

# Capital University

## **Policies Governing the Use of University Owned, Rented or Leased Vehicles**

The safety of Capital students, faculty, staff and the public is a central concern of Capital University. The policies governing the use of University owned rented or leased vehicles by students, faculty, and staff are designed to support the safety of vehicle occupants and prudent use of the vehicles.

### **Approved Drivers**

**Faculty / Staff** – In order to drive, faculty/staff drivers must have a valid state drivers license, complete and pass the online Alert Driving course and the Driver History Form.

**Students** – In order to drive must:

- Take and pass the online Alert Driving course.
- Complete a Driving History Form.
- Sign a Vehicle Usage Agreement form.
- Submit a copy of his/her State drivers license to the Public Safety Department.

Once approved to drive by the Department of Public Safety the faculty, staff or student drivers must submit a Vehicle Usage Authorization form prior to each trip signed by their department head or advisor.

It is not necessary to purchase the additional insurance from the car rental agency. When renting the car for business related to Capital University, the University's policy automatically provides coverage. If the vehicle is rented for personal use, the driver's personal coverage is primary.

Capital University students and student groups are encouraged to use University vehicles for University – related activities. If a student or group of students wish to waive the use of a University vehicle or transportation they must fill out a Self Transportation Waiver. **Any individual who drives his or her personal vehicle to an activity assumes all responsibility for the safety of himself/herself as well as any passengers. The University bears no liability for student use of personal vehicles.**

### **Alert Driving Course**

Faculty/staff who successfully complete the computer based Alert Driving program and continue to have a clear driving history will be allowed to drive approved University vehicles for four (4) years from the date of completion of the course.

Students who successfully complete the computer based safety program and are approved to drive by the Department of Public Safety will be certified as student drivers for two (2) academic years.

## Driver Responsibilities

- Driver must have with them a current valid drivers license whenever driving a University Vehicle.
- Drivers shall be alcohol and drug free. This includes prescription and non-prescription drugs that may impair a driver's judgment or other faculties.
- Drivers are responsible to insure that the vehicle is used for University business only.
- Drivers are responsible for inspecting the vehicle prior to their departure. Any new damage not listed prior to departure is the responsibility of the driver or organization signed out to that vehicle.
- Drivers must only transport the number of persons for which there are seatbelts in the vehicle. **All persons must wear their seatbelts.**
- Drivers must observe all traffic regulations. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a University vehicle.
- Drivers must not drive when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions).
- Drivers may not drive more than six hours a day and no more than two consecutive hours without at least a fifteen (15) minute break between driving periods. All trips over six hours require at least two approved drivers.
- Drivers must report all accidents to the Public Safety Office (614-236-6504) within 24 hours. Any accidents that result in any personal injury or any vehicles requiring towing must be called in to the Public Safety Office immediately. Accidents not completely reported to the Public Safety Office will result in a deductible of up to \$1000.00 being applied. Drivers that fail to contact the Public Safety Office within 24 hours will lose their driving privilege for one year. A police report must be made in the police jurisdiction the accident happened. *(In addition to the Capital University accident report)*

# University Fleet Rates and Charges

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### University Fleet Vehicle

**.585 per mile**

- If a reserved University fleet vehicle is no longer required by a department or organization they must inform the Public Safety Office in a timely manner so, if needed, the vehicle can be reassigned. Failure to do so will result in a ten dollar (\$10.00) per vehicle charge for no call, no show.
- If a University fleet vehicle cannot be returned as scheduled it is the responsibility of the department or organization to inform the Public Safety office in a timely manner. Failure to do so will result in a ten dollar (\$10.00) per vehicle late charge.
- If a University department/organization while using a fleet vehicle loses the vehicle binder or any of its contents they will be charged the following:

Lost keys	20.00
Lost gas card	20.00
Lost book	20.00
- If a University fleet vehicle is returned with less than one half of a tank of gas, the department or organization will be charged the current market rate for filling the fuel tank.
- If a University department/organization fails to report an accident or physical damage to a University fleet vehicle in their care, the department/organization can be charged up to two hundred-fifty dollars (\$250.00).
- University fleet vehicles should be returned clean and free of litter. Departments/organizations who return University fleet vehicles with excessively dirty interiors will be billed a ten-dollar (\$10.00) cleaning charge.
- Failure to properly secure a University fleet vehicle will result in a charge of ten dollars (\$10.00).
- Failure to turn off any interior or exterior lights or electrical devices that cause the draining of the battery will result in five-dollar (\$5.00) jump charge.
- If a fleet vehicle is used for a campus event and Public Safety is asked to furnish a driver there will be a thirty dollar (\$30.00) charge for the first four (4) hours and ten dollars (\$10.00) for each additional hour.