



Washington and Lee University

Vehicle Use Guidelines

Approved By: <u>Steve McAllister, Vice President for Finance and Administration / Treasurer</u>	Related Policies: <u>15-Passenger Van Guidelines</u> <u>[http://counsel.wlu.edu/policy/Van.Guidelines.html]</u>
History: Issued – <u>March 4, 2009</u> Revised – _____	Additional References: _____
Responsible Office: <u>Student Affairs; Auxiliary Services; Treasurer</u>	

I. INTRODUCTION

Statement

These guidelines are intended to promote safe operation of vehicles used to transport University faculty, staff, and students on University business, and to clarify insurance coverage for vehicle damages.

Applicability

This policy applies to all faculty, staff, students, and volunteers at the University who: 1) drive a University-owned ("Fleet") vehicle; 2) rent a vehicle in the name of the University; and/or 3) drive a privately-owned vehicle off-campus on University business.

II. DEFINITIONS

Custodial Assignment – assignment of a fleet vehicle to an individual for University business use only; these vehicles are not allowed to leave the W&L campus, except as specifically outlined in Section VI.

Departmental Assignment – assignment of a fleet vehicle to a department for University business use only; these vehicles may be taken off campus as necessary for University business.

Fleet Vehicle – a vehicle that is owned by Washington and Lee University (including golf carts).

Personal Use – use of a vehicle for an activity that does not qualify as University business.

Special Assignment – assignment of a fleet vehicle for University business as well as personal use.

University Business – any activity approved by an authorized University official, or in connection with an approved class or University-organized activity, that is required for performance of job functions and that is consistent with and furthers the missions and operations of the University.

Valid Driver's License – an official driver's license issued by any state that is current and not in default. A driver's license issued in another country must be sufficient to allow the person to legally operate a motor vehicle within the Commonwealth of Virginia.

III. STATEMENT OF INSURANCE GUIDELINES

The chart below summarizes insurance coverage for vehicle damages **only**, and references sources and procedures to follow for employees and students driving rented, privately-owned, or fleet vehicles on off-campus University business. Each case is evaluated on its individual circumstances; coverage may vary based on those circumstances.

	Rented Vehicle	Fleet Vehicle	Privately-Owned Vehicle
Employee Driver	The responsible department must pay the first \$500 in damages. University insurance should settle remaining damages.	The responsible department must pay the first \$500 in damages. University insurance should settle remaining damages.	You are not covered by University insurance. Contact the head of the responsible department before you drive.
Student Driver (non-employee)	The responsible organization must pay the first \$500 in damages. University insurance should settle remaining damages.	The responsible organization must pay the first \$500 in damages. University insurance should settle remaining damages.	You are not covered by University insurance. Contact the head of the responsible organization before you drive.

IV. REQUIREMENTS FOR DRIVERS ON UNIVERSITY BUSINESS

A. General Requirements – Applicable to **All Drivers**

- ❖ All drivers must obey all state and federal laws/regulations concerning driving practices and the use/operation of motor vehicles.
- ❖ All drivers must: 1) possess a valid driver's license in good standing; and 2) be at least 18 years old.
- ❖ Any driver whose license is subsequently suspended, revoked, or subjected to any limitations and/or restrictions must promptly report such information to his/her supervisor, the head of the responsible department, or the student organization president (as applicable). The supervisor or Department Head should then promptly notify the Office of Human Resources and the Office of Auxiliary Services. Student organization presidents should promptly notify the Office of Auxiliary Services.
- ❖ Students must complete the safety awareness training otherwise applicable to the Traveller program before operating vehicles on University business. Please visit: <http://traveller.wlu.edu/index.htm> for more information on this requirement.
- ❖ The University may check the motor vehicle records of any employee whose job requires him/her to drive on University business.

B. Specific Requirements:

1) Fleet and Rented Vehicles:

- ❖ All drivers who operate either a fleet vehicle and/or a vehicle rented in the University's name must follow all applicable, policies, procedures, rules, and instructions governing the use of such vehicles.
- ❖ Drivers must be at least 18 years old to drive rented vehicles and may be subject to certain restrictions if under 21 years old.
- ❖ Before driving either a fleet or rented vehicle, employees must possess and submit a valid driver's license and receive approval from the University through Auxiliary Services.
- ❖ A student organization must use a valid University purchasing card to rent a vehicle. This does not prohibit students from arranging their own vehicle rentals.
- ❖ Students CANNOT drive fleet vehicles assigned to the Athletic Department.
- ❖ All student drivers are required to complete the University's safety awareness training *annually*.

Note: **University fleet vehicles and vehicles rented in the University's name may only be used for University business.**

2) Vans

- ❖ Before driving a 15 passenger van, the driver must have completed the University's safety awareness training.

V. SAFE DRIVING GUIDELINES

A. Operating the Vehicle

- ❖ Smoking is not permitted inside any fleet vehicle. Smoking may be allowed in a rental vehicle, provided that 1) it complies with the smoking rules of the rental car agency; and 2) there are no passengers in the vehicle.
- ❖ Per state law, seatbelts must be worn at all times while driving and/or riding in any vehicle used for University business. The number of passengers in the vehicle must not, at any time, exceed the number of working seatbelts in the vehicle.
- ❖ Obey all applicable motor vehicle rules and laws. All traffic and/or parking offense fines and penalties are the personal responsibility of the driver. Fines for traffic and/or parking violations are not reimbursable University expenses.
- ❖ Cell phones should not be used while operating a motor vehicle on University Business. When traveling outside Virginia, keep in mind that it is *illegal* in many states to use a cell phone while operating a motor vehicle.
- ❖ When driving on University property, ALWAYS yield to pedestrians.
- ❖ Do Not permit an unauthorized person to operate the vehicle, unless doing so is necessary and prudent during an emergency situation.
- ❖ Do Not operate a vehicle under the influence of alcohol or illegal drugs.
- ❖ Do Not operate a vehicle while under the influence of any medicine (whether prescribed or over-the-counter) with side-effects that could cause drowsiness or otherwise impair driving ability.
- ❖ Do Not permit anyone to bring alcohol (except for Catering services) and/or illegal drugs into the vehicle.
- ❖ Do Not allow any unauthorized passengers (e.g. hitch-hikers, etc.) to ride in the vehicle.

B. Accidents/Damage

- ❖ Vehicle damage and/or accidents must be reported *immediately* to the following:
 - Department Head or Vice President for Student Affairs and Dean of Students (as applicable)
 - Director of Budget (University risk-management liaison)
 - Department of Public Safety
 - Auxiliary Services Office (for Rental Vehicles Only)
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VI. ASSIGNMENT OF VEHICLE

Vehicle assignments are made to departments and certain individuals for a specific period, depending upon transportation needs, in accordance with the policy below.

- ❖ Custodial Assignments: Custodial assignments must be approved by the Department Head and the Director of Auxiliary Services. Employees with custodial vehicles may not drive the vehicles to their home unless: 1) they are leaving or returning from an official trip away from their working headquarters; or 2) are conducting official University business before or after regular working hours. Exceptions for unique circumstances must be approved by the Department Head. Custodial vehicles are assigned under the following circumstances:
 - 1) A passenger vehicle is required for full-time use during regular working hours and remains parked on university property or at the working headquarters overnight or when not in use.
 - 2) A non-passenger vehicle such as a maintenance truck or other special-use vehicle is required for use during regular hours and remains parked in a designated area overnight or when not in use.
- ❖ Departmental Assignments: Existing departmental assignment vehicles are allowed to leave campus for university business (e.g. field trips, athletic events, etc.). New and/or additional departmental assignments must be requested from the Director of Auxiliary Services. If possible, the department will be assigned use of an existing fleet vehicle.
- ❖ Special Assignments: Vehicles authorized by senior administration for use by certain staff members whose travel – through the campus and the community – is considered a normal part of their job description. For these vehicles, personal mileage must be reported monthly to the Business Office and must be supported by a log that separates personal and business miles. The University will report personal mileage in accordance with applicable IRS rules. Special assignments must be approved by the President or Vice-President for Finance and Administration / Treasurer. Employees with special assignment vehicles may drive vehicles to and from their home.

VII. STATEMENT OF RESTRICTIONS AND RESPONSIBILITIES

Drivers must agree to and comply with the guidelines and requirements contained herein. If you have a question, contact the persons listed above, or consult the sources listed at the heading of these

guidelines. These contact persons are available to answer questions or to direct an inquiry to another source.

The University reserves the right to conduct random license checks of any employees and/or students who drive off-campus on University business.

These guidelines and requirements are under continuing review and are subject to modification as insurance coverage and other circumstances change. This document is intended to provide guidance and creates no contract of any kind.

VIII. ANNOTATED REVISION HISTORY

This policy has not yet been revised.
