

August 21, 2007

Memorandum

From: Vice President for Administration and Finance

To: Faculty, Staff and Administration

Subject: Policies for Use of Marietta College Owned, Leased and Rented Vehicles

1. Purpose: The policies below apply to all vehicles owned, leased or rented by Marietta College. Unless specifically authorized by the Vice President for Administration and Finance, these vehicles shall not be operated for personal use or be used by organizations unaffiliated with the college.
2. Definition: A Marietta College vehicle is any licensed motor vehicle that is leased, owned, or rented by the college for the official business of the college.
3. Summary:
  - a. For the cardholder's protection and savings, Faculty and staff with Marietta College Commercial Cards shall make their own reservations directly with a rental car company. Cardholders may also use their commercial card for gasoline purchases. These charges will appear on the employee's Bank One Commercial Card Statement
  - b. To make a rental vehicle reservation with your Commercial Card, call Enterprise at telephone 376-9990 or MKB at 373-0773 and request the Marietta College corporate rate. If you are not using a Commercial Card, you may make your reservation through the Physical Plant extension 4790. Rental cars should be reserved two working days in advance and vans reserved two weeks in advance.
  - c. Insurance. Except as noted below, when your Marietta College Commercial Card is used to rent a vehicle, the Commercial Card company may provide the insurance coverage for the deductible and covered damages up to \$50,000. For a complete guide to this benefit and any restrictions, please refer to your Commercial Card agreement.

Vehicles Excluded from Commercial Card coverage for deductibles: All trucks, vans designed to accommodate 10 passengers or more, trailers, and rentals that extend for 32 consecutive days or more. For excluded vehicles, the driver may elect to purchase the rental agency's waiver of deductible at additional cost.

Marietta College carries liability and physical damage insurance coverage for authorized drivers of all college vehicles as defined above. The current deductible on Marietta College vehicles is \$1000. If a claim results from the use of a personally owned vehicle for college business, the college policy protects Marietta College; the vehicle owner would look to their own insurance carrier for liability and physical damage coverage.

For a fee, rental car companies offer optional damage waivers. Departments and organizations may elect the additional coverage. Damage waiver policies and costs maybe reviewed in the Physical Plant offices.

4. Requirements to Drive a Marietta College Vehicle: The College authorizes and prefers that a member of the faculty, administration or staff drive college vehicles. If student drivers are needed, the student drivers shall have written authorization from the faculty or staff member sponsoring the trip.

All authorized drivers of college vehicles shall:

- a. be at least 21 years old. Exception: you must be at least 25 years old to rent any van or Sport Utility Vehicle unless approved in advance by the cognizant Vice President,
- b. have a valid state drivers license,
- c. request Physical Plant perform a DMV background check (see paragraph below), and

- d. have a favorable motor vehicle background check. Students may have no more than one motor vehicle moving violation. Faculty or staff who have more than one moving violation in three years may request Campus Police review their driving record. With concurrence of the College insurance company, Campus Police may authorize faculty or staff with up to two violations in three years to drive a college vehicle.
  - e. If driving a vehicle on a one ton or larger chassis or a passenger van with 12 or more seats, you are required to complete an on-line test that will make you more aware of the handling characteristics and defensive driving techniques for these larger vehicles. Not less than four business days before you drive, send an email to Marilyn Pottmeyer ([pottmeym@marietta.edu](mailto:pottmeym@marietta.edu)) with the email addresses of the drivers. The on-line test instructions will be emailed within two business days from [www.alertdriving.com](http://www.alertdriving.com). The test takes about 15 minutes. When you pass, you can print a certificate for your records and Marilyn will receive notification within two business days that you are approved to drive. Certificates do not expire; drivers only have to pass the test one time. Drivers shall also certify their experience driving the larger vehicle. When requested by Campus Police, the driver shall demonstrate proficiency maneuvering the passenger vans and trucks; drivers who are not proficient shall not drive the larger vehicles
  - f. The results of a recent analysis by National Highway Transportation Safety Administration (NHTSA) revealed that 15-passenger vans have a rollover risk that is similar to other light trucks and vans when carrying a few passengers. However, the risk of rollover increases dramatically as the number of occupants increases from fewer than five occupants to over ten passengers. **For safety reasons, Marietta College's policy is that 15 passenger vans shall not be used to transport more than 10 passengers plus a driver.** The NHSTA advisory is Attachment (1) to this policy.
  - g. For roundtrips greater than 350 miles a relief driver shall be approved and the van shall be a rental rather than a leased vehicle.
5. Department and Organization Responsibilities:
- a. The Department or organization drivers shall fill out a motor vehicle background check request form, Attachment (2), and provide a legible photocopy of the driver's valid driver's license to the Physical Plant not less than five working days in advance of the travel date.
  - b. The Physical Plant shall have DMV background check performed and notify the department or organization of the results. Drivers with a favorable DMV check and experience will be authorized to drive. Drivers with unfavorable background checks shall not be permitted to drive college vehicles. Refer to paragraph 4(d) above.
  - c. Background checks are valid for the current academic year (ending the summer session). Background checks must be re-performed annually. Physical Plant shall keep the license and background check on file through the summer session of the academic year.
  - d. Departments and organizations shall only allow authorized drivers to operate vehicles (no exceptions).
  - e. In the event of an accident or incident, Departments and organizations shall be responsible for reporting, filing complete paperwork and closing out all claims with Commercial Card vendor, insurers and/or all other involved parties.
6. Driver's Responsibilities While Operating the Vehicle:
- a. Obey all laws and traffic regulations.
  - b. Require all occupants to wear seatbelts.
  - c. Require that all gear be secured under the seats, in the trunk or the rear cargo area so that it will not be a missile hazard in the case of an accident.
  - d. Not allow alcohol to be transported or consumed in the vehicle.
  - e. Not allow smoking in college owned or leased vehicles.
  - f. If in an accident, follow the accident reporting instructions found in the vehicle glove box.
  - g. Refuel and return vehicles to the designated spaces in the Physical Plant parking lot or where otherwise directed.
  - h. Clean the vehicles of all debris and lock all doors.
  - i. Mark all receipts with the vehicle number or license number, department name, and driver's printed name.
  - j. Return keys and credit cards to the Physical Plant or after hours place them in the drop box.
  - k. If driving more than eight hours without rest or 350 miles in a day, a relief driver shall be authorized. Exceptions or alternate plans shall be approved in advance by the cognizant department head.

7. Reserving Vehicles:
  - a. Reservations for the passenger vans and the pickup truck leased by the college shall be made through the Physical Plant at telephone extension 4790.
    - (1) Reservations shall be made in advance on a first come first serve basis. Note, if a college leased van is unavailable and a rental is required, the rental company may need at least two weeks notice to have a van delivered to the local office because rental vans are in short supply.
    - (2) Vans are leased for 15,000 miles each per year. For van trips in excess of 350 roundtrip miles, it is a lower cost for the college to rent a van with unlimited mileage rather than use one of the leased vans. On longer trips, the rental has the added convenience of road side service and vehicle replacement in case of breakdowns. For roundtrips in excess of 350 miles, vans will be rented unless an exception is approved by the Director of Physical Plant or his designee. Example exceptions: trailer hitch is required, rental company restricts travel such as to Canada, or the department placed a timely reservation and no rentals are available.
    - (3) The minimum charge is one full day. There are no partial days.
    - (4) Reservations may be cancelled by calling Physical Plant as late as one full working day prior to the reservation date without the department or organization incurring a cancellation charge. Departments or organizations that cancel their reservation with less than a full workday will be billed one day's lease cost. The late cancellation fee will not be charged if the cause is weather related or otherwise excused by the Director, Physical Plant.
    - (5) Departments and organizations must make advance arrangements with Physical Plant for pickup of keys and credit cards on weekends, holidays and after 3:00 p.m. on workdays. The department or organization may be billed overtime wages if a Physical Plant employee is recalled after working hours to release keys or credit cards.
    - (6) There is an after hours drop box for keys and credit cards outside the Physical Plant office.
  - b. As a courtesy, if you do not use a Marietta College Commercial Card, Physical Plant may make reservations for vehicles rented from a local vendor. If the vendor does not deliver the vehicle, the requestor must make their own arrangements to pickup and return the vehicle.  
For rented vehicles:
    - (1) Physical Plant needs not less than two full working days to make the reservations. With less notice, if Physical Plant workload does not allow time to make the reservation, then the department or organization will be asked to make their own reservations.
    - (2) The rates and cancellation policies shall be those written into the lease agreement. Departments and organizations shall be responsible for all cancellation fees and costs.
    - (3) Unless authorized by the cognizant Vice President by email or memorandum in advance of the reservation, rentals shall be mid-sized cars for travel of up to three people including the driver. For four or more people a van or full size car may be rented. Free upgrades by the vendor at no cost to the college may be accepted.
8. Reimbursement for Vehicles Leased or Rented Through the Physical Plant:
  - a. For leased vehicles and rentals not charged to Marietta College Commercial Cards, at the time the vehicle is requested, the Department or organization shall provide an account number.
  - b. For rented vehicles not charged to Marietta College Commercial Cards, when the invoice is received, Physical Plant will verify that the invoice and accounting data are correct and then forward it to the Business Office. For vehicles leased by the Physical Plant, Physical Plant will prepare a bill when the lease is returned. The bill will be forwarded to Business Office with a request to transfer funds from the account designated by the department. The Business Office will provide record of the payment on the department's monthly budget printout.
  - c. See Attachment (3) for the leased vehicle rates. The rate table shall be adjusted up or down at anytime the actual costs for leases change. Revised rates will be published electronically to departments and organizations.
  - d. The Vice President for Administration and Finance (or Acting) alone can waive costs for leased vehicles.
9. Gasoline Credit Cards: As a convenience to departments and organizations that do not have a Marietta College Commercial Card, Physical Plant may provide one credit card for the purchase of gasoline, oil and limited emergency roadside repairs; the credit card shall not be used for any other purchases. Departments and organizations shall be responsible for all costs incurred while the

- credit card is assigned to them. Physical Plant will assist departments and organizations toward their resolution of charges they feel are in error.
- a. Departments and organizations may request a gasoline credit card. Physical Plant may provide a card if available.
  - b. Unless advised otherwise, the account number used for the leased or rented vehicle will be assigned to cover costs charged to the credit card.
  - c. Departments and organizations shall ensure that the credit card and legible credit card receipts with the user's name printed on the receipt are returned with the vehicle keys.
  - e. When the credit card invoice is received, Physical Plant will verify that the invoice matches the receipts and prepare a bill. The bill will be forwarded to Business Office with a request to transfer funds from the account(s) designated by the department. The Business Office will provide record of the payment on the department's monthly budget printout.
10. Other Costs: Departments and organizations shall be responsible for all ancillary costs including but not limited to: required or optional insurance from the rental company, damage (or deductible for damage claims accepted by our insurance carrier); unusual wear and tear; interior cleaning, traffic and parking tickets; and any fees that may be charged by outside agencies for driver's license background checks.
11. Operation of college owned, leased or rented vehicles is a privilege. Via the cognizant Department Head or Dean, the Director of Physical Plant or Campus Police may revoke that privilege for cause and take other administrative action. Examples may be failure to follow the policies in this memorandum, preventable damage, traffic violations, or use of college vehicles that is not in the best interest of Marietta College.
12. If you have any questions or concerns, please address them to the Director of Physical Plant, extension 4367.

**Attachment 1**

**National Highway Traffic Safety Administration  
Office of Public Affairs  
Washington, D.C.  
www.nhtsa.dot.gov**

**FOR IMMEDIATE RELEASE**

April 9, 2001

**Consumer Calls:** Auto Safety Hotline 1-888-327-4236

**Media Calls:** Rae Tyson (202) 366-9550

**CONSUMER ADVISORY**

The National Highway Traffic Safety Administration (NHTSA) is issuing a cautionary warning to users of 15-passenger vans because of an increased rollover risk under certain conditions.

The results of a recent analysis by NHTSA revealed that 15-passenger vans have a rollover risk that is similar to other light trucks and vans when carrying a few passengers. However, the risk of rollover increases dramatically as the number of occupants increases from fewer than five occupants to over ten passengers.

In fact, 15-passenger vans (with 10 or more occupants) had a rollover rate in single vehicle crashes that is nearly three times the rate of those that were lightly loaded.

NHTSA analysis revealed that loading the 15-passenger van causes the center of gravity to shift rearward and upward increasing the likelihood of rollover. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.

Because of these risks, it is important that these vans be operated by experienced drivers. A person transporting 16 or more people for commercial purposes is required to have a Commercial Driver's License, which requires certain specialized knowledge and driving skills. Although the drivers of these vehicles are not required to possess a Commercial Driver's License, they should still understand and be familiar with the handling characteristics of their vans, especially when the van is fully loaded.

NHTSA analysis reinforces the value of seat belts. Eighty percent of those nationwide who died last year in single vehicle rollovers last year were not buckled up. Wearing seat belts dramatically increases the chances of survival during a rollover crash. NHTSA urges that institutions using 15-passenger vans require seat belt use at all times.

NHTSA is making this information available because of these findings and because of several highly publicized rollover accidents involving 15-passenger vans loaded with college students (often driven by a fellow student rather than a professional driver).

While federal law prohibits the sale of 15-passenger vans for the school-related transport of high school age and younger students, no such prohibition exists for vehicles to transport college students or other passengers.

A copy of the NHTSA analysis of the rollover characteristics of 15-passenger vans can be found at:  
<http://www.nhtsa.dot.gov/people/nca/reports.html>.

August 16, 2004

Request For Check Of Driving Record

I hereby authorize you to release the following information to Marietta College (named insured) for purpose of authorization to drive college vehicles as required Marietta College and Section 391.23 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability which may result from furnishing such information.

Applicant's Signature

Date

Strike out and initial:

I do/do not have experience driving vehicles with chassis one ton or larger, or passenger vans with 12 or more seats.

- 1. In accordance with the provisions of Section 604 and Section 607 of the Fair Credit Reporting Act, Public Law No. 91-508, I hereby certify that the information requested below will be used for a "permissible purpose" as defined in the Act, and that the information received will be used for no other purpose.
2. I further certify that if the applicant named below is denied authorization to drive a Marietta College vehicle based upon the information received, I will identify the source of the report in accordance with Section 615(a) of the Fair Credit Reporting Act.

Insured's Signature

Date

TO: BARENGO INSURANCE AGENCY, INC
FAX: 740/373-3650 Attn: Jennifer Sturm

REQUESTED BY: Marietta College
FAX: 740/376-4409 Attn: Marilyn Pottmeyer

The below named person has requested authorization to drive a Marietta College vehicle. In accordance with college policy and Section 391.23, Federal Department of Transportation Regulations, please furnish the undersigned with either a favorable or unfavorable recommendation to drive based on the applicant's driving record for the past three years.

PLEASE PRINT CLEARLY \*Check here FOR INSTANT MVR

Name of Applicant

Social Security Number

Date of Birth

License Number State of Issue Expiration Date

RECOMMENDATION



Favorable



Unfavorable

**Attachment 3**

October 28, 2005

**Rates for Leased Vehicles**

<u>Vehicle Type</u>	<u>Daily Rate</u>
Pickup Truck	\$70
10 Passenger Van	\$70

Note that the above rate is subject to adjustment when maintenance, repair, lease fees, or utilization change.

Excess mileage fees of \$0.15/mile may be charged for trips over 350 miles.