I. **Overview**

Wittenberg University owns and operates a fleet of vehicles, which are used to carry out the University’s educational mission and to conduct other university business. University vehicles are available to faculty, staff and students who comply with the university’s policies and procedures. If an employee uses his or her vehicle for university purposes on a regular and continuing basis, then his or her vehicle is included within the meaning of “university vehicles” for the purpose of this policy statement when that vehicle is being operated for university business.

Wittenberg University recognizes that the operation of motor vehicles involves many risks, and it takes its responsibility to promote safety seriously. By its adoption of these policies and procedures, the university intends to promote safety and to reduce risk to itself and its employees and students as well as to pedestrians and other motorists and to ensure that all University vehicles are driven in compliance with the law and the highest standards of safety. Accordingly, the policies are strictly enforced.

In keeping with the university’s concern for safety and security, the university reserves the right to grant, deny, or restrict any and all privileges to drive or use university vehicles. Also, the university has established special procedures with regard to the use of its vans and with regard to the privileges that can be granted to students. If an applicant to drive or to use a university vehicle intentionally gives any false information, his or her privileges will be immediately denied or revoked.

The Transportation Office, also known as the Motor Pool, reports to the Director of Business Services and is responsible for making sure that all procedures for the use of university vehicles are followed. Vehicle requests are granted on a first come, first served basis and requests for the use of vehicles should be made as far in advance as possible. While tentative scheduling can be discussed over the phone, **requests will not be considered finalized unless all forms are properly completed**, including driver information, cell phone number, and department account number.

II. **Driving Authorization Procedures**

**APPLICATION TO DRIVE**

All drivers (faculty, staff and students) must be pre-authorized to drive a university vehicle. Authorizations can take 7-10 days; please plan accordingly. If you don’t know whether you or your planned driver(s) is authorized, please call the Transportation Office at 327-7446. Any person who drives a university vehicle
must have completed the following documents prior to driving a university vehicle: (1) an
acknowledgement form verifying the receipt, and accepting the conditions, rules and regulations for driving
a university vehicle (2) an application for driver authorization and (3) provide a copy of a valid driver’s
license. The operation of a university vehicle by any person who has not been authorized to drive by the
Transportation Office is strictly prohibited, and anyone who violates this policy is subject to discipline.
Applications may be obtained from the Transportation Office or from the department’s web page.

To qualify to drive a university vehicle, all applicants must:

- Disclose all accident and/or moving violations in which the applicant has been
  involved during the previous three (3) years;
- Disclose any driving under the influence citations;
- Not have had more than two accidents and/or moving violations within the preceding
  12 months; and
- Present a valid drivers license from Ohio, another state, or possess a valid international
  driver’s license. The license will be photocopied and must be updated when it expires.

To drive a university van, drivers must be at least 20 years old.

These are minimum qualifications, and circumstances may arise that affect the authorization of an individual
to drive a university vehicle. The Transportation Office may deny driving privileges. The university reserves
the right to require additional qualifications if it deems necessary.

Applications may be rejected for the following reasons:

- DUI charge – within the past 5 years; if more than 5 years, application will be
  reviewed by the Transportation Office before approval
- 2 Moving Violations within the past 12 months; and/or
- A chargeable offense related to auto accidents within the past 3 years.

Authorization requests are evaluated periodically and subject to change. If a new driver’s license is obtained,
a copy MUST be provided to the Transportation Office.

**Re-applications after denials.** A person whose application has been denied for any reason may reapply
when 12 months have lapsed from the date of the most recent denial. The Transportation Office will review
the reaplication and authorize or deny reinstatement.

**LOSS OF DRIVING PRIVILEGES**

The following offenses will result in suspension or termination of the privilege to drive a
University vehicle and may also result in disciplinary action:
• Operating a university vehicle without a valid driver’s license
• Failure to report the suspension or revocation of a driver’s license
• Failure to report citation for driving under the influence
• Failure to obey university rules and/or traffic laws
• Permitting any unauthorized person to drive a university vehicle;
• Operating a university vehicle outside the use authorized by the Transportation Office
• Operating a university vehicle in a reckless or unsafe manner
• Failure to report an accident involving a university vehicle
• Operating a university vehicle while under the influence of alcohol or drugs
• A chargeable offense related to auto accidents while operating a university vehicle
• Any other act of negligence that shows disregard for safety or shows disregard for the security of university vehicles; and/or
• Any violations of these policies.

Once approved to drive Wittenberg vehicles, the driving record of any person who is cited for driving under the influence, whether or not that person was driving a university vehicle, will be reviewed by the Transportation Office. As a result of the review, that person may permanently lose his or her privilege to drive a university vehicle.

ADMINISTRATIVE REVIEWS IN THE EVENT OF ACCIDENTS OR MOVING VIOLATIONS.

If a person who has been granted the privilege to drive a university vehicle is subsequently involved in an accident or moving violation while operating a university vehicle:

• The person must immediately report the accident or moving violation to the University’s Switchboard at (937) 327-6231.

• The Transportation Office will review the person’s report to determine whether driving privileges will be suspended. In making its review, the Transportation Office may obtain verifications through the Bureau of Motor Vehicles, the police department, or other any other independent sources.

• If a person’s privilege is suspended, he or she may reapply for reinstatement after 12 months have elapsed.

III. REQUESTING A UNIVERSITY VEHICLE

Any employee, student, department or university organization may request permission to use a university vehicle. They may do so by either:
**OPTION 1:** Logging into the SharePoint portal from the Wittenberg Home page. You must log in using your complete Wittenberg e-mail address.

- Go to “Campus Forms” on the left of the screen.
- Go to “Motor Pool Vehicle Requests” in the middle of the page.
- Go to “Need to request a vehicle? Click here.”

A completed (and approved if a student or Greek organization) request form must be received for each vehicle that is requested. Requests must be completed and received by the Motor Pool office at least 2 business days in advance of the date of intended use. Requests received less than 2 business days in advance may or may not be able to be granted. If granted, the requests will be assessed a $15 fee.

- If requesting multiple vehicles, click “yes” or “no” when prompted.
- Once all areas of the online request form have been completed click on the “save” icon and then the “close” icon located at the top or bottom left of the request form to forward for approval.

- Before submitting the request form to the Motor Pool office for scheduling, the form must have the account number to be charged, names and cell phone numbers of approved drivers and approval of advisor if a Greek or student organization is requesting the vehicle.

**OPTION 2.** Go to the Motor Pool web page and find Vehicle Request/Assignment.

- Download and print form.
- Complete entire form, including approval signature if for a student or Greek organization
- Deliver to the Motor Pool office.

*Note: This form can also be completed and e-mailed as an attachment to motor-pool@wittenberg.edu. The requester will receive an e-mail confirming or denying the request. If the document is e-mailed to Motor Pool and the requester is a student or Greek organization, it must be received from the approver’s e-mail account or the request will not be granted.

Once the completed request has been approved, the Motor Pool office will schedule according to availability, on a first come, first served basis. The Transportation department reserves the right to cancel the use of any university vehicle as a result of severe or adverse weather conditions.

**IV. Pick Up and Return of University Vehicles**
Before picking up a scheduled vehicle, the requesting department needs to obtain a vehicle packet. The packet will be available after 4 p.m. the day before scheduled use. Unless other arrangements are made with the Transportation Coordinator, the packet will be available at the Police & Security Information Desk. A valid university ID and signature of receipt will be required to pick up the packet. Weekend packets must be picked up by 4:30 p.m. on Friday or a $30 fee will be assessed.

A packet consists of a copy of the Vehicle Request Form, keys to the vehicle, a gas card, and documents explaining emergency procedures and accident instructions.

**Picking up the Vehicle**

1. Scheduled university vehicles are available for pick up in the Krieg Lot, which is located east of the Krieg Music building, unless other arrangements have been made between the requesting party and the Transportation Office.
2. University vehicles can be identified by the blue key tag, which lists the license plate number at the top of the tag.
3. When picking up a university vehicle, the authorized driver must record the mileage on the Vehicle Request Form in the appropriate space.
4. **Drivers must conduct a vehicle inspection prior to departure.** The pre-use Vehicle Inspection Checklist will be stapled to the packet you receive. The driver must complete the form and return it with the packet when returning the vehicle.
5. The authorized driver must keep the vehicle packet in the vehicle during use so that he or she has immediate access to instructions in the event of a breakdown or emergency.

**Returning the Vehicle**

The authorized driver is responsible for:

1. Returning the university vehicle to the Krieg Lot or to the location designated on the packet at the scheduled time of return.
2. Recording the return mileage on the Vehicle Request Form.
3. Removing all trash, cleaning up all spills, closing all windows and locking all doors.
4. Filling the gas tank to at least half full.
5. Placing all receipts in the trip Visa holder.
6. Placing keys in the trip envelope and dropping the trip envelope in the designated drop box in the shed at the Krieg Lot or returning the envelope to the Police & Security Department.

**V. THE SAFE OPERATION OF UNIVERSITY VEHICLES**
Drivers are required to:

- Make sure that all traffic laws and university regulations are obeyed.
- Wear seatbelts and require all passengers to wear them.
- Assume full responsibility for any and all fines, traffic violations, and citations associated with their use of university vehicles.
- Use university vehicles for authorized purposes only.
- Practice good defensive driving techniques, taking into consideration road, weather and traffic conditions.
- Lock university vehicles when they are left unattended.
- Clear any obstructions to vision from windows, mirrors and lights before driving.
- Keep a cell phone in the car for emergency purposes. Do not use the phone while driving. A Cell phone is available by request at the Transportation Office.
- Never drink alcoholic beverages and/or use controlled substances in a university vehicle and never permit others to do so.
- Never drive university vehicles while under the influence of controlled substances and/or alcohol and never permit others to do so.
- Never smoke in university vehicles and never permit others to do so.
- Never permit unauthorized persons to drive university vehicles.
- Never transport unauthorized passengers such as hitchhikers, family or friends or those that are not associated with the program. Family and friends listed and approved on the submitted passenger list may be transported.
- Never drive university vehicles at speeds that are inappropriate for road conditions. Always drive in accordance with the law.
- Never drive university vehicles when feeling drowsy or while taking medication that may cause drowsiness.
- Never use top carriers.

DRIVE TIME LIMITATIONS

Drivers may not drive more than 10 hours in a 24-hour period and must include at least one 30-minute rest stop in any trip or trip segment that exceeds six hours. Drive time is limited to a maximum of 16 hours of continuous travel after which a layover of at least eight hours is required.

ACCIDENTS

In the event a university vehicle is involved in an accident, the authorized driver shall behave reasonably and responsibly to minimize further injury or damage and the risk of further accidents at the scene. He or she should:

- Stop immediately as conditions permit.
- Take precautions to prevent further accidents.
• Turn on the four-way flashers and shut off the engine.
• If conditions permit, set up a reflective warning triangle, 100-feet or more behind the vehicle.
• Notify police and/or emergency personnel and Wittenberg Switchboard at (937) 327-6231.
• If another driver is involved, obtain his or her name, address and insurance information.
• File a police report as soon as possible. Failure to do so may sacrifice the insured status of the driver and the vehicle. Obtain a copy of the report and turn it in to the Transportation Office.
• Report the incident to the Transportation Office, whether or not damage or injury occurs.
• Do not leave the scene of the accident until excused by the proper authorities.
• At the scene, do not make any statement regarding the accident except to the police.

In the event of an accident or breakdown, drivers should refer to the yellow instruction sheet located in the packet. Proof of insurance and current registration can also be found in the glove compartment or console.

BREAKDOWNS/FLAT TIRES

In the event a university vehicle breaks down or otherwise needs maintenance, the authorized driver shall:

• Use common sense when a breakdown or flat tire occurs on the road.
• Be mindful of his or her safety and the safety of passengers and others.
• Consult the information included in the vehicle packet as to specific instructions to obtain and pay for repairs.
• If conditions permit, set up reflective warning triangles, 100-feet or more behind the vehicle.
• Contact the Transportation Office if the breakdown occurs during regular work hours, or otherwise contact the university switchboard at (937) 327-6231.

MAINTENANCE CONCERNS

If a driver or other party who has requested the use of a university vehicle has ANY concerns about the safe condition of the vehicle, he or she is required to report the concern to the Transportation Office immediately, and he or she is prohibited from driving the vehicle until the concern is resolved. If there are non functioning items or if there is other damage to the vehicle that a driver notices after he or she picks up the vehicle but before it is driven, he or she should notify the Transportation Office prior to using the vehicle and note the item on the Vehicle Request Form.

CREDIT CARD USAGE

All vehicle packets are supplied with a Visa credit card. The card is to be used for fuel and emergency maintenance supplies only. Items such as motor oil, windshield wiper fluid, wiper blades, etc. are acceptable items. The credit card may NOT be used to pay toll fees and parking fees. **Please note:** Departments and
organizations are not charged for the cost of fuel used in the motor pool vehicles. The Transportation Office absorbs this cost.

**FEE SCHEDULE**

A daily usage fee is charged to student organizations and grant-funded programs for the use of the vehicles. Rates are subject to change. Please check the Transportation web page for current rates.

Penalty fees:

- Failure to return a vehicle by the time designated on the request $50
- Failure to return a vehicle to the Krieg lot or other location specifically designated on the Vehicle Request Form $50
- Failure to return a vehicle with at least 1/2 tank of gas $50
- Failure to return a vehicle with a clean interior; all trash and debris removed, all spills or others messes cleaned $50
- Failure to cancel a vehicle if not used $50
- Cancellation of a vehicle less than 24 hours prior to scheduled use $30
- Failure to submit a request at least 48 business hours in advance $15
- Failure to pick up vehicle packet(s) for weekend use by 4:30 p.m. on the Friday of the scheduled weekend $30

Please understand that the motor pool procedures are designed to maximize the safe use of the motor pool fleet and are intended to provide quality and convenient services to all users. The above fees are designed to discourage users from negatively impacting the work and/or travel experience of others. To that end, the above fees will not be waived.

(Please proceed to the next page)
Acknowledgement

Please read the following paragraph carefully. Once completed, if you can abide by the procedures set forth in this policy, please initial and sign below, returning this signed and initialed acknowledgement to the Transportation Office.

I have carefully read the Transportation Office - Motor Pool policy in its entirety and acknowledge receipt of the Transportation Office - Motor Pool policy for my files. I accept the conditions, regulations, and responsibilities contained in the Transportation Office - Motor Pool policy. I further agree to immediately notify the Transportation Office if any circumstance arises that prevents me in the future from fully complying with the Transportation Office – Motor Pool policy. I understand my driving privileges may be suspended if I do not fully comply with the policies herein.

By signing below, you confirm that you have read and agree to abide by the policies and procedures in each section:

I. Overview

II. Driving Authorization Procedures

III. Requesting a University Vehicle

IV. Pick Up and Return of University Vehicles

V. The Safe Operation of University Vehicles

VI. Fee Schedule

__________________________________  ________________________
Printed Name                                                Date

__________________________________  ________________________
Signature                                                   Department/Organization

○ Faculty/Staff
○ Student