

<p>Vehicle Use and Driver Authorization Policy</p>	<p>BOT Approved: February 21, 2023</p>
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PURPOSE:

To govern safe and acceptable use of College vehicles and equipment by approved individuals.

POLICY:

Garrett College supports vehicle and equipment use for College travel associated with academic, continuing education, and co-curricular learning. This policy also applies to the transportation needs of extra-curricular activities, auxiliary groups, and other College-sponsored business. The College will make every attempt to provide transportation services based on available resources.

This policy and related procedures apply to those individuals authorized to operate vehicles or equipment for College business in accordance with the College's liability insurance coverage.

PROCEDURES:

VEHICLE USAGE

A. General Information

1. The College will provide transportation for College-related activities on an availability basis.
2. The College can provide vehicles to external groups provided they follow the terms of the policy.
3. Transportation will not be provided for personal use that is unrelated to the College. Routine travel to and from College classes is also excluded from the transportation provision.
4. A record of all vehicle usage will be kept in the Facilities Office (FO).

B. General Reservations Instructions

1. A "Vehicle Request Form" (VRF), available on the Facilities intranet page, is to be completed two weeks prior to a trip, when possible. The form must reflect an accurate cost center, be approved and signed by their direct supervisor, and be returned to the FO for final approval and scheduling.
2. Vehicle keys, gasoline credit card, and vehicle form are to be picked up from the FO prior to a scheduled trip during business hours.
3. Keys, gasoline credit card, and completed form with any receipts must be returned immediately after a completed trip to the FO. If return time is outside of business hours, the above items are to be placed in the Key Drop Box located outside the Maintenance Garage.
4. If using a rental vehicle, please be sure to abide by the "Rental Vehicle Guidelines" available on the Facilities intranet page.
5. If vehicle users schedule a vehicle and need to cancel the reservation, the FO must be advised at least 24 hours prior to the reservation time. If costs are incurred from the rental company, the costs will be passed on to the cost center.
6. College vehicles are kept in the maintenance parking area on the College grounds. Vehicles must be returned to that parking area after use.

C. Scheduling Prioritizations

1. Vehicles may be reserved on a semester-by-semester basis.

2. Priority order shall be as follows: Academic Instruction, Recruitment, Athletics, Other (i.e., conferences and meetings), Summer Camps. All other reservations will be on a first come, first served basis.

D. Vehicle Usage

1. Passengers
 - a. All passenger names with a personal emergency phone number must be listed on (or attached to) the VRF. The driver must verify that the passenger list is correct. Any changes must be given to the FO prior to departure from the College. A class roster will satisfy this requirement.
 - b. No one is permitted to accompany vehicle users unless they are directly involved in the activity (i.e., non-college employee traveling to a college-related meeting, minor attending academic classes, summer camper, etc.).
2. Any problems regarding the functioning of the vehicle should be reported to the FO. If a breakdown should occur, please contact the Facilities Office @ 301-387-3197 or after working hours, Security @ 240-321-5799.
3. Vehicle Condition
 - a. Drivers should complete both a pre and post-trip inspection and note any findings on the VRF or rental contract.
 - b. The interior of the vehicle shall be cleaned of any refuse after each use (i.e., cups, fast food bags, etc.).
4. Fueling the Vehicle
 - a. The College has its own gasoline pump for fueling vehicles. The College is exempt from federal tax on gasoline, so it is cost-effective to utilize campus gasoline versus a filling station off-campus. If a vehicle user is scheduled to return to the College during a weekend or holiday, please be sure that the tank is at least one-half full for the next user, or for rentals, at the same level as when the vehicle was picked up. See "Rental Vehicle Guidelines"
 - b. College-owned gasoline credit cards will not be issued unless a vehicle has been assigned for travel.
 - c. The use of College-owned gasoline credit cards is restricted to gasoline purchases only. The College will not be responsible for non-authorized purchases. The vehicle user will be held responsible for any unauthorized charges.

E. Accidents

1. In the event of an accident, notify the police immediately no matter how minor the accident.

2. Write down names, addresses, insurance information, telephone numbers, and license numbers of the person(s) involved and witnesses. Also, include the license plate number and state of each vehicle involved.
3. DO NOT ADMIT FAULT. Do not discuss the accident with anyone except the police, Facilities Office, Campus Security, and/or the Office of Institutional Compliance & Safety.
4. All accidents shall be documented and reported to the FO immediately. A memo explaining the accident, damage, injuries, and all official documentation such as police reports, etc. (if applicable), shall be delivered to the FO on the next business day.
5. Please refer to the “Vehicle Accident Protection Program” located on the Facilities Intranet page for more information.

F. Insurance Coverage

1. The College’s general insurance policy covers the college fleet and rental vehicles, provided reservations are made through the FO. The FO shall maintain proof of insurance (certificates of liability).
2. External groups must provide a certificate of liability form showing proof of auto insurance.
3. Employees utilizing their own vehicles for work-related business must have proof of automotive insurance on file with the FO.
4. Garrett College employees are covered under worker’s compensation for injuries received on documented business-related travel. All other persons must provide their own insurance for injuries that may occur while on College travel.

G. Transportation Charges

1. All vehicle mileage is tracked for each trip. Each transportation budget line is charged monthly mileage using the current IRS approved mileage rate, which is subject to change.
2. Rental vehicle fees and gas will be charged to the cost center of the user after the invoice is processed by the FO and the Business Office.

H. Reimbursement for Use of Personal Vehicles

1. Employees are to obtain approval from their department’s budget manager to ensure adequate funds are available for travel.
2. For all travel involving reimbursement, the employee is to submit the appropriate form(s) (available on the intranet Business Office page) through their department’s approval process.

DRIVER AUTHORIZATION

A. General

1. All prospective drivers requesting to operate a College vehicle or drive on College business must authorize the college to perform a Motor Vehicle Record (MVR) check.
2. Upon receipt of an approved driving history record check, prospective drivers must complete the following to be approved to drive college vehicles:
 - a. Provide a copy of a valid driver's license
 - b. Submit a "Driver's Authorization Request" (forms available on Facilities intranet page)
 - c. Provide a copy of insurance card
3. All first-time prospective drivers requesting to operate a Garrett College 11-passenger van and/or tow a college trailer must be approved at least two weeks in advance. Approval to operate an 11-passenger van and/or trailer includes but is not limited to successfully completing a "Driver Skill and Performance Evaluation" administered by the Transportation Office.
4. All drivers who are approved to operate personal cars on College business shall maintain minimum personal auto insurance coverage as required by the laws of the State of Maryland. Proof of automotive insurance coverage shall be submitted to the FO.
5. The minimum age for any driver of a College-owned vehicle is 23 years of age (exceptions can be made for those 21 years of age to operate a College vehicle, excluding the 11-passenger van, by request to the Director of Institutional Compliance & Safety).
6. All prospective drivers must have at least three (3) years of driving experience.

B. Student or Non-College employee Drivers

1. Students or individuals not employed by the college will be authorized to drive a vehicle from the college fleet under the following conditions:
 - a. Have a clear motor vehicle record (MVR) check;
 - b. Have at least three (3) years driving experience;
 - c. Be 23 years of age to drive any vehicle in the college fleet, or 21 to drive a vehicle, excluding the 11-passenger van, with approval from the Director of Institutional Compliance & Safety;
 - d. Complete all required driver training through the Transportation Office as appropriate.

Students or non-College employees are not permitted to drive vehicles pulling trailers or other equipment (exceptions can be made if the necessary training and authorization is obtained).

C. Penalty Provisions

1. Prospective drivers will not be permitted to operate College vehicles or drive on College business if their MVR contains any of the following during the most recent three-year period:
 - a. Driving while impaired (DWI) or driving under the influence (DUI);
 - b. Reckless driving;
 - c. Suspended license;
 - d. Speeding 25 MPH, or more, above the speed limit;
 - e. Drug offense;
 - f. Hit Run/ leaving the scene of an accident;
 - g. Two or more at-fault accidents;
 - h. Three or more moving violations;
 - i. Less than three years of driving experience.
2. When a prospective driver's overall driving history reveals a pattern of traffic offenses and their capacity to safely drive on College business is questionable, the College shall reserve the right to approve or disapprove the continued operation of College vehicles or driving privileges. A designated College official will provide the results of the review and rationale for disapproval to the prospective driver and notify his/her immediate supervisor.
3. All authorized drivers shall report any violations listed in item C1. to the Office of Institutional Compliance & Safety.
4. Those individuals who have had their driving privileges revoked may appeal in writing to the Office of Institutional Compliance & Safety and those will be forwarded to the Office to Human Resources for employees, and the Office of Student Development for students.