



Vehicle Management Policy

Driver Eligibility for College Vehicles and College Rented Vehicles

- Faculty, staff, student or approved volunteer:
 - 18 years old – employee
 - 19 years old and a sophomore – student, student employee or student volunteer
 - 21 years old – approved volunteer
- Valid United States Driver's License for at least 2 years – Facilities Services will photocopy driver's license for records.
- Driven at least 2,000 miles in the United States during last 2 years.
- Have no more than 5 traffic violation points under state law or converted from other states' point systems – Public Safety will conduct Motor Vehicle Record (MVR) checks on all applicants.
- Have no chargeable accidents within past 24 months.
- Have no convictions (within past 5 years) from driving under the influence of alcohol or drugs or other major violations, such as reckless driving, hit and run, driving with a suspended license, or fleeing from a police officer.
- Drivers are required to **immediately** notify Facilities Services if the status of their MVR or driver's license has changed.
- Juniata College reserves the right to actively pull selected and/or all MVRs on active drivers.

Driver Training/Testing for College Vehicles and College Rented Vehicles

- Vehicle Management Policy review is **required** for all drivers – email reminders sent out annually to all approved drivers to review.
- Driver training is required for all drivers once every 4 years.
- Annual driver training is required for drivers towing trailers.
- Road tests are required for drivers of vans and minibuses.
- Drivers must complete Vehicle Management Policy review and necessary training/testing three (3) weeks prior to driving vehicles – this is necessary to complete MVR check and to add names to insurance.
- Driver training and road tests will be scheduled by Facilities Services and announcements placed notifying the campus of upcoming training/testing dates/times – individual training/testing sessions **will not** be scheduled.

Vehicle Operation/Rules for College Vehicles and College Rented Vehicles

The following **are not permitted** for college vehicles and/or college rented vehicles:

- Used for personal or non-college business.
- Allowing minors as passengers unless previously approved by Facilities Services.
- Allowing family members as passengers unless previous approved by Facilities Services.
- Registered Student Organizations (RSOs) traveling without their advisor more than 200 miles one way unless previous approved by Facilities Services.
- Driving more than 4 continuous hours without rotating drivers or stopping for a rest period.
- Driving more than 10 hours during any one day.
- Driving between **midnight** and **6 am** unless previously approved by Facilities Services.
- Allowing passengers to operate the vehicle, unless the passenger is an approved driver – in case of a rental vehicle, the alternate driver will have to be approved by the rental agency.
- Smoking in the vehicle.
- Use of cell phones while driving.
- Radar detectors and/or radar jamming equipment.
- Animals, other than trained service animals, unless previously approved by Facilities Services.

- Under the influence (and consumption) of alcohol, illegal substances (i.e., drugs), or while using a prescription/non-prescription medication that has any warning of impairment, including a warning for drowsiness or not to use when operating heavy machinery.
- Hazardous materials or the transportation of such materials unless previously approved by Facilities Services.
- Firearms and other weapons or the transportation of such items unless previously approved by Facilities Services.
- Picking up hitch hikers.
- Driving with anything on top of the vehicle or with anything protruding from a window/door unless previously approved by Facilities Services.
- Pushing or towing any vehicle, trailer or equipment unless previously approved by Facilities Services.

*****Note:** All requests that need Facilities Services approval need to be **submitted no less than 5 business days before the scheduled trip.**

The following is an outline of what drivers are **responsible** for:

- Obeying and enforcing **all** rules, regulations, terms and conditions set forth in the Juniata College Vehicle Management Policy.
- Obeying **all** federal, state, and local traffic laws, as well as campus traffic rules and regulations – traffic tickets are the responsibility of the **driver**, not the college.
- Wearing of seat belts at **all times** – the number of acceptable passengers in a vehicle will be determined by the number of operating seatbelts.
- Determining if driving conditions are not appropriate for continuing the trip – weather conditions, vehicle conditions, or driver's physical condition may determine whether to continue the trip or not.
- Turning off the vehicle, removing the keys and locking the vehicle when the vehicle is left unattended.

Vehicle Reservations

- RSOs must be in "active" status and have filed a trip plan with the Office of Student Activities – Facilities Services will require a copy of the trip plan.
- Reservations should be made by the driver, coach, faculty or staff member – in the case of RSOs, the reservation should be made by the driver.
- When reserving a vehicle, the following information will need to be provided:
 - Name of Group/Organization
 - Purpose of Use
 - Destination
 - Length of Rental
 - Pickup Date/Time
 - Return Date/Time
 - Budget/Account Number
 - Driver/Passenger List
 - Number of Passengers
- If there is a need to **cancel** a reservation, drivers should notify Facilities Services at least **24 hours** in advance.
- Rental Agencies:
 - If the college does not have any appropriate vehicles available, vehicles can be rented through a rental agency.
 - **Only approved drivers should be renting vehicles on behalf of the college.**
 - The rental agency may have more stringent age requirements for drivers.
 - 15 passenger vans **will not** be permitted for rentals.
 - When renting a vehicle from a rental agency, drivers are still **required** to follow the Vehicle Management Policy.

Vehicle Pickups>Returns

- College vehicles must be signed out between 8:00 am – 4:30 pm, Monday – Friday during the academic year and 8:00 am – 3:30 pm, Monday – Friday during the summer, excluding holidays.
- Vehicles rented from the rental agency must be signed out during that agency's normal business hours.

- A valid driver's license will be required to sign out a college vehicle.
- Drivers must verify vehicle reservation information above if signing out a college vehicle.
- Prior to driving, drivers must conduct a vehicle inspection and report any existing damage to Facilities Services or rental agency, note the starting mileage, making sure that all emergency equipment/documents are present, and confirming that the following are operational and in good working order:
 - Brakes
 - Parking Brake
 - Steering Mechanism
 - Horn
 - Windshield wipers/washers
 - Rearview mirrors
 - Lights (headlights and taillights)
 - Tires/Wheels
- Drivers are responsible for returning vehicles in a clean condition – college vehicles that are left dirty will be cleaned and the RSO/Department that last used the vehicle will be charged – rental vehicles that are left dirty may result in additional charges from the rental agency.
- Drivers should return college vehicles to their assigned parking space in South Lot and rental vehicles to the rental agency.
- Drivers need to conduct a post-trip inspection of the vehicle noting any damage and/or safety concerns on the Vehicle Trip Report or to the rental agency – the ending mileage should be noted on the Vehicle Trip Report.
- Keys, gas credit cards and Vehicle Trip Report should be returned to Facilities Services upon return of the college vehicle.

Accident Procedures

This information is also located on the laminated card found in the college vehicle glove box.

- Stop and secure the vehicle.
- Set out warning devices.
- Contact local law enforcement authorities.
- Get the following information from the other driver:
 - First/Last Name
 - Date of Birth
 - Driver's License Number and State
 - Phone Number
 - Address
 - Insurance Company and Policy #
 - License Plate Number
 - Make/Model/Year of Vehicle
 - Damage to Vehicle
 - Injury to Driver (if any)
 - Date/Time
 - Road/Weather Conditions
 - Names and Phone Numbers of any Passengers
 - Injuries to any Passengers
 - Names and Phone Numbers of any Witnesses
- Get the investigating officer's first/last name, badge number, phone number and report number.
- Give the other driver your information and vehicle information.
- Obtain the names and addresses of all witnesses in the event that criminal and/or civil charges are filed against you.
- **Do not** make or sign any statements other than that required by law enforcement personnel.
- Express no opinion as to who was at fault – **do not** admit any liability.
- Take the time to draw a diagram of the accident.
- As soon as practical, notify Public Safety at (814) 641-3636.

- If the college vehicle is damaged and is not drivable, have it towed.
- Fill out the Juniata College Accident Report by the end of the day.
- In the case of a rental vehicle from a rental agency, drivers should also follow the procedures outlined on the rental agreement and/or posted in the vehicle.

Breakdown Procedures

This information is also located on the laminated card found in the college vehicle glove box.

- If a college vehicle breaks down, the driver should notify Public Safety at (814) 641-3636.
- Public Safety will notify Facilities Services to determine action to be taken – the driver is responsible for making arrangements to carry out the repair.
- Any additional expenses incurred due to the abandonment of the vehicle (if not previously approved by Facilities Services), alternate transportation or lodging is the responsibility of the individual or the RSO/department.
- If a rental vehicle breaks down, the driver should follow the procedure outlines on the rental agreement – the driver should also report the break down to Public Safety at (814) 641-3636.