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Section: Administration

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Title: University Driving and Vehicle Use Policy

Review Date: Annually

Effective Date: March 2020

Attachments: n/a

Responsible University Officer: Vice President of Business and Finance

Responsible Office: Business & Finance

Applies to: All administrators, staff, faculty, students, contractors and volunteers

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

The safety of Capital University 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 faculty, staff, contractors, students and volunteers, are designed to support the safety of vehicle occupants and the prudent use of university vehicles.

The Public Safety, Facilities and Athletics Departments reserve the right to make and enforce the following regulations in the best interest of the university. Fleet vehicle usage may be denied or withdrawn at any time.

These policy limitations do not apply to the university's use of its first responder vehicles.

Section I – APPROVED DRIVERS – faculty, staff, contractors, volunteers and students

Faculty, staff, contractors, volunteers and students must:

1. Have a current, valid state driver's license
2. Complete and sign the Driver History Form
3. Sign and agree to follow rules and guidelines listed in the Vehicle Use Agreement.

The university will complete a Motor Vehicle Record (MVR) and license check prior to releasing vehicles for use. The University will continue to run periodic driving reports on all approved drivers.

In order to drive a university fleet vehicle, the following must be met:

- **Be at least 21 years of age**
- Submit a copy of a valid state driver's license for university records

Successfully complete online courses through SafeColleges for the appropriate vehicle(s) at : <https://capital-oh.safecolleges.com/>

- Your login is your Capital University user name
- University drivers must successfully complete the online safety training program at the time of initial authorization and as new courses become available
- Copies of completed certificates are submitted to the Department

Additional requirements for students:

- Must be a Capital University student and at least 21 years of age
- **Student driving is evaluated on a case-by-case basis and will be limited to infrequent trips within 10 miles of the University**
- Requests for student drivers must be authorized by the appropriate university faculty, staff, organizational advisor or budget/business manager
- Student drivers must successfully complete a road test with the Office of Public Safety

Driver responsibilities

- Drivers shall be alcohol and drug free, including prescription and non-prescription drugs that may impair a driver's judgment or other faculties.
- Minimize weight in the rear of the vehicle (the area behind the last row of seats).
- Drivers may not drive more than six (6) hours per day and no more than three (3) consecutive hours without at least a fifteen (15) minute break between driving periods. All trips over six (6) hours driving time require at least two (2) approved drivers.
- Drivers are responsible for ensuring that the vehicle is used for university business use only.
- Drivers are responsible for inspecting the vehicle prior to departure. Any new damage not listed prior to departure is the responsibility of the driver or organization to which the vehicle has been assigned.
- Drivers must only transport the number of persons for which there are seatbelts in the vehicle. **All persons traveling in the vehicle are required to wear a seatbelt.**
- Drivers must observe all state and municipal laws and regulations. Drivers are personally responsible for traffic citations (tickets) that may be issued as a result of operating a university vehicle.
- Drivers are not permitted to use cell phones or earphones while driving
- For navigation devices, program the route prior to starting the vehicle.

- Drivers must not drive when conditions are hazardous. This includes but is not limited to fog, heavy rain, snow or icy conditions.
- Transporting hitchhikers or other unauthorized passengers is prohibited.
- Drivers are responsible for checking and locking the vehicle when parked and unattended.
- Drivers refuel using the Speedway gas card provided in the zippered pouch of each vehicle. After refueling, the card should be returned to the zippered pouch along with the fuel receipt. The driver is responsible for the gas card.
- All new drivers must obtain their own personal PIN number for the gas card. Their immediate supervisor must contact the Department of Facilities to obtain this PIN number.

Section II – UNIVERSITY OWNED, RENTED OR LEASED VEHICLES

The rental and/or use of 15-passenger vans is strictly prohibited.

University Fleet Distance Limits:

University-owned vehicles are not permitted to travel outside the state of Ohio

All out of state travel must be done in a vehicle rented from an approved university vendor. Please contact the appropriate department head for a list of approved vendors.

Prior to each trip, the following forms must be completed and authorized by the faculty, staff, organizational advisor or budget/business manager who assumes responsibility for the official status (university purpose) of the trip.

1. Vehicle Usage Form
2. Passenger Log Form

The forms will include the names and contact numbers of all passengers aboard the vehicle. If the trip results in an overnight stay, an itinerary must be attached.

Keys to a requested vehicle will not be released without the full completion of the forms and information.

Commercially rented vehicles:

When driving a commercially rented vehicle, do not purchase the additional insurance from the car rental agency, as the university's policy provides coverage. If a vehicle is rented for personal use, the individual assumes all responsibility for the safety of himself/herself as well as any passengers. The university bears no responsibility for Faculty/Staff, and student use of personal vehicles.

Golf Carts

Faculty, staff, contractors, volunteers and students may request permission to utilize university golf carts for use on campus. Golf cart users must complete the online training specifically for golf carts.

Facilities Vehicles

Contractors who intend to utilize Capital University vehicles must complete the process to become an approved driver and complete any specialized training that is necessary. Contractor agrees to submit a Waiver and release agreement for equipment use to Capital University.

Use of personal vehicle:

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 Faculty/Staff, and student use of personal vehicles. An individual who uses their own vehicle for transportation to a university event, for which university provided transportation is available, must submit a "Self-Transportation Waiver" form. The form may be found on the Capital University Office of Public Safety webpage <https://www.capital.edu/about/campus-safety/>

- Drivers are subject to the same rules as drivers of institution owned, leased and rented vehicles
- Drivers must purchase auto liability insurance meeting or exceeding the state minimum requirements
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Length of Eligibility

Faculty and staff with a clear driving history and a license in good standing will be allowed to drive vehicles owned, leased or rented by the university for a period of three (3) years from the date they are approved to drive university vehicles.

Students who have a clear driving history, a license in good standing, and have successfully completed the driving requirements will be allowed to drive for a period of two (3) years from the date they are approved to drive university vehicles.

The following constitutes a license in good standing:

# of Moving Violations Within the Past 3 Years	# of At-Fault Accidents Within the Past 3 Years			
	0	1	2	3
0	Yes	Yes	No	No
1	Yes	Yes	No	No
2	No	No	No	No
3	No	No	No	No
4	No	No	No	No

If a driver's record contains one of the following violations within the past three years, they are ineligible to serve as an institution driver:

- a. Driving under the influence of alcohol/drugs
- b. Failure to stop/report an accident
- c. Reckless driving
- d. Driving while impaired
- e. Making a false accident report
- f. Homicide, manslaughter, or assault arising out of the use of a vehicle
- g. Driving while license is suspended/revoked
- h. Speeding contest
- i. Attempting to elude a police officer

It is the responsibility of the driver to report any changes in their driving record to the university prior to using a university vehicle.

Reapplications after Denials

A person whose application has been denied for any reason may reapply one year from the date of the most recent denial.

Maintenance

The Capital University Facilities Department handles routine and preventative maintenance for university-owned vehicles via a third-party contractor. Drivers must seek permission from the department before using any other vendor.

Section III – FLEET VEHICLE RESERVATION PROCEDURE

Public Safety

1. To reserve a university-owned fleet vehicle, the request must be made in writing by emailing the Department of Public Safety at publicsafety@capital.edu. **Verbal requests to reserve a vehicle will not be honored.**
2. The Department of Public Safety will respond in writing to confirm or deny the request (i.e. if the vehicle is not available).
3. The “Vehicle Usage and Passenger Log” is required either at time of reservation or when the vehicle is picked up.
4. If a reserved university fleet vehicle is no longer required by the department or organization, inform the Department of Public Safety in a timely manner so that the vehicle may be reassigned.
5. The vehicle may be picked up at the Department of Public Safety, with proper identification.

Athletics

1. Athletics personnel interested in reserving a university vehicle controlled by the Athletics Department should contact the Athletics Department
2. The Athletics department will be responsible for approving drivers from their department using the same criteria in this policy.

Facilities

1. Facilities personnel interested in reserving a vehicle from the Facilities Department should contact the Facilities Department at 614-236-6400
2. The Facilities Department will be responsible for approving drivers from the department and those who utilize Facilities Department equipment using the same criteria in this policy.

Returning Vehicles

1. Vehicles are to be returned to the office of origin.
2. Additional fees will be assessed for the following:

Action	Fee
Lost keys	Cost of replacement
Lost gas card	\$20
Lost vehicle binder	\$20
Lost book	\$20
Lost emergency kit	\$20
Returning vehicle dirty: Vehicles must be returned clean and free of litter.	\$20
Refuel charge: Vehicle returned with less than half (1/2) tank of gas will be charged a refuel fee.	\$20
Returning vehicle late: The department/organization using the vehicle must inform the Office of Public Safety of a late return prior to the scheduled return date or be assessed a late fee.	\$20

Section IV – Road Emergency Procedures

Accidents

Should an accident occur, a report must be filed with the police department holding local jurisdiction. Drivers must also report all accidents to the Capital University Facilities Department and Capital University Department of Public Safety (DPS) publicsafety@capital.edu or 614-236-6504 within 24 hours. Any accident involving personal injury or a vehicle requiring a tow must be reported to the Facilities Department and the Department of Public Safety immediately. Accidents not completely reported to DPS within the allotted 24-hour period will result in a deductible of up to \$1000 being applied to the organization or department for non-compliance.

Drivers that fail to contact DPS within 24 hours will lose their university driving privileges for one year. Furthermore, DPS will review the accident report to determine whether additional driving privileges should be suspended.

If driving privileges are suspended, he or she may apply for reinstatement 12 months from the date of the suspension.

Equipment Breakdowns Prior to Pick Up

Unfortunately, vehicle breakdowns are unavoidable. If a vehicle that has been reserved is unavailable due to repairs or safety issues, the coordinator will attempt to find another fleet vehicle for the group.

This may not always be possible, and the person or group may need to contact the current university provider to rent a vehicle(s).

On weekends, DPS, Athletics and the Facilities Department, have limited means to replace a vehicle that is under repair.

DPS, Athletics, or Facilities will try to move that group into another fleet vehicle that is not being used or attempt to contact and inform the affected party of the problem.

Breakdowns on the Road

If a fleet vehicle should break down off campus, the driver will notify the Department of Public Safety DPS publicsafety@capital.edu or 614-236-6666. This number is available 24 hours a day.

Public Safety will determine, in consultation with Facilities Management, and based on the location of the vehicle, the time of day, and the circumstances of the breakdown, what action shall be taken (such as towing or repairing). University fleet vehicles are not covered by a roadside service agreement.

Drivers are not authorized to have repairs made without consultation with the Department of Public Safety and Facilities Management. The university will not reimburse any driver who has unauthorized repairs made to a university vehicle. Any expense incurred for unauthorized repairs, alternate transportation or lodging is the responsibility of the individual or the department for whom he or she is driving.