

# Dickinson

## **Vehicle Administration Policy**

September 14, 2022



# Table of Contents

Review/Revision Summary .....	v
Policy/Procedure .....	6
Dickinson Vehicle Administration .....	6
Contact Information .....	6
Driver Qualification Standards .....	7
Vehicle Use Operation Standards .....	10
Restrictions .....	11
Commercial Drivers.....	12
Mechanical Problems and Service Requests .....	12
Traffic Collisions or Other Accidents .....	12
Accident Reporting Packet .....	13
Traffic and/or Moving Violations .....	13
EZ-Pass Violations .....	13
Parking, Off Campus .....	13
Parking Violations .....	14
Vehicle Equipment – Modifications and Alterations .....	14
Vehicle Reservation and Scheduling Procedures for Motor Pool Fleet Vehicles .....	14
Vehicle Procedures for Departmentally Administered Vehicles .....	15
Billing Policy.....	15
Billing Rates for General-Use Motor Pool Fleet Vehicles .....	15
Service Fees and Penalties .....	16
College Professional Drivers.....	16
College Professional Driver Hours .....	16
Special Considerations .....	17
Special Considerations Regarding the Transportation of Minors.....	17
Special Considerations for Work Related Activities .....	17
Special Considerations for Rental and Short-Term Lease Vehicles .....	18
Supplemental Rental and Short-Term Lease Vehicles .....	19
Billing Rates for Contracted Vehicles and Services .....	19
Operation of Personally Owned Motor Vehicles .....	19

Vehicle Maintenance .....	20
Related Information .....	20
History/Revision Information.....	20

## Review/Revision Summary

Below is a summary of reviews and revisions made to this document:

<b>Date</b>	<b>Major Changes</b>	<b>Reviewed/Revised By:</b>
4/20/2021	Added hands-on training requirement for high-profile vehicles (e.g., box trucks); clarified facilitation of driving/vehicle discussions during monthly Workplace Safety Committee meetings;	D. Berndt (CERM) L. Lasater (CERM) K. Wampler (DPS)
5/20/2021	Added section on Commercial Drivers and related DOT random drug & alcohol testing	D. Berndt (CERM) L. Lasater (CERM) D. Moul (HRS)
9/14/2022	Added section on Accident Reporting Packet; adjusted the title of Transportation Coordinator to Safety Services Coordinator; clarified vehicles must be returned with a full tank of fuel	L. Lasater (CERM) K. Wampler (DPS)

## Policy/Procedure

This policy has been established to ensure the responsible operation of all Dickinson College owned, leased, or rented vehicles. The term “Dickinson Vehicle” is defined as any auto owned, leased, or rented by Dickinson College by students, faculty, or staff for the conduct of official college business and activities.

The following procedures apply to all members of the college community (including faculty, staff, and students), and all members of the community will be required to acknowledge these policies prior to being authorized to operate a Dickinson Vehicle. **In order to become a Dickinson Certified Driver, the requesting party (student, faculty, or staff member) must complete the entire driver training and certification process found in the Totara Training Module entitled Driving Certification. This module includes the training, policy acknowledgement, and Motor Vehicle Record check.**

### Dickinson Vehicle Administration

The administration of Dickinson Vehicles is included within responsibilities of Dickinson College Public Safety and the Department of Compliance & Enterprise Risk Management. The Chief of Public Safety, Director of Compliance & Enterprise Risk Management, and the DPS Safety Services Coordinator comprise the Motor Pool Operations Administration (MPOA) team. This team is responsible for oversight of all college vehicle operations, to include but not limited to: development and implementation of policies governing vehicle use, review of all traffic collision (where appropriate) causes and preventative and corrective action, management of the college’s general use motor pool of vehicles, negotiation, acquisition and termination of all vehicle lease, loan and sales agreements, training and certification of all vehicle operators, and oversight of all other college motor pool vehicles and related activities.

The Dickinson Public Safety Department Safety Services Coordinator is responsible for carrying out the day to day operations of the college’s general use motor pool vehicles that are housed and administered by the Department of Public Safety; and Facilities Management – Automobile repair personnel - to establish and maintain a system for vehicle service, as well as a program for vehicle service record management, and to ensure that all necessary information is collected and easily audited. Further, it will be the responsibility of individual personnel or departments that have been issued a college vehicle for exclusive use to regularly report certain information as further defined in this document to, and coordinate all vehicle service through, Facilities Management.

### Contact Information

For vehicle reservations and to check availability of general use motor pool vehicles, users should check the Transportation Services & Information website for current information. ([http://www.dickinson.edu/info/20247/departments\\_of\\_public\\_safety/874/transportation](http://www.dickinson.edu/info/20247/departments_of_public_safety/874/transportation)). Information is also available from the Safety Services Coordinator (717-254-8187) or through e-mail at [fleet@dickinson.edu](mailto:fleet@dickinson.edu).

In the event of inclement weather, crisis or emergency, the Chief of Public Safety may suspend or otherwise restrict operations without prior notice. In the event motor pool operations are suspended or restricted, announcements will be made via the Red Alert Emergency Notification System, or e-mail.

Dickinson College students, faculty, and staff who would like to operate Dickinson Vehicles that are administered by individual departments are subject to the same requirements as the general

use motor pool vehicles. The vehicle administrator for each department that owns, leases, or rents vehicles on behalf of the college must provide each employee with driving duties a copy of this policy and information on how to complete the driver training and certification process. The Dickinson Certified Driver Training and Certification program is found on Totara and can be accessed via the Dickinson Gateway. Any questions should be directed to the Director of Compliance and Enterprise Risk Management. The Workplace Safety Committee will include a standing item on the monthly agenda to discuss new driver requests, review accidents, conduct investigations, and retraining as necessary. The committee already includes representatives from nearly all departments within the college that own, lease, or rent vehicles.

**IN THE EVENT OF EMERGENCY:** In the event of mechanical problems, minor traffic collisions or questions, call Public Safety at (717) 245-1349. In the event of on-campus emergencies, call Public Safety at (717) 245-1111. For off-campus *emergency* assistance call 911, and then notify Public Safety at (717) 245-1349. Collect calls will be accepted. In the event non-emergency roadside assistance is needed, notify Public Safety and then Wright Express (Sheetz Business Edge). For roadside service, Wright Express can be contacted at 1-800-622-2136. Wright Express contact information is located in the glove box of every general use motor pool vehicle.

Mailing Address for the Department of Public Safety: P.O. Box 1773, Carlisle, PA 17013-2896  
Physical Address: Kaufman Building, 400 W. North Street, Rear, Carlisle, PA.

Telephone: Business (717) 245-1349  
Emergency (717) 245-1111  
FAX (717) 245-1054

## Driver Qualification Standards

No member of the college community shall be authorized to operate a motor pool vehicle (any vehicle owned, leased, or rented by the college) on behalf of the college unless they are first determined to meet the standards set forth in this policy, including becoming a Dickinson Certified Driver, in addition to the following:

1. Completing the Dickinson Driving Certification on the Totara Learning Management System. This program includes training, acknowledgement of this policy, consent to have a Motor Vehicle Record check completed and final authorization by the Safety Services Coordinator. Certification is valid for a period of up to three years and must be completed as requested to maintain driving privileges.
2. The operator must be deemed insurable by the college.
3. Operators must be at least 18 years of age to operate general use motor pool vehicles. Under no circumstances shall a first-year student be allowed to operate a Dickinson owned, leased, or rented vehicle. **Commercial vehicles owned, leased, or rented by the college have a minimum driver age of 21.** A commercial vehicle includes:
  - a. **Any vehicle exceeding 26,001 GVW, or combination of (truck and trailer) exceeding 10,000 GCWR.**
  - b. A passenger carrying vehicle **for hire** that is registered to carry 9 or more (including driver) – note that if a group organizer intends to charge a fee for transportation to the attendees of an event where a Dickinson owned, leased, or rented vehicle is operated they need to have a discussion with the Chief of Public Safety and the Director of Compliance and Enterprise Risk Management prior to making said plans.

- c. A vehicle registered to carry at least 16 passengers (not for hire). The number of passengers a vehicle can carry is the number that the vehicle is registered to carry, regardless of the number of seats in the vehicle.
4. Operators must possess a current and valid operator's license, issued by a U.S. state or territory, or Canada. Requests from those holding an international driver's license are subject to review.
5. An operator's license must meet state and other applicable standards for the class and/or type of vehicle to be driven and are not conflict with the intended and authorized use of the vehicle. Specific operator licensing requirements apply for operation of vehicles over 26,001 lbs. gross vehicle weight, vehicles capable of carrying in excess of fourteen (14) passengers (excluding the driver), and vehicles that are required to be placarded for hazardous materials require a Commercial Driver's License.
6. Operators must have been in possession of a valid operator's license for not less than three (3) years and the license must have been in good standing without interruption during that period. First year students are not eligible to operate a Dickinson owned, leased, or rented vehicle, even if they have (3) years of driving experience.
7. Operator's Motor Vehicle Records (MVR) will be subject to initial investigation before being authorized to operate a fleet vehicle and the MVR remains subject to periodic checks to maintain authorization to operate a college vehicle. MVR checks will be conducted upon initial application to operate a college vehicle and will be subsequently conducted every three years or as part of a post-collision investigation to maintain certification. Furthermore, the operator's MVR history must meet the standards prescribed by the college. All operators must provide to the college their written authorization and signed release to enable the college to obtain MVRs. Operators failing to meet the college's MVR standards shall be subject to rejection of their request to become an authorized user of motor pool vehicles; withdrawal of approval to operate motor pool vehicles or restriction of vehicle operation authorization; and/or progressive corrective actions, to include but not limited to mandatory participation in a driver training program, and/or disciplinary or employment action by the college, up to and including expulsion or termination. Dickinson College MVR standards are based upon the accumulation of points and other violations of the Pennsylvania Motor Vehicle Code, as prescribed by the Pennsylvania Department of Transportation (PennDOT). In determining points, the Motor Pool Operations Administrator uses the standards for point assignment provided in the PennDOT regulations (see Related Information). In addition to any sanctions that may be imposed by law, Dickinson College imposes the following standards based upon the accumulation of points:
  - a. 1 to 7 points within the prior 36 months: the operator must successfully complete the college's online defensive driving refresher training.
  - b. 8 or more points within the prior 36 months: the operator's privileges will be declined or suspended until such time as accrued points have fallen below 8 points, and the operator has successfully completed the college's online defensive driving refresher training.
  - c. Any operator responsible for a major traffic violation, as determined by the Motor Pool Operations Administrator, shall have their authorization to operate a college motor pool vehicle revoked and shall not be permitted to operate a vehicle on behalf of the college. Major traffic violations include, but are not limited to: Conviction for an alcohol and/or drug-related driving offense; refusal to submit to a Blood Alcohol Content (BAC) test;



conviction for reckless driving; any combination of three or more moving violations, “at fault” accidents, or “preventable” accidents; suspension, revocation or administrative restriction within the last three years; leaving the scene of an accident as defined by state laws; at fault in a fatal accident; felony committed involving a vehicle; three or more college vehicle physical damage claims in any twelve-month period; racing; excessive speed (25 mph or more over the posted speed limit), use of vehicle related to drug possession/use/delivery; soliciting prostitution; unlawful use/possession of a weapon, and fleeing an officer.

- d. Waiver or variance of these standards is within the discretion of the Motor Pool Operations Administrator, based upon extenuating circumstances, and with the approval of the college’s vehicle insurance carrier.
8. Behavior of operators prior to or after authorization to operate a college vehicle shall meet the standards of behavior of all members of the community as representatives of the college, and of safe and defensive drivers. Operators who fail to meet these standards, as required by law or College Community Standards, or as otherwise determined by the college and reviewed by the Motor Pool Operations Administrator, may have their privilege to operate a college vehicle suspended or revoked, as well as be accountable under the Community Standards or employment standards of the college.
- Behavior of operators that may result in sanction or punitive action may include, but are not limited to:
- a. Actions that show a lack of responsibility or respect for life and the safety of others or property.
  - b. Failure to abide by college vehicle policies.
  - c. Behavior that results in motor vehicle or criminal charges being filed in a court of law, and/or with the college’s student conduct system.
  - d. Behavior that results in violations being determined by the college that would otherwise result in suspension or revocation of operating privileges.
  - e. Operators have the right to refuse transport to any member of the college community due to unacceptable or dangerous behavior, and passengers may refuse to be transported by any operator exhibiting unacceptable or dangerous behavior. In either instance, Dickinson College Public Safety should immediately be notified, and local law enforcement should be contacted by calling 911.
  - f. Certified drivers at Dickinson College **MUST REPORT** all driving infractions for which they received points or other ramifications from law enforcement to the Chief of Public Safety so that their Motor Vehicle Record can be reviewed and evaluated. Certified drivers who fail to report new infractions while continuing to use Dickinson Vehicles may face disciplinary action.
9. Operation of large vehicles, or other vehicles considered to carry additional risks related to safe operation or which require increased or specialized handling skills, will require an in-car evaluation of driving skills in order to be authorized to operate the specified vehicle. This shall be done to ensure that the operator demonstrates acceptable standards to safely operate the vehicle, thereby protecting the health and safety of both the driver and the community. Vehicles included in this category include, but are not limited to:
- a. Passenger vans capable of carrying 8 to 11 passengers (“full sized vans”).
  - b. Passenger vehicles capable of carrying 12 or more passengers (“mini-buses”).

- c. High-profile, non-commercial vehicles<sup>1</sup> used to transport goods or materials (“box trucks”)
- d. Other vehicles as deemed appropriate by the college, or as required by state, federal or other laws or regulations.
- e. Operators assigned to prescribed routes for the transportation of persons or property regardless of the size of vehicle.

All related training records shall be documented and maintained in Totara.

## **Vehicle Use Operation Standards**

Dickinson Vehicles are only to be operated for the purposes of conducting college business, and other authorized and pre-approved activities on behalf of the college. Operators are to abide by the policies of the college, and operate the vehicles in accordance with the motor vehicle laws of the Commonwealth, or other state, territory, or federal jurisdiction being driven in. Vehicles are to be operated in accordance with safe driving practices, in a manner intended for the vehicle being driven. Vehicles may carry no more than the number of people the vehicle is safely equipped to transport, and vehicles employed in the transportation of cargo will comply with weight limitations, load distribution and other regulatory restrictions.

Operators shall take weather conditions into consideration when traveling and should use good judgment in determining if travel should be suspended or rescheduled. Operators are also required to adhere to local, state, territorial or federal prohibitions on travel, or restrictions placed on travel by the Chief of Public Safety due to severe weather conditions, emergencies or natural disaster.

All operators must:

1. Ensure that the vehicle is prepared (fueled and in safe operating condition) and ready for use.
2. Ensure that the operator and all passengers in the vehicle use appropriate safety restraints (safety lap and shoulder belts). In the event that minors are transported in a college vehicle, proper safety restraints must be employed as required by law. See the Special Considerations Regarding the Transportation of Children section of this document for additional information.
3. Ensure that vehicles are locked when unattended.
4. To aid in ensuring safe travel and the proper level of alertness during extended travel, the operator is required to stop the vehicle and rest for at least 10 minutes for every two hours of driving time. In times of adverse weather conditions, when driving in unfamiliar areas, or when experiencing heightened levels of stress, it is recommended that operators rest more frequently.
5. Any one driver will not operate a motor pool vehicle for more than 250 miles or 5 hours. For trips in excess of 250 miles each way or 5 hours, a second, alternate driver (who is also a Dickinson Certified Driver) will be required, and the alternate driver must take over driving duties once the limits above (250 miles/5 hours) are reached.
6. Ensure that upon completion of authorized use, the vehicle is properly returned and readied for the next use.
7. Ensure that all paperwork, keys, and other associated items are returned to Dickinson College Public Safety or applicable department coordinator for non-motor pool vehicles.

---

<sup>1</sup> Employees in possession of a CDL for their job are required to complete a knowledge test and CDL skills test through the DMV.

8. Specific requirements for general use motor pool fleet vehicles, and vehicles maintained by individual departments or employees may also apply.
9. If traveling with another vehicle related to the college (caravan), drivers shall take particular care not to follow too closely. Each vehicle on the trip should be able to complete their own wayfinding and should not rely on following other vehicles to locate a destination.
10. Travel to areas outside of the United States is restricted and subject to review and approval by the Chief of Public Safety and Director of Compliance & Enterprise Risk Management.

### **Restrictions**

1. Operators are prohibited from engaging in activities of daily living that cause distraction from driving and thereby place the operator and others at an increased risk of injury.
2. Neither the operator nor any other person within the vehicle may smoke (including e-cigarettes or “vapes”), or use or possess any illegal substances, illicit drugs or alcohol. Special consideration for work related activities may be available. See the “Special Considerations for Work Related Activities” portion of this policy for further information.
3. Transportation of alcohol, controlled substances and hazardous materials is strictly prohibited. Special consideration for work related activities may be available. See the “Special Considerations for Work Related Activities” portion of this policy for further information.
4. Neither the operator nor any other person within the vehicle may possess firearms or other weapons, in accordance with related college policies. See the “Special Considerations for Work Related Activities” portion of this policy for further information.
5. RADAR detectors or other forms of speed enforcement detection equipment are prohibited in motor pool vehicles.
6. Use of cellular telephones or similar communications devices, including all forms of electronic devices by the operator **is prohibited** while a vehicle is in use, unless using a “hands free device.” Special consideration for emergency use is available. See the “Special Considerations for Work Related Activities” portion of this policy for further information.
7. Use of cellular telephones, computers, handheld devices or similar electronic devices by the operator for the transmittal of data via “text messaging”, e-mailing or other similar processes, is expressly **prohibited** while the vehicle is in use. Operators must be parked in a safe and otherwise lawful location for such activity.
8. Portable radios, MP3 players and other entertainment devices should not be used by the operator as such use is distracting or otherwise interferes with the safe operation of the vehicle.
9. ***When being fueled, the vehicle engine must be turned off, and no person fueling or in the vehicle may smoke or use any object or device capable of producing a spark or flame.***
10. Additional restrictions regarding operation of vehicles by students apply.
11. For motor pool vehicles:
  - a. Vehicles are to be returned from use with **a full** tank of fuel, so operators may need to fuel vehicles during use. A credit card is provided in each vehicle for paying for fuel for motor pool vehicles. These credit cards may be used for the purchasing of fuel through Wright Express, at Sheetz, Inc. service plazas, or other Wright Express affiliated fuel stations.

## Commercial Drivers

The college is listed as an Intrastate carrier through the Department of Transportation (DOT). Additionally, several positions at the college require a valid state-issued commercial driving license (CDL) to operate vehicles with a DOT number (2118033).

In compliance with DOT regulations, employees possessing a CDL for their position will be randomly selected for drug and/or alcohol testing.

Once identified, the employee's supervisor will be contacted and provided with a Treatment Authorization form. Employees will be required to proceed immediately<sup>2</sup> to the indicated collection site for testing. Following the test, Human Resource Services will receive a copy of the results.

Exceptions:

- If an employee is selected and known to be not working on the day they are selected (e.g., legitimate extended absence, long-term illness, etc.), an alternative selection shall be performed.
- If an employee is actively performing a safety-sensitive duty, they should stop as soon as it is safe and practical to do so.

If either test returns a positive result, the employee and their supervisor will be immediately contacted by Human Resource Services

## Mechanical Problems and Service Requests

Dickinson Vehicles are maintained and serviced by the college on a regular basis, however, on occasion mechanical difficulties do arise while vehicles are in use. All mechanical problems must be reported to the Safety Services Coordinator or department administrator as soon as possible to arrange for repairs or a replacement vehicle. Operators *should not* make any repairs or contract for services without specific authorization from the Safety Services Coordinator. Operators who make a repair without authorization may incur financial/legal liability for any resulting injury, accident and/or vehicle damage due to that repair. In the event of needed non-emergency roadside assistance, notify Dickinson College Public Safety, and then Wright Express to arrangements for assistance. For roadside service Wright Express can be contacted at 1 (888) 939-8697.

## Traffic Collisions or Other Accidents

**In the event of an accident, no matter how minor, college policy *requires* that the operator must contact the local law enforcement agency *and* Dickinson College Public Safety as soon as it is safe to do so.** This policy has been put in place so that there is no confusion about reporting requirements for the operator, and to ensure that the college, and its insurance carrier(s), will be provided with all necessary information. In the event of a Non-Reportable accident, where the local police cannot come to the scene due to workload or other constraints, the operator is to notify DPS as soon as it is safe to do so. A Non-Reportable accident is one involving no injuries or serious damage to the vehicles involved (a vehicle can be driven from the scene

---

<sup>2</sup> Contrary to the *urban legends* circulating among some employees, *immediately* does not mean two hours. *Immediately* means that after notification, all the employee's actions must lead to an immediate specimen collection. Source: US DOT, ODAPC, "Best Practices for DOT Random Drug and Alcohol Testing"

safely), and all parties involved are present at the scene and exchange driver and insurance information.

All traffic collisions or other accidents will be reviewed by the Motor Pool Operations Administrator to determine the causes for the incident so that action can be taken to prevent similar incidents. It shall be the joint responsibility of the Motor Pool Operations Administrator and the department head/chair and supervisors of the department involved (or student group sponsor/advisor), to ensure that appropriate discipline, personnel or other necessary actions steps implemented.

### **Accident Reporting Packet**

An Accident Reporting Packet has been placed inside the glovebox of every college vehicle to assist drivers with collecting the appropriate information needed in the event of a traffic accident or incident. It is suggested that you check the glovebox to ensure the Accident Reporting Packet is inside before departing. If you cannot locate the packet, please notify the Department of Public Safety.

All drivers should make themselves familiar with the contents of the packet. Contact the Department of Public Safety or the Director of Compliance & Enterprise Risk Management with any questions related to the packet and its contents.

### **Traffic and/or Moving Violations**

In the event the operator of a college vehicle commits a traffic or moving violation while operating a college vehicle, it is the responsibility of the operator to pay any and all associated fines and fees. All traffic and/or moving violations (traffic summons or “tickets”) must be reported to the Motor Pool Operations Administrator upon return to campus. This information, including circumstances, location, violations and citation information should be as specific as possible. Failure to report traffic/moving violations may result in the immediate loss of operating privileges and may subject the operator to additional sanctions.

#### **EZ-Pass Violations**

College fleet vehicles administered by DPS are equipped with EZ-Pass transponders. The operator of the vehicle is responsible any violations related to the EZ-Pass and the department using the vehicle is responsible for payment of all charges to the EZ-Pass. In the event that such a violation does occur, the operator shall notify Public Safety upon return to campus so that arrangements can be made to resolve these incidents.

College vehicles administered by departments other than DPS may or may not be equipped with an EZ-Pass. Check with your department’s vehicle coordinator for more information.

#### **Parking, Off Campus**

Vehicles are to be legally parked on the streets or in designated parking areas, as denoted or otherwise marked by the local jurisdiction at all times. When parking, operators are encouraged to park in well-lit areas. Operators should also attempt to back in or pull through spots to minimize the frequency of backing out of a parking spot upon exit. Members of the college community traveling outside the region via air, sea or other ground transportation, may not park or store college fleet vehicles off-site for more than 24 hours. Special consideration may apply in cases of exigent circumstances as

determined and approved by the Safety Services Coordinator. In the event that permission is granted for extended off-site parking, the individual or related department shall assume all associated costs.

### **Parking Violations**

In the event the operator of a college vehicle incurs a parking violation fine, it is the responsibility of the operator to pay any and all parking fines and associated fees. The operator must notify the Safety Services Coordinator of this violation upon return to campus; failure to promptly report such a violation may result in sanctions being imposed.

### **Vehicle Equipment – Modifications and Alterations**

Operators and/or users may not modify or make alterations to any vehicle, may not remove seats from vehicles, or use any vehicle for other than its intended and authorized purpose.

If temporary modifications to seating arrangements within the vehicle are needed to accommodate departmental needs, the Safety Services Coordinator must be notified at the time of the vehicle reservation so that appropriate arrangements can be made. No modifications or alterations may be made without the prior authorization of the Safety Services Coordinator and must be made by Facilities Management Services or other appropriate personnel approved by the Safety Services Coordinator. Please note that service fees may apply.

### **Vehicle Reservation and Scheduling Procedures for Motor Pool Fleet Vehicles**

The reservation and scheduling of the general use fleet vehicles under the purview of the Department of Public Safety shall be made through Fleet Commander which can be accessed from the Dickinson Gateway. Persons scheduling the use of a fleet vehicle must provide the following information in order to reserve a vehicle: Department or organization name, the name and position of the person making the reservation, the required information for the person for whom the reservation is being made, the required information for the person who is authorizing the reservation, billing account information, the name, position and related information of the intended operator(s), the date, duration and destination of travel, the number of passengers being transported, the name of the driver, and the vehicle type being requested. Travel during adverse weather conditions or natural disaster may be suspended until such time as conditions improve to ensure the safety of students and other members of the college community. In the event that a reserved vehicle is not needed, the Safety Services Coordinator should be contacted as soon as possible to cancel the reservation so that it may be made available to other users.

1. Departmental and Related Activities
  - a. Academic / Administrative Use  
Representatives of academic or administrative departments are to utilize the electronic reservation process available through Fleet Commander via the Dickinson Gateway.
  - b. Student Use - Academic  
Use of fleet vehicles by students for academic needs may be authorized after the review by the Motor Pool Operations Administrator. Pre-authorization by the supervising Professor/Instructor *and* Department Chair, as well as account information for billing, is needed prior to submission of reservation requests by the department representative. The reservation will need to be made by a member of the faculty or staff in the requesting department.
2. Student & Club Related Activities

- a. Requests for vehicle reservations are to be submitted in writing to the Student Senate Bookkeeper and are subject to cancelation due to the needs of the college, with academic and programmatic use taking priority. Student groups or organizations must follow the guidelines of the College-Wide Travel Policy posted in the Gateway.
- b. Student Organizations - Pre-authorization by the organization advisor and Campus Life, as well as account information for billing, is needed prior to submission of reservation requests by the organization representative.
- c. Recreational Sports – Pre-authorization by the organization advisor and the Office of Campus Recreation, as well as account information for billing, is needed prior to submission of reservation requests by the organization representative.

## **Vehicle Procedures for Departmentally Administered Vehicles**

All vehicle leases and purchases must be approved and handled by MPOA. Departments interested in acquiring or trading in a vehicle must discuss the project with MPOA to ensure that the mutual goals of institutional policy compliance and departmental objectives are met. No department or individual is allowed to initiate or effectuate a vehicle lease, loan or purchase agreement without the knowledge and direct involvement of MPOA.

The reservation of departmentally owned, leased, and rented vehicles shall be coordinated through that department or division’s vehicle coordinator. All people who drive a Dickinson owned, leased, or rented vehicle on behalf of the college are subject to the requirements of this policy. Employees and students shall not be allowed to operate a departmentally owned vehicle unless the driver completes the Dickinson driver certification and training process. Please plan to allow at least one week of time between when a request is submitted so that the potential operator can complete the training and paperwork, and so that the college can complete the MVR. “Emergency” requests for drivers will be considered if the Chief of Public Safety and Director Compliance & Enterprise Risk Management consent; however, this will in no way be the normal operating procedure for the processing of requests.

## **Billing Policy**

Motor pool vehicles reserved and/or used by academic and administrative departments, or those reserved and/or used under the authorization of student organizations or Intramural Sports, are required to provide an account number for billing purposes. All mileage fees, service fees and penalties will be billed directly to the sponsoring department or organization’s account by the Safety Services Coordinator. Contesting or appeals for charges billed must be filed with the Safety Services Coordinator within thirty (30) business days from the date of billing and may not be submitted after the end of the fiscal year during which the billing was made.

### **Billing Rates for General-Use Motor Pool Fleet Vehicles**

Billing rates for motor pool vehicles take into account additional service and handling costs specific to the college and associated costs as determined by the specific class of vehicle. Currently, the charges are as follows but they may be adjusted from time-to-time by the college.

- |               |                   |                 |
|---------------|-------------------|-----------------|
| a. Mini-Vans  | (1- 7 Passengers) | \$0.32 per mile |
| b. Large Vans | (1-11 Passengers) | \$0.37 per mile |
| c. Mini-Bus   | (1-14 Passengers) | \$0.37 per mile |

## **Service Fees and Penalties**

Additional service fees and penalties for motor pool vehicles reserved and/or used by academic and administrative departments, or those reserved and/or used under the authorization of student organizations or Intramural Sports, may be assessed service fees or penalties due to failure to comply with Motor Pool Operations policies or for services provided.

1. Service – Seat removal from mini-vans and large vans (departmental use): \$25.00
2. Cleaning – Failure of the operator to remove trash, and/or for the cleaning of carpets, upholstery, exterior and floors: \$25.00
3. Fueling – Failure to return a vehicle with) a **full** tank of fuel: \$25.00
4. Late Return – Failure to return a vehicle within the scheduled time period: \$25.00 per day.
5. Return Location – Failure to return a vehicle to the appropriate parking location: \$25.00
6. Failure to provide 24-hour notice of cancellation - \$25.00

## **College Professional Drivers**

A pool of Professional Drivers, available to drive college motor pool vehicles, is maintained and supervised by the Safety Services Coordinator. These drivers are “casual” employees of the college and:

1. Must have had a valid driver’s license for at least 5 years with no suspensions, revocations, or major moving violations.
2. Must be dependable, reliable and available for weekend and night assignments.
3. Should have a general knowledge of the Carlisle/Harrisburg areas with good navigational skills.
4. A cell phone is required for trip notifications and contact information.
5. College professional drivers **MUST REPORT** all driving infractions for which they received points or other ramifications from law enforcement to the Chief of Public Safety so that their Motor Vehicle Record can be reviewed and evaluated. Certified drivers who fail to report new infractions while continuing to use Dickinson owned, leased, or rented vehicles may face disciplinary action.

## **College Professional Driver Hours**

In accordance with guidelines of the college insurance carrier, the following rules regarding “on duty time” and “driving time” for professional drivers are in place.

- A driver who leaves Dickinson on a day trip (to NYC for example), can be "on duty" no longer than 10 hours total. This "on duty" time does not include time spent resting in a parked vehicle.
- The total length of the trip cannot exceed 15 hours including both "on duty" and "off-duty resting time." The "resting time" must occur in periods not less than 2 hours each. Examples:
  - (10 hours or less): Unrestricted, no rest period required.
  - (11-hour trip): Nine hours on-duty with a single 2-hour rest period during trip.
  - (12-hour trip): Ten hours on-duty with a single 2-hour rest period during trip.
  - (13-hour trip): Ten hours on-duty with a single 3-hour rest period.



- (14-hour trip): Ten hours on-duty with two 2-hour rest periods during trip.
- (15-hour trip): Ten hours on-duty with a single 2-hour rest period and a single 3-hour rest period during trip.
- (>15-hour trips): Not permitted

## Special Considerations

### Special Considerations Regarding the Transportation of Minors

If minors are transported in a college vehicle in conjunction with college business or approved activities, proper safety restraints must be employed as required by law. The Safety Services Coordinator (and related department) will not issue child safety and booster seats for motor pool fleet vehicles. In the event that a given academic or administrative department, or student organization, intends to transport children and requires such equipment, it is the responsibility of that user to identify, obtain and properly use the equipment in accordance with the laws set forth by the Commonwealth of Pennsylvania. A specific request must be made to the Motor Pool Administrators to transport minors. Permission to use a Dickinson owned, leased, or rented vehicle does not imply permission to transport minors unless specifically granted by the Chief of Public Safety and the Director of Compliance & Enterprise Risk Management.

For child safety & booster seat placement and installation information please see the instructions included with the purchase of such devices. For additional information consult the Pennsylvania State Police, Pennsylvania Department of Transportation, the U.S. Department of Transportation – National Highway and Traffic Safety Administration, or the American Association of Pediatricians.

Transportation of minors shall also be governed by the college’s [Protection of Minors policy](#).

### Special Considerations for Work Related Activities

Special considerations modifying standards of use for college employees regarding the operation of college owned, leased or rented vehicles:

#### 1. Specialty Vehicle Operation and Training

Employees operating specialty vehicles may require special licensing prior to employment, as determined by the college department offering employment and/or by Human Resource Services.

- a. Specialty vehicles include, but are not limited to: motorized scooters, motorcycles, motorized utility vehicles, waste collection and transport vehicles, forklifts, tractors, motorized high-lifts, boom trucks, any vehicle requiring a commercial operator’s licensing or hazardous materials placards, and emergency vehicles.
- b. Employees may be required to attend and/or successfully complete additional and recurring training for specialty vehicles prior to authorization to / or for continuation of operation.
- c. Specialty vehicles owned by specific departments **shall not be used by any other department** without the express permission of the Chief of Public Safety and the Director of Compliance & Enterprise Risk Management in order to ensure that the borrowing driver is indeed a Dickinson Certified Driver.

2. **Operation Standards Concerning Departmentally Controlled Vehicles**

**Department** Directors/Chairs and Supervisors shall ensure that (in addition to those standard for all Dickinson vehicles:

- a. Department directors and/or supervisors are responsible for ensuring all vehicles assigned to their areas are regularly inspected for damage and mechanical problems. In the event that any damage or mechanical problems are discovered, the vehicle is not to be driven and the operator is to contact the department supervisor immediately to arrange for service. In the event of damage resulting from collisions or malicious mischief, Public Safety shall be immediately notified, followed by the department supervisor.
- b. Keys for vehicles are to be returned to the controlling department upon completion of authorized daily use. Exceptions from this policy exist for vehicles issued to one specific user, as specifically authorized by the college.
- c. Special consideration is afforded to employees for extended travel, where only one authorized operator is present. Operators are required to rest for at least 10 minutes every two hours in order to remain alert and capable of safety operation.

3. **Transportation of Alcohol and Controlled Substances**

Employees are permitted to transport alcohol or controlled substances in a Dickinson Vehicle if done at the direction of and on behalf of the college and in direct support of college business.

4. **Transportation of Hazardous Materials**

Hazardous materials may only be transported in properly equipped and placarded vehicles, in compliance with state and/or federal regulations, and only if done at the direction of and on behalf of the college and in direct support of college business.

5. **Possession and/or Transport of Firearms and other Weapons**

In accordance with college policy, only persons specifically authorized to possess and/or transport firearms and weapons in direct support of college business may do so. Authorized persons: Commissioned Police Officers with the Department of Public Safety, Cadre of the United States Army Reserve Officers Training Corps, or those others specifically authorized by the Chief of Public Safety. Nothing in this provision authorizes any member of the college community to transport firearms or weapons in violation of any and all applicable federal, state and local laws.

6. **Operation by Contracted Chauffeurs**

Operation of Dickinson Vehicles is limited to Dickinson Certified Drivers which includes faculty, staff, and students of the college, including professional drivers employed by the Department of Public Safety only. Contracted chauffeurs are not permitted to operate a Dickinson Vehicle.

**Special Considerations for Rental and Short-Term Lease Vehicles**

If college fleet vehicles are unavailable or are unsuitable for the intended use by the college, supplemental vehicles may be rented from an approved outside vendor. Operators are required to abide by Motor Pool Operations policies governing the use general-use motor pool fleet vehicles.

**Special note: “Full sized” / extended length passenger vans capable of transporting more than twelve (12) passengers (excluding the driver) are not a preferred mode of**

**transportation from a safety standpoint. They should not be rented if any feasible alternatives exist. Please consider rescheduling your activity until a later date when alternate automobiles are available through the fleet or a rental company. If no other feasible alternative exists, please contact the Chief of Public Safety and the Director of Compliance & Enterprise Risk Management to request permission to use this type of vehicle. If approved, you must comply with the following:**

1. Successfully complete the Driving Certification Training Module, Knowledge Check, MVR form(s), **and hands-on road course administered by DPS.**
2. Make every attempt to limit the number of passengers in the vehicle. Require passengers to sit as far forward of the centerline of the vehicle as possible.
3. If the rear seat can be removed, please do so. Cargo can be placed in that area but the cargo should not exceed the height of the seats.
4. Each occupant must wear seat belts at all times. According to the NHTSA, an unrestrained high capacity van occupant involved in a single-vehicle accident is almost three times more likely to be killed than a restrained occupant.
5. Check the tires and tire pressure before and after each trip. Tire pressure and wear are the leading contributors to accidents involving 15-passenger vans. The recommended tire pressure may be different for front and rear tires – follow the manufacturer’s recommendations.

### **Supplemental Rental and Short-Term Lease Vehicles**

1. **Contracted by Safety Services Coordinator** - A limited number of rental or short-term lease vehicles may be maintained by the Safety Services Coordinator to supplement the motor pool fleet of vehicles so as to meet the needs of the college. These supplemental vehicles shall be reserved and scheduled for use in accordance with standing policies and procedures governing fleet vehicle operations.
2. **Contracted by Individual Academic or Administrative Departments** - Supplemental vehicles may be contracted by individual departments for occasions when motor pool vehicles are unavailable or are unsuitable for the intended use by the department. Use of supplemental vehicles contracted by individual departments will follow all standing policies governing motor pool vehicle operations, with the exception of the following special considerations:
  - a. Billing – Individual departments contracting for service of supplemental vehicles shall use a college credit card that has been issued to the department by the college for the payment of rental or other associated fees.
  - b. Fuel – Individual departments contracting for service of supplemental vehicles shall use a college credit card that has been issued to the department by the college for the payment of fuel or other associated fees.
  - c. Delivery and Collection – Supplemental vehicles shall be delivered to and collected by the department that makes the reservation.

### **Billing Rates for Contracted Vehicles and Services**

Billing rates shall be set by the agency supplying the vehicle in question, with all costs and incurred fees to be paid by the department of the end user. Fees for college professional drivers shall be billed to the department requesting the service in addition to costs associated with the vehicle.

### **Operation of Personally Owned Motor Vehicles**

The policies of the college govern the use of all vehicles operated for the purpose of conducting college business – this includes personally owned vehicles (POV). *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 POV.* If a POV is employed for college business, the college requires that the vehicle operator be personally insured for liability, with sufficient coverage to protect themselves in the event of a claim against them. *The college recommends that operators utilizing a POV for college business maintain liability insurance coverage limits of: \$100,000 / 300,000 / 50,000.*

## **Vehicle Maintenance**

- Motor Pool Vehicles Administered by the Department of Public Safety: The Safety Services Coordinator shall ensure that all motor pool vehicles are maintained on a regular basis according to the guidelines for service set forth by the manufacturer of the related vehicle or other industry best practices. Records of all vehicle maintenance (inspection, service and repair) shall be maintained by the college.
- Maintenance of vehicles administered by individual persons or departments must be scheduled through Facilities Management Services (FMS) to ensure that detailed records and regular service are maintained; this includes vehicles that are inspected, serviced or repaired outside of the college. Costs for regular service and routine repairs shall be the responsibility of the department in control of the vehicle.

## **Related Information**

### **Pennsylvania Department of Transportation (PennDOT) – Point System**

The full text of the Pennsylvania Point System Fact Sheet can be found here:

<https://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Fact%20Sheets/fs-ps.pdf>

## **History/Revision Information**

**Responsible Office/Division:** Compliance & Enterprise Risk Management

**Effective Date:**

**Last Amended Date:** 9/14/2022

**Next Review Date:** 5/2/2024

**Also Found In:**