



UNION COLLEGE

MOTOR VEHICLE POLICY

October 2015

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I. Scope

These guidelines and procedures are intended to ensure the safe operation of College-owned, leased or rented vehicles; ensure the safety of drivers and passengers, and to minimize losses and claims against the College. They apply to drivers (faculty, staff and students) engaged in the operation of College-owned, leased or rented motor vehicles in order to facilitate academic, administrative and student organization needs. Personal use is not allowed. The vehicles are for official college business ONLY. Official college business includes community service transportation, academic class trips/projects/internships, administrative trips, authorized student groups and intercollegiate athletics.

The motor vehicle fleet includes a variety of vehicles; including sedans, seven passenger mini vans and twelve passenger vans. The college also operates bus type vehicles (driven by transportation department staff) with the following capacities: a 33-passenger bus, a 28-passenger bus, a 20-passenger trolley and two 25-passenger buses. Fleet vehicles are available for a usage fee. Fuel and tolls are included in the usage fee. Vehicles used for out of town trips are provided with credit cards for fuel purchases. Some of the vehicles are equipped with EZ Pass for tolls.

II. Eligibility and Authorization Procedures

Except for the bus type vehicles and those operated by Facilities Services, College owned, leased or rented vehicles may be operated by Union College faculty, staff, and students (associated with a recognized student organization or an academic experience program). To meet the objectives of this document, the College reserves the right to review licenses and driving records of ALL drivers who operate College-owned or leased motor vehicles and reserves the right to deny, suspend or revoke privileges to drive a College owned, leased or rented vehicle, based upon the initial or subsequent review of the motor vehicle record of any faculty, student or staff requesting driving privileges. All persons operating college owned vehicles must:

- A. Have a valid United States driver's license for a minimum of two years.
 - Report any changes in license status to Campus Safety within one day of the change
 - If the license is revoked or suspended, operating privileges will be terminated accordingly
- B. Participate in the New York State Department of Motor Vehicles "License Event Notification System" (LENS). Enrollment in the LENS program is accomplished through Fleet Services in the Campus Safety Department.
- C. Pass the National Safety Council "Defensive Driving Course" provided by the Campus Safety Department or provide proof of passing an equivalent driving safety program. The course must be current, that is, taken within the last three years. Additionally, all persons renting twelve passenger vans must pass the "van safety training" provided by the Campus Safety Department.

- D. Students must be at least 20 years of age and obtain authorization from the Director of Student Activities or his/her designee prior to reserving a vehicle.
- Student organizations may reserve a vehicle for a College sponsored event provided that the vehicle is operated by a college provided driver.
 - Academic Experiences (internships related to courses) Students traveling off campus to satisfy course requirements must obtain authorization from the course's faculty member prior to reserving a vehicle.

III. Reserving a Fleet Vehicle

The College's motor vehicle fleet is administered by the Campus Safety Department. The number of vehicles is limited and subject to availability on a first come, first served basis for use on College business. Allow 48 hours for a response/confirmation of your request. The form can be either printed out and mailed in Campus Mail or filled in, saved and emailed.

- A. Vehicle reservations may be made by contacting Gary Olsen at Olseng@union.edu or telephoning ext.6977. To expedite the reservation process, please refer to the reservation form available on the Campus Safety web site at <http://www.union.edu/offices/safety/services/> prior to reserving a vehicle.
- B. Reserved vehicles may be picked up and returned at College Park Hall at any hour.
- C. Only persons approved to operate college owned vehicles may pick up a vehicle.

IV. Passengers

All passengers must be participating in a college business or sponsored activity or event at the time they are travelling in a College owned, leased or rented vehicle. Passengers should be limited to College staff, faculty and students, unless approved by the sponsoring department (in consultation with the College Risk Manager). All occupants must adhere to the College's motor vehicle policy (i.e. seatbelt use, no smoking)

V. Vehicle Use/ Fleet Vehicle Use

Campus Safety will take into consideration seasonal weather conditions when releasing a vehicle for use.

If the College vehicle has a mechanical failure while on a trip, the driver should contact the Campus Safety Office at 518-388-6911 for instructions. Should the driver not be able to contact Campus Safety, his/her best judgment should be used in having repairs made.

All traffic violations, citations and towing charges are the sole responsibility of the driver.

Drivers must comply with the following when using College owned, leased or rented vehicles:

- A. Operate College motor vehicles in accordance with applicable local, state, federal, and College regulations
- B. Wear the seatbelts as designed for use and require all passengers to wear them. Under NO circumstances should the number of passengers exceed the number of seatbelts provided.
- C. Not exceed the load capacity for the vehicle.
- D. Not be under the influence of controlled substances and/or alcohol at any time.
- E. Not exceed the mileage/driving time limitations for travel set by the college.
- F. Illegal controlled substances, alcoholic beverages, weapons or any other contraband are not permitted to be carried or transported in a motor vehicle.

Exceptions:

- Dining Services transporting alcoholic beverages for a Union College event;
- Campus Safety Officers transporting evidence seized in the course of their official duties, or substances used for instruction of Officers and Staff at the college.

G. Smoking is not permitted in college owned vehicles.

VI. Rental Vehicles

Departments and/or individuals authorized to rent a vehicle for/by the College is required to abide by the policies and procedures set forth in this document.

The College maintains liability and physical damage coverage that protects authorized operators of College approved outside rental vehicles from claims of third parties for damages due to bodily injury and property damage, provided the vehicle is operated for or on behalf of the College.

The coverage extends to car rentals in the U.S. and Canada; therefore, WHEN TRAVELLING WITHIN THE UNITED STATES AND CANADA, IT IS NOT NECESSARY FOR THE DEPARTMENT/INDIVIDUAL TO PURCHASE THE RENTAL COMPANY'S INSURANCE. If required by the rental car company, a certificate of insurance containing evidence of the College's non-owned and hired auto coverage is available by contacting Kelly Lussier in the Finance Office.

Fleet vehicles are subject to the following mileage/driving time guidelines:

Cars/Vans	College Bus <ul style="list-style-type: none"> • 33 passenger bus • (2) 25 passenger buses 	Outside Charter Transportation (must be college approved charter)
Can be used for destinations within 300 mile radius of Union College	Can operate within a radius of 400 miles.	Abide by charter transportation policy and DOT regulations
Driving time: A maximum of 400 miles per day and requires an overnight stay A student's driving time may not exceed 4 hours	Same day trips in excess of 250 miles require overnight stay	Charter transportation must be used for destinations outside of a 300 mile radius
* International transportation requires a charter		

VII. Use of Personal Vehicles

It is strongly recommended that faculty, staff and students NOT use personal vehicles for official College business. Whenever an individual uses his/her personal vehicle on College business, he /she is responsible for his/her own safety as well as the safety of any passengers. The College bears no responsibility for the operation or operating condition of personal vehicles. Drivers of personal vehicles are expected to comply with all applicable federal, state and local laws and the College's applicable policies and procedures for motor vehicle use.

The vehicle's owner must carry the minimum liability limits prescribed by state law. The owner's automobile policy shall be the primary insurance coverage. The owner of the vehicle is responsible for any applicable deductibles (i.e. liability or collision) and is responsible for any increase in personal automobile insurance premiums as a result of any accidents. There is no physical damage coverage through the College for personal vehicles. The Colleges reimburses the use of personal vehicles for official college business at the standard rate published by the College. The rate is intended to cover all costs associated with owning a personal vehicle, including physical damage insurance.

Claims arising from use of a personal vehicle are to be reported to the owner's insurance company. In the event of a serious accident, the Union College Campus Safety Office (518-388-6911) should be notified.

VIII. Accident Procedures

In the event of an accident, contact Union College Campus Safety at (518) 388-6911. Also, complete the accident report form located in the glove box of the rental vehicle.

- At the scene:
 - Cooperate with law enforcement
 - Do not admit fault
 - As a minimum, write down:
 - Date, time, road and weather conditions
 - Other driver's information
 - Name
 - Date of birth
 - Driver's license number and State
 - Phone number
 - Address
 - Insurance company name and policy number
 - Make/model/year of other vehicle(s)
 - Damage to other vehicle(s)
 - **Names and phone numbers of any passengers and/or witnesses**
 - **Investigating officer(s) information**
 - Name
 - Badge number
 - Phone number
 - Report number

Post-accident: Vehicle accidents may be subject to a review by the Office of Environmental Health and Safety and/or the Campus Safety Office to determine the cause and preventability of an accident. Following the review, corrective action may include suspension or revocation of driving privileges and /or required participation in a driver's training program. In addition, the responsible department or student organization may be charged up to \$500 (the College's current insurance deductible) for damages to the vehicle.

IX. Revocation of Driving Privileges

Violation of the College's motor vehicle policies may result in disciplinary action and/or suspension or revocation of driving privileges.

The following offenses may result in suspension or termination of driving privileges for those operating College owned, leased or rented vehicles and appropriate disciplinary action.

- Operating a motor vehicle without a valid driver's license.
- Failure to report the suspension or revocation of a driver's license.
- Failure to obey College and local, state and federal regulations.

- Operating a motor vehicle outside of the scope of the destination and College related activity.
- Operating a motor vehicle in a reckless or unsafe manner.
- Driving which results in intentional destruction of property.
- Failure to report an accident involving a College vehicle.
- Operating a motor vehicle while under the influence of alcohol or drugs.
- Two at fault accidents in an 18-month period while operating a College owned or lease motor vehicle.
- Returning a motor vehicle in an unsatisfactory condition.

After 18 months, the driver may apply to the Campus Safety Office for reinstatement as an approved driver. If approved, the driver must take, at his/her expense, and pass the National Safety Council Defensive Driving Course before final approval.

X. Departmental Responsibilities

All vehicle purchases and leases and sales of College owned vehicles must be processed through the College's Purchasing Department.

Departments or groups authorized to own, lease and operate a College vehicle are required to follow the procedures outlined above, in addition to the following:

- A. Ensure that the following items are in the vehicle:
 - Vehicle registration
 - Vehicle accident report
 - Insurance identification card
- B. Designate an individual within the department with the responsibility to ensure each owned or leased vehicle is properly maintained by the department
- C. Ensure that only those individuals meeting eligibility requirements are permitted to operate a College owned or leased vehicle
- D. Maintain a copy of all assigned drivers' licenses and send a copy to the Campus Safety Office
- E. Establish a key control system and maintain a log that includes:
 - Name of eligible driver
 - Trip destination and duration
 - Reason for use
 - Date and time vehicle was released to the driver
 - Date and time vehicle was returned
 - Mileage used
- F. In the event of an accident, the responsible department or group may be charged the College's insurance deductible (currently \$500) for damages to the vehicle.

XI. Golf Carts

Due to the potential dangers associated with operating a golf or utility cart, faculty, staff and students who plan to drive a golf/utility cart must:

- meet the driver requirements detailed in the Motor Vehicle Policy
- complete the Utility Cart Safety Program (UCSP) (see XII) administered by the Office of Environmental Safety and Health (EHS)
- Follow the safe operating procedures included in the UCSP

XII.



Utility Cart Safety Program (UCSP)

This program covers the operation of small utility vehicles here in are referred to as 'Utility Carts', include golf carts, turf vehicles and small rough terrain vehicles that are allowed on controlled access areas and or streets of the campus. These small utility carts are used to move people, deliver supplies, and carry tools or small equipment throughout the workplace. Operation of utility carts on sidewalks, rough terrain and limited access areas poses risk to pedestrians and therefore requires special training and responsibility to prevent incidents and potential injury. All individuals operating utility carts shall complete the required training on the responsibilities of cart operation, including manufacture specific machine instructions, restricted access areas fueling and charging instructions. Each department or area utilizing utility carts on be half of Union College will administer training. Other low speed vehicles, capable of exceeding 25 mph, must be primarily operated over roadways and not on sidewalks or in controlled access areas when possible.

Environmental Health & Safety is responsible for:

1. Developing and administering the UCSP
2. Provide compliance support to affected departments.
3. Review and update training material when necessary

Union College Campus Safety Department is responsible for:

1. Performing validation of driver license for cart operators.
2. Enforcing all applicable vehicle statutes within this program.
3. Notifying department heads or representative of vehicle misuse, acts of unsafe operation, recklessness or dangerous driving

Departments Heads or Representatives are responsible for:

1. Completing and forwarding the Driving Record Release form (attachment A) for each operator to Campus Safety.
2. Assuring that prior to operating a utility cart, each individual has received training in Utility Cart Safe Operating Procedures (attachment B) including:
 - A. Specific machine operational instruction
 - B. Restricted access areas
 - C. Proper fueling/charging and storage.
3. Assuring that each utility cart owned, leased, or operated by their department is in good working condition prior to use on college property.

Operators of utility carts are responsible for:

1. Following the Utility Cart Safe Operating Procedures outlined in Attachment B
2. Acknowledging responsibility and accountability for compliance by completing the UCSP Driving Records Release Form as shown in Attachment A
3. Having a valid driver's license
4. Receiving cart specific operational instruction prior to operating the cart
5. Understanding their responsibilities and requirements under the UCSP

Utility Cart Safe Operating Procedures
Attachment A
Driver's Record Release

Name: _____
(please print clearly)

Please photocopy your license in the space to the right. Please insure that your photograph and printed information can be read clearly. Thank you.

In accordance with the Union College policy on the operation of vehicles either owned or leased by the College, I warrant that I possess a valid driver's license (ie, is not currently revoked or suspended) and will promptly notify Campus Safety should my driver's license be revoked or suspended and I agree to participant in the NYS DMV License Event Notification System (LENS). I further state that I do not have any physical or medical condition that would impair my ability to operate a motor vehicle. Additionally, I agree to do the following while operating a motor vehicle for Union College:

1. Visually inspect the vehicle prior to operation;
2. Ensure that the number of occupants does not exceed the capacity of the vehicle;
3. Ensure that all occupants are wearing a seatbelt (if provided) while the vehicle is being operated;
4. Ensure that no alcoholic beverages are allowed in the vehicle at any time;
5. Ensure that the amount of time a driver actually drives does not exceed 8 hours and the total hours for the day do not exceed 14 hours.

Signature: _____ Date: _____

Utility Cart Safe Operating Procedures

Attachment B

1. Utility cart **MUST YELD** to pedestrians at all times. Pedestrians have the right-of-way.
2. Utility carts shall be operated in compliance with the common "rules of the road".
3. Utility carts shall only be operated on college premises or surrounding area.
4. When crossing or temporarily operating on surrounding roadways, stay to the right to avoid impeding vehicular traffic and follow all traffic rules.
5. Utility carts must be parked and/or operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
6. When the cart is to be left unattended, turn the key to "off" position. Remove the key and lock the brake.
7. Operators of utility vehicles, which are not equipped with turn indicators, must use appropriate hand signals.
8. Check the area behind the vehicle before backing up.
9. Follow posted campus speed limits
10. Avoid walkways when possible. If it is necessary to drive on the sidewalk or in congested operators may not exceed a maxim speed of 5 mph.
11. Take special care while driving utility carts through parking lots.
12. Operate or park utility carts only on hard surfaces unless the vehicle is specifically designed for unpaved areas.
13. Do not park utility carts within 20 feet of the entrance or exit of any building, except at loading docks.
14. All occupants in the cart shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion.
15. One person per seat (two per bench seat), and must remain seated at all times while cart is in motion.
16. Follow manufacturer load ratings for utility carts equipped with a back carriage.
17. Employees shall not operate utility carts owned by other departments unless authorized.
18. All accidents involving utility carts shall be reported immediately to the department head or representative, Campus Safety, and EH&S.
19. Failure to obey the rules of this program could result in the termination, revocation, or limitation of operator privileges.