

THE UNIVERSITY OF FINDLAY TRANSPORTATION POLICY

Revised 07/01/08

The University of Findlay provides vehicle service to university students, faculty, and staff for university-related business or university functions only. The department provides transit services that are integrated with programs, which support the educational and developmental pursuits of its university community members.

RULES & REGULATIONS

All University employees operating a University vehicle shall have a valid driver's license and be 21 years of age. The orange, mini, and 41-passenger buses require a University of Findlay driver. The orange and mini buses require a CDL-C license with a passenger endorsement. The 41-passenger bus requires a CDL-B license with a passenger endorsement and airbrake endorsement. All CDL licensed drivers will comply with the Department of Transportation 49 CFR Part 382 of the "Omnibus Transportation Employee Testing Act of 1991". All drivers operating a University vehicle shall comply with all the State and local laws, ordinances and regulations.

Any University driver receiving a traffic violation while operating a university vehicle shall be responsible for paying in full any outstanding fines. Any accident or incidents involving a University vehicle must result in the driver immediately alerting police and must submit an official police accident report to the Physical Plant within 48 hours of the accident. If it is during normal business hours (M-F 8 am - 5pm), the report should be called into the Physical Plant at (419) 434-4544. If the accident or incident occurs after hours, security should be contacted at (419) 434-4799. An Accident Packet is located in the glove compartment of each vehicle. If and when an accident or incident occurs, the "Drivers Report of Motor Vehicle Accident" form provided in that packet should be completed and forwarded to the Physical Plant. Insurance Identification Cards covering the United States and Canada travel are in each vehicle on the backside of the registration.

In accordance to The University of Findlay's Snow Emergency Policy, during a Level 3 Snow Emergency, the University vehicles will not travel on roadways.

Driver and all passengers must wear seatbelts/shoulder harnesses whenever the vehicle is in motion on public or private thoroughfares and roads. It is the supervisor's responsibility to ensure passengers comply with this policy.

The University of Findlay prohibits the use and/or possession of controlled substances or alcohol. Smoking is prohibited in all University's vehicles.

PROCEDURES

The Director of the Physical Plant will be responsible for the implementation of this policy.

All departments should submit the Motor Vehicle Release Form filled out for all routine drivers in their departments to the Physical Plant at the beginning of each school year. This list should include the following information for all drivers:

- A. Name of Driver
- B. Driver's license number
- C. State the driver's license was issued
- D. Date of birth
- E. Signed Motor Vehicle Report release form
- F. Road Familiarization Course as necessary

A Vehicle Reservation form must be completed and sent to the Physical Plant via campus mail, physical delivery, or faxed to campus extension 5518. These forms are located on the UF Website, in the Communications Area and at the Physical Plant. All drivers of University vehicles **must** fill out the Motor Vehicle Release (MVR) form at least 48 hours prior to driving a University vehicle. In addition to the MVR, first time drivers must also allow

approximately ½ hour for a Road Familiarization Course (RFC). You will be contacted after your MVR approval to schedule the RFC. **Unauthorized drivers will not be issued keys.**

If the vehicles are reserved by campus organizations (clubs, sororities, fraternities, etc.) the advisor of the organization must approve the reservation. As stated on the form, a faculty/staff member must accompany van(s) that are being issued.

Keys for the vehicles should be picked up at the Physical Plant, located at 217 West Foulke, on the reserved date. Under no circumstances will the keys be given in advance of the date requested. A mileage slip is provided along with the keys and must be **completed in full**. As stated on the mileage slip, the vehicle must be secured upon return.

If the vehicle is to be retrieved after business hours or weekends, please contact Security at (419) 434-4799, and inform them that a van has been reserved and you wish to retrieve the vehicle. Security will meet you at the Physical Plant for the distribution of keys and mileage slip. A photo ID is required. If the vehicle reservation entails an extended trip, a credit card will be issued to the driver.

Any trip to a foreign country requires special insurance. Please contact the Business Office one-week prior to the trip.

If the vehicle is returned after business hours or on weekends, the mileage slip, van safety acknowledgement, keys, charge slips for gas, and credit card (if applicable) should be dropped in the window slot located on the north side of the Physical Plant. Do not send keys or credit cards through campus mail.

University of Findlay vehicles are on first come, first serve basis. Mileage charges are billed bi-monthly to your department by the Physical Plant.

DRIVER GUIDELINES

All drivers must be screened for approval through the University insurance agency (Sky Insurance). No one will drive a University vehicle until such approval is cleared. The final decision may be at the discretion of the insurance agent.

- ◆ Completion of the vehicle reservation application with signed acknowledgement authorizing a Motor Vehicle Report (MVR).
- ◆ Any driver utilizing a van or bus of greater than 10 passengers requires a CDL.
- ◆ All drivers must be 21 years of age.
- ◆ All drivers are required to submit: driver's license information and date of birth.
- ◆ A list of authorized drivers should be established at the beginning of the school year. Occasionally additional people need to be authorized, it is necessary to give the Physical Plant 48 hours notice (M-F) to run an MVR to receive approval from the Insurance Company and perform a Road Familiarization Course.
- ◆ MVR reports review the past 3 years of driving history:
 - ◆ A driver must maintain a valid driver's license.
 - ◆ No individual with a DUI will be accepted as a University driver.
 - ◆ A combination of 6 active points (speeds, at-fault accidents, other moving violations, etc.) will cause an individual to be ineligible to drive.
 - ◆ Those individuals with frequency of violations without the accumulation of points will be reviewed on a "case-by-case" basis; the final decision may be at the discretion of the underwriter of the insurance company.
- ◆ Drivers with "marginal" driving histories will be placed on a watch basis with the Insurance Company reviewing a new MVR every 90 days. Should additional violations occur, driving privileges could be revoked. A marginal driver may be asked to sign a letter acknowledging the fact their job/position with the University could be in jeopardy if additional violations occur.
- ◆ It is important to remember violations occurring in a personal vehicle as well as in a University vehicle will count on an MVR for revocation of privileges.

CHARGES

Charges for the vehicles are as follows:

VEHICLE:	MILEAGE CHARGE:	MINIMUM FEE:
Car	.46 cents per mile	\$27.50
Van	.55 cents per mile	\$55.00
Mini (32 Pass Max) & Orange Bus	\$1.10 per mile + driver fee	\$110.00
41-Passenger Bus	\$1.65 per mile + driver fee	\$165.00

Vehicles must be canceled within 24-hours of the use date or a fine will be charged for the day/days reserved. A fine will be imposed for any damages resulting from passenger misuse, abuse, or vandalism. If it is determined that any extraordinary cleaning charges are required after use of the vehicle, a \$25.00 cleaning fine shall also be imposed.

The fuel cost is included in the mileage charge.

BUS RULES & REGULATIONS

The Physical Plant will provide a CDL licensed driver for the orange, mini, and 41-Passenger bus, at the estimated cost of \$15.00 per hour. All driving time is paid and half of the downtime is paid in an event of a one day trip. In the event of an overnight trip, any day away from the University is a minimum of 8 hours pay. Anything over a 40-hour workweek for the driver will be calculated at time and a half.

All drivers must fill out the "Log Book" for any trip over 100 miles. A Log Book is located in each bus.

In the case of an athletic event, a coach must be present on the bus at all time. It is the coach's responsibility for disciplinary action, if necessary.

In the event that a driver from the Physical Plant will be required, an itinerary form must be filled out and returned to the Physical Plant no less than two working days prior to scheduled trip departure time. It is the coach's discretion as to whether a guest can accommodate the driver.

Road tolls and parking fees shall be paid by the sponsoring organization as expenses are incurred. All drivers' meals and private overnight accommodations shall be paid by the sponsoring organization if any expense is incurred.

Willfully disregarding the rules and procedures of The Transportation Policy of The University of Findlay could result in the refusal of use of the vehicles.