

**MOUNT HOLYOKE<sup>SM</sup>**

**FLEET VEHICLE  
HANDBOOK**

Revised February 2009

## Quick Reference Guide

**How do I make a fleet reservation?** Email or call the Fleet Office Monday – Friday, 10am – 3pm. The office is closed on official college holidays, weekends and evenings. Reservations cannot be made or canceled at any other time.

**What should I do if I have an accident with a fleet vehicle?** Immediately contact the local police (on campus, contact Public Safety) to advise them of the accident and to get medical assistance if there are any injuries. Once any medical needs are taken care of, it is important to make sure you get the other driver's information (name, address, registration number, vehicle model, color, etc). You must also give the other driver your information and the fleet vehicle information located in either the vehicle binder or glove box area. If the local police will not take a report because the damage is minimal and there are no injuries, ask them to make a note that the driver called in the accident. When it is practical, notify Public Safety at 413-538-2304. If the vehicle is damaged and cannot be driven, let Public Safety know and instructions will be given by the dispatcher.

**What do I do when I pick up & return a fleet vehicle?** Make sure that prior to using a fleet vehicle you check for new damage and make a safety check of the vehicle. Safety checks include testing the horn, lights, directionals, brakes, etc. When you return the vehicle to campus, also check for new damage and report any safety problems you have had with the vehicle on the trip form.

**How do I cancel a fleet vehicle reservation?** Weekday cancellations must be made 24 hours in advance by calling the Fleet Office or email the Coordinator as soon as you know that you will not use the vehicle. Weekend cancellations must be received prior to 3pm on Friday. Often other groups are on a wait list to use a vehicle. Early cancellations allow us to attempt to meet our waiting list requests and allow you to avoid cancellation penalties.

**Where do I get gas for the vehicle?** If you are returning to campus and have enough fuel, you can simply fill up at Facilities Management using the vehicle's campus fuel card (except Sunday at midnight through 5pm for tank maintenance). To fill up outside of South Hadley, use the Wright Express gas card that is accepted at many service stations. Use the driver ID # that is on the trip sheet for the pin number.

**Can members of a Student Organization or Hall Committee make vehicle reservations?** Student reservations can only be made by individuals that are listed by their organizations or hall committees on the vehicle authorization form submitted to the Fleet Office through Student Programs.

**Can a student reserve a vehicle for an academic or administrative department?** No. Academic & Administrative Department reservations can only be made by a faculty or staff member of the department. If a student would like to make a reservation, it will not be confirmed until a faculty or staff member contacts the fleet office for authorization.

**Can I rent 15-passenger van if nothing is available at the Fleet Office?** No. The college prohibits the rental of 15-passenger vehicles for any purpose. Only 12-passenger vans, 7-passenger mini-vans or sedans are permitted. All drivers of rented vehicles must be authorized. Unauthorized drivers will not be insured. This policy may not be circumvented by renting a vehicle with a personal credit card. If your trip is eligible to use a fleet vehicle, the rental policy applies. If a faculty or staff member needs to transport more than 12 passengers, appropriately sized vehicles with professional drivers may be requested through the fleet office.

## TABLE OF CONTENTS

<b>Structure of the fleet vehicle system</b>	<b>4</b>
<b>Driver Eligibility</b>	<b>4</b>
<b>Rules for Drivers</b>	<b>6</b>
<b>How to place a vehicle reservation</b>	<b>7</b>
<b>General Reservation Guidelines</b>	<b>7</b>
<b>How to pick up a fleet vehicle</b>	<b>8</b>
<b>How to return a fleet vehicle</b>	<b>8</b>
<b>How to place a bus reservation</b>	<b>8</b>
<b>Extended Use Information</b>	<b>8</b>
<b>Authorized Use Information</b>	<b>9</b>
<b>Service Charges</b>	<b>10</b>
<b>Conditions of Use</b>	<b>11</b>
<b>Safe Operations of Vehicles</b>	<b>12</b>
<b>Vehicle Operating Costs</b>	<b>13</b>
<b>Breakdown Procedures</b>	<b>13</b>
<b>Accident Procedures</b>	<b>14</b>
<b>Insurance Information</b>	<b>15</b>
<b>Van Safety</b>	<b>16</b>

## ➤ **STRUCTURE OF THE FLEET VEHICLE SYSTEM**

The motor vehicle fleet is managed by the Fleet Vehicle Committee and is overseen by the Director of Public Safety. Scheduling is the responsibility of the Fleet Coordinator. Vehicle maintenance and safety inspections are the responsibility of the Facilities Management Department in conjunction with the Fleet Coordinator. Vehicle safety is the responsibility of every driver. All drivers of the fleet vehicles are expected to follow the rules and procedures established by the Fleet Committee and to abide by all campus regulations and all local, state and federal laws.

## ➤ **AVAILABILITY & USE OF FLEET VEHICLES**

Due to the limited number of the fleet vehicles, the College is unable to provide vehicles for every request. Fleet vehicles are available for use by academic, administrative and student organizations in order to facilitate academic, business and student organization needs. Personal use is not allowed. The vehicles are for official college business ONLY. Official college business includes community service transportation, academic class trips/projects/needs, administrative trips, authorized student groups and intercollegiate athletics.

Additionally vehicles cannot be taken from the fleet and then used to provide other members of the community transportation for a fee.

## ➤ **DRIVER ELIGIBILITY**

Members of the college community who want to be eligible to operate a college fleet vehicle must attend a fleet orientation class, fill out an application and have a clean driving history. Any drivers with significant accidents (2 or more) or moving violation records (3 minor violations or 1 major violation) will not be allowed to operate college vehicles. Examples of major violations are but not limited to; driving under the influence of alcohol or drugs, operating recklessly or to endanger, leaving the scene of an accident, etc. Written appeals of a decision that a member of the community is not eligible to drive a college vehicle can be made to the Director of Public Safety whose decision is final.

Students and Employees must have a valid US license. Drivers must be at least 18 years of age and have a valid driver's license for one year.

Each driver must submit an abstract or her/his driving record from their license issuing state Registry of Motor vehicles and submit it to the fleet office during or after the fleet orientation class.

The application and driving history will be reviewed by the Fleet Coordinator for completeness and for reported driving violations and accidents. The coordinator will then determine if any reported violations would preclude the person from driving a college vehicle according to the list above. Approval for eligibility takes approximately one (1) week from the receipt of all necessary paperwork.

Drivers of college vehicles must be Mount Holyoke College faculty, staff or students. During the summer, conference staff may drive a college vehicle after completion of the fleet orientation program, fill out an application and have a clean driving history. Others such as spouses, significant others and off campus people may not drive college vehicles.

Drivers must acknowledge receipt and understanding of the college driving regulations.

Students may drive a college vehicle on short trips. Short trips are those those less than 400 miles. Students may drive vehicles beyond the 400 mile limit if a faculty or staff member is present in the vehicle. The maximum is 500 miles from campus for all trips. Only one college vehicle may be more that 250 miles from campus at once. Fleet Vehicles cannot be driven into Canada. Students may not drive college vehicles that are towing another vehicle or trailer.

Annual credential forms will have to be filled out with instruction from the Safety and Risk Management Department. This form is for insurance purposes only and has to be filled out by everyone who will drive a college owned vehicle or driving a personal vehicle on college business. The form and a copy of your valid driver's license will be submitted for review at Human Resources. If you fail to submit all required paperwork, your driving privileges will be revoked until it is received.

Employees who want to rent or use a personal vehicle for college business and/or transporting students must fill out a college credential form before the use occurs.

Drivers will automatically lose eligibility to operate college vehicles following an accident with a fleet vehicle or violation of college rules for one year after which they may reapply. Eligibility may be returned after remedial driver training or in cases where the driver was determined to be not at fault. The Fleet Coordinator will review accidents with advice from the Director of Public Safety. Driver eligibility will not be returned until after an accident review, which takes approximately one (1) week. Further sanctions are possible for department or organizations whose drivers do not follow the fleet program regulations.

Students who want to use a rented vehicle for college business must have *written* authorization from a faculty member, department head, a dean or coach and be otherwise authorized as described herein and *shall be listed on the rental agreement*.

Students who want to use a personal vehicle for college business must have *written* authorization from a faculty member, department head, a dean or coach *before* the use occurs. In addition, the drive must be otherwise authorized to drive as described herein.

## ➤ RULES FOR DRIVERS

The driver is responsible for proper use and operation of the college fleet vehicle. Drivers are expected to obey all state and local traffic laws. Failure to follow the college's fleet vehicle policies, rules, and regulations may result in personal liability for the driver.

Driver may not authorize anyone else to drive. If more than one person is going to drive the vehicle, they must submit a driver application and be approved. All drivers must be listed on the trip sheet. The use of an unauthorized driver will result in the loss of departmental or organization privileges.

The driver and all passengers must use seat belts before the vehicle is put in motion. The driver is responsible to see this is done. The driver must refuse to take any passengers who refuse to cooperate and may not operate the vehicle if passengers do not have seat belts on. Drivers may not overload the vehicle. Each passenger must be in a seat with a seat belt.

Drivers may not consume alcohol or drugs at least twenty-four hours prior to operating a fleet vehicle. Any driver found operating a college vehicle under the influence of alcohol or drugs (including medications that would impair the driver) during the course of their driving or working hours may be criminally prosecuted and are subject to college disciplinary proceedings which may result in sanctions up to and including discharge from employment or suspension from the college.

Drivers are responsible for immediately notifying local police in the city or town where an accident occurs and then notifying the college's Department of Public Safety. If the accident is on campus, notify Public Safety only. Failure to file an accident report with the local police where the accident occurs in a timely manner or to notify Public Safety can result in loss of fleet vehicle privileges for up to one year.

Drivers are personally responsible for traffic and parking violations. Drivers who fail to inform the Fleet Office about violations received while using a fleet vehicle may lose eligibility to operate a fleet vehicle for up to one year. Notification to the Fleet Office by anyone (local police, community members, etc.) of erratic or unsafe operation of a fleet vehicle will result in the driver's fleet privileges being suspended for a minimum of one (1) year as the first offence. If there is a second report of the same department or organization with the same offence, they will lose reservation privileges permanently.

Drivers are expected to call the Fleet Office or Public Safety after hours to notify if the department or organization cannot return on time. Penalty charges will still apply for the late return of a vehicle, however early notification of the extenuating circumstances will be considered a mitigating factor when determining any follow-up action. It will also allow for notification of any persons affected by the delayed return.

Drivers are responsible for returning vehicles in a clean condition. Vehicles whose interiors are littered and dirty must be cleaned prior to turning in the keys. Vehicles that are left dirty will be cleaned and the department or organization that last used the vehicle will be charged.

Drivers are expected to clear the vehicles off of snow and ice prior to operating. Public safety does not warm up vehicles or clean them off. Drivers are also expected to plan enough time into their pre-trip schedule to allow for the inspection of the vehicle.

Drivers may not carry any item(s) on the vehicle's roof, even if there is a roof rack.

Drivers may not drive a college fleet vehicle for more than two hours at any one time without a rest period of two hours. Groups going on long trips (over three hours) must plan for relief drivers. A trip of 400 miles would require a minimum of 3 drivers. Fleet vehicles may not be driven more than 400 miles in one twenty-four hour period.

Drivers are responsible for notifying the Fleet Office immediately of any change in their license status in any state. Any driver of college vehicles that has their right to operate suspended or revoked may not drive a college vehicle under any circumstances until their right to operate is reinstated.

## ➤ **HOW TO PLACE A FLEET VEHICLE RESERVATION**

All fleet vehicle reservations are made through the Fleet Office by emailing the coordinator or calling 413-538-2826 off campus or x2826 on campus, Monday – Friday, from 10am – 3pm. The office is closed on official college holidays, weekends and evenings. Reservations cannot be made or cancelled at any other time. Requests are accepted up to ninety (90) days prior to the date the vehicle is needed.

At the time of your call or email, the Fleet Office will confirm a priority group (priorities 1 & 2 only) reservation if a vehicle is available. If a request is done by a non-priority group, the reservation will be confirmed between one and two weeks in advance of the date needed. This is to prevent low priority groups from reserving vehicles earlier than priority groups.

If a vehicle is not available for any priority group, the vehicle will be placed on a wait list. If vehicles should become available for the organization or department on the wait list, the vehicle will be given out in order of priority and date the reservation requests were received. This process will start no earlier than fourteen days prior to the reservation request date. The coordinator will contact the department or organization to determine if a vehicle is still needed. If the group cannot be reached, a message will be left and the contact person has until the next business day at noon to contact the Fleet Office to reserve the vehicle. Departments or organizations that do not call back will be by-passed and the next department or organization on the wait list will be contacted.

In the event a college vehicle is not available, the college prohibits the rental of 15-passenger vehicles for any purpose. Only 12-passenger vans, 7-passenger mini-vans or sedans are permitted. All drivers of rented vehicles must be authorized. Unauthorized drivers will not be insured. This policy may not be circumvented by renting a vehicle with a personal credit card. If your trip is eligible to use a fleet vehicle, the rental policy applies. If a faculty or staff member needs to transport more than 12 passengers, appropriately sized vehicles with professional drivers may be requested through the fleet office.

## ➤ **GENERAL RESERVATION GUIDELINES**

A student organization or department generally may reserve no more than one vehicle at a time to allow equal access to vehicles by all campus organization or departments. Once all organizations or departments are accommodated for a particular date, a second vehicle may be reserved. Reservations for a second vehicle cannot be made more than two (2) weeks in advance. A department or organization cannot have more than three vehicles per day. Reservations cannot be made more than 90 days in advance.

All student organizations must be registered with Student Programs and have a Mount Holyoke College bank account. Once the group is registered with Student Programs they must fill out a vehicle authorization form. Student organizations may request the use of fleet vehicles during the academic year, generally September 1<sup>st</sup> through the final day of the second semester's exam period.

All academic trips must be authorized by a department.

There is no bumping a group once a reservation has been confirmed.

Club Sports are considered as a student organization, not an athletic group.

Larger groups have priority for vans.

All trips that travel more than 400 miles (one-way) must have a faculty or staff member present in the travel group (i.e. Washington DC). There is a 500 mile limit on all trips, even those with a faculty or staff member present on the trip. Fleet vehicles cannot travel into Canada.

Administrative use includes both academic and general administrative duties.

Departments or student organizations who will be using a fleet vehicle for decoration or group errands, it must be authorized.

### ➤ **HOW TO PICK UP A FLEET VEHICLE**

The keys are available in the Public Safety dispatch center which is open 24 hours a day, located in Central Services. The vehicle binder can only be released after the driver presents their One Card to the dispatcher. The vehicle binder includes the vehicle keys, trip sheet, registration and fleet information.

The fleet vehicles are parked in the Facilities Management parking lot. Public Safety does not deliver vehicles. Generally, keys may be picked up no more that 15 minutes prior to the reservation time. During the winter, groups should plan on enough time to warm up the vehicle and clear any snow or ice. The Fleet Coordinator and Public Safety do not remove snow or ice from the vehicles.

The driver is expected to do a safety check of the vehicle prior to leaving campus. Damage to vehicles that is found by the driver during the safety check must be reported to Public Safety prior to leaving campus. Vehicles that have obvious safety problems observed should not be taken on a trip and should be reported immediately to Public Safety. If there is a replacement vehicle available, on will be substituted.

### ➤ **HOW TO RETURN A FLEET VEHICLE**

Fleet Vehicles must be returned to their parking are in Facilities Management parking lot. They may not be returned to any other location. The Fleet Office and Public Safety will not pick up vehicles. Once you return the vehicle, take a moment and check for new damages and make a note of any vehicle safety issues that the mechanic should check. New damage on a vehicle when it is returned will be responsibility of the department or organization for the repairs. Notifying the fleet office of any damage, safety or mechanical problems is to assist the college in keeping the fleet in good operating condition.

Vehicles must be returned with a full tank of gas. If you are returning to campus and have enough fuel, you can simply fill up at Facilities Management using the vehicle's campus fuel card (except Sunday at midnight through 5pm for tank maintenance). To fill up outside of South Hadley, use the Wright Express gas card that is accepted at many service stations. Use the driver ID # that is on the trip sheet for the pin number. Use regular fuel only. As a general rule, the Fleet Office will not provide reimbursements for fuel purchases.

Once the vehicle is parked, the vehicle binder must be returned to Public Safety. The trip sheet must be fully completed with mileage, fuel purchases and signed before returning the binder. The keys must be in the binder too with both fuel cards.

### ➤ **HOW TO PLACE A FLEET BUS RESERVATION**

The college owns a 28-passenger mini-bus, 32-passenger mini-bus and a 47-passenger bus. Scheduling is done by the fleet coordinator. Generally, Athletics has first priority for per-planned trips. Other bus reservations can be accepted up to ninety (90) day prior to the date the vehicle is needed and after the Athletic schedule is complete. There will be charges associated to the reservation for the cost of the driver and operation of the vehicle. Refer to the service charge section for the related fees. The buses are not available for off campus groups. The reservations are on a first come, first serve bases after the previous guidelines are met.

### ➤ **EXTENDED USE OF COLLEGE FLEET VEHICLES**

Due to the composition and size of the college fleet and the need to equitably serve all customers, vehicles may be used for 12 hours during the college business day, Monday – Friday 7am – 6pm. On weekends, departments and organizations may reserve a vehicle for a two day overnight trip.

## ➤ AUTHORIZED USE OF FLEET VEHICLES

Alcoholic beverages and/or drugs may not be transported in college vehicles, unless authorized by the fleet coordinator. The driver is responsible and must refuse to take any passengers who refuse to cooperate and adhere to this policy.

Drivers are not authorized to use college vehicles to move equipment or other property. The vehicles are intended for the transportation of people. Drivers may not operate the vehicle with anything on top/back of the vehicle or anything protruding from the vehicle window or door, unless authorized by the Fleet Coordinator.

Drivers are not authorized to push/tow any other vehicles or trailer without written approval from the fleet office. This includes vehicles with installed hitches.

No hazardous cargo is permitted in the fleet vehicles.

Generally no children are allowed as passengers in fleet vehicles. A child is defined as anyone less than 12 years of age. Children under 12 years of age are only allowed as passenger in college vehicles when the following conditions have been met:

1. The department head/chair/director has approved the transportation and has conferred with the Director of Public Safety or his/her designee.
2. The child's parent must be a faculty/staff member who has been officially assigned the task of representing the college on the trip.
3. Someone other than the driver must care for the child. The child cannot be the sole responsibility of the driver while they are operating a college vehicle.
4. Approvals for child passenger are done per trip. There will be no blanket exceptions issued.
5. Children must be secured in age appropriate safety restraints that must be provided by the parent. The college accepts no responsibility for providing car seats or other restraints.
6. No more than two children may be in a college fleet vehicle at one time.
7. Anytime there is a dispute about children passengers, the Director of Public safety has the authority to resolve the issue. This Director's decision is final.

Fleet vehicles may be used for official college business only. Personal use is not allowed (i.e. Thesis or GRE work). Official college business includes community service transportation, academic class trips/projects/needs, administrative trips, authorized student groups and intercollegiate athletics.

Drivers may not allow other passengers to operate the vehicles unless that person is listed as an operator on the trip sheet and/or is approved by the fleet coordinator.

All fleet drivers must complete a credentialing form annually. All potential fleet drivers must attend a fleet orientation class.

## ➤ SERVICE CHARGES

1. If a vehicle is not returned on time, there will be a late fee of \$25 per hour the vehicle is late. Also, if this occurs after normal fleet scheduling hours, the department or organization needing the vehicle will be allowed to rent a vehicle that will be charged to the Fleet Office, which will pass along the charge to the department or organization that did not return the fleet vehicle.
2. When a department or organization reserves a fleet vehicle and does not use it, they will incur a \$30 charge. Cancellations must be made during the Fleet Office hours. Weekday cancellations must be made 24 hours in advance by calling the Fleet Office or email the Coordinator as soon as you know that you will not use the vehicle. Weekend cancellations must be received prior to 3pm on Friday.
3. If a vehicle has to be canceled when the fleet office is closed, the department or organization will be charged a \$30 fee.
4. There is a \$30 charge to clean vehicles if they are returned dirty.
5. Departments or organizations that fail to fill up the vehicles gas tank will be charged a \$15 fee.
6. While the Fleet Office does not normally provide drivers for trips, in special circumstances drivers may be available. For all bus reservations, drivers will be provided. In both circumstances, the driver charges are \$24/hr and \$32/hr after an 8 hour period for the college mini-buses and large bus. Driver charges for vans and sedans are \$19/hr. Request for this service must be made at least 3 weeks in advance. The Fleet Office cannot guarantee a driver will be found.
7. Vehicles must be returned to their designated parking area in the Facilities Management Lot. Departments or organizations that do not properly return a vehicle will be charged a \$15 fee.
8. If vehicles binders, keys or gas cards are not returned at the end of the reservation, the department or organization will be charge a \$25 fee.
9. Lost or broken fleet vehicles keys must be reported immediately to the Fleet Office or Public Safety. The department or organization will be charged a \$30 fee or the cost of replacing the keys, which ever is greater.
10. Drivers may not use the designated monitored Fast Lane terminals while operating a fleet vehicle. The fleet vehicles do not have transponders to allow the use of the Fast Lane. When a vehicle passes through the terminal, it is recorded. If you make a mistake, then you must make a note on the trip sheet. When this occurs, the driver of the vehicle will lose their driving privileges for three months and the department or organization will be charged a \$30 fee or the fee from Fast Lane, which ever is greater.
11. If a ticket or parking fine is received during a reservation, the department or organization is responsible for the fees. If a driver should receive a preventable moving violation, the driver will lose their driving privileges for one semester. If a driver should receive a second preventable moving violation, privileges will be permanently revoked. Students who face criminal charges, including driving reckless, driving to endanger, leaving the scene of an accident or driving under the influence of drugs or alcohol may face additional disciplinary action in accordance with the Student Code of Conduct. Employees may also face employment disciplinary action.
12. Drivers who do not operate vehicles in accordance with college policies, even if there is no accident or violation, may face the same disciplinary action as for accidents or moving violations if the college determines the report is adequate and reliable. In particular, reports of college vehicles where the occupants are not wearing safety belts or which are being operated recklessly will be treated with utmost seriousness.

13. All paperwork must be filled out at the end of the trip. If the paperwork is not filled out, the department or organization will be charge a \$25 fee.
14. If use of the fleet vehicles is not for college business, the department or organization will be charged a \$250 per day fee of the reservation.
15. The approved non-college conference groups that rent fleet vehicles during the summer will be charged the following daily rates:
 

12-passenger van	\$70 per day
7-passenger van	\$50 per day
5-passenger sedan	\$40 per day

All rates include 50 miles free. Additional miles are charged at \$.40 per mile. Overnight usage may be permitted after discussion with the Director of Public Safety.

16. Departments and organizations will be charged for any damage to a fleet vehicle that occurs due to the fault of the driver. Also, departments and organizations will be charged for any damage to a vehicle regardless of fault if the accident is not reported to the local police at the location where the accident/damage occurred while using the vehicle.

The maximum charged for vehicle damage will be the deductible limit of the college's vehicle insurance policy, currently \$500, unless the group fails to report the accident to Public Safety when the vehicle is returned and this failure results in the denial of the claim by the insurance company. In such cases, the department or organization may be responsible for the entire loss. Departments and organizations have a thirty (30) day maximum to pay the deductible costs. If the deductible is not reimbursed, the department or organization will lose their privileges until the bill is paid.

If the accident has been determined to be a hit and run or if other physical damage is done, the department or organization must report the accident to the local police (or to Public Safety on campus) at the scene and time of the accident or when the damage is discovered. Get verbal confirmation from the local police that a report will be filed and the local police information (phone, address and reporting officer). Failure to report the accident to local police will result in your department or organization being charge for any deductible for the physical damage to the vehicle.

If damage is found after a department or organization has used a fleet vehicle and has not reported it to Public Safety, the department or organization that used the vehicle last will be charged for the vehicle repair.

### ➤ **CONDITIONS FOR USE**

Clarification of Reservations – Departments and organizations will be asked to identify the driver(s), the vehicles intended destination and the purpose for the trip. Student Organizations must have provided a vehicle authorization form from Student Programs.

Vehicle Key – The key to the vehicle should be picked up at the Public Safety dispatch center on the top floor of Central Services Building. The fleet vehicles are parked at the Facilities Management parking lot.

Trip Sheet – The driver should completely fill out the trip sheet before returning the vehicle binder.

Inspect the Vehicle – Drivers are expected to inspect the vehicle and report any safety problems before leaving campus and upon return. Included in the pre-trip inspection is clearing the vehicle of snow and ice.

Unauthorized Repairs – Unauthorized repairs are broken keys, vehicle jump-start, lockouts, etc. are the responsibility of the department or organization that sponsors the trips.

## ➤ **SAFE OPERATION OF FLEET VEHICLES**

Mount Holyoke College requires vehicle safety to be practiced at all times, whether it is a fleet vehicle, department vehicle, pool vehicle, rented or personal vehicle. Academic and administrative departments and student organization will be accountable for vehicle safety. Mount Holyoke College has adopted campus-wide vehicle use and management policy. Familiarize yourself with the policies and follow them.

Seat Belts – All passengers and drivers should be fastened according to Massachusetts State Law. All passengers and drivers seat belts should remain fastened until the driver has reached the destination. The driver should visually check as well as verbally inform the passengers.

Distractions – There should be no loud music, throwing of objects or other driver distractions. Drivers whose passengers are causing distractions should stop the vehicle in a safe place until the distractions have ceased. **NO ANIMALS ARE ALLOWED IN FLEET VEHICLES, INCLUDING BUSES.**

Cell Phones – The driver may not use a cell phone while the vehicle is moving. If a call must be made or answered by the driver, the vehicle must be stopped and secured before the cell phone is used.

Cargo – Baggage and equipment should be kept in the trunk or behind the last seat in a van and secured to prevent them from becoming dangerous projectiles in the event of an accident.

Signals – Turn and lane change signals must be used to signal the driver's intentions.

Speed Bumps & Potholes – The driver must slow down and use caution when driving over speed bumps or potholes. A van should be brought to a complete stop before proceeding over a speed bump. This will avoid damage to college vehicles as well as prevent jolts to passenger in the rear of the vehicle where the jolt is five times greater than in the front.

Forward/Reverse Motion – Most vehicle accidents occur while traveling in reverse. Avoid backing up whenever possible, such as by choosing a pull-through parking space. When reverse travel is necessary, proceed slowly and use assistance of your passengers. **NEVER BACK UP ON A HIGHWAY.**

Trips – When there is more than one vehicle traveling to the same destination, the "excursion coordinator" (coach, supervisor, director, etc) will be in the last vehicle. Each driver should keep track of the vehicles traveling with her/him. If the driver detects that the vehicle to the rear is missing or has developed problems, the driver in the forward vehicle must immediately turn on hazard flashers, then pull over to a safe location (note: a curving exit ramp or an area of low visibility is not a safe location). If the last van develops problems, the driver should flash their high beams, turn on hazard flashers, then pull over to a safe location. The driver should have passengers get out of the vehicle and away from the road. Determine the nature of the problem and take appropriate action.

Passengers – Picking up hitchhikers is strictly prohibited. Only passengers connected with the event, activity or college business are permitted to ride in college vehicles.

Equipment – Each vehicle is equipped with a first aid kit, a fire extinguisher and accident-warning device in case of a breakdown. Drivers are responsible for checking to ensure all these items are present in the vehicle prior to the start of each trip. The Fleet Office may replace any items that are not present during business hours. Please make a note on the trip sheet what needs to be replaced.

Weather Conditions – If it is raining, it is recommended that you reduce your driving speed under the posted limit and turn on your headlights. Roads are more slippery at the start of rain since surface oil and grease form slick films that are not washed away until after 20-30 minutes of hard rain.

Strong winds also make steering difficult. In such conditions, speed should be decreased. The driver should have both hands on the steering wheel and be alert for other vehicles swerving into his/her path. The driver may opt to pull over until adverse weather conditions have passed.

If it is snowing or ice is expected, it is most likely the vehicles will be released to the departments or organizations for their reservations. If snow or ice start to fall during your reservation, turn on your headlights and have both hands on the steering wheel. Be alert for other vehicles. The driver may opt to pull over until adverse weather conditions have passed.

Trips may be canceled due to adverse weather conditions. The on-duty Public Safety Supervisor has the authority to not allow vehicles to be used due to the adverse weather conditions. The on-duty Supervisor will utilize all available information (including but not limited to weather advisories, radio, TV, internet, etc) to assist in determining the advisability of allowing vehicles to leave the campus. As a general rule, the college will cancel trips in order to protect faculty, staff and students that may be using college vehicles. As a matter of policy, the college expects drivers to interrupt their trips when weather conditions deteriorate, find a safe place to wait and to resume the trip once the weather improves.

### ➤ **VEHICLE OPERATING COSTS**

Fuel – When the driver picks-up the vehicle, she/he should check to be sure that the vehicle has a full tank of gas. Vehicles leave the fleet parking area with a full tank and must return with a full tank at the completion of each trip.

Tolls & Parking Costs – These are the responsibility of the department or organization that sponsors the trip.

Traffic/Parking Tickets – Any traffic or parking tickets received are the responsibility of the driver, not the college. Failure to indicate tickets received on the trip sheet may result in the loss of the fleet vehicle privileges. Tickets received on campus are the department or organizations responsibility, not the Fleet Office's.

Lodging/Transportation – Any costs incurred for lodging or transportation as a result of a fleet vehicle breakdown is the responsibility of the department or organization using the vehicle.

### ➤ **BREAKDOWN PROCEDURES**

If the vehicle should breakdown off campus, the driver should notify the Department of Public Safety at 413-538-2304 which is open 24 hours a day. Public Safety will determine, with consultation with Facilities Management, based on the location of the vehicle, the time of day and the circumstances of the breakdown, what action should be taken such as towing or repair service. The driver shall make the arrangements to carry out the repair decisions of Public Safety. The Fleet Office does not have a road service agreement. Drivers are not authorized to have repairs made without consultation with Public Safety.

The college will not reimburse any driver who has unauthorized repairs made to a college vehicle. Any expense incurred for unauthorized repairs, alternate transportation or lodging is the responsibility of the individual or the department for whom she/he is driving.

### ➤ **EQUIPMENT BREAKDOWNS**

Unfortunately, vehicle breakdowns are unavoidable. If a vehicle that has been reserved is not unavailable due to repairs or safety problems, the coordinator will attempt to find another vehicle for the group. This may not always be possible and groups may need to find other transportation. On weekend, Public Safety has limited means to replace a vehicle that has broken down. Public Safety will try to move a group into another fleet vehicle that is not being used. If there are not other fleet vehicles, the group will need to find some other transportation.

## ➤ ACCIDENT PROCEDURES

### General Information:

Safely stop at the scene. Have someone call the local police for off campus accidents and Public Safety for on-campus accidents at x2304. Off campus accidents must be reported to the local police, not matter how minor. Have passengers get out of the vehicle and away from the road, exiting from the side away from traffic if possible. Set out triangle reflectors, if available.

Be as calm and courteous as possible. Acknowledge only facts to the other driver and avoid telling the other driver that you or the college is at fault for the accident. Avoid confrontational language like “fault” and “blame”. Do not discuss the accident with anyone other than the police or college officials except to obtain driver, vehicle and insurance carrier and witness information.

All on or off campus accidents, no matter how minor, must be reported on a motor vehicle accident form. Copies of this form are available in the Public Safety dispatch center and are in the glove box area of each vehicle.

College vehicles are insured by **Fred C. Church**. The company is OneBeacon America.

Vehicles that are damaged are to be towed to a repair facility at the direction from Public Safety. **Under no conditions should drivers attempt to “limp” a damage vehicle back to campus.**

Be sure to notify Public Safety with your written accident report when you return to campus. Failure to notify Public Safety of damage or an accident to a fleet vehicle will result in revocation of vehicle use privileges for a minimum of one (1) academic year.

### In the event of bodily injury:

Make absolutely certain that police are informed if there are injuries and get medical assistance.

Keep the injured warm and still. Never move a person who has or is complaining of neck or back pain unless otherwise threatening conditions command.

If the injured is taken from the scene for medical treatment, find out where.

Notify Public Safety **immediately** at 413-538-2304 so the family and other college officials can be notified.

If you, the driver, are injured, you must find another person to drive you back to the college after appropriate medical treatment is sought.

### Accident Investigation & Disciplinary Action:

All accidents are reviewed and investigated by the Director of Public Safety to determine what was the cause of the accident and if the accident was preventable or non-preventable. If the driver of the college’s vehicle was at fault, the finding will be documented and disciplinary proceedings initiated. Reported incidents or near misses, reckless driving and failure to wear seatbelts will also be investigated for appropriate disciplinary action. Appeals for the Directors review can be submitted to the College’s Risk Manager. See also the section on service charges for the penalties associated with accidents.

## ➤ **INSURANCE INFORMATION**

The college insurer is **Fred C Church, policy # MAA108751810**. Insurance questions can be directed to the Risk Manager at 413-538-2344.

The college will not pay any claims to personal vehicles for comprehensive/collision damage. If your vehicle is damaged as a result of an accident, whether it is your fault or not, your comprehensive/collision coverage would respond. You are responsible for any deductible amount under your policy. If you do not carry any collision insurance, then the entire amount of the damage is your responsibility.

### **How am I covered when driving a college owned vehicle?**

The college has liability on all vehicles, whether they are owned by the college, rented, leased, private vehicles driven by their owner on college business or borrowed vehicles. Owned, leased, rented and borrowed vehicles are covered for physical damages as well, subject to a \$500 deductible. The college has \$500,000,000 in coverage for vehicle liability. If you are driving a college owned vehicle with permission of the college, then you are an insured driver under the college's policy.

### **What if I am driving a rented vehicle?**

*Remember, you must have written authorization from an authorization person before you rent or drive a rented vehicle on college business.* If you rent a vehicle for college business, you must reserve and sign for the vehicle using both your name and the college's name. Accept all physical damage insurance unless otherwise instructed. Never rent a vehicle valued in excess of \$30,000. You may be requested by some rental agencies to provide evidence of insurance. Certificates may be obtained by calling Carol Prior at 413-538-2344. Usually we will have the certificates faxed directly to the insurance agency. Allow at least five business days for processing.

International Travel – For any non-US rentals, take the applicable liability and physical damage insurance provided by the rental company.

It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damage to the vehicle are noted on the rental form. Otherwise, the college may have to pay for damages you did not cause.

Also, you must fill out the annual credential form. See the section on driver eligibility for more information.

### **Do I have coverage from the college if I drive my own car?**

*Remember, you must have written authorization from an authorization person before you rent or drive a rented vehicle on college business.* If you drive your own vehicle on college business, your own insurance policy serves as a "primary" policy for the third party liability and physical damage to your vehicle. This means that if a claim arises out of an accident and exceeds your policy limits, then the college's policy will cover the accident in excess of your policy. For example, if you carry \$20,000 liability insurance and injure a pedestrian severely, resulting in over \$100,000 of medical bills, your policy would pay the first \$20,000 of the claim and the college would respond for the balance of the claim. The college's uninsured/underinsured coverage does not extend to non-owned vehicles. We recommend that you consult with your insurance agent or broker for this type of insurance.

Also, you must fill out the annual credential form. See the section on driver eligibility for more information.

### **Does it matter if I have to drive my own car because no college vehicle is available?**

No. The college is not obligated to provide transportation.

### **Who pays the medical bills if I am injured on college business?**

All medical bills should be submitted to your health insurer. If you are working as an employee for the college at the time of the accident, contact Human Resources as you may have a workers' compensation claim.

## ➤ VAN SAFETY

As a van driver, you have a responsibility to your passengers, to Mount Holyoke College and to the general public with whom you share the highway. Driving a van may not be a daily experience for you, so be especially careful. This vehicle is larger and heavier than your personal vehicle and handles differently. Driving a van requires extra caution at all times.

Compensating for Van Characteristics – Although a van handles differently from a sedan, you can compensate for its characteristics and operate it smoothly and safely.

Making Turns – When turning a corner, you must make wider swing with a van than you would with a car. Consequently, on a right turn it is necessary to watch the right outside mirrors for small vehicles, motorcycles, bicycles and pedestrians.

Use turn signals well in advance.

Make turns more slowly than you would with a car. If you turn too quickly, the van will lean and make your passengers uncomfortable.

Whenever possible, don't make a "U turn". Due to the van's wider turning radius, a "U turn" may require you to make at least one backward movement. Avoid backward movement whenever possible.

Following Distance – A loaded van is more difficult to stop than a sedan traveling at the same speed. Therefore, you should use a three-second following rule for a van, as opposed to a two-second following rule for a sedan. The three-second rule works as follows: count 1,001 – 1,002 – 1,003 after the rear of the vehicle you are following passes a fixed object. If the front of your vehicle passes the same object before you count to 1,003, you are following too closely. Slow down. Increase to four-second following in poor weather conditions or when fully loaded.

Height of Van – The height of the van has advantages and disadvantages for the driver. On the plus side, it gives you a better view of the road ahead. On the negative side, some garages are not high enough to accommodate the van. You also have to watch for overhead obstructions such as trees and limbs.

The van can block the view of passenger cars following you. Drivers may attempt to pass you at an unsafe time or place and thus threaten to involve you in an accident. Watch both outside mirrors for these maneuvers.

Blind Spots – The van has blind spots on each side. Adjust your mirrors to reduce these as much as possible.

The greatest blind spot is to the rear when backing up. Your best defense is to back up only when necessary. Avoid backing into traffic. If you must back up, get out and check the area behind you before doing so. Turn on your four-way flashers and back slowly. Have your passengers assist you, but make sure they understand what you expect from them.

To avoid striking a pedestrian, stop back from a crosswalk. Watch out for your own passengers walking across the front of the van as they board or leave.

When in a line of stop-and-go traffic, never get so close to the vehicle in front that you lose sight of its stoplight and directional signals.

Parking & Loading/Unloading – Watch for normal hazards, such as low branches and wires, fences, walls and hydrants and choose a spot that will be easy to pull in and out of. It is your responsibility to be aware of potential hazards. It is also essential that you lock the van when it is left unattended.

Driver Responsibility – In addition to the general agreement, fleet drivers are required to do the following:

- Keep safety equipment assigned to the van in good condition and securely mounted.
- Keep the floors and steps of the van free from items that could cause slips, fall or could be tossed around.
- Follow established routes and schedules, if applicable.

Defensive Driving Techniques – A defensive driver is one who:

- Is careful to commit no driving errors.
- Makes allowances for the lack of skill and improper attitude of others.
- Doesn't become involved in an accident or close call because of weather, road conditions, traffic or actions of pedestrians and other drivers.
- Keeps continually alert for accident-reducing situation far enough in advances to take defensive actions.
- Concedes the right of way to prevent an accident.

➤ **SCHEDULING PRIORITIES**

Fleet vehicles may be reserved according to the following priorities on a waiting list:

**COLLEGE VANS**  
**Monday – Friday 7AM – 6PM**

<b>GROUP TYPE</b>	<b>GROUP SIZE</b>	<b>TRIP LENGTH</b>	<b>PRIORITY</b>
Academic/Community Based Learning and Service Activities	6-15	More than 50 miles	1
Academic/Community Based Learning and Service Activities	6-15	Less than 50 miles	2
Student Life Groups	6-15	More than 50 miles	3
Administrative	6-15	More than 50 miles	4
Student Life Groups	6-15	Less than 50 miles	5
Administrative	6-15	Less than 50 miles	6
Athletics	6-15	More than 50 miles	7
Athletics	6-15	Less than 50 miles	8

**COLLEGE VANS**  
**Monday - Friday 6PM – 7AM and Weekends**

<b>GROUP TYPE</b>	<b>GROUP SIZE</b>	<b>TRIP LENGTH</b>	<b>PRIORITY</b>
Student Life Groups	6-15	More than 50 miles	1
Student Life Groups	6-15	Less than 50 miles	2
Academic Activities	6-15	More than 50 miles	3
Academic Activities	6-15	Less than 50 miles	4
Athletics	6-15	More than 50 miles	5
Athletics	6-15	Less than 50 miles	6
Administrative	6-15	More than 50 miles	7
Administrative	6-15	Less than 50 miles	8

**COLLEGE SEDANS**  
**Monday – Friday 7AM – 6PM**

<b>GROUP TYPE</b>	<b>GROUP SIZE</b>	<b>TRIP LENGTH</b>	<b>PRIORITY</b>
Academic/Community Based Learning and Service Activities	2-5	More than 50 miles	1
Student Life Groups	2-5	More than 50 miles	2
Administrative	2-5	More than 50 miles	3
Academic/Community Based Learning and Service Activities	2-5	Less than 50 miles	4
Student Life Groups	2-5	Less than 50 miles	5
Athletics	2-5	More than 50 miles	6
Administrative	2-5	Less than 50 miles	7
Athletics	2-5	Less than 50 miles	8

**COLLEGE SEDANS**  
**Monday -Friday 6PM – 7AM and Weekends**

<b>GROUP TYPE</b>	<b>GROUP SIZE</b>	<b>TRIP LENGTH</b>	<b>PRIORITY</b>
Student Life Groups	2-5	More then 50 miles	1
Student Life Groups	2-5	Less than 50 miles	2
Academic/Community Based Learning and Service Activities	2-5	More than 50 miles	3
Athletics	2-5	More than 50 miles	4
Academic/Community Based Learning and Service Activities	2-5	Less than 50 miles	5
Administrative	2-5	More than 50 miles	6
Administrative	2-5	Less than 50 miles	7
Athletics	2-5	Less than 50 miles	8

**MOUNT HOLYOKE COLLEGE ANNUAL DRIVER LICENSE AND RECORD UPDATE**

Name:		Date:
Department:		Campus Address:
Campus Phone #:	Home Phone #:	E-mail:
Age: <i>Drivers must be 18 or older.</i>	Date of Birth: ____/____/____	
Driver's License: State: _____ # _____ Date Issued: ____/____/____ <i>If you have multiple licenses, you must list them all. Use additional page if necessary. Drivers must have had a current, valid U.S. license at least one year to qualify as a driver</i>		
Have you had, in the past twelve (12) months, any license suspended or revoked or been refused a driver's license? If yes, please explain, including when and where:		
Number of tickets or citations for moving violations in the past three years: ____ If any, please explain the nature of the violation(s) including when and where:		
In the past three years have you been convicted of the following? Check if yes. <input type="checkbox"/> Reckless driving, or driving to endanger? <input type="checkbox"/> Failure to stop at the scene of an accident you were involved in? <input type="checkbox"/> Driving under the influence of alcohol or drugs? <input type="checkbox"/> Vehicular homicide or assault? If "yes" to any of these questions, please explain including when and where:		
<b>Attach</b> a photocopy of your license(s). <i>This is an insurance company requirement.</i>		
Have you successfully completed a Defensive Driver Training Course in the past five (5) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:		
Have you been denied permission to drive a Mount Holyoke College vehicle previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
Driving Frequency – Please check one of the categories below to indicate how often you drive on College business, whether driving College owned or leased vehicles, rented vehicles or my personal vehicle: <input type="checkbox"/> My job is to drive vehicles carrying passengers or materials for the College <input type="checkbox"/> Regularly– 3 or more times a week, <input type="checkbox"/> Frequently– once a month or more, up to twice a week <input type="checkbox"/> Occasionally– less than once a month or for an occasional short period, as at a conference		
By signing this application, I hereby certify that the information provided above, and as may be attached, is true. Providing false information may result in disciplinary action including termination. I agree to abide by all terms and conditions, rules and regulations as may be on the reverse of this application, and as may be provided to me by the College or any of its employees or representatives, whether in writing or verbally. I authorize Mount Holyoke College or its representative or agent to request an MVR for the license(s) listed above.		
Signature _____		Date ____/____/____
Read and Sign the Reverse Side of this Application Form		
For Office Use Only		
Mount Holyoke Fleet Orientation / Safety Class	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date ____/____/____
Vehicle Safety Policy provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copy of Driver's License attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MVR attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DISCIPLINARY ACTION TAKEN/ WITHDRAWAL OF APPROVAL TO DRIVE A COLLEGE VEHICLE</b>		
Reason for revocation of approval: _____ (attach extra sheets if necessary)		
Employee may apply or reapply for approval after (date) ____ / ____ / ____.		

## Driver Agreement to Terms, Conditions, Rules and Regulations

I understand that driving a College vehicle, rented vehicles, my vehicle or other vehicles on behalf of the College is a privilege, not a right. The safety of my passengers, pedestrians and others is my highest priority. Accordingly, I agree to obey the following rules, regulations, terms and conditions for driving on College business. I agree that I will, at all times:

1. Have a valid driver's license.
2. Use College vehicles for authorized business only.
3. Not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss.
4. Use seat belts or other available occupant restraints and require all occupants to use seat belts or occupant restraints, in accordance with state laws and not operate the vehicle unless all occupants are wearing the appropriate restraints. I will not permit total occupancy to exceed the number of seat belts.
5. Operate the College vehicle in accordance with College regulations, as may be provided to me in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
6. Personally assume responsibility for any and all fines or traffic violations associated with my use of a College vehicle or privately-owned vehicle used on College business.
7. Use safe driving principles, practices and techniques at all times.
8. Not drive under the influence of drugs or alcohol. I will not drive if I am using a medication that impairs my judgment, reflexes or alertness.
9. Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol (unless specifically permitted, e.g. dining or conference services), drugs, or other contraband in any College vehicle.
10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Not drive the vehicle at speeds that are inappropriate for road conditions.
12. Not use a cell phone when the vehicle is moving. If the driver must make or take a call, the vehicle must be safely stopped and secured, before using a cell phone.
13. Not drive the vehicle "off road" unless it is appropriate for that use.
14. Before leaving the parking area or garage, particularly with a rental vehicle or one that you do not ordinarily drive, be satisfied that the following parts and components are in good working order:
  - Service Brakes
  - Parking Brakes
  - Steering Mechanism
  - Lights/Reflector Devices
  - Tires/Wheels
  - Horn
  - Windshield Wipers/Washers
  - Rear-Vision Mirrors
  - Coupling Devices (if applicable)Report any defects immediately to the prescribed authority to determine if the vehicle is safe to operate.
15. Report all accidents or traffic violations to the prescribed authority.
16. Immediately report any changes in my license status (such as points, suspension or revocation) to the College, and accept removal of driving privileges if applicable.
17. Agree and accept that failure to follow driving rules may result in temporary or permanent suspension of driving privileges, or have more serious consequences.

Please note: Departments will be responsible for deductibles incurred for at-fault accidents by department members. Multiple at-fault accidents may result in revocation of driving privileges or other disciplinary action.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name Printed: \_\_\_\_\_



**Mount Holyoke College  
Fleet Office  
50 College Street  
South Hadley, MA 01075  
413-538-2826  
Monday - Friday, 10am - 3pm**