

# Eastern Nazarene College

## College Owned Vehicle Use Policy

### COLLEGE VEHICLES ARE FOR OFFICIAL COLLEGE USE ONLY

#### **INTENT:**

1. To ensure that college owned vehicles are being safely driven to protect the driver and passengers as well as the occupants of other vehicles on the roadway.
2. To protect the reputation of the college and not damaged by unsafe or aggressive driving practices.
3. To ensure that only drivers with a proven safety record are allowed to drive college owned vehicles.
4. To ensure that appropriate on-going driver's training is given to drivers.
5. To ensure that college owned vehicle(s) are being used to accommodate the needs of the institution for use in the mission of the college.
6. To establish the proper protocols for reserving, signing out, and returning college owned vehicles.

#### **POLICY:**

Drivers and their Departmental, SGA or Club Sponsors will be responsible to follow the requirements for reserving, driving, and returning college owned vehicles in a safe and appropriate manner. Drivers will be responsible to take training annually in order to continue to be on the Approved ENC Drivers List. Departments, Student Associations and Clubs will be charged for the mandatory annual drivers license check. It is required that the following procedures be adhered to by all vehicle drivers. Individuals or Departments violating these guidelines may be prohibited from using the vehicles.

#### **PROCEDURE:**

#### **Contact Information:**

##### Phone Number/Email Information

Transportation (617) 847-5819,  
Facilities Office (617) 745-3716, or  
Security Office (617) 745-3911/3728  
Request for vehicle [transportaion@enc.edu](mailto:transportaion@enc.edu)

#### **Van Usage**

1. Groups are encouraged to reserve vehicle(s) at least two (2) weeks prior to scheduled event. Those not scheduling prior to the two weeks as well as the Walk-Ins will be handled on an as-available basis, and cannot displace groups

reserved above. Please send all vehicle requests to [transportation@enc.edu](mailto:transportation@enc.edu). Transportation requests must be submitted by department heads or authorized persons only. Students may not submit requests. Requests must include all of the following information.

- Date and time vehicle is needed
- Destination
- Fuel card, if needed
- Number of passengers
- Department and account # to be charged
- Department head and contact phone number
- Driver's name and contact phone number

An email confirmation will be sent to the person reserving the vehicle after the vehicle request has been received and processed. If you do not receive a confirmation email within a couple of days, please call both extension 5819 and 3716 for verification - **please do not assume you will have a vehicle waiting for you.**

2. If a vehicle is being requested for the use in a course, the professor of the course must make the reservation. If the vehicle is for department use, the department manager/director must place the reservation. If the vehicle is for student activities, a member of the SGA council or class president must reserve the vehicle. A list of the SGA council and class president must be provided by the SGA Liaison at the beginning of each academic year to Security and the Facilities Office and updated when changes occur.
3. Vehicle keys will only be given to the person making the reservation or the approved driver at the Facilities Office during normal business hours 7:00 AM – 12:00PM and 1:00 PM – 3:30 PM. Please obtain and use a yellow trip card for each vehicle reservation. After normal Facilities work hours or on weekends, vehicle keys and yellow trip cards may be picked up at the Security Office. Call (617) 745-3911 to contact the security guard on duty.
4. Due to the high demand for college vehicles, the keys/yellow trip card can only be given to out two (2) hours before the scheduled time on the day of use by the Facilities Office. Timeliness will be the driver's responsibility. Vehicles cannot be left with the keys unattended, for someone to pick up at a later time.
5. Prior to starting and moving the vehicle, write the beginning mileage on the yellow trip card and perform a safety inspection of turn signals, horn, lights, brakes, tires and windshield wipers. Inspect the vehicle for any damage and fill out the Vehicle Inspection Form accordingly, noting all visible damage. **Report any accidents immediately to the Facilities Office or Security.**
6. Departments will be billed for vehicle mileage on a monthly basis.

7. College minivans will be charged at a different rate than the Extended Vans (12 or 15 passenger). Rates are subject to change. If you want the current rate please inquire at the Facilities Office during normal work hours or at [transportation@enc.edu](mailto:transportation@enc.edu).
8. Gas Cards - The College provides gas cards under its corporate account with Leasing Associates. Utilization of the Corporate Account issued cards is for ENC sanctioned college owned vehicle use only. The ENC fleet vehicle gas charges are included in the cents per mile rate. Drivers must return all receipts along with the gas card when the vehicle is returned to campus. **Failure to provide the gas card or all gas receipts upon the vehicle's return to campus may result in the suspension of driving privileges.**
9. If there are any schedule changes or cancellations, the Facilities Department must be notified as soon as possible by calling ext. 5819 or ext. 3716 or through email to [transportation@enc.edu](mailto:transportation@enc.edu). The demand for the use of college vehicles is high and therefore if a reserved van is not going to be utilized; the Facilities Office should be informed ASAP to allow for others transportation needs.
10. The Facilities office will notify the requesting Department if a college owned vehicle is not available and it will be the responsibility of the requesting Department to find other means of transportation. If vehicle(s) need to be rented for their scheduled use, the requesting Department will provide a driver 25 years of age to sign rental agency agreements.
11. The following are local rental companies that allow 21-24 year olds to drive (there are surcharges for drivers under 25):
  - Enterprise – Quincy: 617-376-0429
  - Verc – Quincy: 617-770-0007
  - Thrifty – Quincy: 617-984-0693
  - Budget – Braintree: 800-527-7000
12. The Vice President of Student Development, Vice President of Finance, Director of Safety and Security, Director of Facilities or the Transportation Specialist reserve the right to cancel use of ENC vehicles due to inclement weather, federal or state travel advisories, other potential safety reasons, or anytime activation of an Emergency Preparedness Plan has been initiated.

### **Driver Qualifications**

1. The appropriate Vice President, Manager, or Department Head responsible for the function or activity must approve any individual needing to be on the Approved Drivers List. An email must be sent to the Office of Safety and Security at [Security@enc.edu](mailto:Security@enc.edu) approving the individual to become eligible for drivers training.

2. All prospective drivers will be required to sign a consent form to have their motor vehicle record checked annually. Drivers must not have more than 2 violations of any nature, on their record within the last 36 months. If person has/had DUI violation, he/she is excluded from driving college owned vehicles for a period of 5 years after DUI incident. Any infraction where alcohol or drugs was involved with the violation will disqualify the person from having driving privileges. Drivers who are currently on the Approved Drivers Lists must notify the Office of Safety and Security if they receive a moving violation during the year between annual record checks.
3. Insurance coverage mandates that any driver of college owned vehicles must carry a valid driver's license and either a full-time employee of the college or currently enrolled as a full-time student in good standing.
4. All persons who wish to drive ENC vehicles must take required training courses and pass the written examinations with an 85%. In addition, a final driving test must be taken and will be administered by the Transportation Specialist. The Director of Risk Management will assign the required courses. The tests will be taken and passed prior to being able to operate the vehicles. Persons who pass the tests will be added to the ENC's approved driver list. Only persons on the approved driver list can operate an ENC owned vehicle.
5. All approved drivers will be required to repeat the drivers training annually. The Director of Risk Management will assign the training modules as appropriate. The training must be completed and tests taken prior to the assigned deadline. Failure to complete the annual training will result in removal from the approved drivers list.
6. Insurance coverage mandates that all driver records will be checked annually. The Office of Safety and Security Management will conduct the record check. The departments who use drivers will be billed for the cost of the check. The charge varies by state and will include an additional service fee. The Office of Safety and Security can be notified for the latest charges made by the different states. If there have been no new moving violations the drivers status with ENC will remain the same. If there are driving violations, the driver may be limited to driving specific college vehicles or removed from the ENC driver list.
7. Drivers will sign an acknowledgement form that they have read and understand the requirements and responsibilities of the Vehicle Use Policy and will abide by the policy.

## **Driver's Responsibilities**

1. Drivers are responsible to wear and ensure all passengers wear seatbelts for the entire trip and for the safe loading of vans. There is to be no roof loading/cargo carriers, unless specifically approved by the Director of Facilities or the Transportation Specialist.
2. In order to conform with various state and federal regulations, under no circumstances are phones to be used while driving whether using hands free devices or not. Texting while driving is also strictly forbidden. If the driver needs to talk on the phone or text, he/she must wait until they can pull safely off the road and turn off the vehicle prior to engaging in the phone call or texting.
3. Under no circumstances will drivers wear headphones, ear pieces or anything else for electronic devices such as iPads, iPods, MP3 Players, etc., that could restrict the driver's hearing.
4. Drivers are to abide by all posted speed limits at all times but not to exceed 65 mph. Vehicles may be equipped with GPS tracking devices. Tapering of these devices is strictly forbidden. Violation of the speed limit rule will result in a warning, and may include disciplinary action, which may include temporary or permanent suspension from driving ENC owned vehicles. (See Disciplinary Action for Violation of ENC Policy) Drivers will be personally responsible for any motor vehicle violation tickets, including parking tickets.
5. Driving college owned vehicles requires great responsibility and willingness to abide by all the local, state, and federal rules as well as the policies and procedures of the college. The vans are easily recognizable and the reputation of the school can be easily damaged through inattentive, careless, reckless, or aggressive driving. The violation of any requirements of the stated rules and policies may result in temporary or permanent ban from driving ENC vehicles.
6. If circumstances prevent the vehicle being returned on the agreed time, the driver must call the Facilities Office at (617) 745-3716 and provide details of the delay. After normal working hours, the Security Office can be called at (617) 745-5819 or (617) 745-3911. This will allow notification to those who have made subsequent reservation for the vehicle(s) in question.
7. For safety reasons, a driver cannot drive in excess of 10 hours in a 24 hour period. Each driver is required to take a minimum break of 10 minutes for every 3 hours of driving.

## **Disciplinary Action for Violation of ENC Vehicle Policy**

### **1. Speeding Violations:**

**With a top speed of 66-69 mph:** This is the “grace area” whereby people will be assumed to unintentionally exceed 65mph.

#### **With a top speed of 70-74 mph:**

**First Violation** shall result in a first written letter of warning stating that any other speeding infraction will result in a one month suspension from the approved drivers list. A letter shall be sent to the violator with copies to the violator’s Department Head, Security and Facilities.

**Second Violation** shall result in a suspension of driving privileges for one month. A letter shall be sent to the violator with copies to the violator’s Department Head, Security and Facilities.

**Third Violation** shall result in removal from the approved drivers list for a period of 12 months. A letter shall be sent to the violator with copies to the violator’s Department Head, Security and Facilities.

#### **With a top speed of 75-80 mph:**

**First Violation** shall result in an immediate suspension of driving privileges for one month. A letter shall be sent to the violator with copies to the violator’s Department Head, Security and Facilities.

**Second Violation** shall result in removal from the approved drivers list for a period of 12 months. A letter shall be sent to the violator with copies to the violator’s Department Head, Security and Facilities.

**Third Violation** shall result in permanent removal from the approved drivers list. A letter shall be sent to the violator with copies to the violator’s Department Head, Security and Facilities.

#### **With a top speed of 80+ mph:**

**First Violation** shall result in a permanent removal from the approved drivers list. A letter shall be sent to the violator with copies to the violator’s Department Head, Security and Facilities.

### **2. Use of Cell Phones/Texting/Ear Pieces While Driving:**

**First Violation** shall result in a first written letter of warning stating that any other infraction will result in a one month suspension from the approved

drivers list. A letter shall be sent to the violator with copies to the violator's Department Head, Security and Facilities.

**Second Violation** shall result in a suspension of driving privileges for one month. A letter shall be sent to the violator with copies to the violator's Department Head, Security and Facilities.

**Third Violation** shall result in removal from the approved drivers list for a period of 12 months. A letter shall be sent to the violator with copies to Security and Facilities.

3. **Failure to use and/or ensure use of Seatbelts by Passengers:**

**First Violation** shall result in a first written letter of warning stating that any other infraction will result in a one month suspension from the approved drivers list. A letter shall be sent to the violator with copies to the violator's Department Head, Security and Facilities.

**Second Violation** shall result in a suspension of driving privileges for one month. A letter shall be sent to the violator with copies to the violator's Department Head, Security and Facilities.

**Third Violation** shall result in removal from the approved drivers list for a period of 12 months. A letter shall be sent to the violator with copies to the violator's Department Head, Security and Facilities.

**In Case of Accident or Vehicle Malfunction:**

1. Drivers will immediately report all accidents, no matter how minor, to the Office of Safety and Security or the Facilities Department, and will comply fully and quickly with all requirements for filling out accident and police reports as directed by the Office of Financial Affairs and the insurance company(s). The driver is also responsible for obtaining any information on the other parties involved, even if there is no damage to the other vehicle. The driver must also report any parking or driving violation tickets to the Security Office and the Transportation Specialist. If damage to vehicle(s) is the result of the ENC driver being at fault or negligent, the department/group for which the person is driving for will be charged a fee to repair damage.
2. Drivers are to immediately report any malfunctions or irregularities in the operations of the vehicles to the Facilities Office at (617) 745-3716 and provide details of the malfunction. After normal working hours, the Security Office can be called at (617) 745-5819 or (617) 745-3911.

3. Vehicle malfunctions that occur on the road shall be dealt with to the maximum extent possible, ensuring that repairs are made before the vehicle travels further. Authorization of charges, etc., shall be handled by calling the Facilities Department for authorization and method of payment of repairs. Each vehicle is to have a maintenance kit, and users are to advise Facilities if any items are missing. The department requesting the vehicle will be charged replacement fees for any items found missing or tampered with after the usage of the vehicle(s). Each vehicle's Emergency Kit contains the following items: 3 flares, jumper cables, reflective triangle, flashlight, fire extinguisher, and first aid kit.
4. Drivers shall be held personally responsible in all situations where negligence is a factor beyond reasonable doubt.

**Upon completion of the use of vehicle:**

1. **DO NOT PUT VEHICLE KEYS INTO DROP BOX.** Return vehicle keys, fully completed yellow trip card, Emergency Kit and fuel card if applicable to the Facilities Office during normal business hours 7:00 AM-12:00 PM and 1:00 PM-3:30 PM – After normal business hours, please return to the Security Office. Make sure that the person in receiving the keys signs off that you returned the vehicle keys, the fully completed yellow trip card, Emergency Kit and fuel card if applicable. If the checklist is not completed and if any damage is found, the department or group who used the van will be charged for repairs.
2. When returning the vehicle, it must be parked in the appropriately marked parking space. Prior to leaving the vehicle, the driver must ensure that the windows are closed and locked, the lights are turned off, the transmission securely in Park, the ignition in the off position and all doors tightly closed and locked.
3. The Yellow Trip Mileage card must be completed, signed by the driver, and returned with the keys to the Facilities Office during normal work hours or after hours to the Security Office. Failure to do so may result in an adjusted van charge.
4. The driver returning the vehicle is responsible to clean up any spills and remove any trash and debris. If this does not occur, (1) the driver may lose driving privileges and (2) the group for which they are driving will be assessed a cleaning fee equal to the time and materials used.

**Unauthorized Use:**

1. Vehicles are only to be used by the persons and/or Departments who have made appropriate arrangements. The Facilities Office will issue vehicle keys at the time of use.

2. Use of college owned vehicles for personal purposes constitutes an unauthorized use and is prohibited.

Approved by the Safety Committee February 8, 2012

Approved by the President's Cabinet February 28, 2012, Revised October 2, 2012

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# Eastern Nazarene College Approved Driver Acknowledgement Form

I, \_\_\_\_\_ have read the Eastern Nazarene College Vehicle Use Policy and understand my responsibilities as an approved driver of the Eastern Nazarene College owned vehicles. I understand how someone's perception of Eastern Nazarene College may be established solely on how I am seen driving one of college owned vehicles which has the ENC emblem and phone number to advertise for Admissions information. I further understand the reputation of Eastern Nazarene College can be either enhanced or damaged based on this perception.

I agree to abide by all of requirements stated in this policy and failure to do so may result in my not being allowed to drive college owned vehicles and in the case of driver negligence I may be personally liable for the consequences of my actions to include damage to the vehicle.

In addition I agree to:

1. Allow the Office of Safety and Security to check my driving record annually to determine my eligibility to remain on the Approved Drivers List.
2. Take annual training as determined by the Director of Risk Management in a timely manner.
3. Not use a cell phone regardless of hands free devices while driving a college owned vehicle and that at no time will I be involved in texting while driving.
4. To obey all posted speed limits and not to exceed 65 miles an hour regardless of the posted speed limit.
5. I will ensure that all passengers will use their seatbelts while the van is in motion.

\_\_\_\_\_  
Approved Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Risk Management Signature

\_\_\_\_\_  
Date