

Messiah College  
**Fleet Services Program Administration & Vehicle Use  
Policy and Procedure**

*Policy:* It is the policy of Messiah College to establish a protocol for the use of fleet vehicles.

*Objectives:* To provide concise guidelines for the use of college fleet vehicles, and to clearly state the college's expectations for the safe handling and operation of those vehicles by authorized drivers.

*Equipment:* College Fleet vehicles.

*Responsibility:* Fleet Services Administrative Working Group

*Procedure:* The purpose of this policy is to provide a written reference and resource for the usage of college fleet vehicles by the campus community.

### **Program Administration**

The Messiah College Fleet Services program is administered primarily by the Department of Facility Services, with general day-to-day operations being overseen by the Manager of Grounds Services. In addition, an administrative working group under the direction of the Risk Management Safety Advisory Committee assists with policy development, implementation, and overall enforcement of written vehicle and driver policies.

The Fleet Services Administrative Working Group (FSAWG) consists of the following personnel:

- Vice President for Operations
- Executive Assistant to the Vice President for Operations
- Campus Administrator – Philadelphia Campus
- College Counsel
- College Vehicle Insurance Carrier (Ad hoc)
- Director of Conference & Event Services
- Director of Disability Services
- Director of Facilities Services
- Director of Human Resources
- Director of Safety & Dispatch Services
- Manager of Environmental Health & Safety

Manager of Grounds Services  
Fleet Services Mechanic  
College Receptionist  
Administrative Assistant for Facilities Services  
Supervisor of Safety Training (serves as FSAWG communications coordinator)

FSAWG meets as needed in order to review vehicle incidents and driver related issues. Upon the completion of such a review, FSAWG will issue a ruling based upon the known facts and merits of a particular incident or issue. FSAWG rulings are completely autonomous and independent of all other disciplinary based outcome decisions within the campus community. FSAWG has final authority and jurisdiction in all incidents related to the use of college fleet vehicles.

## **Definitions**

For the purpose of this policy, the terms college fleet vehicle or college vehicle refers to any vehicle owned or leased by the college to fulfill its daily operational objectives.

## **Vehicle Policy**

Messiah College owns and operates a substantial fleet of vehicles, some of which are specifically assigned to various departments (and/or individuals within those departments) in order to conduct the daily business of the college. Messiah College also provides a fleet of passenger vehicles (cars, mini vans, and 15 passenger vans) on a priority basis for use by college persons, groups, or organizations as a part of official institutional or organizational outreach activities. In all instances only those pre-approved persons are permitted to drive a college fleet vehicle. Rare instances of emergency authorization may be handled by any member of FSAWG.

Additionally, this policy requires all college activities and business that require a vehicle for trips within driving distance, to use a college vehicle. If a trip is within a 30-mile radius and the person chooses to use their personal vehicle, they can be reimbursed for mileage. Also, the college travel policy allows employees to be reimbursed to drive their personal vehicle to an airport. Reimbursement for personal vehicle mileage for trips outside a 30-mile radius will take place only if there is not a college vehicle available or an exception is granted. A reservation form indicating non-availability must accompany any request for reimbursement. Instances of exceptions are handled by the appropriate supervisor/manager, or director/administrator. College vehicle insurance will **not** cover any damage that may occur while using a personal vehicle.

FSAWG works very closely with the Messiah College insurance provider to make sure the concerns of the industry are integrated into all aspects of the application, approval, and driving processes. Messiah College makes every effort to address safety and safe driving practices by the users of all college fleet vehicles. Additional questions about this policy should be referred to FSAWG.

## **15 Passenger Vans – Prohibition for Transporting Minors**

Messiah College owned or leased 15 passenger vans shall not be used at any time to transport minors of the age of pre-primary, primary, or secondary school students.

Adopted: Messiah College Administration 5/17/2007

## **15 Passenger Vans – Prohibition for Towing Trailers**

The towing of trailers behind college owned or leased 15 passenger van is **prohibited**. However, exceptions are granted to this directive for specific college sponsored group educational or outreach purposes, or on a case-by-case basis with approval from the Manager of Grounds Services. Towing Exception forms must be submitted at least 4 weeks in advance of the scheduled need, and are available from the Department of Safety.

## **Cell Phone Usage**

There are presently no local laws or regulations in place to prohibit the use of cell phones while operating a motor vehicle. However, to avoid distraction and remain attentive to the roadway, the use of cell phones while driving a college fleet vehicle is strongly **discouraged**.

## **Safe Driving Program**

The Department of Safety implemented a new mandatory Safe Driving Program for all student drivers during the fall semester of 2006. In August 2007, the program was expanded to include all new college employees seeking approval to drive fleet vehicles or those current employees not previously approved to drive. The purpose of this ongoing program is to present relevant safe driving practices for all persons who operate a college owned or leased vehicle. Through this effort we shall attempt to reduce the number of incidents involving vehicular damage or accidents. Thus, the bottom line impact of this program may result in a significant reduction in insurance claims and secondarily reduce operational insurance premiums.

This program will consist of a one hour mandatory classroom training session that will focus on reducing vehicular incidents by emphasizing overall driver safety. Drivers only need to attend the Safe Driving Program on one occasion, with exception to those who may be required to attend additional sessions.

## **Driver Requirements and International/Foreign Driver's Licenses**

Each driver **must possess and carry** a valid state or international/foreign driver's license on their person when operating any college fleet vehicle. Messiah College has adopted the Pennsylvania Department of Transportation protocol as it relates to persons with international drivers licenses requesting approval to drive college owned/leased fleet vehicles. Persons, who meet the criteria listed below and are

subsequently approved to drive college fleet vehicles, are covered for insurance purposes under the college's vehicle insurance carrier. Applications submitted by individuals holding international/foreign drivers licenses may require additional time for processing by FSAWG.

Pennsylvania honors a valid foreign driver's license with an international driving permit for a period of up to one year. If the foreign license and/or international permit expires before one year, the individual must apply for a Pennsylvania learner's permit to continue to drive in this state.

For additional information, please visit [www.dmv.state.pa.us](http://www.dmv.state.pa.us)

Drivers and occupants of any college fleet vehicle must provide upon request (by a law enforcement agent or officer from the Messiah College Department of Safety) all documentation needed to help establish those persons identities, to verify the driver has a valid operating license, and to establish ownership of the vehicle and proof of insurance.

### **Seat Belt Law**

It is a law in Pennsylvania, in accordance with Section 4581 of the Vehicle Code (Title 75) that all drivers and front seat passengers in automobiles, light trucks and motor homes must wear seat belts. Drivers are required by law to secure all children under age 18 in the proper restraint system when riding anywhere in the vehicle. Though it is not the law, it is strongly recommended that passengers age 18 and older riding in the back seat of a vehicle wear seat belts as well. For all drivers under the age of 18, the number of passengers may not exceed the number of seatbelts in the vehicle. **It is Messiah College policy that all drivers and passengers must wear seat belts at all times.**

Source: PA Driver's Manual, page 65. For additional information, please visit [www.dmv.state.pa.us](http://www.dmv.state.pa.us)

### **Child Restraint Law**

It is a law in Pennsylvania, in accordance with Section 4581 of the Vehicle Code (Title 75) that children under 4 years of age be fastened in a child passenger restraint system anywhere in the vehicle. Children ages 4 through and including age 7 are required to be in an appropriately fitting child booster seat anywhere in the vehicle. Children age 8 to 18 are required to be in a seat belt when riding anywhere in the vehicle. It is recommended that children 12 and under ride properly restrained in the back seat. **It is Messiah College policy that all children transported in a college vehicle must be restrained in an age appropriate child passenger restraint system at all times.**

Source: PA Driver's Manual, page 65. For additional information, please visit [www.dmv.state.pa.us](http://www.dmv.state.pa.us)

### **Air Bag Safety Information**

Airbags are supplemental protection devices. Lap and shoulder belts must be worn to provide the best protection. Always wear the seat belt snugly across your hips and the shoulder strap across your chest away from your neck. Infants in rear facing child safety

seats should never ride in the front seat of a vehicle with a passenger side air bag. **It is Messiah College policy that all children 12 and under transported in a college vehicle must be restrained in an age appropriate child passenger restraint system in the rear seat(s).**

Source: PA Driver's Manual, page 66. For additional information, please visit [www.dmv.state.pa.us](http://www.dmv.state.pa.us)

### **Motor Vehicle Record (MVR) Checks**

Motor Vehicle Record checks are conducted by our insurance carrier upon any person who is being considered for approval to drive a college vehicle. They also reserve the right to randomly conduct MVR checks upon currently approved drivers to insure compliance with all guidelines and policies related to the use of any fleet vehicle.

FSAWG may also require a driver to submit to an MVR check after an accident or incident involving a college fleet vehicle.

Drivers will be required to sign a release form authorizing FSAWG and/or the insurance carrier to review their MVR. Pending the review of the MVR and/or completion of an investigation by FSAWG, a driver may be reinstated, disqualified or suspended for a specific period of time, or notified of the permanent revocation of driving privileges.

### **Emergency Authorization**

Emergency verbal authorizations may be granted to allow a person without prior approval to operate a college vehicle. Instances of emergency authorizations are very rare, but may be granted by any member of FSAWG.

### **Important Driver Considerations**

1. If a currently approved driver is notified by PennDOT that their license has been suspended or revoked for any reason, then that driver is required to immediately report that information to FSAWG. Failure to disclose this information to FSAWG in a timely fashion may result in a lengthened suspension or the permanent revocation of driving privileges.
2. Applicants having two or more moving/speeding violations in any calendar year, or a combined total of three or more violations in the past three year period may be disqualified.
3. Applicants having more than one citable traffic accident in the previous three-year period, or those who have multiple instances of citable accidents and offenses may result in the disqualification of the application by FSAWG.
4. Failure to include all relevant driver record information on the application from the past three years may result in the disqualification of the application by FSAWG.
5. An arrest and subsequent conviction for DUI, DWI, underage drinking, reckless

driving involving serious injury or death, or other serious offenses committed either on or off campus **shall result in the permanent revocation of driving privileges.**

6. Pending the completion of an investigation by FSAWG, a driver may be reinstated, suspended for an additional period of time, or notified of the permanent revocation of their college fleet driving privileges.

### **Appeal Process**

1. Persons notified of disqualification, suspension, or revocation may only appeal the decision in writing within 30 days from the official date of the final ruling by FSAWG.

2. Written appeals shall only be considered by FSAWG after the minimum suspension period of fourteen business days has been served. The written appeal shall include any substantiating information to show "just cause" for the reinstatement of a persons driving privileges. Written affidavits of corroborating support may also be submitted by other community members directly to FSAWG on behalf of the person and in consideration of their possible reinstatement of driving privileges.

3. Appeals and Affidavits should be addressed to:

Fleet Services Administrative Working Group (FSAWG) - Appeals  
c/o Messiah College Department of Safety  
One College Ave.  
PO Box 3026  
Grantham, PA 17027

Attention: Supervisor of Safety Training

4. FSAWG will review appeal notices and affidavits, and then issue a final ruling.

### **Vehicle Mechanical Problems/Breakdowns**

Contact the Department of Safety Dispatch Services office at 717-691-6005. Also, refer to the Fleet Vehicle Off Campus Breakdown and Accident Policy and Procedure.

### **Traffic Violations or Parking Citations**

Drivers are personally responsible for paying the cost of all fines (including court costs) for traffic violations and parking citations, which may also include fees associated with the towing and/or storage of an illegally parked college owned/leased fleet vehicle.

### **EZ Pass Violations**

Drivers are personally responsible for paying the cost of all fees (basic charge is the highest fee for traveling the entire length of the Turnpike, plus an additional \$25 administrative fee) associated with EZ Pass violations.

## Leased Vehicles

Leased vehicles are to be used only when college fleet vehicles are not available. It is very important that all contracts to lease a vehicle be reviewed carefully. Any driver of a leased vehicle must also be a currently approved driver for college fleet vehicles. Also, a 15 passenger van test is required for those leasing this type of vehicle. Drivers must also abide by any age requirements as set forth by the leasing agency. Vehicles should be leased in the name of both the driver and Messiah College. Payment for the transaction must be done using a Messiah College VISA purchasing card. The college's insurance company will not cover losses, if this policy is not followed. Recommendations for leasing companies can be obtained by calling Purchasing.

## Vehicle Damage and/or Accidents

1. It is extremely important for all drivers of college passenger vehicles to complete the pre-trip and post-trip vehicle inspections located on the yellow portion of the vehicle invoice form. Damage that is not consistent with normal wear (i.e. small scratches, stone chips, and etc.) should be noted on this form. If not previously reported, drivers should inform the Dispatch Services office of any damage prior to leaving or upon returning to campus.
2. Any physical damage to the vehicle or its mechanical systems that could potentially or adversely effect the safe operation of the college vehicle should immediately be reported to Dispatch Services.
3. Instances of damage to departmental vehicles should first be reported to the appropriate supervisor, manager/director. They in turn should notify the Department of Safety to complete appropriate documentation and take associated pictures for submission to the VP of Operations office.
4. All instances of passenger vehicle damage occurring off campus should be immediately reported to the Dispatch Services office at 717-691-6005.
5. **All accidents**, regardless of the severity in nature, **must** be immediately reported to the Department of Safety Dispatch Services office at 717-691-6005. Accidents involving serious vehicle damage or injuries will also prompt secondary notification by Dispatch Services to the appropriate campus administrators.
6. Messiah College has placed "Drivers Safety Kits" in all college owned fleet vehicles. The kit consists of a cardboard pamphlet holder (contains pamphlets entitled; Accident Report, Defensive Driving, Driving Tips, and Stopping Distance) and a 27 exposure disposable camera. Fleet drivers involved in accidents are required to obtain and complete in its entirety the Accident Report pamphlet and to use the disposable camera to take pictures of all vehicles and property prior to leaving the accident scene.  
New: Summer 2007
7. Driver approval (faculty, staff, student, or other) may be **suspended** following an accident for a **minimum period of 14 business days** (may be extended by FSAWG)

after the incident in order for an investigation to be completed by the Department of Safety.

8. Accidents determined to be attributable to the driver (as the direct result of recklessness, negligence, carelessness, or who openly displays a total disregard for the safe operation of the vehicle and its occupants) shall result in the **suspension** of driving privileges pending further investigation by FSAWG. As a result of such actions, the driver may also be held financially responsible to reimburse Messiah College for all associated costs for damages attributable to the incident.

9. Pending the completion of an investigation by FSAWG, a driver may be reinstated, suspended, or notified of the permanent revocation of all driving privileges.

### **Reserving a Fleet Vehicle**

Fleet passenger vehicle reservations are coordinated and scheduled through the college Receptionist office in the Eisenhower Campus Center (717-766-2511 or Ext. 0 on campus). Reservation forms may be picked up in person at the Receptionist office, or are available on-line within the "Forms" channel of the MCSquare web page. If the requested vehicle is available, then the Receptionist will confirm the reservation via email. If no vehicles are available, then you will be notified of this fact in order to make other arrangements. At that point, you can choose to take a personal vehicle and be reimbursed for mileage at the current rate or lease a vehicle according to the specified guidelines. If you use your personal vehicle, then a reservation form indicating non-availability needs to be obtained from the Receptionist prior to the trip for reimbursement processing afterwards.

In order to assure a high level of customer satisfaction on a consistent basis, it is important for each user of college fleet vehicles to use the following guidelines:

1. Make reservations as far in advance as possible.
2. Pick up vehicle keys, a vehicle invoice/inspection form, fleet fuel card with fueling instructions, from the Receptionist or Dispatch Services office in the Eisenhower Campus Center. Remember to complete the pre-trip vehicle inspection and record the starting mileage on the invoice form.
3. Fleet passenger vehicles must be picked up from the designated parking area located at the Lenhart Maintenance Building.
4. Fleet fuel cards, including procedural instructions, are issued to drivers when obtaining the vehicle keys and invoice form. Since fleet fueling operations are no longer available on campus, all vehicles must be refueled before returning to campus. The general "rule of thumb" is to refuel vehicles, if the fuel gauge displays  $\frac{3}{4}$  tank or less. This common courtesy will help us to ensure that vehicles are adequately fueled for the next scheduled use.
5. Please understand that fleet vehicles are scheduled with specific departure and

return times. So, under normal circumstances it's very important for all fleet vehicle users to courteously return the vehicle promptly as scheduled to the designated parking area located at the Lenhart Maintenance Building. If at any time you are **overdue** for your originally scheduled return time to campus, then **you must immediately notify the Receptionist (717-766-2511) or Dispatch Services office (717-691-6005)**. Failure to extend this common courtesy may result in creating an extreme transportation hardship for other drivers and groups.

6. Make sure the vehicle is cleaned out of trash and any personal belongings. Windshield wipers, internal and external lights should be turned off, and verify that all windows are closed.

7. Remember to complete the post-trip vehicle inspection and record the ending mileage on the invoice form. Return keys, vehicle invoice/inspection form, and fuel cards with receipts to the Receptionist or Dispatch Services office **as soon as possible after the vehicle is returned to campus**. Additionally, if not previously reported, then communicate verbally any damage or other mechanical problems at this time.

### **Approved Driver Status**

All persons desiring to drive a fleet vehicle or any specifically assigned department vehicle must first submit an application for approved driver status to the Department of Safety. Applications can be obtained in person at the Receptionist or Dispatch Services window in the Eisenhower Campus Center, or on-line by downloading the form from the MCSquare web page.

1. **Application for Approved Driver Status** (For Students, Grantham Church, and others)  
Applications for new approval are accepted at any time. Renewal applications are required annually prior to 9/30 of each calendar year for those wanting to remain on the approved drivers list.

2. **Employee – Application for Approved Driver Status** (Faculty & Staff)  
Applications for new approval are accepted at any time, and driver approvals remain valid for the duration of employment with the college.

### **Application Processing**

1. The Department of Safety is currently the entity responsible for maintaining and approving all driver applications, including the regular updating of the approved drivers list.

2. Completed application forms can be dropped off at the Receptionist or Dispatch Services window in the Eisenhower Campus Center, or mailed directly to the Department of Safety @ Box 3026.

3. All drivers must possess and maintain a valid state or international driver's license. A photocopy of each applicant's driver's license **must** be attached to the application in order for it to be processed in a timely manner.

4. The processing of applications by the Department of Safety may take several days. So, it's very important for applicants to submit their applications **at least 48 hours in advance** of any anticipated need to drive. Failure to submit an application and/or gain approval well in advance of a scheduled need does not constitute an emergency, and you will have to make other arrangements for an approved driver or possibly use a different vehicle.

5. Upon review and approval of the application, all drivers will be issued an Approved Drivers Certificate. The certificate indicates the type of vehicle(s) each driver is approved to drive, including specialized or departmental vehicles. If applicable, please note the expiration date on the certificate and submit a renewal application prior to that date.

6. Disqualified driver applicants will be notified of that decision by FSAWG. Additional documentation and/or investigation may be required before an application is accepted for processing, and only if there are no other known mitigating factors to prevent processing.

### **Approval to Drive Cars or Mini Vans**

1. Persons desiring to drive a college car or mini van must submit an application in accordance with the prescribed instructions listed previously within this program.

2. At the present time there are no driver competency test requirements for cars or mini vans.

### **Approval to Drive 15 Passenger Vans**

The Department of Safety is responsible for providing 15 passenger van driver competency testing, which is coordinated and scheduled with the Supervisor of Safety Training. This responsibility may also be extended by FSAWG to other college staff in order to facilitate the overall functionality and objectives of the program.

1. The purpose of 15 passenger van testing is to facilitate operational awareness related to the safe operation of large capacity passenger vehicles including other high profile college vehicles (i.e. service vehicles, delivery vehicles, etc.), safe vehicle handling under normal driving conditions, driver familiarization of vehicle systems, and an opportunity for designated college personnel to observe an applicants ability to drive the vehicle in a safe manner

2. Persons desiring to drive a college 15 passenger van (or other high profile vehicle) must submit an application in accordance with the prescribed instructions listed previously within this program.

3. Upon review of the application to ensure program compliance, then the applicants name is forwarded to the appropriate van testing instructor.

4. Persons desiring to drive a 15 passenger van (or other designated high profile vehicles) are required to participate in the 15 passenger van driver competency testing program. Van testing is always conducted in a 15 passenger van, and other specific departmental vehicle familiarization is handled by the appropriate department management staff.

5. Persons only need to successfully complete the 15 passenger van test on one occasion, with exception to those who may be required to retest as the result of an accident or other administrative action.

6. Upon successful completion of the 15 passenger van test, drivers qualify for approval to operate any college fleet vehicle including cars and mini vans. Applicants' names are then placed on the approved drivers list. Student and other drivers are then issued an approved drivers certificate, which is valid and renewable on an annual basis. Employee approvals remain valid for the duration of employment with the college.

### **15 Passenger Van with tandem Trailer - Tow Testing**

The Department of Safety is the primary entity responsible for providing 15 passenger van with tandem trailer (canoe) tow testing. This responsibility may also be extended by FSAWG to other college staff in order to facilitate the overall functionality and objectives of this testing program. Drivers, who successfully complete the tow testing program, are the only persons approved and authorized to operate 15 passenger vans while towing a tandem trailer.

### **Approval to Drive Wheelchair Accessible Mini Van**

The Department of Safety is responsible for providing driver training and familiarization with the college fleet wheelchair accessible mini van. Drivers are required to participate in this program prior to actually transporting a wheelchair passenger. The program is designed to familiarize drivers and wheelchair passengers with the safe operation of the vehicle, which includes instruction on the vehicle controls, safe entry and egress, and the proper use of safety restraint systems.

1. Persons desiring to drive the wheelchair accessible mini van must already be approved to drive college fleet vehicles (at a minimum cars and mini vans).

2. Persons desiring such approval may contact the Department of Safety to schedule driver training for the wheelchair accessible mini van.

3. Upon successful completion of the driver training program, drivers are then authorized to transport wheelchair passengers. Drivers only need to successfully complete the wheelchair accessible mini van training program on one occasion and may renew this authorization annually.

4. For additional guidelines regarding the use of this vehicle, please refer to the “Use and Training Requirements for Wheelchair Accessible Mini-Vans” located in the addendum section of this policy.

Program Note:

This policy, as originally adopted by the Messiah College Risk Management Safety Advisory Committee dated 9/12/2006, replaces all previous drafts and policies relating to the administration and operation of the Messiah College fleet vehicle service program. This policy is maintained by the Department of Safety.

Approved  Reviewed  Revised \_\_\_\_\_ 08/23/07

Kathrynne Shafer, Vice President for Operations

\_\_\_\_\_ 08/23/07

Lisa Snyder, Executive Assistant to the Vice President for Operations

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Cindy Burger, Director of Safety & Dispatch Services

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Kathy Gates, College Receptionist

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Michele Thomas, Administrative Assistant for Facility  
Services

\_\_\_\_\_ 08/23/07  
Norman Benson, Supervisor of Safety Training

**Note - The signed copy of this procedure is filed in the department that originated it.**