Messiah College

Safe Driving Program

Presented by:

Messiah College
Department of Safety
Safe Driving Program

The following program is designed as a training resource to prepare new drivers for the operation of college fleet owned or leased vehicles.

This program is replacing the traditional classroom training that has been offered in previous years. Drivers, who have previously participated in a Safe Driving Program classroom session, are exempt from having to participate in this specific program (subject to verification).
Safe Driving Program

Participants in this program are **required** to review this information in its entirety.

This information is critically important and each new driver is **responsible** to fully understand and comply with all of the policies and procedures detailed within this program.
Safe Driving Program

This program must be completed in order to begin the process of being granted approval to operate college pool vehicles (passenger cars and mini vans).

At the present time, there are no driver behind-the-wheel competency test requirements for this category (passenger cars and mini vans) of vehicles.
Safe Driving Program

Upon completion of this program, participants must complete the verification form (located on the last page) and submit it along with the appropriate Application for Approved Driver Status form, MVR form and proof of insurance to the Receptionist located in Eisenhower.
Safe Driving Program

Please be aware that it may take two weeks to process applications and MVR once they are received by the Receptionist. Each individual driver will be notified via email once their paperwork is processed as to their approval status.
Safe Driving Program

Finally, drivers who also need approval to operate college 15-passenger vans or trucks may register online for a van or van testing appointment via their respective employee or student tabs on MCSquare. Van testing may **NOT** be completed prior to participating in this program, submission of forms, and approval of the MVR.
Safe Driving Program
Safe Driving Program

Purpose:

• To present relevant safe driving practices for all persons who operate college owned and/or leased vehicles or other motorized equipment.

• The college’s expectation is that vehicles or equipment shall always be operated in a safe manner.
Getting Started

Definitions:

• College fleet / pool / leased or rented vehicle – refers to any vehicle owned or leased by the college.

• Motorized equipment – generally refers to non-vehicular type equipment, i.e. club cars, gators. However, some equipment is licensed for roadway use.

• All college policies and requirements apply equally to owned/leased vehicles and motorized equipment.
Driver & Vehicle Services

• Facility Services Department
  • Facility Services Maintenance Manager
    Oversight of day-to-day fleet vehicle operations
  • Fleet Mechanic
    Preventive maintenance, repairs, and vehicle readiness

• Conference Services Department
  • College Receptionist
    Processes reservation requests, schedules passenger vehicles, and collects all application forms

• Department of Safety
  • Driver readiness and vehicle instruction
Damage/Accidents

• Historically, most vehicular damage and accidents are preventable.

• Messiah College provides primary insurance coverage for all college-owned fleet/pool/leased/rented vehicles

• College policy requires the use of college pool vehicles, if available

• Coverage does not extend to personal vehicles

• Please help us contain costs by actively practicing good stewardship when operating college vehicles.
Vehicle Management Policy & Vehicle Use Procedures

Detailed guidelines for use of college vehicles can be found within the policy documents. These documents are maintained by the Department of Safety.

For additional info copy and paste this link into your browser.

http://www.messiah.edu/info/20570/safety_training/820/college_fleet_driving_services
Driving ≠ Common Sense
Driver Requirements

• Driving college vehicles is a privilege extended to approve drivers only.

• Approved drivers must maintain a valid operator’s license at all times.

• Operate the vehicle in accordance with all applicable motor vehicle laws.
Driver Requirements

• Drivers are personally responsible to pay for traffic and or parking citations/violations, and EZ-Pass or toll road/bridge violations.

• You must immediately notify the Department of Safety upon the receipt of any violation.

• Contact Dispatch @ 717-691-6005
Driver Requirements

• Approved drivers are the only persons, **without exception**, that are authorized to drive college vehicles or equipment.

• Must be **approved** for the type of vehicle you need to drive.
  • 15 Passenger Vans require a behind the wheel test with the Department of Safety.
  • Trucks require a behind the wheel test with the Department of Safety.
Vehicle Usage

• Fleet-Pool-Leased/Rented vehicles may only be used for official college business or institutional outreach activities

• Athletic teams, class trips, service trips, outreach organizations, etc.

• Must also be a sponsored use by a department or organization

• Fleet/Pool vehicles are **not** available for personal use
  • Jobs, internships, clinical rotations, student teaching, non-sponsored college activities, shopping, going out with friends, doctors’ appointments, trips to and/or from airport/train/bus stations
Documentation Reminder

In PA, you should possess the following documents while operating a college vehicle:

• Your valid driver’s license

• College vehicle Registration and Insurance cards are located in the vehicle’s glove compartment or center console.
Any incident/accident involving any college-owned or leased/rented vehicle (with or without damage to the vehicle) **must** be immediately reported to Dispatch Services @ 717-691-6005
* Off Campus Breakdown/Accidents *

• We **DO NOT** have a corporate “AAA” roadside assistance program.

• However, drivers having their own roadside assistance policy may use that for if covered services offered through their own policy.

• Otherwise, notify the Dispatch Services office @ 717-691-6005:
  • Provide pertinent information
  • Await further instructions
FOCUS

SAFETY!!

Building upon your already developed safe driving habits!
Driver Safety

- Driver responsibilities:
  - Your personal safety
  - Passenger safety
  - Vehicle safety
Driver Safety

• Drive responsibly and represent the college well.
  • Most pool & fleet vehicles are marked with college name/logo

• Drive at the speed you feel comfortable driving with consideration always based upon the posted speed limit and adverse weather, driving conditions, heavy traffic, etc.
Driver Safety

• Drive defensively with due diligence
• Always try to anticipate other drivers actions
• Don’t allow other drivers to dictate how you operate the vehicle
• Avoid abrupt lane changes and always remember to signal your intentions
• Be aware of the vehicle’s blind spots
• Know where you are going
• Get plenty of rest before driving long distances and/or share the driving responsibility with other approved drivers
Driver Safety

- Always follow other vehicles at a safe distance:
  - Remember that your reaction time and braking and stopping distances increase with larger vehicles
Driver Safety

Reduce distractions while driving

Avoid –

- Touching up makeup or hair in rearview mirror
- Talking with other passengers
- Adjusting the radio, GPS, video
- Eating/beverages
- Reading maps/directions
- Cell phone usage
* College Fleet Policy *

Use of Seatbelts

- Seatbelts **shall** be worn at all times by the driver and all passengers in college fleet vehicles both on and off campus.

- The number of passengers **shall** never exceed the number of seatbelts within any fleet vehicle.
* College Vehicle Policy *

**Cell/Smart Phones**

College policy **prohibits** the use of a cell phone while actively driving a college vehicle. This includes:

- Bluetooth or other hands-free technologies
- Texting, checking email, twittering, surfing the web, or any other type of phone based media

Pull safely off to the side of the road to use your device.
Prohibition - 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.

• Minors may continue to be transported by pool mini vans or passenger cars.
* College Vehicle Policy *

Prohibition – Towing Trailers

• The towing of trailers behind college owned or leased 15 passenger vans or other passenger vehicles are prohibited.
Accidents/Damaged Vehicles
Drivers Safety Kit
Drivers Safety Kit

A Drivers Safety Kit (pamphlet holder) is placed within each college-owned vehicle.

- It is located within the glove compartment or center console.

- It includes several tri-fold pamphlets with the most important one being the *Accident Report* form.
Accidents ~ What to do!

Immediately following an accident, and if possible, move involved vehicle(s) from the roadway.

• If not, then vehicle occupants should exit the vehicle and move to a safe location off of the roadway.

• Check for injuries.

• Call 911 for Police, Fire/Rescue or EMS.

• If trained, provide first aid care until Emergency Services units arrive on scene.
Accidents ~ What to do!

Await Police Department (Local, State, Highway Patrol, Sheriff’s Dept.) arrival at the scene.

• Provide Police with the following documents:
  • Your driver’s license
  • College vehicle [Registration](#) and [Insurance](#) cards (located in the vehicles glove compartment or center console).
Accidents ~ What to do!

If Police Officers are on the scene

• Obtain a copy of their completed preliminary investigation form which should contain:
  • Accident and/or damaged property location
  • Name; address; phone numbers; insurance company name, phone number and policy number; driver license number and state; vehicle registration number and state; from all persons involved
  • College drivers should verify content on this form and obtain additional/missing info from other persons involved
Never leave the scene of any accident (e.g. an unattended vehicle) or damaged property. You must contact and report the incident to the police.
If the accident is minor (fender-bender) in nature, then locate the Accident Report form within the kit and use it as a reference guide to obtain the required information from other vehicle and/or property owners.
Mutually exchange driver documentation and record all of the following info on the Accident Report form for each driver/vehicle involved:

- Name; address; phone numbers; insurance company name, phone number and policy number; driver license number and state; make/model/year of vehicle and its registration number and state.
Accidents ~ What to do!

Notify College Dispatch Services @ 717-691-6005 as soon as possible

- If you have a cell phone with the capability of taking pictures, please take photos prior to leaving scene. Photos should be taken of all vehicles and/or damaged property at the accident scene.

- Upon arrival to campus, download and send the pictures to the Department of Safety.

Notify Visa immediately if vehicle is rented / leased @ 1-800-VISA-911
Accidents/Damage ~ Follow-up

Upon returning to campus, proceed directly to the Dispatch Services office in Eisenhower.

• A college Department of Safety Officer will collect the following info:
  • Accident report documentation, photos, etc.
  • Request written driver and/or witness statements
  • Take additional pictures of the vehicle
    • Complete a written report which is submitted it to college administration and/or insurance carrier
VEHICLE REQUESTS AND RESERVATIONS
Vehicle Requests

Faculty & Staff
• Submit request electronically via MCSquare

Students
• Print out the online form located on MCSquare, get a Faculty/Staff signature, and then submit it to the Receptionist.
Vehicle Requests

College Receptionist office processes requests and schedules pool vehicles

• Submission of a request does not guarantee you a vehicle
• Written confirmation will be sent via email upon reservation approval
• All student reservations require
  • Signature of authorizing person (faculty/staff advisor)
  • College account # for billing purposes
• Reserve vehicles as far in advance as possible
• Person listed as the primary driver must be the person to pick up the keys and vehicle

**DRIVER** is responsible for properly completing all required documentation
Reservations Confirmed

• Once vehicle reservation is confirmed, then contact the Receptionist office with any questions or change requests (e.g. additional vehicles, larger vehicle, etc.).

• Please **CANCEL** your reservation with the Receptionist office, if vehicle(s) are no longer needed.
Vehicle ~ Pick Up Instructions

Report to Receptionist office

• If Receptionist office is closed, go to Dispatch

• A clear zippered pouch will be issued to the approved driver containing vehicle keys, invoice/inspection form, and fleet fueling card with instructions

• Pick up college vehicles at the Lenhert building Pool parking area
  • Park your personal vehicle in any empty space near pool mini vans and passenger cars

• Check the college vehicle prior to leaving campus
  • Sufficient amount of fuel?
  • Verify that the emergency brake is disengaged before driving the vehicle
Vehicle Invoice Form

• Drivers must record the beginning and ending mileage for each trip.

• Department/group/organization is billed a per-mile fee for use of the vehicle/s.

• Driver Requirements section (on right side of form) does not need to be completed.
Drivers must complete walk around the vehicle, noting any type of damage to the vehicle, i.e., scratches, dents, windshield chips, etc. and describe on this side of the form.

Safety? Anything that may affect the safe operation of the vehicle should also be noted.
  - Tires appear fully inflated, no damage to sidewalls, etc.
  - No obvious fluid leaks
  - Any other concerns
Fueling Instructions

“Rule of thumb” when returning to campus

- If vehicle has ¾ tank or less, then you must stop and fill it up as a courtesy for the next driver.

Using the Fuel card:

- Press credit card button on pump
- Swipe card
- Enter odometer reading (mileage)
- Enter Pin #/Driver#
- Four digit number on back of blue instruction form
- Dept. budget account # (four digits) for departmental or other assigned vehicles

You MUST get a receipt for all fuel purchases from the Pump or Clerk. Return all receipts with keys and other paper work.
Vehicle Return Instructions

Return items to the Receptionist office **immediately** upon return to campus

- Confirm pouch contains vehicle keys, completed invoice/inspection form, fuel card and any receipts
- Verify windshield wipers, internal/external lights are off and windows are closed
- Check vehicle for trash and remove if any
- Return found personal belongings to the owner or take to lost & found at Dispatch
- Verbally report any suspected mechanical problems at this time
Customer Courtesy

Pool vehicles are scheduled with specific *departure* and *return* times

- Return vehicle promptly as scheduled to the designated parking area at the Lenhert pool parking area

- If at any time you are overdue for your originally scheduled return time to campus, then you must immediately notify the Dispatch Services office @ 717-691-6005

- Failure to extend this common courtesy may result in creating an extreme transportation hardship for other drivers/groups
FINAL REMINDER
Any incident/accident involving a college vehicle (with or without damage to the vehicle) **must be immediately reported to** Dispatch Services @ 717-691-6005
Thank you. Drive safely!!

Messiah College Department of Safety
717-691-6005

See next two pages!
SDP -Verification Form Instructions

• Print the next page (slide) and complete the form.

• Attach the completed SDP -Verification Form to your Application for Approved Drivers Status form.

• Applications for Approved Driver Status and MVR forms are available from the following:
  • Respective student or employee tab within MCSquare
  • Dept. of Safety website
  • Dispatch Services office in Eisenhower

• Completed applications may be dropped off at Dispatch Services in Eisenhower if Receptionist is not open.
SDP - Verification Form

Date _______________ ID#

_____________________________ Printed Name

[ ] Student  [ ] Employee

I, hereby, attest to the fact that I have completely reviewed this program information and verify that I will abide by all of its policies and procedures. Additionally, refer to the Vehicle Management Policy for specific guidelines.

___________________________ Signature