

January 21, 2013

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. Rental Cars. For the cardholder's protection and savings, Faculty and staff with Marietta College Commercial Cards renting a car shall make their own reservations directly with a rental car company. Cardholders shall use their commercial card for gasoline purchases. These charges will appear on the employee's Commercial Card Statement. If you are not using a Commercial Card, you may make your car reservation through the Physical Plant at x4790
 - b. Rental Vans. Physical Plant shall make all van reservations. To better assure van availability, complete the on-line Van Reservation Request Form, Attachment (1), at least four weeks in advance of your scheduled travel. Reservations may be made up to 12 months in advance of travel.
 - 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. For a fee, rental car companies offer optional damage waivers. Departments and organizations may elect the additional coverage.
 - d. Use of Personal Vehicles. In accordance with the current Marietta College Travel and Expense Policy, College business travelers are expected to use the most economical transportation available. For liability reasons, the college discourages the use of personal vehicles for any official travel. 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 trips in excess of 50 miles, a rental vehicle is less expensive than the use of a personal vehicle.
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.

Authorized drivers of college vehicles shall:

- a. be at least 21 years old. Exception: You must be at least 25 years old to drive any van or Sport Utility Vehicle unless approved in advance by the cognizant Cabinet member,
 - 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 a review their driving record. With concurrence of the College insurance company and cognizant Cabinet member, faculty or staff with up to two violations in three years may be authorized 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 five business days before you drive, contact Physical Plant x 4790 to schedule your test. The test takes about 15 minutes. When you pass, your certificate will be kept on file at Physical Plant. 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 (2) 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 (3), 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. Drivers shall keep their current driver's license information on file at the Physical Plant.
 - d. Departments and organizations shall only allow authorized drivers to operate vehicles (no exceptions).
 - e. Unless authorized by the cognizant Cabinet member 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.
 - f. For van rentals, before departure provide Physical Plant a passenger manifest, attachment (4).
 - g. 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. Drivers are prohibited from using handheld cell phones for calls or texting.
 - c. Require all occupants to wear seatbelts.
 - d. 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.
 - e. Not allow alcohol to be transported or consumed in the vehicle.
 - f. Not allow smoking in college owned or leased vehicles.
 - g. If in an accident, follow the accident reporting instructions found in the vehicle glove box.
 - h. Refuel and return vehicles to the designated spaces in the Physical Plant parking lot or where otherwise directed.
 - i. Clean the vehicles of all debris and lock all doors.

- j. Mark all receipts with the vehicle number or license number, department name, and driver's printed name.
 - k. Return keys and credit cards to the Physical Plant or after hours place them in the drop box.
 - l. 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. Reimbursement for Vehicles Rented Through the Physical Plant:
- a. For rental 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. The Business Office will provide record of the payment on the department's monthly budget printout.
8. 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 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.
 - c. 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.
9. 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.
10. Operation of college owned or rented vehicles is a privilege. Via the cognizant Department Head or Dean, the privilege to drive College vehicles may be revoked for cause and other administrative action initiated. 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.
11. If you have any questions or concerns, please address them to the Director of Physical Plant, x4367.

Van Reservation Request Form

From: _____ Date: _____

To: Physical Plant; Fax number 376-4409

Subject: Contract Rental of all size vans

Please reserve the following number of vans: _____
Include van size: 7, 12 or 15-passenger

For _____ as follows:
(Sponsoring Dept., Team/Organization)

A. Department/Team/Organization _____

B. Budget Account # for charges _____

C. Dates Needed: From: _____ To: _____

D. Pick up and Return (Clock) Time: From: _____ To: _____

E. Number of People Requiring Transportation _____
Drivers included in total

F. Destination of Trip _____

G. Faculty/Staff Contact Person _____

H. Department Telephone Number _____

I. Driver of Vehicle(s): Name(s) _____
State(s) _____ Expire Date _____
License # _____

Driver of Vehicle(s): Name(s) _____
State(s) _____ Expire Date _____
License # _____

Driver of Vehicle(s): Name(s) _____
State(s) _____ Expire Date _____
License # _____

J. Gas Card needed: Yes _____ No _____
Use MC credit card if your department has been issued one.

FOR IMMEDIATE RELEASE

Media Calls: Rae Tyson (202) 366-9550

April 9, 2001

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

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/ncsa/reports.html>.

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 _____

Contact Phone/Cell Number _____ E-mail _____

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. (circle)

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.

Authorized Department 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: Cindy Nutter

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 _____
(print)

Social Security Number _____

Date of Birth _____

License Number _____ **State of Issue** _____ **Exp. Date** _____

RECOMMENDATION

Favorable

Unfavorable



Travel Manifest

Destination: _____

Date of Trip (Departure and Return): _____

Trip Leaders:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Please list all people (excluding leaders) that will be traveling on your trip:

- 1. _____ 16. _____
- 2. _____ 17. _____
- 3. _____ 18. _____
- 4. _____ 19. _____
- 5. _____ 20. _____
- 6. _____ 21. _____
- 7. _____ 22. _____
- 8. _____ 23. _____
- 9. _____ 24. _____
- 10. _____ 25. _____
- 11. _____ 26. _____
- 12. _____ 27. _____
- 13. _____ 28. _____
- 14. _____ 29. _____
- 15. _____ 30. _____

(If more room is needed, please add additional names to the back of this form. Thank you!)

Please take this form to the Physical Plant when you pick up the keys for your rental vehicle. This form must be filled out in order to receive your keys.