

**VEHICLE POLICIES AND PROCEDURES
FOR
WESTERN NEW ENGLAND UNIVERSITY**

**Revised
OCTOBER 2012
OFFICE OF FINANCE AND ADMINISTRATION**

PURPOSE

The purpose of this document is to establish Western New England University policies and procedures, which shall:

Help promote the safe operation of University-owned or leased motor vehicles.

Help promote the safety of drivers and passengers.

Help minimize losses, damages, and claims against the University.

SCOPE

This University policy applies to the drivers who are engaged in the operation of any University-owned or leased motor vehicles on either public or private property.

In order to meet the objectives of this policy, Western New England University reserves the right to review driver's licenses and the driving records of all drivers who operate a University-owned or leased motor vehicle. This policy applies to:

All Student Drivers.

Supervisors of student groups who drive University vehicles.

Employees who operate University vehicles as an essential part of their job.

Employees who drive University vehicles routinely.

Faculty and Staff who may use a vehicle on a single occasion.

Full-time and part-time employees, including students, work-study students, interns, and volunteers who may be authorized to drive University-owned or leased motor vehicles, must possess a current, valid driver's license. Eligibility to operate a University motor vehicle as defined in this policy is also dependent upon a prospective driver's driving record. All drivers of University motor vehicles must comply with the applicable laws and regulations concerning the operation of motor vehicles.

PROCEDURES AND RESPONSIBILITIES

I. ELIGIBILITY REQUIREMENTS FOR DRIVERS OF WESTERN NEW ENGLAND UNIVERSITY-OWNED OR LEASED VEHICLES

Failure to comply with the procedures set forth in this policy may result in disciplinary action in accordance with established University policy and may result in suspension or termination of motor vehicle operating privileges. In order to operate a University motor vehicle, an employee or student driver must adhere to the following:

A. Possesses a valid United States driver's license issued by the Department of Motor Vehicles from their state of residence or the District of Columbia. Foreign students must possess a valid international driver's license.

Non-Commercial Driver's License

Driving a vehicle designed to carry fewer than 16 passengers including the driver.

Driving a vehicle weighing less than 26,000 lbs.

Commercial Driver's License (CDL)

Driving conditions that require a CDL include;

Driving a vehicle weighing more than 26,000 lbs.

All drivers operating a vehicle designed to carry 16 or more passengers (including the driver), must possess a commercial drivers license (CDL).

Training for this license must be obtained through the proper state and local authorities.

A driver's safety program is provided by the University's Department of Public Safety. All non-CDL drivers should contact the Public Safety department and complete the program before operating any University-owned or leased vehicles.

Completion of this program is mandatory for all students and staff.

B. All drivers must disclose an accurate driving history for the past three years.

C. Successfully complete the University's Driver Safety program, if applicable.

D. Agree to operate University motor vehicles in accordance with applicable local and federal laws and University regulations.

E. Wear seat belts at all times and require passengers to wear them if the vehicle is equipped with seat belts. Under NO circumstances should the number of passengers exceed the specific capacity nor the number of seatbelts, if provided.

F. No drinking of alcoholic beverages and/or use of controlled substances (including prescriptions that may cause drowsiness) shall be allowed in a University vehicle at any time.

G. The driver of the vehicle must not be under the influence of controlled substances, prescriptions that may cause drowsiness, and/or alcohol at any time.

H. All traffic violations and citations are the sole responsibility of the driver, for example speeding tickets.

I. Report **any change in license status** immediately (i.e. if your license has been suspended or revoked) **to Public Safety within one working day** of any such change. If the license is revoked or suspended, operating privileges will be temporarily terminated accordingly.

J. In the event that you are in an accident while driving a University-owned or leased vehicle, **immediately report all accidents/damages to Public Safety**-telephone (413) 782-1300.

K. No one under 18 years of age can drive a vehicle.

L. Foreign students must have an international driver's license.

M. If a van has to be rented and a group fails to pick up the van, that group will pay the full cost of the rental instead of the customary charges. The University charges a small daily rate plus mileage on all van rentals.

N. Employees whose job responsibilities include regular or occasional driving for business are expected to refrain from using their University issued or personal cellular phones while driving.

O. Passengers must ride FULLY INSIDE of the cargo area of the vehicle.

Adhere to the following procedures:

At the scene -

Do not admit fault.

Complete a Western New England University Public Safety Accident Investigation Form or as a minimum, write down:

1. OTHER DRIVER'S INFORMATION

- Name
- Date of Birth
- Driver's License Number/State
- Phone Number
- Address
- Insurance Company-Policy Number, if known
- License Plate Number
- Make/Model/Year of Vehicle
- Damage to Vehicle
- Injury to Driver, if any
- Date, Time, Road and Weather Conditions

2. WITNESS/PASSENGER INFORMATION

- Names and Phone Numbers of Any Passengers
- Injuries to Any Passengers
- Names and Phone Numbers of Any Witnesses

3. INVESTIGATING OFFICER'S INFORMATION

If local police respond to accident, request:

- Officer's Name
- Badge Number
- Phone Number
- Report Number

NOTE: In the Commonwealth of Massachusetts, it is the vehicle driver's responsibility, if an accident involves death, personal injury or more than \$2000 damage to any vehicle or property, to report the accident within (5) days to each of the following agencies:

Local Police

Registrar of Motor Vehicles, Commonwealth of Massachusetts (If the accident occurs in Massachusetts, otherwise in accordance with the state requirements in which the accident occurs.)

P. After notifying Public Safety, call your supervisor or vehicle coordinator or vehicle lessor to report the accident.

Q. Contact Facilities Management within 24 hours after the accident.

II. LOSS OF DRIVING PRIVILEGES

The following offenses will result in suspension or termination of driving privileges for those operating University-owned or leased vehicles along with appropriate disciplinary action:

1. Operating a motor vehicle without a valid driver's license.
2. Failure to report the suspension or revocation of his/her driver's license.
3. Failure to obey University and local traffic regulations.
4. Operating a University-owned or leased vehicle outside of the scope of the destination and school-related activity.
5. Operating a University-owned or leased vehicle in a reckless or unsafe manner.
6. Driving which results in the intentional destruction of property.
7. Failure to report an accident involving a University-owned or leased vehicle to your supervisor, Department of Public Safety and Facilities Management.

8. Operating a University-owned or leased motor vehicle while under the influence of alcohol or drugs.
9. Two *at fault* accidents within a 12-month period while operating a University owned or leased vehicle.
10. Three *at fault* accidents within a two-year period while operating a University owned or leased vehicle will result in suspension of driving privileges.

III. DEPARTMENT, CLUB OR GROUP RESPONSIBILITIES

Each department or group authorized to operate a University motor vehicle is required to follow, at a minimum, the procedures outlined below:

An individual within each organization that has vehicles permanently assigned to them should be appointed with the responsibility to:

- A. Ensure that only those individuals, who have met the eligibility requirements, are permitted to operate a University-owned or leased vehicle. (See Section I of this policy; items A-Q)
- B. Provide copies of all assigned driver's licenses to Facilities Management.
- C. Establish an ignition key control system and include the following:
 1. The operators conduct daily vehicle inspections before and after each trip.
 2. Schedule, through the Facilities Management Motor Pool, quarterly inspections and pre-trip inspections for all trips going beyond 100 miles/2 hours.
 3. Maintain ignition keys and review the daily log. A daily/weekend schedule will be published and provided to that individual who will be responsible to dispatch vehicles. Vehicles will not be dispatched if not scheduled.
 4. Maintain a daily log of all persons within the department who operate a University motor vehicle and verification of the following:
 - a) Name of eligible driver.
 - b) Trip destination and estimated duration.
 - c) Activity being attended or reason for use.
 - d) Date and time motor vehicle was taken.
 - e) Date and time motor vehicle was returned.
 - f) Mileage.
- D. Each University-owned or leased vehicle must be properly maintained and/or according to the lease agreement, if applicable. All accident damage must be repaired as quickly as possible after an accident and the completion of the appraisal by the insurance carrier.
- E. Vehicles cannot be modified by the group or organization, including removal of seats, addition of a trailer, or putting a luggage rack on roof. Any needed modification must be done by Facilities Management.
- F. Accident Response: In the event of an accident involving a University-owned or leased vehicle, the driver shall:
 1. Ensure that they follow the accident response procedures outlined in Section I in this policy.
 2. Notify the Department of Public Safety immediately following the accident - (413) 782-1207.

3. Notify Facilities Management within 24 hours of the accident - (413) 782-1387.

G. Automobile Insurance Deductible:

1. In the event of an accident to a University-owned or leased vehicle, the responsible department, club or group may have to pay the deductible amount (\$1000) for damages to a University-owned or leased vehicle.

H. Purchasing, Leasing or Renting a Vehicle; Registrations; Selling Vehicles:

1. All vehicle purchases and leases must be processed through the Procurement Services Department. Only the Vice President for Finance and Administration is allowed to sign lease and Purchase and Sale Agreements. Procurement Services and Facilities Management will provide the following information to the Office of Finance and Administration so that insurance protection can be arranged under the University's automobile insurance program. The Commonwealth of Massachusetts demands proof of insurance prior to allowing vehicle registration.

a) Vehicle Make, Model, and Year.

b) Vehicle Identification Number (VIN).

c) License Tag Number (not available for leased vehicles prior to lease).

d) Name(s) of driver(s) within the department who will be operating the vehicle.

e) Provide a copy of the lease agreement to Facilities Management within 24 hours.

NOTE: All original certificates of title must be retained in Facilities Management, along with a copy of the vehicle registration.

2. Registration and registration renewals will be coordinated by Facilities Management through the University insurer.

3. To sell a University-owned vehicle: all sales of University-owned vehicles must be conducted by the Procurement Services Department. When trading in a vehicle as part of the purchase of the new vehicle, the purchase requisition should clearly identify the vehicle traded in.

4. Renting a vehicle; Departments and/or an individual authorized to rent a vehicle for/by the University is required to abide by these same policies and procedures set forth in this document for University-owned or leased vehicles. Western New England University's automobile insurance policy provides Excess Liability Insurance for University rented vehicles and primary insurance for physical damage to the rental vehicle. **IT IS NOT NECESSARY FOR THE DEPARTMENT/INDIVIDUAL TO PURCHASE THE RENTAL COMPANY'S DEDUCTIBLE INSURANCE.**

REMINDER: If you are involved in an accident with a rental vehicle, you must Notify Public Safety immediately and contact Facilities Management within 24 Hours.

IV. OFFICE OF FACILITIES MANAGEMENT (413) 782-1387 RESPONSIBILITIES:

A. Maintains current University-owned or leased vehicle listings.

B. Maintain vehicles according to manufacturers recommended frequencies of service.

C. Ensure no vehicle is permitted to be used unless it is in good operating condition and all safety equipment is working properly.

D. Ensure the safety inspection sticker is valid.

E. Maintain a daily log of all persons who operate a University motor vehicle and verification of the following:

a) Name of eligible driver.

b) Trip destination and estimated duration.

c) Activity being attended or reason for use.

d) Date and time motor vehicle was taken.

e) Date and time motor vehicle was returned.

f) Mileage.

F. Ensure the materials listed below are maintained in each University-owned or leased motor vehicle:

1. Vehicle Registration (A copy should be retained in Facilities Management.)

2. Vehicle Accident Report Form (Obtained from Facilities Management.)

3. Insurance Identification Card (Obtained from Facilities Management.)

G. Calculate charges for vehicle use and report them to the Controller's Office.

V. DEPARTMENT OF PUBLIC SAFETY (413) 782-1207

RESPONSIBILITIES:

A. Verification of driving records.

B. Maintaining records and analysis of incidents.

C. Obtaining all DMV reports on drivers as indicated in Section I, item B.

D. Public Safety shall forward any incident reports involving University owned or leased vehicles to Facilities Management within 24 hours of receiving the report from the driver.

E. Public Safety and Facilities Management will work together in the investigation of University-owned or leased vehicle claims.

F. Public Safety and the Chief Mechanic will inspect all University vehicles involved in an accident and submit a report of their findings to the Office of Finance and Administration.

G. Public Safety is responsible for providing a driver's training program for all drivers of University vehicles and maintaining the list of authorized drivers.

H. When vehicles check out or check in through Public Safety, the officer on duty will obtain the name and class of the operator and his/her license number, state and expiration date. This information will be checked against the list of vehicle operators to ensure the operator has attended the driver-training seminar. He shall also record the registration number of the vehicle. A walk-around inspection of the vehicle will be conducted; all lights on the vehicle will be checked including headlights, brake lights, directional, backup and hazard lights. The horn, windshield wipers and tires should also be checked. If the vehicle does not pass this inspection, it should not be allowed to be used until repaired.

VI. OFFICE OF FINANCE AND ADMINISTRATION (413) 782-1219

RESPONSIBILITIES:

A. Handling any and all University vehicle accidents, including accident investigation with Public Safety and subrogation of claims.

B. Notify the insurance carrier of the accident.

- C. Vice President for Finance and Administration is only authorized individual to sign lease and Purchase and Sale Agreements of all vehicles for the University.
- D. Administer the University's Vehicle Insurance Program.
- E. Responsible for motor vehicle policy and updates.

WESTERN NEW ENGLAND UNIVERSITY VEHICLE RESERVATION POLICY/PROCEDURE

1. The individual reserving the vehicle must also be the driver. If there are to be other drivers, their names must be given to Facilities Management when the reservation is made. All drivers must be approved by Public Safety and, in the case of 12 passenger vans or larger, a driving test must be passed. Public Safety will forward a list of all approved drivers to Facilities Management. Individuals not on the approved list will not be allowed to reserve vehicles.

(NOTE: This policy also applies to vehicles rented with University funds/for University use. Vehicles are for use by approved student organizations for **official events or business ONLY. Vehicles are not to be used for personal business.**) **The driver and all passengers MUST be on University business if they are traveling in a University vehicle. Family, friends or other persons not involved in University business are strictly prohibited from traveling in University vehicles.**

2. All vehicles must be reserved a minimum of 72 hours prior to the time they are needed. Facilities Management will confirm the requested vehicle's availability and complete the Vehicle Request Form. The person making the reservation will receive the pink copy of the form to serve as a confirmation of the reservation.

3. The white copy of the Vehicle Request Form will be kept by Facilities Management, and the yellow copy will be forwarded to Public Safety. [NOTE: Before the close of each business day, all the after hours vehicle reservations (yellow forms and a comprehensive listing) will be sent to Public Safety. Once this has taken place, no further reservations can be taken for that day.]

4. When the individual picks up the vehicle keys at the Motor Pool (during normal business hours) or Public Safety (after normal business hours), he/she will be required to sign and date the reservation when picking up and dropping off the vehicle, give the attendant their WNE ID, and will be given the yellow copy of the reservation form. Drivers must fill in the usage information on the lower half of the page, and return it to either the Motor Pool or Public Safety with the keys by the return time listed on the form. All vehicles must be returned to their reserved parking space behind the Campus Utility Building or to Public Safety depending on where they picked it up. The WNE ID will be returned when this is completed. If the vehicle is picked up during normal business hours, it is the Motor Pool's responsibility to get the ID to Public Safety for any after hours vehicle drop offs. To protect the driver, they should inspect the vehicle before and after its use and note any deficiencies.

5. Public Safety will return the completed yellow copy to Facilities Management where it will be attached to the original white copy and filed for future reference.

FINAL NOTE:

All trip planning should be reviewed and approved by the designated department personnel. Strict attention will be paid to safety in planning, including proper driver rest, layovers as necessary, limits on miles and hours per day, emphasis on daylight driving as much as feasible. (As a guide, federal limit for commercial truck drivers is 10 hours per day, then a minimum of 4 hours rest.) Long trips should begin in the a.m. rather than in the evening after a full day of classes or work.