



Policy and Practice for Vans and Other Vehicles

July 1, 2003 – written
March 31, 2010 – REVISION

I.	Policy Purpose and Objectives.....	1
II.	Safe Driving Requirements	2
III.	The Van Fleet: Use and Licensing.....	2
	a. Seeking Approved Driver Status.....	3
	b. Reserving a Van	3
	c. Use of University Vans	3
	d. Fines for Inappropriate Use.....	4
	e. Van Driver Responsibilities	5
	f. Long Distance Trips	5
IV.	Cars, Trucks and Other Employee-Used Vehicles.....	6
	a. Driver Responsibilities	6
	b. Personal Use of Vehicles.....	6
V.	On Renting Vans and Cars	7

I. Policy Purpose and Objectives

Eastern University is comprised of the College of Arts and Sciences, the Campolo College of Graduate and Professional Studies, the Templeton Honors College, Esperanza, and Palmer Theological Seminary. The University owns and leases a number of cars, vans and trucks available to Staff, Faculty and Students for the purpose of furthering the vision and mission of Eastern University.

Department Vehicles are assigned to University Departments or Employees, and their responsible use and maintenance is the responsibility of the departments to which they have been assigned.

The University Van Fleet is comprised of leased vans managed by Student Development for the Athletics Office and the Office of Faith and Practice, and are made available to Faculty, Staff, and Student Organizations.

The purpose and objective of the following policies and practices are:

1. **Stewardship** – To maximize the use of available resources by using University vehicles in a fiscally responsible manner that is both effective and efficient.
2. **Safety** – The driver approval process will be administered with appropriate rigor and the vehicles provided by the University will be such that safety is a clear concern and objective. Expectations and responsibilities associated with the use of University vehicles will also reflect this concern and objective.
3. **Fairness** – Recognizing there are limitations to the number of vehicles provided and their availability for use, established priorities for use will be clear and administered as equitably as possible.
4. **Accountability** – Given the serious nature of safely and responsibly practicing driving privileges for the University, it is important to maintain accurate records and reports for our insurance providers, our vehicle vendors, and the appropriate government and state agencies monitoring vehicle use.

The Eastern University community is committed to Stewardship, Safety, Fairness and Accountability in the appropriate use of our vans and other vehicles.

II. Safe Driving Requirements

In order to ensure that all drivers of Eastern University vehicles have a safe driving history, the state driving records of all Eastern drivers will be reviewed annually.

- Students and Undergraduate Student Workers must present their official driving histories during the Van Licensure process.
- Employees will complete a Driver History Authorization Form, from which reports will be generated each subsequent year that the employee uses an Eastern vehicle.

Most states distribute Driving History Reports (or, Motor Vehicle Records) to license holders online for a small fee. To request that Eastern obtain a driving history report, a Driver History Authorization Form must be submitted to the Executive Assistant for Finance and Operations. Please allow 5 business days for the completion of the transaction.

Lists of Approved Drivers will be compiled by the Executive Assistant for Finance and Operations and will be distributed regularly to all University groups responsible for vehicles. The Sponsoring/Supervising Department would be consulted as to whether auto body repairs incurred by and Approved Driver are due to driver negligence.

When reviewing driving history reports, driving privileges will not be granted if:

- 1) auto body repairs are required due to driver negligence,
- 2) traffic violations/fines are incurred during use of an Eastern vehicle, **or if**
- 3) your DMV driving history reflects any of the following three criteria:
 - a) More than 2 moving violations and/or accidents in the most recent year.
 - b) More than 3 moving violations and/or accidents in the most recent 3 years.
 - c) Driver has major convictions in the last 5 years:
 - *Driving while intoxicated or "under the influence"*
 - *Leaving the scene of an accident*
 - *Careless or reckless driving*
 - *Homicide or assault through use of a motor vehicle*
 - *Drivers who currently have a suspended or revoked licenses*
 - *Eluding a police officer*

III. Van Fleet: Use and Licensing

Eastern University maintains a fleet of leased vans for the purpose of University sponsored, student related transportation needs. The Fleet, coordinated by Student Development, represents vehicles designated for the Athletics Office and for the Office of Faith and Practice. Other University Groups may reserve the Van Fleet, but their use is scheduled according to the following established priorities:

- 1st Student Development – Athletics, Service Learning, and other Student Development Departments
- 2nd Academic Groups – This includes field trips and other off site classes that require transportation of Eastern University students
- 3rd Other Departments & University Activities

The Department of Campus Safety and Security is responsible for receiving and reviewing van license applications, testing, approving and licensing of Eastern University students, staff, and faculty to drive any University Van. In order to schedule and use a University Van the requesting entity must use a University Approved Driver. Due to insurance requirements, a University Van may not be scheduled or used where an individual may operate it that is not currently an Approved Driver.

a. Seeking Approved Driver Status

Only persons who are current employees, current students in good standing and/or sponsored by University groups may apply and obtain an Eastern University Van License. The Van License is valid for two years from the date of issue.

Van Licenses are obtained through the Safety and Security office at ext. 1737. To obtain a license, applicants must have the following:

1. **Van License Application** – The application is available at www.Eastern.edu and in all offices sponsoring Van Use. All applications must have a University Sponsor.
2. **Valid State Driver License** – You must attach a copy of your license to your application.
3. **An Official Driver History Report** – *Employees* must submit a Driver History Authorization Form to Finance and Operations. *Students and Student Workers* must obtain a Driver History report either from their State DMV (such as <http://www.dmv.state.pa.us>) or by submitting an EU Driver History Authorization Form to Finance and Operations, Ott Hall. Please allow Eastern 3-5 business days for processing.

First Time Drivers must bring the above documents to a Driving Test. Van Driving Tests must be scheduled with Security at ext. 1737.

Returning Drivers may renew their license by bringing the above documents with the expired Van License to either Security or the Walton Hall Service Stop.

b. Reserving a Van

Requests for the scheduling and use of a University Van must be submitted a minimum of five (5) business days prior to the requested date. Requests will be granted according to the priorities indicated above and then on a ‘first come – first served’ basis.

The Scheduling Office reserves the right to cancel van reservations due to unexpected van repairs or emerging University needs.

Make Van Reservations Online at www.Eastern.edu

1. At *Eastern.edu*, click on “E-Net”
2. At *E-Net Services*, click on “Service Forms”
3. Under *Van Request*, click on “Van Scheduling and Use”

If the requested van is unavailable through the scheduling office, a van would need to be rented from an external agency. The Athletics and Purchasing Offices have information about Eastern’s preferred automotive rental agencies. (see Section V. On Renting Vans and Cars)

c. Use of University Vans

The University’s policies and practices reflect a dependence upon community members acting in a manner that reflects responsibility as well as stewardship and safety. Drivers, as well as passengers, are expected to recognize and respect their community and responsibilities at all times. The following guidelines are intended to provide a baseline of responsibilities when using University Vans. Failure to honor these guidelines when using / driving University Vans may endanger others and will result in

finer. The Scheduled Driver(s) shall be responsible for any / all fines associated with the use of a University Van (see III.d.) and must abide by the following practices:

1. Business Use – University Vans are not to be used for personal purposes. They are only to be used for University related business.
2. Seat Belts – The scheduled Driver is responsible to ensure that all passengers use a seat belt.
3. Key Pickup – Once scheduled, van keys and van use information will be picked up at the Scheduling Office between 9:00 am and noon on Monday – Friday. If keys are not picked up, the van will be forfeited. Keys must be picked up during the above hours only.
4. Gas Use – A gas credit card may be provided to the van driver with the checklist and keys. If a gas credit card is not available the van driver remains responsible to ensure that the van is returned with $\frac{3}{4}$ tank.
5. Approved Van Driver – The person picking up the keys and gas credit card (if different from the driver) must present a copy of the scheduled driver’s van license.
6. Van Seats – Seats are not to be removed without an appropriate request and authorization indicated on the initial Van Request Form. Individuals / groups granted permission to remove seats are responsible for their storage. Seats may not be stored in public areas.
7. Authorization of Use – The van shall be used only for the time and purpose (and organization and driver) for which it is scheduled. Where a van is reserved and is not needed, the reservation shall be cancelled. Other groups may be on a waiting list. Personal or unauthorized use of a University Van is not permitted.
8. Van Capacity – While the University Vans have a capacity for 15 people, consistent with the recommendations of the National Highway and Transportation Safety Administration and the University’s insurance carrier, University Vans shall not be used under any circumstances to transport more than 12 people. When scheduled, a van shall be used to transport a minimum of 7 people and a maximum of 12 people. If permission is granted to remove seats to accommodate luggage the van shall be limited to transporting 4 people.
9. Cleaning – The van must be left clean and emptied of all trash.
10. Reporting Damage – Eastern University Auto Insurance requires that accidents be reported within 24 hrs. Any damage to the van must be reported immediately to Athletics or Security, who document all auto insurance claims with Campus Services. Any cost for repairs not covered by insurance will be charged to the group sponsoring the trip. Failure to report an accident or damage to a van will result in an additional fine.
11. Reporting Mechanical Problems – All mechanical problems or accidents (regardless of how minor) must be noted on the Van Use Checklist when returning the keys.
12. Check-In – Return Fleet Vans to the Gym Parking Lot. During business hours, keys and check-in materials may be returned to the Athletics Office. After hours, call Security at (610) 341-1737 and return Keys and check-in materials to the Security Officer on duty. **Someone MUST stay with the van until the materials are handed to Security.** You may call Security ahead of time and have them meet you.

d. Fines for Inappropriate Use

Fines associated with failure to honor the above baseline guidelines when using a University Van:

- Failure to report an accident and / or damage to a van \$100
- Failure to report a moving violation \$100
- Using a University Van for other purpose other than requested \$100
- Returning a University Van with less than $\frac{3}{4}$ tank of gas \$25
- Returning a University Van with debris left \$25
- Not returning a van key or gas card \$25

Departments may also be required to pay the University's automobile insurance deductible (1,000) and any other repair costs not covered by insurance. Fines may be doubled for subsequent violations.

Unpaid fines may preclude the scheduling or use of a University Van. Multiple infractions will result in the loss of scheduling, use and driving privileges. Any fines levied by police or parking authorities are the responsibility of the driver.

e. Van Driver Responsibilities

Safety shall be the primary consideration for all van drivers. While the University's Driver Approval process is designed to ensure that only capable individuals are permitted to drive University Vans, following are several guidelines to which all drivers shall remain vigilant at all times:

1. Passenger vans are more difficult to handle, slower to stop, an easier to rollover than other types of vehicles. Speeds that might be safe and legal in other vehicles are not appropriate in a van.
2. Most van accidents occur while backing. You may want to have your navigator stand outside of the van and indicate how much room remains behind the van.
3. All drivers are expected to obey all traffic laws. Drivers will be held personally responsible for any speeding or other traffic violations and will be expected to pay all fines, including parking fines.
4. Use of cell phones or personal listening devices is prohibited while driving. Passengers in the front passenger's seat are expected to remain alert at all times and act as navigator. Where cell phones may be useful, they are to be operated by a passenger / navigator.
5. When caravanning each driver shall be provided copies of direction, itineraries, emergency telephone numbers, etc. (see Long Distance Trips).

f. Long Distance Trips

1. A trip is defined as "long distance" if it includes either an overnight stay or travel greater than 250 miles.
2. Van drivers should have experience driving a van on a highway. Groups are encouraged to schedule competent, reliable drivers who can handle a van in a freeway setting. Contact Security (x1737) for a list of approved drivers.
3. Multiple vans traveling in a caravan is strongly discouraged. Each driver should have his/her own set of directions, itineraries, emergency telephone numbers and cell phones.
4. Where caravanning may be unavoidable drivers should use walkie-talkies, cell phones or radios to maintain contact between vans. This alleviates the need to remain too close on the road and will help alert the tailing vans about itinerary changes, directions, etc. It is expected that such communication will be the responsibility of a passenger / navigator.
5. If caravanning, each vehicle is responsible for making it possible for the vehicle behind them to stay with the group. If a vehicle is falling behind, it is the responsibility of the lead vehicle to slow down, not for the tailing vehicle to speed up, especially if it will require them to exceed legal speed limits.
6. The group scheduling a van for a long distance trip may be required to assume gas cost.
7. Driving hours are from 6 am to midnight only (groups should be off the road from 12 am- 6 am). The maximum driving time allowed per driver is three hours at a time. Each van should have at least three drivers to rotate driving duties and allow for rest.
8. If a driver at any time feels they are unable to safely operate a van due to fatigue or other problem, they should request a driver change immediately. All groups are required to take enough qualified drivers to allow for adequate rotations.

9. All student groups on long distance or overnight trips must adhere to the Student Trips General Policies and Emergency Procedures as outlined by the Dean of Students (copies can be obtained from the Student Development office). This includes having University approved trip advisor (faculty or staff) in attendance, as well as submitting an itinerary and emergency information to the Dean of Students two weeks in advance of trip departure.
10. Luggage should not obstruct the driver's view or be a safety hazard to occupants. Larger groups should store luggage in a separate van from passengers.

IV. Cars, Trucks and Other Employee-Used Vehicles

The University maintains a number of cars, trucks, vans and other vehicles for the management and maintenance of the University. Each of these vehicles is assigned for specific purposes and is not available for general use. The use and maintenance of these vehicles is the responsibility of the University group to which the vehicle is assigned.

Each University group responsible for an Eastern University Vehicle must:

- ensure the appropriate use of the vehicle and that fleet vehicles are used only for business purposes
- facilitate drivers of company cars with the collection and report of business and personal mileage
- verify that all drivers are Approved Drivers
- report any vehicle damage to Campus Services within 24 hours of the event
- report any tickets or fines to Campus Services and ensure that they are paid
- make all necessary repairs to leased vehicles prior to their return
- cover costs for repairs not provided by insurance and make all necessary repairs to leased vehicles prior to their return.

Any transfer of vehicle responsibility between departments must be communicated to Campus Services and Financial Operations at the time of the vehicle transfer.

a. Driver Responsibilities

Approved Drivers of Eastern University vehicles must:

- submit a Driver History Authorization Form to Finance and Operations for insurance compliance
- ensure all passengers use a seat belt
- use an Eastern University gas card or American Express Card for all fuel purchases
- report any mechanical problems, damage, tickets or fines obtained while using the vehicle to the auto contact person within the department
- obey all traffic laws and pay all traffic and parking fines incurred while driving.

b. Personal Use of Vehicles

Common use Eastern University vehicles are only available for business purposes. This includes Fleet Vans, security vans, maintenance vehicles and admissions recruiting vehicles. Only Company Cars, which are the sole responsibility of one driver, are available for business and personal purposes.

Drivers assigned company cars must maintain mileage logs representing business and personal use of the vehicle and report the mileage to Finance and Operations on a quarterly basis in accordance with the following specifications:

In order to comply with IRS regulations, personal use mileage reports will be obtained quarterly in order to calculate and report the personal benefit. The Vehicle Use Summary Report will be collected by Finance and Operations in accordance with the following schedule:

<u>Report Period</u>	<u>Due Date</u>
Nov 1 - Jan 31	Feb 5 th
Feb 1 - April 30	May 5 th
May 1 - July 31	Aug 5 th
Aug 1 - Oct 31	Nov 5 th

Drivers must keep records of business use of the University auto showing the date, mileage, and the business purpose of each use or cost associated with it. Failure to maintain adequate records may result in the entire value of the auto being treated as taxable income. Such treatment could result in an assessment of back taxes, penalties, and interest which could create a significant financial burden. Proper documentation will ensure that the University reports the proper amount (no more – no less) of personal use income on the Form W-2.

Drivers should keep mileage records for at least three years so that documentation will be available in the event of an IRS audit.

V. On Renting Vans and Cars

When traveling out of area, or when a General Purpose Eastern Van is not available, it may become necessary to rent an appropriate vehicle.

1. Rental costs are assumed by the group / department making the arrangements.
2. Inquire with either Athletics or Purchasing for a current list of Eastern’s recommended rental agencies.
3. **Purchase the Rental Agency’s Insurance Option.** Eastern does not cover business use losses for the rental agency. Eastern’s Comprehensive/Collision Coverage in rental situations is limited. Also, Eastern does not provide auto insurance for vehicles rented abroad. Purchase Rental Insurance.
4. Most rental agencies require a minimum age of 21 or 25 for drivers. If that is the case, all drivers MUST be the appropriate age.
5. Only return the vehicle when someone is present at the rental agency. Thoroughly inspect the vehicle for damage and have the agency employee sign a document verifying the presence of or lack of damage.
6. Save your rental agreement and other paperwork for a period of at least six months in case there are charges or insurance discrepancies you need to refute.