

DAVIDSON COLLEGE VEHICLE FLEET POLICY COLLEGE OWNED VEHICLES

Overview

As a driver of a College vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following.

Definitions

Fleet Administrator shall refer to the Director of Physical Plant, authorized by the College President and the Board of Trustees of Davidson College to buy and sell motor vehicles on the College's behalf.

Davidson College Motorpool shall refer to the department in Physical Plant responsible for acquisition, liquidation, maintenance, assignment, and policies of use for all vehicles of Davidson College.

Departmentally Assigned Vehicle shall refer to vehicles assigned and dedicated to a specific College department for the business of that department.

Daily Rental Vehicle shall refer to a vehicle in a central pool, available for use on a daily rental basis.

Authorized Driver shall refer to persons granted permission to drive a College owned vehicle by the Davidson College Motorpool. A list of Authorized drivers will be maintained by the Motorpool.

Authorized Driver Qualifications

Driver qualifications are as follows:

1. Authorized College employee and currently enrolled students.
2. Must be at least 18 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.
5. Will not qualify for a College vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling or use of drugs.
 - Has automobile insurance canceled, declined or not renewed by a company.
 - Been convicted of an alcohol- or drug-related offense while driving.

- Had driver's license suspended or revoked.
- Been convicted of three or more speeding violations or one or more other serious violations.
- Been involved in two or more chargeable accidents.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the College vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

High Occupancy Drivers Certification

Drivers planning to use HOVs (High Occupancy Vehicles) vehicles to transport 7 or more passengers are required to complete a classroom training session and demonstrate behind the wheel proficiency before being authorized to drive HOVs vehicles. Call Public Safety (ext 2178) to schedule a time for training.

Personal Use

Departmentally assigned vehicles are provided primarily for business purposes; however, occasional personal use is permitted with the authorization of the Fleet Administrator. The privilege of personal use may be withdrawn at any time without notice by the College. Personal Use is not permitted in the vehicles of the College Daily Rental Vehicles.

The following rules apply to personal use of College vehicles:

- Only authorized employee may drive.
- The College vehicle may only be used for incidental trips within 25 miles of home.
- Personal trailers, including boat and recreational vehicles, are not to be pulled.
- College vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to police and your supervisor.
- Personal Mileage must be recorded and reported to the Office of Business Services on a yearly basis, as a record of taxable benefit.

Any exceptions to these rules requires advance, written approval by the Fleet Administrator. Violation of these rules may result in disciplinary action under the Davidson College Employee Guide.

Maintenance

Authorized drivers are required to properly maintain their College vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual. This service should be scheduled by making an appointment with the Motor Pool Mechanic at ext. 2901.

Vehicle repairs or service in excess of \$50 must have prior approval by the Motor Pool Mechanic ext. 2901.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The College will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the College Motorpool office at ext. 2595 within 24 hours. This requirement applies to violations involving the use of any vehicle (College, personal or other) while on College business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status as well and are subject to review.

Accidents Involving College Vehicles

In the event of an accident:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Call the police if injury to others is involved. You may want to call police even if there are no injuries.
- Complete the accident report in your vehicle.
- Turn all information over to the College Insurance office ext. 2743 with in 24 hours.

Thefts

In the event of the theft of a College vehicle, notify local police immediately, and the College Motorpool Office at ext 2595.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the College vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver only.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a College vehicle to the College Insurance office at ext. 2734.

Failure to comply with any of these responsibilities will result in disciplinary action.

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for College business.

Name (printed) _____
Signature _____ Today's date _____