**Introduction:** Messiah College provides fleet vehicles for use by students, staff, and faculty for College related activities and business. The Department of Building and Property Services manages the fleet vehicles. Questions about this policy should be referred to the Director of Facilities and Conference Services. Appeals for exception to the administration of this policy should be directed to the respective Budget Director, who will work with the Director of Facilities and Conference Services on a solution. Building and Property Services also works very closely with the Messiah College insurance provider to make sure the concerns of the industry are met and that Messiah College makes every effort to address safety and safe driving practices by the users of the college fleet.

Policy requires all college activities and business that require a vehicle for trips within driving distance, to use college vehicles. 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. College insurance will not cover any damage that may occur in a personal vehicle.

The department makes vendor arrangements for wheelchair accessible vans and other special transportation needs for college business.

**Driver responsibilities:** In order to be approved to drive a college fleet vehicle an individual should meet the following criteria: 1) be an active student, or college employee, 2) carry a valid drivers license, and 3) have no more than two driving violations or one traffic accident in the past three-year period. Further cause for loss of driving privileges would include an arrest and conviction for substance abuse or DUI, reckless driving, or other offenses that should cause the college or insurance provider to question whether the driver should be operating a college vehicle.

Additionally, students are required to apply for driving privileges in either the car or van category. Application for this approval may be requested at the reception desk at Eisenhower Campus Center. Student applications for 15-passenger van approval will require a road test, conducted by a Department of Safety Officer.

An instruction and review procedure for 15-passenger vans is recommended for faculty and staff and can be scheduled by calling the Department of Safety.

Motor Vehicle Record checks, by our insurance company, may be conducted on students, staff, and faculty on a routine basis or if warranted by circumstances. Drivers will be required to sign a release for the college to check these records.

Our insurance provider does not allow operation of college vehicles by spouses, friends, or children who are not enrolled or employed by the college. Applications by individuals holding foreign drivers licenses with international permits will be reviewed by the Director of Facilities and Conference Services for approval.
Drivers of college vehicles are required to carry their current, valid driver’s license and any van/car approval cards with them at all times when operating college vehicles.

**Annual Reporting:** Once each year, approved college fleet drivers will be asked to complete a standardized form, updating their individual driving records to satisfy the college insurance providers requests. All traffic violations or accidents applied to individual motor vehicle records should be reported on these forms. Drivers are responsible for paying costs of all fines assessed for traffic violations. Additionally, approved drivers must verify that there has been no significant change in their driver record when they reserve a vehicle.

**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 should meet the criteria for approved drivers of Messiah College. They must also abide by any age requirements as set forth by the rental agency. Leased vehicles should be leased in the name of Messiah College and payment for the transaction must be done, using the Messiah College VISA purchase card. If you are required to place your individual name on the lease, make sure Messiah College is also included. The College’s insurance company will not cover losses if this policy is not followed. Recommendations for leasing companies can be obtained by calling the Secretary to Grounds Services.

**Using College fleet vehicles:** Reservation of a fleet vehicle is to be made by contacting the receptionist at Eisenhower Campus Center. A reservation form should be completed. The receptionist will schedule a vehicle and return information to you. You will be notified if there are no vehicles available. At that point, you can choose to take a personal vehicle and be reimbursed for mileage at the current rate or lease a vehicle using the above guidelines. If you use your personal vehicle a reservation form indicating non-availability needs to be obtained from the receptionist prior to the trip for reimbursement processing.

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 management procedures:

Make reservations as far in advance as possible using the above guidelines.

Pick up keys, inspection ticket, any gas credit cards, and invoice form from the receptionist and return the same to the Eisenhower at the completion of the trip.

Return the vehicle promptly to the designated parking area at the Fleet Service Garage at the Lenhart building.

Complete the paperwork properly, especially the pre and post trip inspection of the vehicles.

Check the glove box quick reference material. A first aid kit should be in the car. An accident reporting brochure should be available. The fuel level should be checked. Fuel cards and emergency phones are available for longer trips.

When returning the fleet vehicle to the parking areas of Fleet Services, make sure the vehicle is cleaned out of trash and personal belongings. Windshield wipers and any internal and external lights should be turned off and all windows closed. Any damage or problems with the vehicle should be noted on the inspection card and communicated verbally to the receptionist at Eisenhower Campus Center when keys and other paperwork are turned in.
**Accidents:** If an accident should occur during your trip, follow all the steps outlined on the accident reporting form in the glove box. The Messiah College Department of Safety must also be notified of all damage to fleet vehicles, no matter how minor. Follow up and claims submission for vehicle damage is done by the Department of Building and Property Services as soon as possible following damage. It is very important that as much information as possible be collected and passed on to the Department of Safety by the driver of the fleet vehicle. Appropriate discussions and Motor Vehicle Record checks will follow such events.

**Safe driving:** It is important for all College fleet vehicle users to practice safe driving practices during each trip. The following are some recommended safe practices:

Plan and prepare for the trip by putting directions on paper and reviewing them prior to leaving. If there is more than one vehicle, make sure all drivers know the plan and have directions in hand.

Set the departure time to allow for plenty of time to get to the destination without exceeding the posted speed limits or violating traffic signs and signals.

Have passengers use seat belts at all times.

When driving 15-passenger vans, be aware that more stopping distance is needed and speed should be reduced while turning to avoid roll-over. Gearing down for long hills is strongly recommended.

In adverse weather conditions, reduce speed, and at all times use good judgment and safety practices. Safety is an attitude...think safety.

Obey all traffic laws and codes.

When using a cellular phone, it is recommended for safety purposes, that the driver pull to the side of the road to make or receive calls.

Appropriate removable signs are permitted on a College fleet vehicle, but must not obstruct the view of the driver for safe operating practices.

Use of tobacco products is prohibited in College vehicles in any location.

The general use of College departmental service vehicles outside of the designated department is not permitted. Non-licensed utility vehicles are also limited to use within the designated department. Each department has guidelines for safe and appropriate use of these vehicles. Exceptions should be addressed to the Director of Facilities and Conference Services; the departments budget director; or the departments Senior Administrator.

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