

**Revision 9/1/09**

## **SAINT JOSEPH'S UNIVERSITY TRANSPORTATION POLICY**

### **I. Purpose**

This policy sets forth the requirements and procedures for the use of Saint Joseph's University ("University") vehicles and personally owned vehicles used for University business. It is the intention of this policy to address the safety and well being of students, staff, faculty, and passengers. For the purpose of this policy, University vehicles shall mean any vehicle owned, rented or leased by the University. This policy includes requirements and procedures for authorization to use vehicles and specific requirements for the safe operation of vehicles.

Driving a University vehicle is a privilege and not a right. This privilege may be revoked or denied for any reason at any time consistent with applicable law.

Unless expressly authorized in advance and in writing for personal use by the University Division Head, University vehicles shall only be used for University related business.

### **II. Forms Required**

#### **A. Vehicle Request**

*Saint Joseph's University Vehicle Request Form* must be completed and filed with the Department (e.g. Facilities Management prior to operating any University vehicle from the Office of Facilities Management) owning the motor pool.

At least ten (10) business days before operating a University vehicle, the driver of a University vehicle must complete and sign the *Authorized Driver Application Form and Agreement* and provide a copy of the driver's valid state issued operator's license as required by the type of University vehicle to be operated to the Department of Public Safety.

Facilities Management and University departments with motor pools will maintain a current list of authorized drivers and only provide vehicle keys to authorized drivers after presentation of a valid operator's license and University ID. Authorized drivers shall notify the Department of Public Safety and their department head immediately if their operator's license is suspended, revoked or has any

limitations or restrictions. Failure to do so may be grounds for discipline up to and including termination of employment or expulsion, if a student.

### **III. Operation of University Vehicles and Personal Vehicles on University Business**

#### **A. University Vehicles**

The following requirements apply to operation of all University vehicles.

1. The driver must be at least 18 years of age (19 years of age to drive a university van).
2. Drivers must have a valid state issued operator's license as required to operate the designated vehicle is in their possession while operating the vehicle.
3. Beginning the Fall Semester 2009, all drivers must attend Defensive Driver / Van Driver Training. Training is provided by the Department of Public Safety each semester. Attendance at training will be documented through sign in sheets.
4. Students may not drive a vehicle on the return trip after participation in an athletic event.
5. The driver is responsible to use seat belts and require all occupants to do likewise in accordance with state laws. (The number of passengers should not exceed the number of seat belts.)
6. The driver must observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
7. The driver assumes responsibility for any and all fines or traffic violations.
8. The use or possession of drugs or alcohol while operating a vehicle or as a passenger is prohibited.
9. Use of mobile cell phones while operating a vehicle is prohibited.
10. Use of radar/laser detectors is prohibited.
11. Drivers may not tow other vehicles or transport unauthorized passengers such as hitchhikers.
12. Only drivers authorized by a designated University official may operate a vehicle.
13. Driver must file a travel plan in advance of taking an out-of-town trip.
14. Before each trip in a University vehicle, the driver shall perform a safety inspection of the vehicle and inspect the vehicle for damage. Such inspection shall be confirmed in writing on the vehicle log.
15. The driver shall report any damage or problems immediately to the Office of Facilities Management. Damage shall also be reported to the Office of Public Safety.
16. Vehicles shall not be taken "off road" unless the vehicle is designed for that use and the activity is required for University business.
17. Drivers involved in accidents shall follow procedures in Section IV of this policy.
18. The driver will be responsible for checking and maintaining all liquid levels (gasoline, oil, anti-freeze, etc.) for the vehicle.
19. The driver must turn off the vehicle, remove the keys, lock and secure the vehicle when it is left unattended.
20. The vehicle must be operated at speeds appropriate for road conditions.
21. Smoking in vehicles is not permitted.
22. Drivers are required to fill out forms, logs and mileage reports and return the reports to the Office of Facilities Management or department head (in the case of a vehicle from a department motor pool) promptly after each trip.
23. Drivers are to return pool vehicles to their assigned location by the "return time" with a clean interior.

## **B. University Vans**

In addition to Section III.A above, drivers of University vans must:

1. Be 19 years of age.
2. Operators must complete the *Authorized Driver Application Form and Agreement*, completing all requirements and be approved by the Department of Public Safety as a 'SJU Certified Driver' (including Van Driver Training for students annually).
3. Not transport more than a total of 12 passengers including the driver.
4. Only transport University students, faculty or staff as passengers.

## **C. Departmental Motor Pools**

Vehicles may be assigned to departments that have a continuous need. Department heads will be responsible for ensuring department motor pool vehicles are issued and operated in accordance with this policy.

1. Operators must complete the *Authorized Driver Application Form and Agreement* and be approved by the Department of Public Safety. A current list of authorized operators will be provided by the Public Safety Department to department heads having motor pools at the beginning of each semester.
2. Departments that operate a motor pool will be responsible for scheduling maintenance and vehicle repairs through the Office of Facilities Management.
3. When not in use, vehicles must be parked on campus or a location approved by Facilities Management.

## **D. Personal Vehicles Used for University Business**

All requirements in Section III.A.1. through III.A.23 above, are in force when University students, staff and faculty use personal vehicles for University business. Also, be aware in such instances, that the drivers own insurance will be primary in the event of any accident.

## **IV. Accidents**

Failure to stop at the scene of an accident in which you are involved is a criminal offense. In the event of an accident involving a University vehicle, the driver shall adhere to the following procedures:

- A. Call police
- B. In the event of medical injuries, call for medical help
- C. Do not leave the vehicle except in an extreme emergency
- D. Assist injured people but do not move them unless absolutely necessary to remove them from imminent danger

- E. Report the accident to Public Safety (610-660-1111) and Facilities Management (610-660-3000) as soon as possible.
  - 1. **In case of a serious accident, injury or fatality, notify the University immediately (610-660-1111)**
- F. If at all possible, have pictures taken and do not move or allow the vehicle to move until police arrive at the scene
- G. Obtain as much information as possible at the scene of the accident
- H. Do not give statements regarding an accident to anyone other than police or University officials
- I. Regardless of circumstances, admit nothing, promise nothing and do not argue
- J. When giving information for the insurance report, be specific as to location, time, extent of injuries and/or damage to vehicles and a location and phone number where you can be reached
- K. Give names of all witnesses. If witnesses refuse to give names, list license numbers of their automobiles. In the event of no witnesses, get names and addresses of the first people to arrive at the scene
- L. Note skid marks and other pertinent information
- M. Complete an Accident Form, available from Facilities Management, within one (1) working day

**V. Personal Use of University Vehicles**

Personal use of University vehicles is prohibited unless authorized in advance in writing by the University Division Head and is limited to spouse and children age 21 or older.

Fleet vehicles assigned on trip dispatch will be charged to University departments at the established rate of \$25.00 for the first day only and mileage at the rate currently published by the IRS.

<b>POLICY OWNER:</b>	V.P. for Administrative Services
<b>ORIGINAL ISSUE DATE:</b>	August 15, 2009
<b>REVIEW FREQUENCY:</b>	Annually
<b>APPROVAL REQUIRED BY:</b>	V.P. for Administrative Services, September 1, 2009

**REVIEW/REVISION BLOCK**

REV	DATE	BY	COMMENTS

# SAINT JOSEPH'S UNIVERSITY

## AUTHORIZED DRIVER APPLICATION FORM AND AGREEMENT

**THIS FORM AND AGREEMENT MUST BE COMPLETED AND SUBMITTED TO THE DEPARTMENT OF PUBLIC SAFETY AT LEAST 10 BUSINESS DAYS PRIOR TO ANY PROPOSED USE OF A UNIVERSITY VEHICLE**

The following information will be used by the University's insurance carrier to obtain and review your driving records. Individuals with unacceptable driving records will not be authorized to operate Saint Joseph's University vehicles.

### APPLICATION FORM

<b>Department:</b> _____		<b>Date:</b> _____	
<b>Driver Name (as appears on state issued operator's license):</b> _____			
<b>Address (as appears on state issued operator's license):</b>			
<b>Street:</b> _____			
_____			
<b>City:</b> _____		<b>State:</b> _____	<b>Zip:</b> _____
<b>Date of Birth:</b> _____		<b>Age:</b> _____	
<b>Operator License #:</b> _____		<b>Issue State:</b> _____	<b>Expiration Date:</b> _____
<b>Contact Information</b>			
<b>Phone (Primary):</b> _____			
<b>Phone (Alternate):</b> _____			
<b>AGREEMENT</b>			
My signature below indicates I have read and understand the University's Transportation Policy and agree to comply with the requirements contained therein. I understand my driving privileges may be revoked at any time and for any reason, consistent with applicable law. I will be personally liable for any damage or injuries caused as a result of any unauthorized use of a Saint Joseph's University vehicle and for damage due to misconduct of passengers. I understand that I must notify the Office of Public Safety and my Department Head or Sponsor immediately if my operator's license is suspended, revoked or has any limitations or restrictions. I understand that violations of this agreement may be grounds for discipline up to and including termination of an employment or expulsion, if a student.			
<b>Driver Signature:</b> _____		<b>Date:</b> _____	
<b>Department Head Signature:</b> _____		<b>Date:</b> _____	
<b>FM REVIEW</b>	<b>MVR CHECK</b>	<b>PS CHECK</b>	<b>DD/VD TRAINING</b>
<b>DATE</b>			<b>COPY OF DL</b>
<b>Approved/Denied by:</b> _____		<b>Date:</b> _____	

**THIS SECTION IS TO BE COMPLETED BY DRIVER AND DEPARTMENT HEAD**