

## Motor Pool Vehicle Policy

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### Policy/Procedure

This policy has been established to ensure the responsible operation of college motor pool vehicles and thereby enhance the health and safety of members of the college community during the operation of college motor pool vehicles. Motor pool vehicles are defined as all motor vehicles owned, rented or leased by Dickinson College which are available to reserve and use by faculty, staff and student organizations for college business purposes.

The following procedures apply to all members of the college community, and all will be required to acknowledge these policies prior to being authorized to operate a college vehicle. Only authorized drivers will be permitted to operate a college vehicle.

### Motor Pool Operations Administration

The college motor pool operations administration is included within responsibilities of Dickinson College Public Safety, and the duties of the Motor Pool Operations Administrator shall be carried out by the Chief of Public Safety (or designee). The Motor Pool Operations Administrator is responsible for oversight of all college motor pool 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, training and certification of all vehicle operators, and oversight of all other college motor pool vehicles and related activities.

While the Motor Pool Operations Administrator shall be responsible for oversight of all related general use motor pool operations, to assist in these efforts there shall be a Transportation Coordinator to carry out the day to day operations of the college's general use motor pool. Additionally Facilities Management Services (FMS) – 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, FMS.

### 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/department\\_of\\_public\\_safety/874/transportation](http://www.dickinson.edu/info/20247/department_of_public_safety/874/transportation)) . Information is also available from the Transportation Coordinator (717-254-8187) or through e-mail at [fleet@dickinson.edu](mailto:fleet@dickinson.edu).

To arrange driver training and certification, contact the Transportation Coordinator (717-254-8187).

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 using a number of available methods, which may include the “Red Alert” system, e-mail, or other public announcements.

**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) to make arrangements for assistance. 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 on behalf of the college unless they are first determined to meet the standards set forth in this policy, including the following:

1. The operator must be deemed insurable by the college.
2. Operators must be at least 18 years of age.
3. Operators must possess a current and valid operator’s license, issued by a U.S. state or territory, or Canada.
4. 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 to be restricted to 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. These vehicles require a Commercial Driver’s License (CDL).*
5. 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 time period.

6. 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.

Motor Vehicle Records (MVR) History Checks

To insure the safety of members of the college community and to mitigate the risks and costs associated with the operation of college fleet vehicles, 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.

7. 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 Motor Vehicle Record (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.
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 motor pool operations 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.
9. Operators must successfully complete the Motor Pool Operations - Vehicle Safety and Driver Certification Program training prior to being authorized to operate college vehicles. This policy applies to all operators within the college community.

Motor Pool Operations - Vehicle Safety and Driver Certification Program training is scheduled by and conducted under the supervision of the Transportation Coordinator and Motor Pool Operations Administrator.

All persons requesting to operate a motor pool vehicle must successfully complete an initial Motor Pool Operations - Vehicle Safety and Driver Certification Program training prior to being authorized to operate a college motor pool vehicle. This program has been designed to provide operators with an understanding of the college policies regarding fleet vehicle use, and to aid drivers by refreshing their knowledge of defensive driving tactics used by all good drivers. All operators shall be subject to periodic and recurring training.

10. Operators must successfully complete a prescribed in car vehicle operation evaluation when applicable. Operation of large vehicles, or other vehicles the operation of which are 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 11 to 14 passengers (“mini-buses”).
  - c. Other vehicles as deemed appropriate by the college, or as required by state, federal or other laws or regulations.
  - d. Operators assigned to prescribed routes for the transportation of persons or property regardless of the size of vehicle.
11. Operators must receive approval from the Motor Pool Operations Administrator, and are subject to exclusion, restriction, suspension and revocation of privileges due to administrative or disciplinary action within the college, certain medical conditions as set forth in the motor vehicle laws of the Commonwealth, or for such other reasons as deemed reasonable and necessary by the Motor Pool Operations Administrator to provide for the safe operation of college vehicles and the safety of members of the college community and the driving public.

### **Standards of Motor Vehicle Operation History**

Dickinson College’s 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:

MVR History Standards:

- 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.

### **General Use Motor Pool Operation Standards**

The college has established a motor pool operations policy to ensure the responsible operation of college motor pool vehicles and thereby enhance the health and safety of members of the college community. These policies govern the use of all vehicles (motor vehicles owned, rented or leased by Dickinson College) which are available to reserve and use by faculty, staff and student organizations for college business purposes) and apply to all members of the college community. All operators are required to formally acknowledge and to agree to abide by these policies prior to being authorized to operate a motor pool vehicle and only authorized drivers will be permitted to operate motor pool vehicles.

Regardless of operator status, all persons traveling in a motor pool vehicle will conduct themselves in accordance with the standards of conduct and professionalism expected as representatives of the college. Failure to conduct one's self appropriately may result in sanction by the college and/or criminal charges being filed with the Commonwealth, or other appropriate state, territory, or federal jurisdiction being traveled in. 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.

Motor pool 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 where being driven. Vehicles are to be operated in accordance with safe driving practices, in a manner intended for the vehicle being driven. Vehicles employed in the transportation of persons may carry no more than the number of people the vehicle is 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 all 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 are to:***

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 the appropriate safety restraints at all times when the vehicle is in use.
3. Ensure that vehicles are kept secured 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 every two hours. 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 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.
8. Specific requirements for general use motor pool fleet vehicles, and vehicles maintained by individual departments or employees may also apply.

***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. Special consideration for work related activities may be available. 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 by the operator for oral communication **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 communications 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.

Vehicles are to be returned from use with not less than one quarter (1/4) of a 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. In the event that other items for the vehicle are needed for the safe operation of the vehicle, the operator is to contact the Transportation Coordinator to receive authorization to make these purchases or to arrange for service. The Wright Express card may also be used for roadside assistance as needed, by calling 1-800-622-2136.

**Mechanical Problems and Service Requests:**

Motor pool vehicles are maintained and serviced by the college on a regular basis, but on occasion mechanical difficulties do arise while vehicles are in use. All mechanical problems must be reported to the Transportation Coordinator 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 Transportation 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 insure that the college, and its insurer, 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 and complete an Accident Report form (located in the vehicle with the registration and insurance paperwork). A Non-Reportable accident is one involving no injuries or serious damage to the vehicles involved (a vehicle can be driven from the scene safely), and all parties involved are present at the scene and exchange driver and insurance information. This form must then be submitted to Public Safety upon return to campus or as otherwise specified. A camera has also been provided to document the scene, all damage and the parties involved. There may be specific requirement for departmental vehicles. See the “Special Considerations for Work Related Activities” portion of this policy for further 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.

**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 vehicles are not equipped with EZ-Pass transponders, or other similar devices, for the automated collection of transit fees. Persons traveling on the Pennsylvania Turnpike, or other toll roads equipped with automated transit fee collection devices, may not attempt to use these services. Unauthorized use of such services will result in violation of applicable state laws, and can result in a summons being issued for the operator. The operator of the vehicle is responsible for such violations and may face prosecution. 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.

\* A limited number of these devices are available to college professional drivers for sign out through the Transportation Coordinator.

**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. 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 considerations may apply - Off Site Parking*].

### **Parking Violations:**

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

### **Vehicle Safety Equipment:**

To aid in ensuring the safety of the operator and other members of the community, the college equips each motor pool vehicle with certain limited safety equipment, including a Traffic Collision Reporting Kit and instructions. This kit contains directions regarding what information is to be collected and exchanged in the event of a traffic collision, and a camera that is to be used to document damage to vehicles and property, the conditions at the scene, and the persons involved. Additional supplies consist of snow and ice removal equipment, a first aid kit, reflective roadside caution triangles and/or other items depending on vehicle type and use.

### **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.

In the event that temporary modifications to seating arrangements within the vehicle are needed to accommodate departmental needs, the Transportation 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 Transportation Coordinator, and must be made by Facilities Management Services or other appropriate personnel approved by the Transportation Coordinator. Please note that service fees may apply.

### **Vehicle Reservation and Scheduling Procedures:**

#### **General-Use Motor Pool Fleet Vehicles:**

The reservation and scheduling of fleet vehicles shall be made through the Transportation Coordinator. 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 Transportation 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 the Public Safety webpage.
  - 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.

## 2. Student & Related Activities

Requests for vehicle reservations are to be submitted in writing to the Transportation Coordinator, and are subject to cancellation 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 “Student Travel Policy for Trips Conducted in Conjunction with the Division of Student Life” policy, available on-line or through the Office of Student Life. (See Appendix A).

- a. Student Organizations - Pre-authorization by the organization advisor and the Student Leadership and Campus Engagement (SLICE), as well as account information for billing, is needed prior to submission of reservation requests by the organization representative.
- b. Recreational Sports – Pre-authorization by the organization advisor and the Office of Intramural Sports, as well as account information for billing, is needed prior to submission of reservation requests by the organization representative.

## **Operation Standards for General Use Motor Pool Fleet Vehicles**

### *Operators are to:*

1. Ensure the vehicle is prepared and ready for use
  - a. The vehicle is to be inspected for damage and mechanical problems prior to departure, and the pre-use checklist provided must be completed. In the event that any damage or mechanical problems are discovered, the driver should contact Public Safety before using the vehicle.
  - b. The vehicle is to have not less than one quarter (1/4) of a tank of fuel, and the vehicle is to have been cleaned and emptied of trash and personal belongings at the conclusion of previous use. In the event that these conditions have not been met, the operator is to document these instances and inform the Transportation Coordinator. A cleaning/refueling charge may be assessed to those in violation of this section.
2. Ensure that the vehicle is properly equipped and that all associated paperwork is current and complete. Each vehicle should contain the registration card issued by the Commonwealth and proof of insurance, a traffic collision reporting information kit, and may contain other safety related equipment issued by the College. Additional information on the types of safety equipment that may be found in a fleet vehicle may be found in the Vehicle Safety Equipment section of this document. Record the vehicle’s odometer reading at the start of operation on the form provided, and if multiple operators will be using the vehicle, the odometer reading should be noted at the onset of each operator’s use, and upon completion of authorized use.
3. Ensure that the operator and all passengers in the vehicle use appropriate safety restraints (safety lap & shoulder belts). In the event that minors are transported in a college vehicle, proper safety restraints must be employed as required by law. Note: The College – Transportation Coordinator will not issue child safety and booster seats for general-use motor pool fleet vehicles. In the event that a given academic or administrative department, or student organization is to transport minors requiring such, it is the responsibility of that user to identify, obtain and properly deploy such equipment. Additional information on child safety and booster seats may be found in the Special Considerations Regarding the Transportation of Children section of this document.
4. Ensure that vehicles are kept secure when unattended, and take every reasonable precaution to protect the passengers and/or contents within the vehicle.

5. Ensure that there are not less than two operators per vehicle for trips longer than five (5) hours traveling time – one way. To aid in ensuring safe travel and the proper level of alertness, the operator is to stop the vehicle and rest at least every two hours. In adverse weather conditions, when driving in unfamiliar areas, or when experiencing heightened levels of stress, operators should rest more frequently. For trips in excess of 250 miles each way or 5 hours, a second, alternate 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 user:
  - a. Vehicles are to be returned to the designated parking area as determined by the Transportation Coordinator.
  - b. Vehicles are to be readied for use, having not less than one quarter (1/4) of a tank of fuel, and must have been cleaned and cleared of trash and personal items.
  - c. Ensure that the ending odometer reading for the vehicle is recorded on the issued form.
7. Ensure that all paperwork, keys, and other associated items are returned to the Transportation Coordinator (or related department).

**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 Transportation Coordinator. Contesting or appeals for charges billed must be filed with the Transportation 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. Sedans	(1-4 Passengers)	\$0.32 per mile
b. Mini-Vans	(1- 7 Passengers)	\$0.32 per mile
c. Large Vans	(1-11Passengers)	\$0.37 per mile
d. 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 at least one quarter (1/4) 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**

The Transportation Coordinator maintains a pool of Professional Drivers that are available to drive college motor pool vehicles. The Administrative Lieutenant of Dickinson College Public Safety supervises these drivers. 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. Must notify the Public Safety Administrative Lieutenant in writing within 48 hours of any change in the status of their driver’s license.

### **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.

Other examples of trips and authorized hours are listed below:

Example 1 (10 hours or less): Unrestricted, no rest period required.

Example 2 (11-hour trip): Nine hours on-duty with a single 2-hour rest period during trip.

Example 3 (12-hour trip): Ten hours on-duty with a single 2-hour rest period during trip.

Example 4 (13-hour trip): Ten hours on-duty with a single 3-hour rest period.

Example 5 (14-hour trip): Ten hours on-duty with two 2-hour rest periods during trip.

Example 6 (15-hour trip): Ten hours on-duty with a single 2-hour rest period and a single 3-hour rest period during trip.

Example 7 (>15-hour trips): Not permitted

## **Special Considerations to Operation Standards**

### **Special Considerations for Vehicle Operation by Students and Student Activities:**

Operation of motor pool vehicles by students, on behalf of academic and administrative departments, or student organizations shall be restricted beyond those limitations placed on other drivers due to limited experience levels of the operators and liability concerns, as prescribed by Motor Pool Operations – Best Practices guidelines.

1. Student groups or organizations must follow the guidelines of the college “Student Travel Policy for Trips Conducted in Conjunction with the Division of Student Life” policy, available online or through the Office of Student Life.

Travel to areas outside of the United States is restricted and subject to review and approval by the Motor Pool Operations Administrator and other departments concerned.

### **Special Considerations Regarding the Transportation of Children:**

Child safety and booster seats

In the event that 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 Transportation 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 the Commonwealth of Pennsylvania, children under 4 years of age require the use of child restraint devices. Children 4 to under 8 years of age require the use booster seats. Drivers and passengers 8 to 18 years of age are required to be restrained anywhere in the vehicle.

For child safety & booster seat placement and installation information please see the instructions included with the purchase of such a 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.

### **Special Considerations for Work Related Activities:**

Special considerations modifying standards of use for college employees with regard to the operation of college 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.
2. Operation Standards Concerning Departmentally Controlled Vehicles  
Department Directors/Chairs and Supervisors shall ensure that:
  - 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. In the event of a traffic collision off-campus a report shall be filed with the local police and Public Safety.
  - c. Vehicles are to be kept in a ready condition, properly equipped, and with all associated paperwork current and complete.
  - d. Fueling of vehicles is the responsibility of the controlling department, records of which shall be maintained for referral and review by the Transportation Coordinator.
  - e. 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.
  - f. 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. Communications via Cellular Telephone and other electronic devices. Use of cellular telephones or similar communications devices by the operator for oral communication **is prohibited** while a vehicle is in use, unless using a “hands free device. Use of cellular telephones, computers, handheld devices or similar communications 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. Special consideration is extended to operation of emergency vehicles in the performance of regular duties.
4. Transportation of Alcohol and Controlled Substances.  
Employees are permitted to transport alcohol or controlled substances in a motor pool vehicle if done at the direction of and on behalf of the college and in direct support of college business.
5. 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.
6. 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.
7. Operation by Contracted Chauffeurs.  
Operation of motor pool vehicles is limited to employees (including professional drivers) and students of the college.

#### **Special Considerations for Route & Shuttle Activities:**

Regularly scheduled delivery route and shuttle operations require special considerations.

1. All prescribed routes must be reviewed and approved on an annual basis by the Transportation Coordinator to ensure that they are safe, comply with any applicable laws and regulations and that they continue to meet the needs of the college.
2. Prescribed routes of delivery and shuttle operation may not be deviated from unless traffic patterns are detoured, or deviations are approved by the Transportation Coordinator.
3. Designated locations of shuttle embarkation may not be deviated from without prior authorization from the Transportation Coordinator or with notification to the Transportation Coordinator in the event of extenuating circumstances or emergency conditions.
4. Delivery route and shuttle operations are subject to suspension / cancellation due to inclement weather, natural disaster or other extenuating circumstances, as determined by the sponsoring department and/or the Transportation Coordinator.

#### **Special Considerations for Extended Travel Regarding Off Site Parking:**

Members of the college community traveling outside the region via air, sea or other ground transportation, may not park or store college vehicles off-site for more than 24 hours. Special consideration may apply in cases of exigent circumstances as determined and approved by the Transportation Coordinator. In the event that permission is granted for extended off-site parking, the individual or related department shall assume all associated costs.

#### **Special Considerations for Non-Licensed Motor Vehicles:**

Please see the policies regarding Utility Vehicle Operations.

### **Special Considerations for Rental and Short Term Lease Vehicles:**

In the event that 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 eleven (11) 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, smaller vehicles are available through the fleet or a rental company. In the event that the use of a vehicle with a capacity of more than 11 passengers is required you must comply with the following:**

1. Successfully complete the Driver Safety Training, Quiz, and hands-on road course administered by DPS.
2. Driver must have at least 6 years of driving experience. Key in mind that most rental companies require all drivers to be at least 21 years of age.
3. 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.
4. 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.
5. 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.
6. 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 Transportation Coordinator or designee  
A limited number of rental or short term lease vehicles may be maintained by the Transportation 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 at a centralized facility by the service provider. This centralized facility shall be determined by the Transportation Coordinator.

The individual user (operator) for whom the supplemental vehicle is intended shall collect and return said vehicle to the specified centralized location. The operator is required to conduct this transaction in person and may not delegate this responsibility to any other person. The operator's license is to be presented and will at this time be confirmed.

In the event that a college professional driver is to be utilized in the operation of a supplemental vehicle, the driver shall collect and return the vehicle from the location specified, and present licensing documentation upon collection of the vehicle.

**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**

Special notice regarding the operation of personally owned motor vehicles (POV).

The policies of the college govern the use of all vehicles operated for the purpose of conducting college business – this includes personally owned vehicles. *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.*

**Motor Pool Vehicle Maintenance:**

To ensure the safety of all members of the college community, the Transportation Coordinator shall ensure that all motor pool vehicles owned, or otherwise under the control of the college, 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 for vehicles employed as part of the motor pool, shall be scheduled/arranged for by the Transportation Coordinator.

Maintenance of vehicles (vehicles owned or leased by the college) in use 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 (sponsoring) department in control of the vehicle.

FMS shall maintain records for all vehicles serviced, and present this information upon request of the Transportation Coordinator. Records of vehicle maintenance shall include, but are not limited to: vehicle mileage, inspection, service and repairs.

## **Related Information**

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

PennDOT maintains a driving record for every Pennsylvania licensed driver. Points are added to a driving record when a driver is found guilty of certain driving (*moving*) violations.

The purpose of the point system is to help improve driving habits and to ensure safe driving. PennDOT begins to take corrective action when a driving record reaches 6 or more points. The following sections explain what happens when a Pennsylvania driving record reaches 6 or more points:

#### **First Accumulation of 6 Points**

When any driving record reaches 6 or more points for the first time, the driver will receive a written notice to take a special written point examination. The examination will address:

1. Knowledge of safe driving practices,
2. Knowledge of departmental sanctions, and
3. Knowledge of related safety issues

The driver has 30 days to successfully pass the exam or else their license will be suspended until the exam is passed. If the exam is passed within the 30 day period, 2 points will be *removed* from the driving record.

#### **Second Accumulation of 6 Points**

When any driving record is reduced below 6 points and then for a second time reaches 6 or more points, the driver is required to attend a PennDOT hearing. The driver will receive a written notice of the specific time and location of the required hearing. At the hearing, a hearing examiner will review the driver's record. After the hearing, PennDOT may recommend one or more of the following sanctions:

1. Order a 15 Day license suspension,
2. Order the driver to take a special on-road driver's examination, or
3. Take no action

If a person's driving privilege is suspended or a special driver's exam is recommended, 2 points will be removed from the driving record if the driver passes the exam within 30 days or 2 points will be *removed* once the 15-day suspension has been served. No points are *removed* from the driving record if PennDOT does not initiate a sanction. Failure to attend this PennDOT will result in a 60 day license suspension.

#### **Third or More Accumulation of 6 Points**

When any driving record is reduced below 6 points and for the third or subsequent time reaches 6 or more points, the driver will have to attend a PennDOT hearing. The hearing examiner will review the driving record. PennDOT will then determine if a 30-day license suspension will be initiated.

Failure to attend this PennDOT hearing will result in the suspension of the driver's license until the driver attends the hearing.

### **Excessive Speeding**

When a driver is convicted for speeding 31 miles per hour or more over the posted speed limit, the driver will have to attend a PennDOT hearing. The driver will receive a written notice of the specific time and location of the required hearing. The hearing examiner will review the driving record. Upon PennDOT's review of the hearing file, one or both of the following will be initiated:

1. 15 day license suspension
2. Special on-road driver's examination

If a 15 day suspension is initiated, the driving record will show 5 points upon restoration. No points are removed if a special driver's examination is initiated and completed. Failure to attend this PennDOT hearing will result in a 60 day license suspension.

### **Accumulation of 11 Points or More**

When any driving record reaches 11 or more points, the driver's license will automatically be suspended. The length of suspension depends on how many times the license was suspended in the past. The suspension schedule is as follows:

1. First Suspension - 5 days per point
2. Second Suspension - 10 days per point
3. Third Suspension - 15 days per point
4. Subsequent Suspensions - One year

### **Point Removal for Safe Driving**

Three (3) points are removed from a driving record for every 12 consecutive months a person drives (*from the date of the last violation*) without a violation which results in points, license suspension or revocation. Once a driving record is reduced to zero and remains at zero points for 12 consecutive months, any further accumulation of points is treated as the first accumulation of points.

### **License Suspension and Restoration**

If a person's driving privilege is to be suspended, a written notice will be mailed to the driver listing the date when the suspension will begin. The driver may appeal the suspension to their county's Court of Common Pleas. The appeal must be made **WITHIN 30 DAYS AFTER** the mailing date of the notice. The most recent product (ie, license, permit(s) and/or camera card) must be returned to the Bureau of Driver Licensing by the effective date of suspension listed on the notice or the State Police, local police or other authorities that have been delegated by PennDOT will be notified to pick up the license. In addition to serving the suspension or revocation, the appropriate restoration fee must be paid before the license will be returned. After the driving privilege is restored, the driving record will show 5 points, regardless of the number of points which appeared on the record before the license was suspended (except in the case of a 15 day suspension resulting from a hearing for the second accumulation of 6 points).

*The following schedule indicates the violations and the number of points given for committing each violation:*

Violation	Description	Points
<b>History/Revision Information</b>		
1571	Violation concerning license	3
3102	Failure to obey authorized persons directing traffic	2
3112(a)(3)(i) or (ii)	Failure to stop for a red light	3
3114(a)(1)	Failure to stop for a flashing red light	.3
3302	Failure to yield half of roadway to oncoming vehicle	3
3303	Improper passing, overtaken driver to maintain speed, passing driver to pull in at safe distance	3
3304	Improper passing on the right	3
3305	Improper passing on the left, clear distance ahead	3
3306(a)(1)	Improper passing on a hill	4
3306(a)(2)	Improper passing at a railroad crossing or intersection	3
3306(a)(3)	Improper passing at a bridge or tunnel	3
3307	Improper passing in a no-passing zone	3
3310	Following too closely	3
3321	Failure to yield to driver on the right at intersection	3
3322	Failure to yield to oncoming driver when making left turn	3
3323(b)	Failure to stop for stop sign	3
3323(c)	Failure to yield at yield sign	3
3324	Failure to yield when entering or crossing roadway between intersections	3
3332	Improper turning around - illegal U-turns	3
3341(a)	Failure to obey signal indicating approach of train	2
3341 (b)	Failure to comply with crossing gate or barrier 30-day suspension and	4
3342(b) or (e)	Failure to stop at railroad crossings	4
3344	Failure to stop when entering from alley, driveway or building	3
3345(a)	Failure to stop for school bus with flashing red lights 60-day suspension and	5
3361	Driving too fast for conditions (if violation occurs in an active work zone and in conjunction with an accident, 15-day suspension), and	2
3362	Exceeding maximum speed (Miles over Speed Limit): 6 to 10	2
	11 to 15 (if violation occurs in an active work zone, 15-day suspension)	3
	16 to 25 (if violation occurs in an active work zone, 15-day suspension)	4
	26 to 30 (if violation occurs in an active work zone, 15-day suspension)	5
	31 and over PennDOT hearing and sanctions provided under Section 1538(d) and (if violation occurs in an active work zone, 15-day suspension)	5
3365(b)	Exceeding special speed limit in school zone	3
3365(c)	Exceeding special speed limit for trucks on downgrades	3
3542(a)	Failure to yield to pedestrian in crosswalk	2
3547(a)	Failure to yield to pedestrian on sidewalk when entering from a driveway or alley	3
3549(a)	Failure to yield to blind pedestrians	3
3702	Improper backing	3
3714(a)	Careless driving	3
3745	Leaving scene of accident involving property damage only	4

**Responsible Office/Division:**                      **Public Safety**

**Effective Date:**

**Last Amended Date:**                                      4/27/2017

**Next Review Date:**

**Also Found In:**