



**Please drive safely.  
Your safety and the safety of others  
may depend on it.**

**For College employees and students, and non-professional drivers transporting students on behalf of the College:**

Age and experience, one-day versus multi-day trips, type of vehicle, driving conditions, time of day/night, hours “on the road” (not only hours driving), medications, and even recent sleep habits all play a part in personal limits. Therefore, consideration should be given to all factors that might impact safe travel.

**For professional drivers, not College employees or students:** Professional drivers must comply with federal CDL requirements for drivers of passenger carrying vehicles. For example, bus drivers carrying athletic teams must comply with federal CDL requirements.

# Messiah College

## Driving Policy

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## All drivers must:

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- Have a current license;
- Have current insurance if using their own vehicle or rental vehicle;
- Wear a seatbelt and ensure that all passengers wear seatbelts.
- Follow all driving laws, including speed limits.

*In addition, if driving a College vehicle:*

- Have successfully completed the Department of Safety's online Safe Driving Program;
- Have an approved driver status with the College;
- Have successfully passed the 15-passenger van test if this is the vehicle being used.

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## Lone drivers:

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- Take a 15-minute break at least every 3 hours.
- **For faculty/staff** traveling alone, 500 miles or 11 hours should be considered the travel limit for one day. A rest of 10 consecutive hours is required.
- **For students** traveling alone, 300 miles or 7 hours should be considered the travel limit for one day. A rest of 10 consecutive hours is required.

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## For multiple drivers sharing in the driving responsibilities, **if at least one driver is a faculty/staff member:**

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- A 15-minute break should be taken at least every 3 hours for all drivers/occupants of vehicle; travel must cease during these breaks.
- **Total drive time of any faculty/staff driver** should not exceed 11 hours in a day.
- **Total drive time of any student driver** should not exceed 7 hours in a day.
- **Total travel time with breaks of all drivers combined** should not exceed 16 hours before travel ceases and a rest of 10 consecutive hours is required for all drivers/occupants of vehicle.

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## For multiple drivers sharing in the driving responsibilities, **if all drivers are students:**

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- A 15-minute break should be taken at least every 3 hours for all drivers/occupants of vehicle; travel must cease during these breaks.
- **Total drive time of any individual driver** should not exceed 7 hours in a day.
- **Total travel time with breaks of all drivers combined** should not exceed 14 hours before travel ceases and a rest of 10 consecutive hours is required for all drivers/occupants of vehicle.

*NOTE: Drive time is the time an individual is actually the driver of the vehicle. Travel time includes time in the vehicle as a passenger but does not include breaks.*