College Vehicle

Policies & Procedures

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Updated 04/17/2024

COLBY-SAWYER FLEET VEHICLE POLICY

Colby-Sawyer College (CSC) maintains the following "Fleet Vehicles" for use by approved CSC students, faculty and staff requiring transportation for college functions: seven 15-passenger vans, and (2) 7 passenger sedans.

The College is committed to protecting both the people and the vehicles involved in these trips. Because of the potential hazards transportation activities pose, the following procedures have been instituted to help make people safer and protect college property. These procedures pertain to all college fleet vehicles and vehicle rentals used in the College's name and/or for use in the activities of Colby-Sawyer College. Failure to comply with these policies and procedures may result in the loss of College vehicle operating privileges and/or further disciplinary action.

USE OF PERSONAL VEHICLE AND COLLEGE VEHICLE

The college maintains a fleet of vehicles, including cars and vans, for the purpose of meeting the transportation needs of students, faculty, and staff for functions and activities away from campus.
For employees traveling independently, it is preferable that you use your own vehicle and be reimbursed for mileage for college-related travel. The mileage reimbursement for use of personal vehicles for business travel and the charge for fleet use on a per-mile basis is the same.

When it is not feasible for employees to use their own vehicles, every effort will be made to make a vehicle from the college fleet available. The college fleet is for business use only. If fleet vehicles are unavailable, the college also has a corporate account with Enterprise Rent-A-Car and employees may use this account for business travel with approval from their area Vice-President.

If a personal vehicle is used for college business, the employee's personal insurance will respond as primary insurance coverage in case of accident or loss. While New Hampshire has no mandatory insurance law, when driving a personal auto on college business, the driver must have adequate automobile liability insurance. Any Colby-Sawyer College community member who chooses to ride in a private automobile does so voluntarily and at their own risk. The college does not cover comprehensive or collision insurance for anyone who drives his/her personal vehicle on college business. The college does carry non-owned auto liability coverage to protect the college and employee(s) (excess basis) in the event of a suit resulting from an accident in which an employee was driving on college business.

If your private vehicle is damaged when you are using it to conduct college business, contact your own automobile insurance company to find out coverage, make claims, and arrange for repairs. The college does not reimburse deductible amounts relating to loss or damages while using a personal vehicle for college business. The college's business automobile policy does not provide coverage for an employee's personal property should it be damaged in or stolen from a college-owned, rented, or personal vehicle. The employee is responsible for his/her own personal property including any insurance coverage that he/she may want for it.

RESERVATION PROCEDURE

Faculty and Staff who would like to reserve a college vehicle should contact the administrative assistant from their area who will reserve a van through the reservation system Mazevo. Students who would like to reserve a CSC Fleet Vehicle for a college sanctioned function should contact Student Activities at x3741.

Individuals reserving a van are required to provide the following information:

- Title of event
- Date(s) van is needed
- Which vehicle is being requested (15-passenger van, mini-van or sedan)
- Travel destination (town, state)
- Start time (pick-up time)
- End time (return time)
- Name of driver-Operators must be certified (see below)
- Advisor or trip sponsor
- Van configuration-seats needed to be removed to accommodate luggage etc.; (where applicable)

Once the reservation is entered into the College's reservation system (Mazevo) a confirmation can be found at MYEVENTS in Mazevo.

CSC FLEET VEHICLE ASSIGNMENT

CSC Fleet Vehicles will be assigned on a first-come, first-served basis, as determined by receipt of a completed vehicle requisition form by Campus Safety. If requests exceed the Colby-Sawyer fleet, additional vehicles will be leased as needed from an independent vendor by requestor Campus Safety does not make these arrangements. When reserving vehicles, the Admissions Department has priority use of the (2) 7 passenger sedans.

CSC FLEET VEHICLE CHARGES

The department or organization that requests a CSC Fleet Vehicle is responsible for the mileage charges and any other costs. The cost for using a CSC van is .40 per mile

CANCELLATIONS

CSC Fleet Vehicle reservation cancellations must be made at least 12 hours prior to the scheduled departure time. All cancellations must be reported to Campus Safety to avoid any charges.

NO SHOWS will be charged a flat fee of $20.00.

DAMAGES

CSC Fleet Vehicles that are left in a condition that will not allow them to be immediately reused, will result in a minimum $25.00 clean-up fee. CSC Fleet Vehicles will be maintained, fueled, and inspected by members of the Facilities Department prior to each departure. Facilities will contact Campus Safety and the applicable department in writing with any additional charges.

DRIVER CRITERIA

Only students, faculty, and staff are eligible to apply for CSC Fleet Vehicle operation.

To operate the sedan individuals must first:

1. Submit a completed *CSC Driver Application to Campus Safety
2. Complete the online 15-passenger van safety course
3. Complete a van driver orientation through the CSC Facilities Department (extension 3699).

All of the above steps must be successfully completed before Campus Safety will authorize a driver to operate a 15-passenger van. Applicants may not operate a CSC Fleet Vehicle until they receive confirmation from the Department of Campus Safety that they have been approved to do so.

Individuals authorized to operate a 15 -Passenger Van may also operate the college's (2) 7 passenger sedans.

Applicants will not be certified if they have more than 6 traffic violation demerit points under New Hampshire law, have been cited for an accident in the past 24 months or have been convicted of a major traffic violation, such as driving under the influence. Colby-Sawyer College reserves the right to revoke College vehicle operator privileges at any time and without prior notice.

Once approved, driver authorization remains in effect for two years. It's the responsibility of the operator to keep their records current. To do so, drivers must submit a newly completed

*CSC Driver Application to Campus Safety prior to the end of their second year. Previously certified 15-Passenger Van drivers DO NOT have to retake the Van Operator Defensive Driving Course or orientation.

*Forms and materials can be obtained at the Campus Safety office, James House, Monday-Friday 8 am-4 pm.

PASSENGERS

The maximum passenger load for a 15-passenger van is 14 people, not including the driver. When determining the number of vehicles, you'll require, please take into consideration any additional equipment that passengers may also be taking with them. Leave enough room for comfort and safety.

15-PASSENGER VAN LIMITATIONS

Trips involving round-trip travel of 400 or more miles will require that no more than two vans be used for a single-destination trip.

Groups of more than 30 students are required to use charter buses.

There must be a minimum of one certified driver per every 400 miles, no more than 16 hours of continuous travel is allowed, and a driver must rest for one hour for every four consecutive hours of driving.

A driver may not drive more than eight hours a day. The requester's Vice President may make exceptions to this limitation. The Vice President should send a letter of authorization to Campus Safety prior to van pick-up.

15-PASSENGER VAN OPERATION POLICY

1. Only CSC-approved drivers may operate college vehicles.
2. Drivers should perform a safety check before operating the vehicle. This will include inspecting underneath the van to ensure there are no excessive leaks or loose or hanging parts, ensuring there is no visible damage,

including broken windows, lights, or other significant body damage that may impair the van's performance or safety, checking the condition of the tires, confirming the horn, turn signals, headlights, taillights, and brake lights are in working order, and that the seatbelts, doors, interior lights windshield wipers, dashboard gauges, lights, and indicators are functioning properly. If the driver notices anything that needs attention, the driver must report it to Campus Safety immediately. Campus Safety will assign another van if one is available. The defective vehicle will be taken out of service until the vehicle has been inspected by a member of the Facilities Department and the problem has been repaired.

3. All student passengers must sign an Assumption of Risk and Release Roster form and include their emergency contact information prior to boarding a CSC van. It is the responsibility of the van driver to ensure the forms have been completed and turned into Campus Safety prior to departing.
4. The driver is responsible for operating the vehicle in compliance with all state and local driving regulations and posted speed limits. Unsafe operation of college vehicles may result in the temporary or permanent revocation of driving privileges for all college vehicles.
5. Vehicle occupants are required to wear a seatbelt at all times.
6. Operation of any college vehicle while under the influence of alcohol or other drugs is prohibited and will result in the revocation of driving privileges and be subject to disciplinary action.
7. Transportation of alcohol or other drugs in any College vehicle is prohibited.
8. Campus Safety personnel may deny issuance of any College vehicle and/or keys to any person suspected of being under the influence of alcohol or other drugs. In such a case, an incident report will be generated and forwarded to the Director of Campus Safety and the appropriate Department head.
9. The use of tobacco products in a college van is not permitted.
10. The driver or requesting department is responsible for all parking charges, tolls, parking and/or moving violations, and fuel charges. (Fuel tanks will be full prior to leaving campus).
11. Due to limited height clearance, college vans may not be parked or driven in parking garages.
12. College vehicles may not be parked at a driver's residence without prior approval of the Department Head or Supervisor.
13. When returning the vehicle, report any safety concerns identified during operation (i.e.: unusual noises, problems steering, vibrations, illuminated dashboard warning lights, or any other deficiencies as outlined in paragraph 2, to Campus Safety. They will verify the concern and if warranted, take the vehicle out of service. Campus Safety will then notify the Facilities Department of the issue. The vehicle will remain out of service until it has been inspected, any necessary repairs made, and has been confirmed safe to operate by the Facilities Department.

GPS VEHICLE TRACKING SYSTEM

Company vehicles are monitored by GPS tracking units provided to us by our insurance company. Tampering of the unit is cause for disciplinary action.

The GPS tracking device sends back notifications regarding a variety of vehicle conditions such as low battery, vehicle location, time, date, quick stops, and excessive speed.

If excessive speed is met one or two times, the driver and their supervisor will be notified to discuss the situation and possible revocation of driving privileges.

If excessive speed is met a third time the driver will be contacted by Human Resources. The level of corrective action will depend upon the driver's driving history and the seriousness of the incident.

The College expects drivers to be safe and drive in a courteous manner that includes driving within the posted speed limit. Remember that while in a CSC vehicle, you are a representative of our institution and the public around you will form an opinion of the college based on your driving and the behavior of the passengers.

VEHICLE PICK-UP

1. Van keys and clipboards with the vehicle requisition form should be picked up at the Campus Safety office prior to departure by an approved driver prior to 4 PM during weekdays (where possible). Alternate van pick-up scheduling should be coordinated through Campus Safety prior to the reserved departure time to prevent delays. After the driver receives the keys and form, s/he will pick up the vans from the Facilities building parking area located behind the New London Mini-Mart (Main Street).
2. Vehicle keys and requisition form must be picked up at Campus Safety. Keys will not be issued prior to requested pick up time unless prior arrangements have been made.
3. Only the authorized driver may pick up the keys.
4. The driver must supply completed and fully executed Assumption of Risk and Release Roster forms for all student passengers prior to leaving campus. This form must have the signatures and emergency contact information of all students who are riding in the van.
5. The driver must show a valid driver's license at the time the keys are signed out. Anyone operating a college vehicle must have a valid driver's license in his/her possession at all times.

VEHICLE RETURN

1. Park all returning vans in the designated Facilities parking area.
2. Complete the driver's section of the Confirmation form, and record the starting and ending mileage, fuel levels, and vehicle condition.
3. Remove any trash or property left behind by passengers.
4. Lock the van and bring the completed form with clipboard and keys to the Campus Safety office. When the service window is not staffed, please place the keys in the lockbox mounted on the wall to the left of the service window and the clipboard in the box below.

ACCIDENTS

Any accident involving a Colby-Sawyer College vehicle or lease vehicle, regardless of severity, location, or fault, must be reported immediately to the law enforcement authority within the jurisdiction where the accident occurred and to Campus Safety at 603-526-3300.

For all accidents (CSC fleet or rental vehicles):

1. **STOP & SECURE VEHICLE**
2. **Ensure Passenger Safety**
3. **Hazzard Lights On**
4. **Contact 911 to notify local police of the accident and notify EMS if needed for injuries. All accidents regardless of severity must be reported to the police.**
5. **Once medical needs are taken care of, get the driver's information of all other involved vehicles. (Use the information list on the next page.)**
6. **Cooperate with the driver and authorities but do not admit fault or give written statements.**
7. **You will need to give the other driver your information, the vehicle's information, and the College insurance coverage. Insurance information is located in the glove compartment of all College vehicles. College Insurer:**
   Brown & Brown of New Hampshire
   Policy Number PHPK1845185
8. **If the local police will not draw up a report (because the damage is minimal and there are no injuries), ask them to make a note that the driver called in the accident.**
9. **As soon as practical, notify Campus Safety at 603-526-3300 to report the accident.**
10. **If the vehicle is not drivable and must be towed contact:**
    For CSC Vehicles: Ford Roadside Assistance 1-800-241-3673 and in Canada call 1-800-665-2006
    For Rental Vehicles: North Country Auto Rental at 1-800-488-3039
11. **Damaged vehicles must return to campus or the rental location immediately following an accident unless approved by Campus Safety, in consultation with the Facilities Department.**

ACCIDENTS WITH OTHER MOTORISTS

Please collect the following information from the other driver(s) involved in the accident:

Driver Name _____

Date of birth _____

Driver's license number and state _____

Phone number _____

Address _____

License plate number _____

Insurance company – policy number, if known _____

Make, model, and year of vehicle _____

Damage to vehicle _____

Injury to driver, if any _____

Date, time, road and weather conditions _____

Names and phone numbers of any passengers _____

Injuries to any passengers _____

Names and phone numbers of any witnesses _____

If local police respond to the accident, request the investigating officer's name, badge number, phone number, and report number

NECESSARY POST-ACCIDENT FOLLOW UP & INCIDENT REVIEW

The CSC Driver(s) must complete a Statement Form by the end of the day and submit it to Campus Safety. These forms may be picked up at James House. Campus Safety will generate an incident report and contact the Vice President for Finance and Administration who will determine if any further action is required. The driver and the responsible supervisor will be notified of a decision.

If it is determined that the accident or incident was avoidable, the driver may be subject to one of the following corrective actions:

- Suspension of driving privileges for a specific time and review of the “College Vehicle Use Policies and Procedure”.
- Revocation of driving privileges-must attend an approved driving training class prior to the reinstatement of privileges.

The level of corrective action will depend upon the driver's driving history and the seriousness of the incident.

Appeals for suspension or revocation must be submitted in writing to the Director of Campus Safety within 7 days of the action. The Director of Campus Safety will review appeals with the Vice President for Finance and Administration if the incident involved employees of the college and the Vice President for Student Development where a student driver is involved. A determination will be issued within 7 days of the appeal.

In addition to corrective action, the department utilizing the vehicle may be charged for any repairs not covered by insurance. Cost of the repairs will be billed separately from the mileage invoice.