every 2 years.
- g. Ascertain that all accidents have been reported promptly to law enforcement officials and to insurance carriers.
- h. Investigate accidents to the extent necessary, and provide a report to the VP for Finance.

**V. Motor Vehicle Records check** A motor vehicle record (MVR) review will be conducted prior to an employee being granted driving privileges. A new driver that has a borderline or poor MVR will not be able to drive a College vehicle. The following criteria will be used to determine the acceptability of an MVR.

A. **Unacceptable** and not eligible to drive motor fleet vehicles:

1. Major violations - **1** of any of the following
  - Negligent homicide within last 5 years
  - Criminal-type conviction within last 5 years
  - Hit-and-run within last 5 years
  - Manslaughter within last 5 years
  - Suspended or revoked license—currently suspended or revoked
  - Drag racing within last 5 years
  - Driving Under Influence/Impaired within last 5 years
  - Reckless driving within last 5 years
  - Careless driving within last 3 years
  - Assault involving a motor vehicle within last 5 years
  - Passing a stopped school bus within last 3 years
  
2. Moving violations & at fault accidents: **1** of any of the following in the **last 3 years**
  - **3** or more moving violations
  - **2** or more at-fault accident
  - **1** moving violation and **1** at fault accident

Moving violations examples include:

- Speeding violations
- Seat Belt
- Improper or excessive lane changes
- Following the vehicle ahead too closely
- Running a red light or stop sign
- Failure to yield

At fault accidents include:

- At-fault accidents (any accident where the driver is cited with a violation, or negligently contributes to the incident OR; any single vehicle accident that is not caused by actual equipment failure)

B. Acceptable - violations listed but do not meet criteria

C. Clean - no violations listed

Please note this list is not all inclusive, but a general guideline of the types of violations that fall into “Major Violations” and “Unacceptable.” The actual wording of a violation varies by state.

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