

# TRANSPORTATION OFFICE - MOTOR POOL POLICIES AND PROCEDURES

## **Mission**

The mission of the Wittenberg University Transportation Department is to utilize best practices to provide safe and

# DRIVING AUTHORIZATION PROCEDURES

## APPLICATION TO DRIVE

All drivers (faculty, staff and students) must be authorized annually ( July 1-June 30) to drive a university vehicle, rental vehicle, or any other vehicle Wittenberg's insurance coverage would be in force. Authorizations can take 7-10 days so please plan accordingly. If you don't know whether you or your planned driver(s) is authorized, please call the Transportation Office at 327-7446. Any person who drives a university vehicle must complete the following documents prior to driving a university vehicle: (1) an acknowledgement form verifying the receipt, and accepting the conditions, rules and regulations for driving a university vehicle (2) an application for driver authorization and (3) provide a copy of a valid driver's license (4) printed certificate of completed driver training lesson. The operation of a university vehicle by any person who has not been authorized to drive by the Transportation Office is strictly prohibited, and anyone who violates this policy is subject to discipline. Applications may be obtained from the Transportation Office or from the department's web page.

To qualify to drive a university vehicle all applicants must:

- Disclose all accident and/or moving violations in which the applicant has been involved during the previous three (3) years;
- Disclose any driving under the influence citations;
- Present a valid driver's license from Ohio, another state, or possess a valid international driver's license. **The license will be photocopied and must be updated when it is renewed or replaced.**
- Complete and pass online driver training lesson

**Please follow the instructions below to access the testing site:**

- x Log into "My Witt" through the Wittenberg home page
- x Select the "Training" tab in the lower middle section of the page (section directly below the scrolling banner of weekly campus events)
- x Select "Wittenberg Driver Training"
- x Log into Moodle using yg"

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## DRIVING AUTHORIZATION PROCEDURES - CONTINUED

Applications will be rejected for the following reasons:

Drivers **25 and OVER** years of age

- 2 violations, including at-fault accidents, in a 3 year period will be placed on a watch basis.
- 3 or more violations, in a 3 year period will be placed on a watch basis.

## **DRIVING AUTHORIZATION PROCEDURES - CONTINUED**

Once approved to drive Wittenberg insured vehicles, the driving record of any person who is cited for driving under the influence, whether or not that person was driving a university vehicle, will be reviewed by the Transportation Office. As a result of the review, that person may permanently lose is or her privilege to drive a university vehicle.

Wittenberg's insurance carrier requires that all approved driver's driving status be rechecked annually. To accomplish this requirement, all drivers must submit an e-mail to [motor-pool@wittenberg.edu](mailto:motor-pool@wittenberg.edu) or [tblack@wittenberg.edu](mailto:tblack@wittenberg.edu) each year by July 1<sup>st</sup> requesting approval to drive for the upcoming academic year. Failure to do so will result in a suspension of the driver's motor pool privileges until the requirement is completed.

### **ADMINISTRATIVE REVIEWS IN THE EVENT OF ACCIDENTS OR MOVING VIOLATIONS.**

If a person who has been granted the privilege to drive a university vehicle is subsequently involved in an accident or moving violation while operating a university vehicle:

The person must immediately report the accident or moving violation to the University's Switchboard at (937) 327-6231.

The Transportation Office will review the person's report to determine whether driving privileges will be suspended. In making its review, the Transportation Office may obtain verifications through the Bureau of Motor Vehicles, the police department, or other any other independent sources. If a person's privilege is suspended, he or she may reapply for reinstatement after a 12 month period.

## REQUESTING A UNIVERSITY VEHICLE

### Motor Pool vehicle rental fees:

<u>Vehicle</u>	<u>Daily Rental</u>	<u>Fuel charges for student and grant-funded organizations</u>
12 Passenger van	\$75 per day	** \$ .35 per mile
Mini Van	\$50 per day	** \$ .30 per mile
Car	\$25 per day	** \$ .25 per mile

\*\* Fuel charges will be evaluated and modified biannually

Log into “My Witt” and click on the Forms tab found in the top header selections. Go to Transportation Office and click on “Start a New Form”. Complete the form and submit.

- A completed and approved request form must be received for each vehicle that is requested. Requests must be approved and received by the Motor Pool/Transportation office at least 2 business days in advance of the date of intended use. Weekend and Monday requests must be approved and received by Thursday at noon. Requests received less than 2 business days in advance may or may not be able to be granted. If granted, the requests will be assessed a \$50 fee.
- When submitting the approved request to the Motor Pool office for scheduling, the form must have the account number to be charged and names and cell phone numbers of approved drivers. Greek organizations must have the approval from the Director of Fraternity and Sorority Life, and Student Organizations must have the approval from the Director of Student Activities. **Any missing information could cause a delay in scheduling.**

Once the request has been approved and received, the Motor Pool office will schedule according to availability, on a first come, first served basis. The Transportation department reserves the right to cancel the use of any university vehicle as a result of severe or adverse weather conditions.

## **REQUESTING A UNIVERSITY VEHICLE-CONTINUED**

If the Transportation/Motor Pool Department does not have enough vehicles to meet your request on

## **PICK UP AND RETURN OF UNIVERSITY VEHICLES**

Before picking up a scheduled vehicle, the requesting department needs to obtain a vehicle packet. The packet will be available after 4 p.m. the day before scheduled use. Unless other arrangements are made with the Transportation Coordinator, the packet will be available at the Police Division Dispatch Center. A valid university ID and signature of receipt will be required to pick up the packet. **Weekend packets must be picked up by 4:30 p.m. on Friday or a \$30 fee will be assessed. During summer hours packets must be picked up by 3:30 p.m. on Fridays.**

A packet consists of a copy of the Vehicle Request Form, keys to the vehicle, a gas card, and documents explaining emergency procedures and accident instructions.

### **Picking up the Vehicle**

1. Scheduled university vehicles are available for pick up in the Krieg Lot, which is located east of the Krieg Music building, unless other arrangements have been made between the requesting party and the Transportation Office.
2. University vehicles can be identified by the blue key tag, which lists the license plate number at the top of the tag.
3. When picking up a university vehicle, the authorized driver must record the mileage on the Vehicle Request Form in the appropriate space.
4. **Drivers must conduct a vehicle inspection prior to departure.** The pre-use Vehicle Inspection Checklist will be stapled to the packet you receive. The driver must complete the form and return it with the packet when returning the vehicle.
5. The authorized driver must keep the vehicle packet in the vehicle during use so that he or she has immediate access to instructions in the event of a breakdown or emergency.

### **Returning the Vehicle**

The authorized driver is responsible for:

1. Returning the university vehicle to the Krieg Lot or to the location designated on the packet at the scheduled time of return.
2. Recording the return mileage on the Vehicle Request Form.
3. Removing all trash, cleaning up all spills, closing all windows and locking all doors.
4. Return with no less than half full tank of gas.
5. Placing all receipts in the trip Visa holder
6. Placing keys in the trip envelope and dropping the trip envelope in the designated drop box in the shed at the Krieg Lot or returning the envelope to the Police Division Dispatch Center





## **ACCIDENTS**

In the event a university vehicle is involved in an accident, the authorized driver shall behave reasonably and responsibly to minimize further injury or damage and the risk of further accidents at the scene. He or she should:

- Stop immediately as conditions permit.
- Take precautions to prevent further accidents.
- Turn on the four-way flashers and shut off the engine.
- If conditions permit, set up a reflective warning triangle, 100-feet or more behind the vehicle.
- Notify police and/or emergency personnel and Wittenberg Switchboard at (937) 327-6231.
- If another driver is involved, obtain his or her name, address and insurance information.
- File a police report as soon as possible. Failure to do so may sacrifice the insured status of the driver and the vehicle. Obtain a copy of the report and turn it in to the Transportation Office
- Report the incident to the Transportation Office, whether or not damage or injury occurs.
- Do not leave the scene of the accident until excused by the proper authorities.
- At the scene, do not make any statement regarding the accident except to the police.

In the event of an accident or breakdown, drivers should refer to the yellow instruction sheet located in the packet. Proof of insurance and current registration can also be found in the glove compartment, console, or plastic storage container (vans).

## **BREAKDOWNS/FLAT TIRES**

In the event a university vehicle breaks down or otherwise needs maintenance, the authorized driver shall:

- Use common sense when a breakdown or flat tire occurs on the road.
- Be mindful of his or her safety and the safety of passengers and others.
- Consult the information included in the vehicle packet as to specific instructions to obtain and pay for repairs.
- If conditions permit, set up reflective warning triangles, 100-feet or more behind the vehicle.
- Contact the Transportation Office if the breakdown occurs during regular work hours at (937) 327-7446, or contact the university switchboard at (937) 327-6231 or 1-800-677-7558.

## **MAINTENANCE CONCERNS**

If a driver or other party who has requested the use of a university vehicle has ANY concerns about the safe condition of the vehicle, he or she is required to report the concern to the Transportation Office immediately, and he or she is prohibited from driving the vehicle until the concern is resolved. If there are non functioning items or if there is other damage to the vehicle that a driver notices after he or she picks up the vehicle but before it is driven, he or she should notify the Transportation Office prior to using the vehicle and note the item on the Vehicle Request Form.

## **CREDIT CARD USAGE**

All vehicle packets are supplied with a Visa credit card. The card is to be used for fuel and emergency maintenance supplies only. Items such as motor oil, windshield wiper fluid, wiper blades, etc. are acceptable items. The credit card may NOT be used to pay toll fees and parking fees.

**Please note:** Academic and Athletic Departments are not charged for the cost of fuel used in the Motor Pool vehicles. The Transportation Office absorbs this cost. Student organizations and grant funded organizations pay a per mile fee to cover gas expenses.



## **ACKNOWLEDGEMENT**

Please read the following paragraph carefully. Once completed, if you can abide by the procedures set forth in this policy, please initial and sign below, returning this signed and initialed acknowledgement to the Transportation Office.

I have carefully read the Transportation Office - Motor Pool policy in its entirety and acknowledge receipt of the Transportation office - Motor Pool policy for my files. I accept the conditions, regulations, and responsibilities contained in the Transportation Office - Motor Pool policy. I further agree to immediately notify the Transportation Office if any circumstance arises that prevents me in the future from fully complying with the Transportation Office - Motor Pool policy. I understand my driving privileges may be suspended if I do not fully comply with the policies herein.

**By initialing and signing below, you confirm that you have read and agree to abide by the policies and procedures in each section:**

Overview \_\_\_\_\_

Driving Authorization Procedures \_\_\_\_\_

Requesting a University Vehicle \_\_\_\_\_

Pick Up and Return of University Vehicles \_\_\_\_\_

The Safe Operation of University Vehicles \_\_\_\_\_

Fee Schedule \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department/Organization

- Faculty/Staff
- Student