

WASHINGTON COLLEGE
VEHICLE OPERATOR'S QUESTIONNAIRE

Please Check One - REQUIRED: <input type="checkbox"/> FACULTY <input type="checkbox"/> STAFF <input type="checkbox"/> STUDENT <input type="checkbox"/> GRAD ASST <input type="checkbox"/> OTHER (specify): _____	College ID # (REQUIRED): _____	Name of Department/Club Driving for and Budget # (REQUIRED): _____
Driver's License Number: _____		State: _____
Expiration Date: _____		
Last Name: _____	First Name: _____	M.I.: _____
Home Address (Include Street or PO Box, if address is different than license, please explain below): _____		
City: _____	State: _____	Zip Code: _____
Date of Birth (MM/DD/YYYY): _____		
During the past TWO years, have you:		
1. Been charged with Driving under the Influence or Driving while Intoxicated?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2. Been charged with any moving violations?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. Been the cause of any vehicle accident?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4. Had your license to drive suspended or revoked?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever been involved as a defendant in any lawsuits as a result of your operation of a vehicle?		
		<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES TO ANY OF THE QUESTIONS ABOVE, PLEASE EXPLAIN BELOW: _____ _____ _____		

I hereby authorize and permit Washington College to obtain any information pertaining to my driving history records.

To the best of my knowledge, the information provided is truthful and correct. I, hereby authorize release of all motor vehicle records maintained on me for the past three years. I understand these records will be reviewed annually to determine my eligibility to drive college vehicles and a copy of this record will be on file in the Washington College Transportation Office.

Signature of Operator

Date

FLEET OPERATIONS SAFETY POLICY ACKNOWLEDGMENT FORM

I hereby acknowledge that I have received and read a copy of the Fleet Operations Safety Policy. I agree to comply with the policies and procedures contained in the policy.

Driver's Signature

Date

Driver's Name (Print)



Fleet Operations Safety Policy

Prepared by: Lisa Jones	Date: 7/15/19
Approved by:	Date:
Effective: 8/26/19	Date:
Revised/Reviewed:	Revised/Reviewed:

Washington College manages a fleet of owned, leased and rented motor vehicles. This policy applies to any employee, student, and/or volunteer who operates a motor vehicle on behalf of the College on any public or private property. Washington College strives to assure that all motor vehicles are operated in a safe manner to ensure the welfare of drivers and passengers alike. Additionally, the College engages in strategies to minimize risk, damages, and claims against the College. The procedures outline how to obtain and maintain credentials to drive on behalf of the College, how to access motor vehicles for official College business, and expectations of safety.

Primary responsibility for the motor pool is assigned to Student Affairs. The Transportation Manager, with supervision from the Vice President for Student Affairs, will oversee all college motor pool vehicle operations, to include but not limited to: development and implementation of policies governing vehicle use, management of the college's general use motor pool of vehicles, certification of all vehicle operators, and general oversight of other college vehicles.

I. Driver Qualifications

- A. Any person operating a College Vehicle must be an enrolled student or employee of the College or designated agent of the College who has been pre-approved by the Transportation Manager.
- B. Any person operating a College Vehicle must hold a valid driver's license issued in the state of their legal residence for the class of vehicle being driven. An expired driver's license or a driver's license issued in a country other than the United States, is not acceptable.
- C. Any person operating a College Vehicle must have secured their driver's license at least two years prior to driving a College Vehicle. Provisional licenses will not be accepted.
- D. All persons driving a College Vehicle must complete and sign the document entitled "Vehicle Operator's Questionnaire," and this Fleet Operations Safety Policy.
- E. Motor Vehicle Reports (MVRs) are required to be secured and reviewed prior to any person's operation of a College Vehicle. This service is provided by IIX, a background check screening vendor. For individuals who operate a College Vehicle, MVRs for Maryland and the person's state of residence shall be secured and reviewed at least annually thereafter. In addition, MVRs may also be requested on a post-accident basis, regardless of how recent the MVRs on file were secured. The College will pay for initial license checks for faculty/staff/students who are required as part of their duties to drive. Subsequent license checks will be charged to the department for whom the faculty/staff/student are driving. Fees vary by state.
- F. If the driver's license is suspended, canceled, revoked or otherwise restricted for any reason, the driver must immediately notify their supervisor or the Office of Human Resources of this matter. The suspension, cancellation, revocation or other restriction of an employee's or student's driver's license, where driving is an essential function of the job, may result in disciplinary action up to and including termination of employment.

II. Fleet Operations

- A. The College's liability insurance protects both the College and an authorized driver against damages resulting from bodily injury and/or property damage occasioned by the authorized use of College Vehicles when the driver is acting within the scope of their employment or their capacity as a student and is not acting in a wanton or reckless manner.
- B. College Vehicles are intended for use only for official College business or for approved activities. If an accident occurs while the College Vehicle is being operated for something other than College business or approved activities, the driver will pay the applicable deductible of \$1000.00. Additionally, liability coverage could be denied if the driver had not been given permission to drive on behalf of the College.
- C. Students wishing to operate College Vehicles must obtain approval from a sponsoring department for travel, and follow all other transportation policies.
- D. College Vehicles may not exceed the recommended load capacity of the vehicle for either the number of passengers or cargo weight.

- E. Drivers have the right to refuse to transport a passenger who is unable or unwilling to control their behavior.
- F. College Vehicles must be secured when unoccupied and must have contents reasonably safeguarded.
- G. Persons using College Vehicles shall take reasonable steps to keep the vehicle clean at all times. Failure to do so may result in a \$25.00 cleaning fee charged to the department or club for which the vehicle was reserved.
- H. The Transportation Manager maintains and controls keys for College Vehicles. Individuals may not retain the keys of College Vehicles, unless the College Vehicle has been assigned to a specific individual to use in the course of their daily employment with the College. Students may not retain keys to College Vehicles. Individuals may not copy keys for personal use. All lost or stolen keys must be reported to the Transportation Manager immediately upon discovery.
- I. The Transportation Manager will ensure that College Vehicles are regularly inspected and receive required maintenance. The Transportation Manager will provide the “Driver’s Form” and the appropriate pre- and post- vehicle checklists to the driver prior to departure. Prior to operating a College Vehicle, the authorized driver is responsible to complete the appropriate checklist and review the mileage trip sheet to ascertain whether maintenance issues have been noted. Similarly, upon the conclusion of the use of the College Vehicle, the driver shall complete the appropriate checklist to document any maintenance needs or concerns. Further, upon discovery of maintenance problems or concerns with the College Vehicles, the authorized driver must as soon as reasonably possible contact the Transportation Manager during normal business hours (Monday – Friday 8:30 am – 4:30 pm) or the Department of Public Safety (after office hours) to report the problem or concern.
- J. Mechanical failure or damage due to the negligence of the driver will be the responsibility of the user’s department or organization.
- K. Failure to follow policies may result in additional departmental charges and/or forfeiture of Motor Pool privileges.

III. Safety Regulations

- A. All drivers are responsible for safe and responsible driving and are expected to follow all traffic laws, including parking regulations; posted speed limits; cell phone usage; and seat belt compliance, including ensuring all passengers are wearing their safety belts. Drivers are expected to practice defensive driving and to avoid activities that have the potential to divert attention from safe driving. Drivers are personally responsible for paying all penalties associated with traffic citations while driving College Vehicles.
- B. College Vehicles may not be operated by anyone under the influence of illegal drugs, alcohol or prescription drugs that prohibit the safe operation of motor vehicles. Employees are subject to disciplinary action up to and including termination of employment for driving a College Vehicle while under the influence of illegal drugs, alcohol and prescription drugs that prohibit the safe operation of motor vehicles. Students who operate a College Vehicle while under the influence of illegal drugs, alcohol, or prescription drugs that prohibit the safe operation of motor vehicles will be subject to review through the student conduct system.

- C. Drivers are expected to drive with vehicle headlights on at all times.
- D. Alcoholic beverages (opened or unopened) may not be transported in College Vehicles unless previously authorized.
- E. Maryland state law prohibits the use of cell phones, smart phones, portable computers, or any similar devices used for texting, messaging, emailing, and web-browsing, while operating a motor vehicle. As such, texting while driving on any handheld device is strictly prohibited while operating a College Vehicle. Drivers found in violation of the anti-texting law will be personally responsible for all fines/fees/costs associated with this offense.
- F. The use of radar detectors (or similar speed enforcement detection devices) is strictly prohibited in College Vehicles.
- G. Smoking, chewing tobacco, and vaping is prohibited in College Vehicles.
- H. Drivers are required to turn off the engine and refrain from smoking while fueling College Vehicles.
- I. All College Vehicles contain the following safety equipment: triangles, fire extinguisher, first aid kit, and flashlight. These items must remain in the vehicle and may only be used for their intended purpose of emergencies. If an authorized driver determines any of these items are missing from a College Vehicle, they will promptly report that to the Transportation Manager.
- J. All College Vehicles will contain accident-reporting kits located in the glove box. These kits include witness statement cards, accident diagram cards, insurance information, name and contact information for whom to call in the event of an accident, and instructions on how to report an accident. Drivers are responsible for utilizing this kit in the event of an accident, including obtaining witness statements, providing insurance information, and reporting the accident appropriately. The accident shall be reported as soon as reasonably possible to the Transportation Manager (during normal business hours) or Public Safety. Such reporting is necessary to assure that all facts of the accident are available should unexpected claims be received later.
- K. In the event a State of Emergency is declared for Maryland due to inclement weather, use of College Vehicles will not be permitted with the exception of vehicles deemed for emergency use (i.e. Public Safety vehicles, Buildings and Grounds vehicles, and snow removal vehicles).
- L. During episodes of inclement weather where the State of Maryland has not declared a State of Emergency, the Director of Public Safety will decide as to whether College Vehicles may be used, including all shuttles. For shuttles, the Transportation Manager or the Office of Public Safety will make every attempt to notify students in a timely manner that service has been cancelled.

IV. Employee Drivers

- A. All trips using College Vehicles that are coordinated by the Transportation Office are reviewed to ensure safe routes and adequate driver coverage. Drivers may not deviate from their designated route for shuttle operations, unless traffic has been diverted or the Transportation Manager has approved route changes. Drivers may not deviate from designated drop off and pick up locations. Only currently enrolled students may use the shuttle.

- B. Employee drivers who are responsible for scheduled shuttle routes are required to arrive 15 minutes prior to the scheduled start time. Drivers must use this time for required pre-trip vehicle inspections and for making sure all items are in place to ensure the driver is “prepared to drive.”
- C. For scheduled shuttles (opening and closing of college, weekend shuttles, break shuttles, etc.), the driver must document the names of the passengers on the shuttle by either placing a check mark (✓) next to the passenger’s name as they board the shuttle. The driver will attach the shuttle roster to their timesheet and submit to the Transportation Manager.

V. **Reserving a College Vehicle**

All requests for college vehicles must be submitted to the Transportation Manager using the online form below. Requests for vehicles should be made no less than 2 business days before the scheduled trip. A motor pool vehicle will not be assigned if an electronic request has not been completed. If there are no vehicles available to meet the needs of the request, the Transportation Manager will give timely notification and provide alternatives (rental vehicle, mileage reimbursement, etc.).

Use of college vehicles is restricted to trips within a 200-mile radius from Washington College. The Transportation Manager has the discretion to approve or deny requests regardless of the distance of the trip for reasons of vehicle availability and/or safety.

1. All users requesting to use a College Vehicle from the motor pool must complete the following request:

https://washcoll.co1.qualtrics.com/jfe/form/SV_43pKO0ZMAu81YcR.

Please be prepared to supply the following in the form:

- Date(s) of the Trip
- Type of Vehicle (Van/Bus)
- Number of Vehicles
- Driver’s Name
- Driver’s Cell Phone Number
- Reason for Use
- Departure Time
- Return Time
- Department Name
- Budget code and Budget Name
- Destination

VI. **Motor Pool Fleet**

The Washington College Motor Pool consists of the following vehicles. Capacity includes the driver:

- 4 mini buses (14 passenger)
- 3 minivans (7 passenger)
- 5 mid-sized sedans (4 passenger)
- 1 full sized sedan (5 passenger)

Motor Pool Fleet Charges:

Below is the new Motor Pool Rate Table, **effective August 26, 2019:**

Vehicle Types	Rate
Small Sedan (4 passenger)	\$15.00 per day or \$.40/mile, whichever is greater
Mid-size Sedan (5 passenger)	\$20.00 per day or \$.45/mile, whichever is greater
Minivan (7 passenger)	\$25.00 per day or \$.55/mile, whichever is greater
Minibus (14 passenger)	\$30.00 per day or \$.65/mile, whichever is greater

In addition to these new rates the following charges will be assessed:

Charge	Amount
Cleaning Fee	\$25.00 minimum
24-hour Cancellation fee	\$25.00
Late return fee	\$30.00
Damage to vehicle	Department will be billed the amount charged by the repair shop to fix any damage.

1. Motor Pool requests are processed on a first-come, first-served basis.
2. A 24-hour cancellation notice is required. A \$25.00 charge will be billed to the department/club for any reservation cancelled with less than 24-hour notice or is not picked up on the day of the reservation. Unavoidable cancellations within the 24-hour notice period can be reviewed on a case-by-case basis by the Transportation Manager who can waive the fee in certain cases.
3. Motor Pool vehicles must be parked in the designated area by Buildings and Grounds, unless an exception has been granted by the Transportation Manager.
4. Licensed service dogs are permitted to be transported in College Vehicles. Those wishing to transport an emotional support animal must notify Transportation Services 48 hours prior to the use of the vehicle. This gives the Transportation Manager time to contact other occupants of the vehicle to ensure there are no adverse reactions to the emotional support animal. Emotional support animals are permitted only if they are placed in a carrier and stored with the luggage (if in a minivan or minibus) or away from other students. All other animals are strictly prohibited from Motor Pool vehicles.
5. Failure to follow policies may result in additional charges and/or forfeiture of Motor Pool privileges.

For trips in which students are being transported: Prior to receiving the key packet, the Off-Campus Trip Notification Form must be completed). Click on this link to complete the form:

<https://www.washcoll.edu/offices/public-safety/off-campus-trip-notification/>. Keys will not be given until this information is received. There are no exceptions.

VII. Use of Rental Vehicles

If there are no vehicles available to meet the needs of the request, the Transportation Manager will give timely notification and provide alternatives (rental vehicle, mileage reimbursement, etc). All reservations for rental vehicles must be obtained through Egencia: <http://washcoll.egencia.com/>. Your user name is your Washington College email address.

VIII. Use of Personal Vehicles

- A. Washington College's Investment and Risk Management Office and Transportation Office strongly recommend and encourage all employees and students to use College Vehicles when conducting business on behalf of the College.
- B. **The College hereby provides notice to all operators that, the college does not carry insurance on and will assume no responsibility for damages resulting from incidents involving the use of a Personally Owned Vehicle.** If a driver chooses to use their own vehicle themselves and/or others on official college business, the driver's personal auto insurance (and possibly liability insurance) will be the primary insurance for any accident or incident that occurs during such usage. Washington College makes no representations concerning the safety of personal vehicles or the qualifications of the operators of those vehicles.
- C. Maryland law requires that all drivers carry a valid driver's license and proof of auto insurance. It is the responsibility of the driver to make certain that the driver's license has not expired or been suspended and that auto insurance premiums have been paid and the policy is active.
The College recommends
 - 1. Maintaining automobile liability insurance limits of at least \$100,000 per person, \$300,000 per accident, and \$50,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides.
 - 2. Maintaining current state vehicle inspection if the state requires one; and
 - 3. Maintaining their "Non-Company Vehicle" in safe operating condition.

Appendix A

Examples of Serious Traffic Violations Which May Result in Driving Privileges Not Being Offered

- Driving under suspension/revoked license
- Driving under the influence of alcohol or controlled substances
- Driving without a driver's license
- Driving without insurance
- Driving without lights to avoid identification
- Failure to stop/report an accident
- Fleeing or attempting to elude a police officer
- Homicide by vehicle
- Homicide by vehicle while driving under the influence
- Homicide, manslaughter or assault arising from use of a vehicle
- Leaving the scene of an accident
- Racing on highways
- Reckless driving/speed contest
- Refusal to consent to a chemical test

APPENDIX B

FLEET SAFETY ACKNOWLEDGMENT FORM

I hereby acknowledge that I have received and read a copy of the Fleet Operations Safety Policy. I agree to comply with the policies and procedures contained in the program.

Driver's Signature

Date

Driver's Name (Print)