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VEHICLE POLICIES AND PROCEDURES



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Driving Policy (Owned, Leased or Non-Owned Vehicles used for University Purposes)

The purpose of this policy is to establish Western New England University's guidelines, procedures and objectives, which shall be followed:

- To protect the safety of individuals operating any motor vehicle on University business
- To protect our employee and student drivers, their passengers, and the general public, which is of the highest priority to Western New England University
- To help minimize losses, damages, and claims against the University
- Ensure the safety of drivers and passengers in University vehicles, as well as those drivers and passengers in a non-owned vehicle being used for University business purposes
- Ensure the safe operation of University vehicles and those non-owned vehicles being used for University business purposes
- Ensure the proper maintenance of owned and non-owned vehicles used for University purposes

Definitions: (for use and comprehension of this policy)

University Vehicle: A motor vehicle owned by or leased to the University, including a temporary replacement vehicle.

Non-Owned Vehicles: Any other motor vehicle not classified as a "University Vehicle" while being operated on University business.

Driver(s): Any employee or student assigned a "University Vehicle" or who operates a "Non-Owned Vehicle" for University business.

High Risk Driver: Any driver on probation or whose driving history meets the criteria outlined under Section VI "Loss of Driving Privileges".

Scope

This University policy applies to drivers who are engaged in the operation of any University-owned vehicle and/or non-owned vehicle (which include golf carts, mules, and Kubota tractors) on either public or private property used for University business purposes.

All employees and/or students whose position requires driving will be required to pass the Defensive Driver's Training and provide the Office of Facilities Management with a current valid U.S. driver's license. The University reserves the right to request driving records of all drivers who operate a University vehicle, or any employee that uses a non-owned vehicle for University-related business. This policy applies to:

- All Student Drivers (**students must be 18 years of age or older**).
- Supervisors of student drivers or student groups who drive University vehicles.
- Employees who operate a University vehicle as an essential function of their jobs.
- Any faculty or staff member who drives a University vehicle or a non-owned vehicle for University business.

Full-time and part-time employees, including students, at least 18 years of age or older, interns, and volunteers who may be authorized to drive a University vehicle, must possess a current valid U.S. driver's license. Eligibility to operate a University vehicle as defined in this policy is also dependent upon a prospective driver's driving record. All drivers of University vehicles or non-owned vehicles must comply with applicable laws and regulations concerning the operation of motor vehicles.

- Student drivers must be 18 years of age and have a current valid U.S. driver's license in order to operate a golf cart.
- The University does not own any 15-passenger vans and strongly discourages the use of these vehicles. Please consult with the Finance and Administration office if you have any questions.

I. Procedures and Responsibilities

Eligibility Requirements for Drivers of University Vehicles or Non-Owned Vehicles used for University purposes and/or sponsored events:

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 for University business. In order to operate a University motor vehicle, an employee or student driver must adhere to the following:

1. Must possess a current valid U.S. 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 current valid U.S. driver's license as well; international licenses are not acceptable.
2. Annually, the University will obtain a motor vehicle record (MVR) for all drivers and assess the motor vehicle violations based on the criteria in section VI. All employees and/or students engaged in the operation of a University vehicle or non-owned vehicle for University purposes must submit to an annual motor vehicle record check.
3. Successfully complete the University's Driver Safety program administered through the office of Public Safety. This program needs to be completed before operating any University vehicles or non-owned vehicles being used for University business. **Completion of this program is mandatory for all staff and students.**
4. All drivers must disclose an accurate driving history.
5. Agree to operate University vehicles and non-owned vehicles in accordance with

- applicable local and federal laws and University regulations.
6. 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.
 7. While driving a University vehicle or non-owned vehicle, including golf and utility carts, drivers may not talk on cell phones. Use of cell phones (including hands-free phones) while driving is dangerous. Before making or answering a cell phone call, drivers must pull over to the side of the road, when it is safe to do so. The shoulder and/or breakdown lane is not considered a “safe” place to stop. Use of text messenger cell phone capabilities is also prohibited while driving.
 8. Avoid “distracting” tendencies. Distracting tendencies are defined as anything that takes your focus from your primary responsibility while operating a University vehicle or non-owned vehicle (driving). While it is not possible to list all distractions, some examples are: eating, drinking, reading, putting on make-up, looking at a map, and shaving.
 9. While pumping gas: turn vehicle engine off, don’t smoke, and don’t use cell phones or electronic devices. Cell phones and electronic devices are not designed for use in an ignitable fumes atmosphere; never re-enter the vehicle while pumping gas. A static spark might be created. Most of the fires investigated involved the driver starting the gas pump, getting back into their car, and when the driver gets back out of the car to remove the nozzle, static is generated when they slide across the seat and a spark may occur when they reach for the nozzle.
 10. Speeding is strictly prohibited while operating a University vehicle or non-owned vehicle.
 11. The use of radar detectors, laser detectors, or similar devices is prohibited while operating a University vehicle or non-owned vehicle.
 12. Drivers must not be under the influence of controlled substances, prescriptions that may cause drowsiness, and/or alcohol at any time.
 13. No drinking or possession of alcoholic beverages, use or possession of controlled substances (including prescriptions that may cause drowsiness), knives and/or weapons shall be allowed in a University vehicle or in a non-owned vehicle at any time.
 14. Passengers must ride FULLY INSIDE of the cargo area of any vehicle.
 15. 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.
 16. In the event that you are in an accident while driving a University vehicle or non-owned vehicle, **immediately report all accidents to Public Safety**; their telephone number is 413-782-1207. The accident will subsequently be followed up by Finance and Administration.
 17. No one under the age of 18 years of age can drive any vehicle.
 18. Foreign students must have a current valid U.S. driver’s license.
 19. While in possession of any University-owned, leased or rented vehicle, keys must remain with the driver at all times.
 20. If a vehicle 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 daily rate plus mileage on all vehicle rentals.

All drivers have sole responsibility for paying any fines and tickets received while driving a University vehicle or non-owned vehicle; for example, speeding ticket. These fines or tickets WILL NOT be paid for by the University.

In the case of any accident while operating personal vehicles, the primary insurance is considered to be the driver's personal motor vehicle insurance. The University does not carry physical damage to personal vehicles; there may be excess liability coverage (their policy will be primary) if an individual is clearly traveling on behalf of University business.

II. Vehicle Use

LIMITS ON HOW A UNIVERSITY VEHICLE CAN BE USED:

1. University vehicles will not be used for non-University business.
2. Other than Western New England University students or students participating in a Western New England University Program, minors will not ride in University vehicles.
3. Family members will not be transported in University vehicles unless participating in a University-sponsored activity.
4. Family members, including spouses, are not allowed to drive University vehicles.
5. Drivers may not pick-up hitchhikers while driving a University vehicle.
6. Use of a University vehicle may be denied in extreme weather conditions or when extreme weather is expected.
7. Employees and/or passengers are not permitted to travel in the bed of a University vehicle in an unsafe manner. Examples of unsafe manner include: standing in the bed of a University vehicle while vehicle is in motion, sitting on edge or tailgate of University vehicle while in motion, and sitting in bed of University vehicle while in motion with tailgate open. All items transported in a University vehicle will be properly secured; thus eliminating the need to stand while transporting materials. At no time will an employee or passenger be in the bed of a University vehicle while in motion on a public street.

FOR UNIVERSITY VEHICLES:

1. Mileage is limited to 100 miles one way without prior approval from the Vice President for Finance and Administration.
2. Since every occupant must wear a seatbelt, load is determined by the number of seat belts.
3. Drivers cannot drive longer than four consecutive hours without a break of at least 30 minutes. Even with a 30 minute break, drivers cannot drive more than eight consecutive hours.

15-PASSENGER VANS:

The University does not transport any faculty, staff or students in 15-passenger vans for safety reasons. If you are considering renting one of these vans, please contact Finance and Administration to discuss the options.

Consideration should be given to chartering a bus for trips longer than 200 miles one way and when more than 20 people are traveling (24 if you're not carrying equipment).

III. Driver's Rights

Drivers have the right to refuse to drive due to unsafe weather conditions, without fear of consequences. (Exception: Public Safety, Facilities Management)

IV. Accidents

In the event that you are in an accident while driving a University vehicle or non-owned vehicle, immediately report all accidents and damages to the local police. All accidents shall be reported to Public Safety – 413-782-1207. Public Safety will report to Finance and Administration – 413-782-1219.

In the case of any accident while operating personal vehicles under the auspices of the University, the primary insurance is considered to be the driver's personal motor vehicle insurance. There may be coverage for liability in "excess" of their personal insurance. There is no coverage available for physical damage to personal vehicles.

After notifying Public Safety, call your supervisor to report the accident.

Do not admit fault and utilize the **Accident Investigation Kit** found in the glove box of a University vehicle and/or online at <http://www1.wne.edu/finance-and-administration/insurance.cfm> under auto insurance or [Hanover Claim ID Information form](#). The following information should be included:

1. Other Driver's Information

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

2. **Witness / Passenger Information**

- Names and Phone Numbers of all Passengers
- Injuries to any Passengers
- Names and Phone Numbers of any Witnesses

3. **Investigating Officer's Information**

- 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, someone else's injury, personal injury, or more than \$2,000 damage to a car or property, to report the accident within five (5) days to each of the following agencies:

1. Local Police
2. 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.)
3. After notifying Public Safety, call your supervisor to report the accident.
4. If the accident involves a University-owned vehicle, contact Facilities Management within 24 hours as well.

V. Defensive Driving Training for Employees and Students

Employees who drive for their jobs will be required to attend driver training at the onset of employment, and all student drivers must attend driver training prior to driving a University vehicle. The University has Driver Credentialing Requirements (attached) that are part of this policy.

The training program will be administered by Public Safety and will consist of:

- Completing and submitting the University's Defensive Driving Course application online at <http://www1.wne.edu/public-safety/defensive-driving-course-online-registration.cfm>
- Satisfactorily completing the online Defensive Driving Course
- Agreeing and accepting all terms and conditions set forth in the Western New England University Vehicle Policies and Procedures (Transportation Policy)
- Specific Training for Drivers of 15 passenger leased vehicles (contact Finance and Administration about this specific training)
- Agreeing to the University's right to obtain a Motor Vehicle Report on all drivers annually

VI. Loss of Driving Privileges

The following driving offenses will result in the suspension or termination of driving privileges for those operating University-owned or non-owned vehicles and/or appropriate disciplinary action: (subject to review by Vice President for Finance and

Administration)

Major Violations

One (1) or more major violations within the past three (3) years:

- a. Conviction for an alcohol and/or drug related driving offense.
- b. Refusal to submit to a Blood Alcohol Content (BAC) test.
- c. Criminal conviction (e.g., felony, negligent homicide, homicide, manslaughter, hit and run, assault arising out of the use of a vehicle, etc.).
- d. Driving while license is suspended or revoked.
- e. Failure to stop and report an accident.
- f. Making a false accident report.
- g. Conviction for reckless driving (excess speed, etc.).

Moving Violations

Three (3) or more moving violations within the past three (3) years:

- a. Any moving violation other than a major violation except: motor vehicle equipment, load or size requirement; improper failure to display license plates; failure to sign or display registration; and failure to have a driver's license in possession.

Other Violations:

- a. Three (3) or more at-fault accidents within a three (3) year period while operating any vehicle.
- b. Any combination of three or more moving violations or at-fault accidents (See Driver Acceptability Matrix below which outlines how acceptable and prohibited drivers are determined by the insurance carrier)

The following offenses may result in suspension or termination of driving privileges for those operating University vehicles. In addition, if the University receives an unsatisfactory motor vehicle record from the Registry of Motor Vehicles, the employee may lose driving privileges. The University may also take additional disciplinary action up to and including discharge from employment for the following:

1. Operating a University vehicle or non-owned vehicle in the performance of University duties without a current valid U.S. 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 vehicle or non-owned vehicle outside the scope of the destination and non-University related activities.
5. Operating a University vehicle or non-owned vehicle in a reckless or unsafe manner.
6. Driving which results in intentional destruction of property.
7. Failure to report an accident involving a University vehicle or non-owned vehicle to your supervisor, Public Safety and Facilities Management.
8. Operating a University vehicle or non-owned vehicle while under the influence of alcohol or drugs.
9. Failure to complete or participate in annual verification of driving records.
10. Failure to pass written Defensive Driving Course.
11. 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.

Below is the Driver Acceptability Matrix that our insurer requires the University to adhere to. Our insurer has strict underwriting regulations and requires the University to “credential” all drivers in order to receive the benefits of the insurance policy. **Motor Vehicle Reports will be checked annually.**

Driver Acceptability Matrix

Number of Moving Violations Within Past Three Years	Number of Accidents Within Past Three Years				Number of DUI or DWI Within Past Five Years & Criminal Violations	
	0	1	2	3		1 or More
	0	Clear	Acceptable	Borderline		Prohibited
1	Acceptable	Borderline	Prohibited	Prohibited	Prohibited	
2	Acceptable	Prohibited	Prohibited	Prohibited	Prohibited	
3	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	

Borderline	Motor Vehicle Report will be checked annually; insurability subject to no deterioration in the record.
Prohibited	Employer must prohibit driver from driving company vehicles or using personal vehicle on company business.

VII. Department, Club or Group Responsibilities

Each department or group authorized to operate a University-owned vehicle or non-owned vehicle is required to follow the procedures outlined below:

1. Ensure that only those individuals who have met the eligibility requirements are permitted to operate a University vehicle or non-owned vehicle (See Section V of this policy).
2. Provide copy of all assigned driver’s licenses to Facilities Management.
3. Ensure that operators are conducting daily vehicle inspections, as well as pre-trip and post-trip inspections.
4. Schedule pre-trip and post-trip inspections with the Supervisor of Transportation (Facilities Management) for trips over 100 miles/2 hours.
5. Ensure that operators are completing all information on vehicle logs:
 - 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 returned.
 - f. Mileage.

6. Each University-owned or non-owned 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.
7. 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.
8. Accident Response: In the event of an accident involving a University-owned or non-owned vehicle, the driver shall:
 - a. Ensure that they follow the accident response procedures outlined in Section IV in this policy.
 - b. Notify the Department of Public Safety immediately following the accident - (413) 782-1207.
 - c. Notify Facilities Management within 24 hours of the accident for any University-owned vehicle - (413) 782-1387.
9. Automobile Insurance Deductible or Vehicle Damages:
 - a. **In the event of an accident to a University-owned vehicle, the responsible department, club or group will have to pay the deductible amount (\$1000) for the damages or the damages if less than \$1,000. In the event of an accident in a rental vehicle and the collision damage waiver and liability coverage was not purchased, the responsible department, club or group will have to pay either the deductible amount (\$1,000) or the damages if less than \$1,000.**
10. Purchasing, Leasing or Renting a Vehicle; Registrations; Selling Vehicles:
 - a. 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 Vehicle Lease Agreements. Procurement Services and Facilities Management will provide the following information to the Office of Finance and Administration so that insurance coverage can be arranged under the University's automobile insurance program. The Commonwealth of Massachusetts demands proof of insurance prior to allowing vehicle registration.
 1. Vehicle Make, Model, and Year.
 2. Vehicle Identification Number (VIN).
 3. License Tag Number (not available for leased vehicles prior to lease).
 4. Name(s) of driver(s) within the department who will be operating the vehicle.

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

- b. Registration and registration renewals will be coordinated by Facilities Management through the University insurer.
- c. To sell a University-owned vehicle: When trading in a vehicle as part of the purchase of the new vehicle, the purchase requisition should clearly identify the vehicle being traded in and the value of that traded-in vehicle.
- d. Renting a vehicle; only those Departments and/or an individuals authorized to rent a vehicle for/by the University are required to abide by these same policies and procedures set forth in this document for University-owned or non-owned vehicles. **Western New England University requires the Department/Individual to purchase the rental company's collision damage waiver and liability coverage both in and outside the United States. This is a change in policy.**

REMINDER: If you are involved in an accident with a rental vehicle, you must notify Public Safety immediately, as well as the student's or employee's Supervisor; Public Safety will notify Finance and Administration about the accident for insurance purposes.

Annually, the University will verify the motor vehicle records (usually on the month of the driver's birthday) of all drivers on the "Authorized Credentialed Driver List". All employees and/or students on this "list" are required to provide Facilities Management with a copy of their current driver's license.

In addition, the University maintains the right to conduct periodic and random review of Motor Vehicle Records at its discretion.

VIII. Office of Facilities Management's Responsibilities (413) 782-1387
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- 1. Maintains current University-owned or leased vehicle listings.
- 2. Maintains the "Authorized Credentialed Driver List".
- 3. Obtains copies of driver licenses of all employees and students on "Driver List."
- 4. Maintain vehicles according to manufacturers recommended frequencies of service.
- 5. Ensure no vehicle is permitted to be used unless it is in good operating condition and all safety equipment is working properly.
- 6. Ensure the safety inspection sticker is valid.
- 7. Maintain the Vehicle Request Forms for anyone who operates 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.

8. Ensure the materials listed below are maintained in each University-owned or non-owned motor vehicle:
 - a. Vehicle Registration (A copy should be retained in Facilities Management)
 - b. Vehicle Accident Report Form and insurance information (available in each vehicle and online at <http://www1.wne.edu/finance-and-administration/insurance.cfm> under auto insurance or [Hanover Claim ID information form](#).)
9. Calculate charges for vehicle use and report them to the Controller's Office.

IX. Department of Public Safety's Responsibilities (413) 782-1207
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1. Verification of driving records.
2. Maintaining records and analysis of accidents.
3. Obtaining all motor vehicle reports on drivers as indicated in Section V.
4. Public Safety shall forward any incident reports involving University-owned or non-owned vehicles to Facilities Management and Finance Administration within 24 hours of receiving the report from the driver.
5. Public Safety, Facilities Management and Finance and Administration will work together in the investigation of University-owned or non-owned vehicle claims.
6. Public Safety and the Supervisor of Transportation will inspect all University vehicles involved in an accident and submit a report of their findings to the Office of Finance and Administration.
7. Public Safety is responsible for providing a driver's training program for all drivers of University vehicles; once the driver passes the training, this information should be forwarded to Facilities Management.
8. When a vehicle returns to campus, they stop at Public Safety for a post-trip inspection (after hours when Transportation is not available). A walk-around inspection is conducted to insure there is no damage to the vehicle. If the vehicle does have damage, it is documented and reported to Transportation as soon as possible. The vehicle is then parked at the CUB.

X. Office of Finance and Administration's Responsibilities (413) 782-1219
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1. Handle all University vehicle accidents, including accident investigation with Public Safety and subrogation of claims.
2. Notify the insurance carrier of the accident.
3. Vice President for Finance and Administration is only authorized individual to sign lease and Purchase and Sale Agreements of all vehicles for the University.

4. Administer the University's Vehicle Insurance Program.
5. Responsible for motor vehicle policy and updates.

XI. Vehicle Reservation

1. Drivers must pick up keys to assigned vehicle from the appropriate authority / department, at which time the pre-trip inspection will be completed by the designated driver of the vehicle, and the facilities/transportation employee on duty using the "Pre-Trip / Post-Trip Driver's Inspection Report".
2. Any and all damage should be detailed on this report prior to the trip and signed off by the driver and Facilities/Transportation Department.
3. Upon returning to the University with the vehicle, the driver will report to Facilities Management or Public Safety (after hours) for a post-trip inspection following the same procedures as the pre-trip inspection.
4. The keys to the vehicle will be returned to Facilities Management or Public Safety (after hours) after parking the vehicle. Facilities Management (or Public Safety) will then secure the keys in the key lock box located in their department.

XII. Vehicle Maintenance

1. All University vehicles are serviced and inspected regularly based on mileage, weather conditions, usage, and manufacturer's recommendations.
2. All University vehicles must be equipped with a properly inflated spare tire, jack, lug wrench, flares, and/or reflectors, fire extinguisher, first aid kit, vehicle logs and accident report forms, vehicle registration, and insurance information.
3. All problems discovered during pre-trip and post-trip inspections must be reported, in writing, to Facilities Management within 24 hours.

XIII. Non-Owned Vehicle Maintenance

1. All Non-Owned Vehicles should meet today's general standards of safety. In states requiring mandated safety inspections, drivers shall provide current proof of passed safety inspections, as well as proof as inspections are renewed.
2. Employees are required to maintain their non-owned vehicles in reasonably good condition and all safety items (glass, brakes, seat belts, horn, directional signals, lights, mirrors, etc.) be present and in good condition.

XIV. Vehicle Reservation Procedure

1. When a vehicle reservation is made, names of all drivers must be given to Facilities Management. All drivers must be on the "Authorized Credentialed Driver List". Individuals not on this approved list will not be allowed to drive vehicles. (NOTE: This policy also applies to vehicles rented with University funds/for University use. Vehicles can only be used by approved student organizations for **official events or University 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 or non-owned 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 3 business days 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 approved form (with the Facilities Vehicle Approval stamp) by email or inter-office mail to serve as an approval of the reservation. The vehicle reservation is not considered approved until this form has been returned to the requester.
3. Copies of the Approved Vehicle Request Form will be distributed to the vehicle requester, driver/s, the Supervisor responsible for the account charged, and Transportation. The form will be distributed to Public Safety for any "after hours" request.
4. When the individual picks up the vehicle keys at Transportation (during normal business hours) or Public Safety (after normal business hours), the approved form needs to be presented. This individual will be required to sign and date the reservation when picking up and dropping off the vehicle and show the attendant their WNE ID. 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. To protect the driver, they should inspect the vehicle before and after its use and note any deficiencies at the time of the inspection.
5. Public Safety will return completed copy for Facilities Management to process the mileage which is reported to the Controller's Office.

XV. Use of Privately-Owned Vehicles

All employees and students who drive their private vehicles on University business or sponsored activities are responsible for the following:

- Faculty, staff and students using their private vehicles on University business or sponsored activities are required to carry auto liability insurance with minimum limits as required by the state where the vehicle is registered. In an accident involving a privately-owned vehicle, the owner must use his/her individual automobile insurance coverage as the primary insurance.
- In some cases, it is possible that the University's auto liability coverage would apply when an employee is an authorized driver on University business at the time of loss; the personal vehicle's auto liability insurance will always be primary and exhausted first before the University's coverage would apply. **Please be advised that collision coverage does not apply.**
- If any personal property is damaged or stolen as a result of being transported or stored in a privately-owned vehicle, the property is not covered by the University's insurance. Employees should consult with their personal insurance provider to determine if coverage for property in vehicles is included in their homeowner's insurance policy.
- Authorized drivers conducting University business in a privately-owned vehicle shall be reimbursed for mileage at the authorized I.R.S. mileage reimbursement rate.

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. Long trips should begin in the a.m. rather than in the evening after a full day of classes or work.

August 17, 2017
Finance and Administration

The University purchases a commercial auto liability insurance policy for any driver that operates a University vehicle or non-owned vehicle under the auspices of the University. Our insurer has strict underwriting regulations and requires the University to “credential” all drivers in order to receive the benefits of the insurance policy. Only authorized credentialed drivers may operate the University’s owned or non-owned vehicles under the auspices of the University and on University business.

In order for any student, staff or faculty member to operate a University vehicle or non-owned vehicle used under the auspices of the University, the following requirements are mandatory.

The initial step is to complete and submit the University’s Defensive Driving Course application; this course is administered through the Department of Public Safety. The instructions and application are on the following link.

<http://www1.wne.edu/public-safety/defensive-driving-course-online-registration.cfm>

Once you’ve submitted the Defensive Driving Course application, Public Safety obtains a Motor Vehicle Report on the driver applicant (this report may be re-obtained at any time while driving on behalf of the University but at least annually). If your report is acceptable in accordance with the insurer’s “Driver Acceptability Matrix”, Public Safety sends you an email that provides you access to take the online defensive driving course. The course takes approximately 1 hour to complete.

Once the course is completed satisfactorily, you will receive a “PureSafety Certificate of Completion”, which you may retain for your records.

Your name is then added to Public Safety’s list of individuals who have completed the defensive driving course. This list is also sent to the Facilities Management office.

A legible copy of your current valid driver’s license then needs to be provided to the Office Manager in Facilities Management in order for your name to be included in the University’s official “Authorized Drivers List”. This list is maintained in the Office of Facilities Management.

As an “Authorized Credentialed Driver”, you need to accept and agree to all the terms and conditions set forth in the Western New England University Vehicle Policies and Procedures, as well as agree to the University’s right to obtain a Motor Vehicle Report at any time while included on the University’s “Authorized Drivers List”. All of these above requirements are mandatory in order for you to drive vehicles for the University. Failure to follow this process may result in substantial personal liability to the driver.

Please allow at least 2 weeks for this credentialing process; the process may take much longer depending on the state of your license (such as Connecticut).

December 2017