

Saint Mary's University of Minnesota

Vehicle Use Policy

Effective January 2007

MOTOR VEHICLE RECORD CHECKS: Before driving a university owned/leased vehicle, the driver (e.g., faculty member, staff member or student) must provide to the Toner Student Center Information Desk a current U.S. state driver's license. International driver's license not accepted. Additionally, the driver must sign a release form authorizing a motor vehicle record check. Those forms will be available at the Information Desk. An individual will not be allowed to drive a university vehicle if, in the judgment of the Office of Campus Safety and/or the Information Desk, the individual's motor vehicle record check demonstrates that the individual poses a liability or safety risk. An individual will not be allowed to check out or drive a university vehicle unless a copy of his or her motor vehicle record check is on file at the information desk.

Based on the motor vehicle record checks, the Information Desk will create a list of individuals authorized to drive university owned/leased vehicles. Faculty and staff checks will be good for one year. A student seeking to drive university owned/leased vehicles must submit, on an annual basis, a copy of his or her driver's license and a release form for a motor vehicle record check.

TRAINING: Driver's training will be provided at the beginning of the academic year. All individuals authorized to drive university owned/leased vehicles are required to attend training prior to use of a vehicle. Any employee who regularly uses a university vehicle as part of his or her daily work activities must attend the university's driver's training program annually.

WHO CAN USE VEHICLES: University vehicles are for university business only and must be charged against a university account. Student organizations, recognized and funded by Student Senate, may be eligible to use university owned/leased vehicles. However, use of vans by student organizations is limited to activities consistent with the mission of the university. Any other use of the vans by student organizations must be approved by the Vice President for Student Development. Student organizations may not use vans for trips in excess of 300 miles round trip or for trips more than two days in length unless a full-time university faculty or staff member participates in the trip. No use shall be approved for events that are primarily social in nature. The student group's moderator, hall director, or advisor must complete a Van Use Request form before the vehicle is reserved. This form must include the purpose of the trip, destination, account number and moderator/advisor signature.

RESTRICTIONS: The transporting of weapons in university vehicles is prohibited. Vehicles may only be driven on state, county, or city roads. A list of riders must be provided prior to leaving for any groups traveling outside Winona. The destination must be listed for both in-town and out-of-town use. No animals are allowed in vehicles. All vehicles are smoke-free. Use of cell phones while driving a moving vehicle is prohibited.

TIME LIMITATIONS: The maximum period of time a vehicle may be reserved during the academic year is one week so that the garage is able to do maintenance checks. As vehicles are booked heavily, users are encouraged to use personal vehicles whenever possible and receive reimbursement for miles via travel expense forms. Vehicles should not be left at airports for more than one day. A faculty member, staff member or student organization traveling by air should arrange for someone take him or her to the airport and pick him or her up there. See also the limitations outlined under the section entitled Who Can Use Vehicles.

BAD WEATHER: The Office of Campus Safety and the Information Desk have sole authority to determine whether university vehicles should be checked out during bad weather. Vehicles may be checked out during bad weather only with the approval of those offices. Generally, university vehicles may not be checked out if the Winona Public Schools have canceled classes due to weather conditions.

RESERVATIONS: Motor pool vans may be reserved at the Toner Student Center Information Desk Monday-Friday from 7:00 a.m. until 4:30 p.m. Student staff are not allowed to make reservations, but reservation request forms may be completed and left for confirmation by professional staff the next business day. Reservations must be made 48 hours in advance. An account number must accompany any reservation. Accounts will be charge \$25 for reservations not canceled 24 hour in advance. Only those faculty, staff and students who have a copy of their driver's license and approved motor vehicle driving record on file will be allowed to pick up keys and drive.

PICK UP: Keys can be picked up at the Toner Student Center Information Desk at the time of departure. The driver must be the one to sign for the keys. The driver must show a valid driver's license and a university ID with an "approved driver" sticker affixed to it. The driver will be given a mileage sheet and information regarding vehicle use. Record the beginning miles on the odometer (not the trip recorder) before leaving. Record the ending miles upon return. Vans are kept in the motor pool lot across from the Christian Brothers Residence (before going down the back road). If a van is not seen in the first row, please check spaces in front of the garage further in the lot. A gate key is included in the key case should the motor pool lot be locked. Drivers should not leave their personal vehicle in the motor pool parking lot.

BEFORE LEAVING: Before entering the vehicle, check the vehicle for any scratches, dents, cleanliness or other damages and note it on the Mechanical Check List. Also notify the Information Desk of any damages or excessive uncleanliness prior to leaving. If this procedure is not followed, damages noted upon return will be billed to the department using the vehicle. Failure to complete the Mechanical Check List, regardless of damages or not, will result in a \$25 fine. When extraordinary cleaning is necessary, the vans will be taken to a professional cleaner and the charges will be assessed to the last group using it. These charges could be as high as \$50.00. These charges will waived if the Information Desk is notified about the damages or lack of cleanliness before the van leaves.

RETURN: The gas tanks need to be filled prior to returning vehicles. Use the gas credit card in the key case. Return all vehicles to the motor pool lot. Make sure the mileage sheet with ending miles is completed. Note any problems that may have been experienced with the vehicle.

Check the key case to make sure the gas credit card is in the case. Please remove all trash. All keys must be returned to the Toner Student Center Information Desk immediately. If the vehicle is returned after 1:00 a.m. and the Toner Student Center is locked, use the phone outside the front doors and dial "0" to be let in.

COSTS: Mileage is billed to the account provided at the rate of 37 cents per mile. Rates may change without prior notice. Mileage sheets returned without beginning and ending mileage recorded will be charged a minimum of \$25 plus estimated miles. Unreported damage, incomplete Mechanical Check Lists, excessive uncleanliness, and less than 24 hour cancellation may result in additional charges. **IF THE MECHANICAL CHECK LIST IS NOT COMPLETED AND RETURNED BY THE DRIVER, THE FOLLOWING WILL OCCUR:**

FIRST OFFENSE - A WARNING TO THE DRIVER,

SECOND OFFENSE - A FINE

THIRD OFFENSE - REVOCATION OF THE DRIVER'S PRIVILEGE TO USE UNIVERSITY VEHICLES.

Any appeals relating to fines or the revocation of driving privileges may be made to the Motor Vehicle Use Committee.

MECHANICAL PROBLEMS: Do not jump start any university vehicle or use the vehicle to jump start another vehicle. If out-of-town, call a service station for assistance. Do not attempt to wire additional electrical devices such as tape players, fuzz busters, etc. Sensitive computer systems may be destroyed in the process. If the dome lights are turned on manually, make sure to turn them off when leaving the vehicle to avoid draining the battery. Do not step on the gas pedal prior to turning on the ignition.

SAFETY: The driver and all passengers must use seat belts. *Use of cell phones* while driving university vehicles is prohibited. Make calls only after the vehicle is completely stopped and parked in a safe location (i.e., not stopped at a red light in the middle of a busy intersection). Use "call waiting" for incoming calls. The university does not provide *winter survival kits*. If traveling out of town during winter months, please take a winter survival kit. Some suggested items for a winter survival kit include a blanket, hat, mittens, candles, high energy food snacks, and flashlight. *When fueling*, turn off engine, don't smoke, don't use your cell phone - leave it inside the vehicle or turn it off, don't re-enter your vehicle during fueling. Always wear your *seatbelt* and insist that all passengers wear theirs.

Drivers must obey all posted speed limits and highway signs. Drivers must comply with all local, state, and federal laws and regulations relating to driving and motor vehicles.

GAS: Please fill the tank before returning the vehicle. Do not let the tank get below 3/4 to avoid gas line freeze in winter months. The gas credit card is not to be used for food or personal items.

INSURANCE: All university vehicles are insured by the Christian Brothers Risk Pooling Trust, 1205 Windham Parkway, Romeoville, IL 60441-1694. RPT Claims only (800) 807-0300. RPT Fax Only (708) 378-2508. An insurance card is provided in the key case.

WHEN INVOLVED IN AN ACCIDENT:

- DON'T** Leave the accident scene
- DO** Report the accident at once to the police
- DON'T** Admit fault at the scene of the accident
- DO** Gather all facts about the accident or loss; dates, times, names, and addresses of people involved, witness information, license plate number. Note any injuries.
- DON'T** Give a statement regarding the accident to anyone, except the investigating officer
- DO** Have the vehicle towed to the nearest dealership or garage as listed above if
- DO** Call Risk Pool Trust Auto Claim Department (800) 807-0300 and the university Switchboard (1-800 635-5987) to report the accident. Tell the switchboard operator where you are, a phone number where you can be reached, the name and phone number of the place where the van has been towed and the status of the vehicle.

RESPONSIBILITIES FOR ACCIDENTS

All accidents involving university owned, leased, or rented vehicles must be reported to Laurie Hale Erdmann. If an employee is involved in an accident where the employee is ticketed, the employee must personally pay the university's insurance deductible for any damage to the university's vehicle caused by the accident.

DRIVING PRIVILEGES/RESPONSIBILITIES:

Drivers are responsible for any parking and traffic tickets received while using university vehicles. All approved drivers must report the following to the Darlene Paulson or Sue Draskowsk: (1) any revocation of their driver's license, (b) any conviction for DWI, reckless driving, careless driving, or criminal vehicular manslaughter, or (c) any speeding tickets that result in the driver having three speeding tickets in three years. **In addition, approved drivers must report to Darlene Paulson or Sue Draskowski all tickets received while driving a university owned, leased, or rented vehicle.** The university reserves the right to revoke an individual's or an organization's privilege to drive university vehicles if the policies stated herein are violated or if the individual's or organization's continued use of university vehicles poses a safety concern. The university reserves the right to conduct annual motor vehicle record checks on drivers reporting tickets.

PERSONAL VEHICLES USED FOR UNIVERSITY BUSINESS:

The university's automobile insurance provides liability coverage for the university and the employee. The employee's automobile insurance is the primary coverage for physical damage to the employee's vehicle. The university does not carry or provide physical damage insurance coverage for personal vehicles used by employees for university business.

***Seatbelt use is required in all
university vehicles.***