

Use of Personal, College-Owned, and Leased Vehicles for Sponsored Activities

I. PURPOSE

II. SCOPE OF POLICY

This college policy applies to:

College employees who operate college-owned, leased, or personal vehicles routinely or as an essential part of their jobs.

College employees who use college-owned, leased, or personal vehicles to transport students, other employees or campus visitors in connection with any college-sponsored activity.

Student drivers who use college-owned, leased, or personal vehicles to transport students, employees, or campus visitors in connection with any college-sponsored activity.

Vendors and contractors that have received explicit authorization from the Director of FMS to utilize Goucher owned or leased vehicles.

This policy does not govern the training for or usage of Goucher-owned utility and golf carts. Refer to [Utility Vehicle Golf Cart Policy](#) for guidance.

Employees whose job function requires them to hold a Commercial Driver's License are also subject to the [Alcohol, Tobacco, Cannabis & Other Drugs Policy](#).

III. STATEMENT

The Goucher College Facilities Management Services Department (FMS) operates a pool of motor vehicles that are available for use by qualified and authorized employees and students. Additional vans and automobiles are rented by qualified and authorized college employees and students, as needed, from car rental agencies.

Transportation to and from Goucher sponsored activities may also be given to authorized employees and

- A Possess a valid United States driver's license issued by the Department of Motor Vehicles from the driver's state of residence, relevant for the lawful operation of the particular vehicle to be used, that has not been suspended or revoked within the prior three years;

- 1. Non-Commercial Driver's License

- Driving a vehicle designed to carry fewer than 16 passengers including the driver

- Disclose, annually, a true and accurate driving record from the applicable state department of motor vehicles for the past three years and submit a signed request to the Office of Risk Management for a Motor Vehicle Records request (a copy of a Driving Record Request Authorization is attached to this policy).

- C. Be at least 18 years of age to operate a Goucher college-owned vehicle, and at least 21 years of age to operate a vehicle leased from a rental agency.

A. Non-Union Employee (including student employees)

1. Non-union employees shall address all requests for exemptions to their department head or immediate supervisor as well as the Office of Risk Management.

B. Union Employees

1. All union employees shall address requests for exemptions to the Director of FMS who shall decide together with the Director of Human Resources.

C.

- B. All use of Goucher College owned work must be performed in line with the direction of the academic and business mission of Goucher College.
- C. Use of Goucher College owned vehicles by contractors and vendors shall be limited to Goucher College grounds unless otherwise expressed by the Director of Facilities or their designee.
- D. Vendors and Contractors assume all responsibility for any damage acquired from negligent driving and behavior to the assigned vehicle.

VIII. DISCIPLINARY ACTION AND LOSS OF DRIVING PRIVILEGES ~~F7.3B no 11.1 (48)~~

H. Failure to immediately report an accident involving a personal, college-owned, or leased vehicle to the Department head, the Director of Public Safety, the Office of Risk Management and FMS.

I. Operating a college-owned or left

6. Total occupancy (passengers and cargo) shall not exceed the overall manufacturer's weight rating of the vehicle.
7. The driver and all passengers must wear functioning seatbelts at all

X. DRIVER ROAD TESTING PROGRAM FOR LARGE PASSENGER VEHICLES

Prospective drivers of college-owned vehicles will be required to undergo a road test in the type of vehicle they will be driving in the following circumstances:

A. Employee and student drivers of automobiles (sedans and minivans) and individuals who hold CDLs:

No routine road testing is required.

B. Drivers of 15-passenger vans who do not hold CDLs:

A road test shall be conducted at the commencement of employment or prior to driving a van. Goucher employees who have been previously authorized to drive a 15-passenger van (under prior vehicle policies) and have at least three years' experience driving such vehicles are not required to undergo a road test. Drivers who are certified to drive a 15-passenger van under this policy and who have at least three years' experience driving a 15-passenger van are authorized to administer the road test.

C. Post-Accident Road Testing:

In the event the employee or student is involved in an accident, participation in an external driver training program (e.g., an AAA course) and/or a road-test may be required at the discretion of the supervisor and the Office of Risk Management. A driver who is certified to drive a vehicle under this policy shall administer the test. The expense of the external training program shall be paid by the employee or student,

Appendix 1

Violation Details

Minor Violations	Major Violations
<p>Any violation other than a major violation Exceptions to violations are:</p> <ul style="list-style-type: none"> i. Parking ticket/violation ii. Failure to have driver’s license in possession iii. Motor vehicle equipment requirement 	<p>Probation before judgement (PBJ) regarding use of a vehicle as a result of susp Driving under influence of alcohol/drugs Failure to stop/report an accident Reckless driving/speeding contest Driving while impaired Refusing to submit to Blood Alcohol Content test Refusing to submit to a drug test after a vehicular accident. Making a false accident report Homicide, manslaughter, assault or any felony arising out of the use of a vehicle Driving while license is suspended/revoked Driving without a license Attempting to elude a police officer At fault in a fatal accident</p>

Appendix 2

Driver Evaluation Road Test Form

Driver: _____

Date of Road Test: _____ Observed by: _____

Yes

No

Gets out of vehicle and

11-Passenger Van Operation

Operator understands and implements the following:

Yes No No overhead storage is allowed.

All cargo stowed inside the van should be lightweight and should not exceed the height of 3.8 (t)-2ht oda ts3.8 (t)- as tbr.

Yes No

Appendix 4

Accident Report Form

Complete this form fully with as

Appendix 4 Continued

WITNESS / PASSENGER INFORMATION (indicate if witness or passenger)			
Name:		Phone Number:	
Name:		Phone Number:	
Name:		Phone Number:	
INVESTIGATING OFFICER'S AND / OR POLICE INFORMATION			
Officer Name:		Officer Badge Number:	
Officer's / Department's Phone Number:			
Report Number:			
INCIDENT DETAILS			
Date of Incident:		Time of Incident:	
Location of Incident: (be as specific as possible including cross streets, addresses, etc.)			
Describe the incident (weather, speed limit, intersection details, road details, impact location(s) on Goucher or other vehicles, damage to environment, etc.):			
Were there any injuries to anyone involved? If so, detail below:			

