



Vehicle Usage Policy

Driver Eligibility for College Vehicles

- Faculty, staff, student or approved volunteer—19-years old—student, student employee, student volunteer – Faculty / Staff
- Valid United States Driver's License for at least 2 years
Public Safety Department will photocopy driver's license for records
- Driven at least 2000 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 MVR checks on all applicants
- Have no chargeable accidents within past 24 months
- Have no convictions (within past 5 years) for 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 Public Safety Department if the status of their MVR or driver's license has changed
- Cabrini College reserves the right to actively pull selected and/or all MVRs on active drivers
- Driver Training/Testing for College Vehicles
- Vehicle Usage Policy review is required for all drivers on an annual basis
- Driver training is required for all student drivers once every year
- Faculty/Staff driver training is required upon hire. Faculty/staff enrolled as students are considered faculty/staff for this policy.
- Drivers of vans are required to pass a road test prior to receiving authorization to drive vans
- Drivers must complete Vehicle Usage Policy review and necessary training/testing three weeks prior to driving vehicles – this is necessary to complete MVR check
- MVR check for all student drivers will be conducted annually. Cost may be charged to each department
- MVR checks for all Faculty Staff will be conducted one time but it is the responsibility of the employee to report any changes to their driving record to the public safety director
- Driver training and road tests will be scheduled with the Public Safety Department by making an appointment by calling 610-902-8245. Individual or group training/testing sessions must be scheduled before you can drive a Cabrini owned or rented van

Vehicle Operation/Rules for College Vehicles

- College vehicles should not be used for personal or non-College business unless approved by the Vice President for Finance and Administration
- Student Clubs/Organizations traveling without their advisor are not permitted to travel more than 200 miles one way unless previously approved by Public Safety Department. Request should be submitted to Public Safety Department no less than 5 business days before trip
- Drivers are not permitted to drive more than 4 continuous hours without rotating drivers or stopping for a rest period
- Drivers are not permitted to drive more than 10 hours during any one day

- Driving is not permitted between midnight and 6 a.m. unless previously approved by Public Safety Department. Request should be submitted to Public Safety Department no less than 5 business days before trip
- Drivers are responsible for obeying and enforcing all rules, regulations, terms and conditions as set forth in the

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- Drivers are responsible for 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
- Drivers are responsible for safe and proper use of College vehicles
- Drivers are not permitted to allow passengers to operate the vehicle, unless the passenger is an approved driver
- Seat belts must be worn at all times. The number of acceptable passengers in a vehicle will be determined by the number of operating seatbelts
- Alcohol and illegal drugs are not permitted to be transported or consumed in College vehicles
- Smoking is not permitted in College vehicles
- Cell phones and texting are not permitted to be used by the driver while operating the vehicle
- Radar detectors and radar jamming equipment are not permitted to be used in College vehicles
- Animals, other than trained service animals, are not permitted in College vehicles unless previously approved by Public Safety Department – Request should be submitted to Public Safety Department no less than 5 business days before trip
- Drivers are not permitted to operate a College vehicle under the influence of alcohol or illegal drugs or while using a prescription and non-prescription medication that has any warning of any impairment, including a warning for drowsiness or not to use when operating heavy machinery
- In the event of an accident or other emergency, contact local law enforcement authorities as appropriate and notify Public Safety at 610-902-8245. This applies to College vehicles, College rented vehicles, and personal vehicles. Failure to report may result in the revocation of your authorization to drive on behalf of the College. Accidents will be investigated by the Cabrini College Public Safety Department and possibly the Safety Committee, and disciplinary action may be taken
- Drivers are responsible for determining if driving conditions are not appropriate for continuing trip. Weather conditions, vehicle conditions, or driver's physical condition may determine whether to continue the trip or not
- Hazardous materials are not permitted to be transported in College vehicles unless previously approved by Public Safety Department. Request should be submitted to Public Safety Department no less than 5 business days before the trip
- Firearms and other weapons are not permitted to be transported in College vehicles unless previously approved by Public Safety Department. Request should be submitted to Public Safety Department no less than 5 business days before trip
- Drivers are not permitted to pick up hitch hikers
- Drivers are not permitted to operate a vehicle with anything on top of the vehicle or with anything protruding from a window or door unless previously approved by Public Safety Department – Request should be submitted to Public Safety Department no less than 5 business days before trip
- Drivers are not permitted to operate a van to push or tow any vehicle, trailer or equipment unless previously approved by Public Safety Department. Request should be submitted to Public Safety Department no less than 5 business days before trip
- Drivers should turn vehicle off, remove the keys and lock the vehicle when it is left unattended. Vehicles shall not be left idling when unoccupied.
- Drivers are responsible for returning vehicles in a clean condition. College vehicles that are left dirty will be cleaned and the department that last used the vehicle will be charged

- Drivers should notify Public Safety Department of any unavoidable delays that may cause the vehicle to be returned later than scheduled
- In the event of an accident, the deductible will be paid by the department if the driver was determined to be negligent. Driver's personal insurance will be primary in the event of an accident.

Vehicle Reservations

Please refer to the Vehicle Scheduling Policy, www.cabrini.edu/PublicSafety

- Student Clubs/Organizations must be registered with Student Engagement and Leadership and or the Athletic Department.
- Reservations should be made by the driver, coach, faculty, or staff. In the case of Student Clubs/Organizations, the reservation should be made by the driver by going to the online reservation form located at www.cabrini.edu/PublicSafety.
- When reserving a vehicle, the following information will need to be provided – name of group, purpose of use, destination, length of rental, pickup date/time, return date/time, budget account number, approved driver(s) and number of passengers, faculty/staff sponsor
- If there is a need to cancel a reservation, drivers should notify the coordinator of campus scheduling during normal business hours or Public Safety after hours.

Rented Vehicles

- If the College does not have an appropriate vehicle available, vehicles can be rented through a rental agency by requesting department
- Only approved drivers should be renting vehicles on behalf of the College
- Insurance waiver must be completed and signed by driver and all passengers
- 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 Usage Policy
- The insurance offered by the rental company should not be purchased. Liability and physical damage are covered under the College's business auto policy.
- Rental fees will be charged to the budget of the renting department

Vehicle Pickup>Returns

- Previously reserved college vans must be signed out between 8:00 a.m. and 6:00 p.m. However, all vehicles must be returned when scheduled by stopping at the Public Safety Department for a vehicle inspection, and to return the keys and equipment
- If vans will be returned much later than originally reserved, please contact public safety as soon as the delay is realized. This is necessary, because the van may be scheduled for use that is dependent on the vans timely return.
- Only the designated, approved driver may sign out the reserved van.
- 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
- Drivers must complete the Assumption of Risk, Waiver, and Release Liability Form before leaving campus. This form will have the names of all your passengers, date, and signature of all for each trip – NO EXCEPTIONS
- Prior to driving, drivers must conduct a vehicle inspection of the vehicle and report any existing damage to Public Safety Department, as well as noting the starting / ending mileage and confirming that the following are operational

and in good working order: brakes, parking brake, steering mechanism, horn, windshield wipers/washers, rear-vision mirrors, lights and tires/wheels and ensure that all emergency equipment and documents are in vehicle

- Drivers should return College vehicles to their assigned parking space in the assigned gravel lot unless otherwise indicated
- Drivers should conduct a post-trip vehicle inspection noting any damage or safety concerns on the Van Checklist. Ending mileage should be noted on the Van Checklist for fuel charge back
- Keys, Van Checklist and the Vehicle Accident Report, if need-be, should be returned to the Public Safety Department upon return of College vehicles

Accident Procedures

- Stay calm
- Stop and secure vehicle
- Set out warning devices – if necessary
- Contact local law enforcement authorities (911)
- Get other driver's information: 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 and 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 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 (See "On the Spot" Accident Report)
- As soon as practical, notify Public Safety at 610-902-8245
- If the College vehicle is damaged and is not drivable, have it towed
- When you return to campus, make sure the Cabrini College Accident Report is completed and turned into the Public Safety Department

Breakdown Procedures

- If fleet vehicle breaks down, the driver should notify Public Safety
- Public Safety will help with notifications to determine action to be taken; driver is responsible for making the Public Safety Department aware of all vehicle problems
- Any additional expenses incurred for abandonment of vehicle (if not approved by Public Safety Department), alternate transportation or lodging is the responsibility of the individual or the department
- If a rental vehicle breaks down, the driver should follow the procedures outlined on the rental agreement; the driver should also report the breakdown to Public Safety

Signature _____ Date _____

Print name _____

Department or organization _____