

DRIVING POLICIES & SAFE DRIVING PRACTICES

Review of this entire program is required if :

- ✓ you will be driving a Messiah University vehicle,
- ✓ you will be driving a rental/leased vehicle using Messiah University funds, or
- ✓ you will be driving your personal vehicle for Messiah University business.

Areas responsible for this program

Facility Services Department

- ▶ Facility Services Manager has oversight of the day-to-day fleet vehicle operations
- ▶ Coordinates contracted services for preventive maintenance, repairs, and vehicle readiness

Conference & Events Services Department

- ▶ The university receptionist collects all application forms, processes reservation requests, manages the schedules for passenger vehicles
- ▶ Invoices for mileage and manages gas cards.
- ▶ Maintains fleet reservation system.

Department of Safety

- ▶ Conducts driver readiness and vehicle instruction
- ▶ Adjudicates incidents and accidents

Definitions

- ▶ **University fleet/pool/leased or rented vehicle** - refers to any vehicle owned or leased by the University.
- ▶ **Motorized equipment** - generally refers to non-vehicular type equipment (ex., club cars, gators). However, some equipment is licensed for roadway use.

All University policies and requirements apply equally to owned/leased/rented vehicles and motorized equipment.

Messiah University Driving Policies

- ▶ Driving university-owned vehicles or rented/leased by the university is a privilege extended to approved drivers only.
- ▶ Approved drivers must maintain a valid operator's license at all times.
- ▶ Approved drivers must operate the vehicle in accordance with all applicable motor vehicle laws.

Approved Drivers

- ▶ Approved drivers are the only persons, **without exception**, that are authorized to drive Messiah University vehicles or equipment.
- ▶ Family members are **not** permitted to travel with employees in a Messiah University vehicle, unless the family member is employed by Messiah University.

Driver responsibility

- ▶ Drivers are **personally** responsible to pay for traffic and/or parking citations/violations, and EZ-Pass or toll road/bridge violations assessed while operating a university owned or leased vehicle.
- ▶ **You must notify the Department of Safety upon the receipt of any violation.** Contact Dispatch at 717-691-6005.

Vehicle Use

- ▶ University fleet/leased/rented vehicles may only be used for official University business or institutional outreach activities: athletic teams, class trips, service trips, outreach organizations, conferences/seminars, etc.
- ▶ Use of university fleet/leased/rented vehicles to and/or from airport/train/bus stations are permitted ONLY if it is associated with a university sponsored event
- ▶ Fleet/pool vehicles are not available for personal use: jobs, internships, clinical rotations, student teaching, non-sponsored university activities, shopping, doctor appointments, going out with friends

Authorization to Drive a University Truck or 15-Passenger Van



Must have successfully completed the approved driver process and received “approved” authorization status.



Driving of a 15-passenger van or truck requires a behind the wheel test with the Department of Safety.

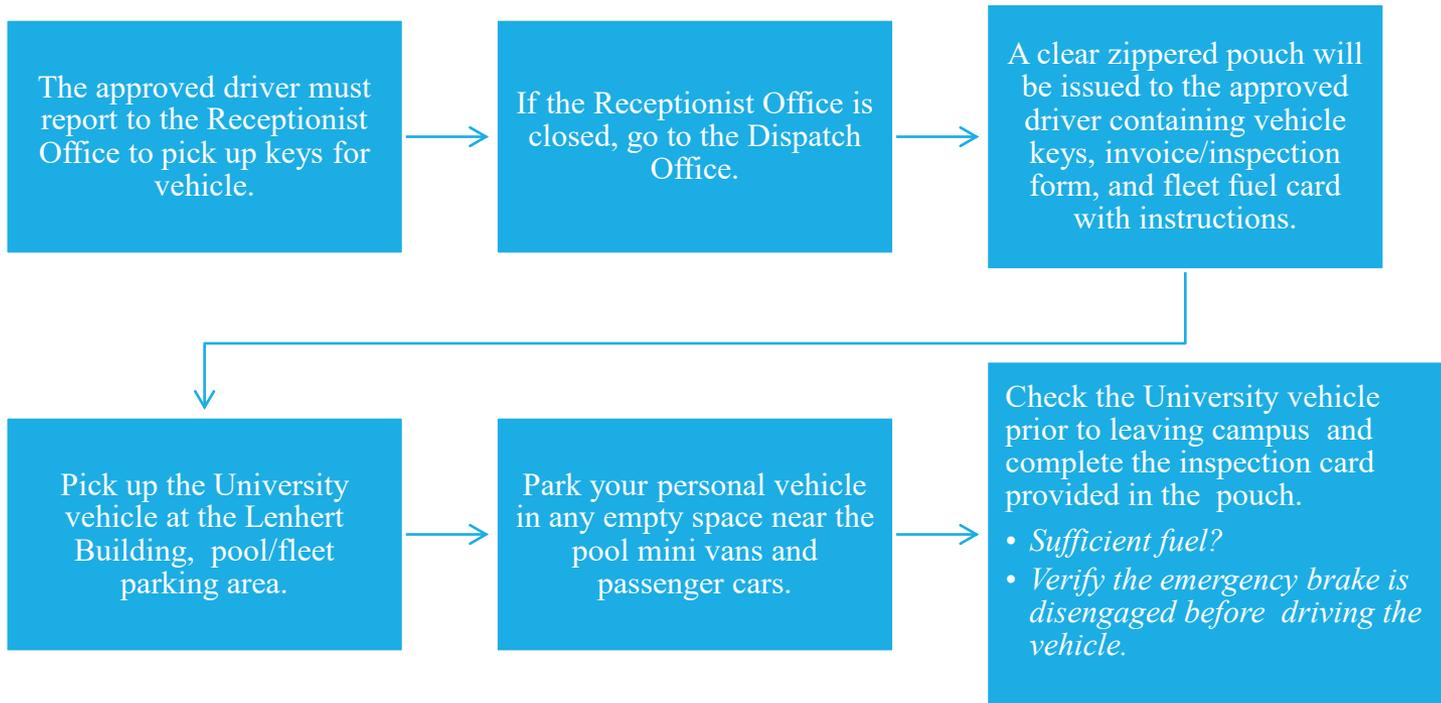


Register for a van testing appointment through FALCONlink.

Prohibited Use for 15-passenger vans

- ▶ Messiah University owned or leased 15-passenger vans shall **NOT** be used at any time to transport minors of the age of pre-primary, primary, or secondary school students.
- ▶ Minors may be transported in fleet mini-vans or passenger cars only.
- ▶ The towing of trailers behind University owned or leased 15 passenger vans or other passenger vehicles is **prohibited**.

Vehicle - Pick Up Instructions



Documentation Reminder for Pennsylvania Drivers

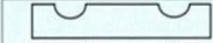
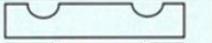
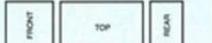
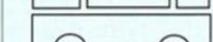
**Your valid
driver's
license**

- University vehicle **registration** and **insurance cards** (located in the vehicle's glove compartment or center console)

These items must be in your possession while operating a vehicle.

Pre/Post Trip Vehicle Inspection Form

- ▶ Drivers must complete a walk around the vehicle, noting any type of damage to the vehicle (ex., scratches, dents, windshield chips, etc.). Note/describe findings on this side of the form.
- ▶ Anything that may affect the safe operation of the vehicle should also be noted.
 - ▶ *Tires appear fully inflated, no damage to sidewalls, etc.*
 - ▶ *No obvious fluid leaks*
 - ▶ *Any other concern*

Car/Van #:	License Plate #:	
PRE-TRIP VEHICLE INSPECTION	POST-TRIP VEHICLE INSPECTION	
Date: _____	Date: _____	
Time: _____	Time: _____	
	Note any damaged areas.	
		
		
Comments: _____		Comments: _____
<input type="checkbox"/> No damage	Name: (PRINT) _____	<input type="checkbox"/> No damage
	Phone: _____	

NOTE: If significant safety concerns are present, do not use the vehicle. Contact the receptionist or dispatch for further instruction.

Vehicle Invoice Form

- ▶ Drivers must record the beginning and ending mileage for each trip.
- ▶ Department is billed a per-mile fee for use of the vehicle(s).
- ▶ Driver Requirements section (on the right side of form) does not need to be completed.

VEHICLE INVOICE DATE: _____ Invoice # _____
THIS FORM MUST BE COMPLETED AND RETURNED WITH KEYS AND CREDIT CARD AFTER USE.

VEHICLE: _____ KEY # _____
DESTINATION: _____

DRIVER'S SIGNATURE: _____
CHARGE ACCOUNT #: _____
ACCOUNT NAME: _____

Please insure that you have recorded the odometer mileage, not the trip mileage.

Ending Mileage: _____	For Office Use Only
Beginning Mileage: _____	Rate: _____
Miles Traveled _____	TOTAL \$ _____

DRIVER REQUIREMENTS
Pre-use Inspection: Prior to your use, you must immediately report any mechanical problems, or interior or external damages, to Dept. of Safety at extension 6005.
Accidents: All accidents must be immediately reported to Dept. of Safety at extension 6005.
Maintenance: For trips over 100 miles, it is the responsibility of the driver to perform the following:
 check oil level
 check radiator water level
 check tire pressure
Vehicles must be cleaned of debris on your return.
I have read, understand, and will comply with these requirements. I also understand that failure to comply will result in the immediate suspension of college vehicle driving privileges.
Initials _____ Date _____

Fueling Instructions

Using the Fuel Card:

- ▶ Press credit card button on pump
- ▶ Swipe card
- ▶ Enter odometer reading (mileage)
- ▶ Enter Pin # / Driver #
 - ▶ *Four-digit number on back of blue instruction form*
 - ▶ *Department budget account # (four digits) for departmental or other assigned vehicles*
- ▶ You **MUST** get a receipt for all fuel purchases from the pump or clerk. Return all receipts with keys and other papers.
- ▶ Drivers are expected to return the vehicle with a minimum of $\frac{3}{4}$ tank.

Return as scheduled



Pool vehicles are scheduled with specific departure and return times



Return vehicle promptly as scheduled to the designated parking area at the Lenhert building



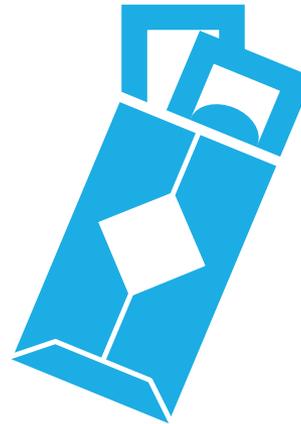
If at any time you are overdue for your originally scheduled return time to campus, you must immediately notify the Dispatch Services Office at 717-691-6005



Failure to extend this common courtesy may result in creating an extreme transportation hardship for other drivers or groups

Vehicle Return Instructions

- ▶ Return the vehicle to campus with a minimum of $\frac{3}{4}$ tank of gas
- ▶ Verify windshield wipers, internal/external lights are off and windows are closed
- ▶ Remove trash and personal belongings
- ▶ Confirm pouch contains vehicle keys, completed invoice/inspection form, fuel card and any receipts
- ▶ Return items to the Receptionist Office immediately upon return to campus (or Dispatch if Receptionist Office is not open)
- ▶ Verbally report any suspected mechanical problems
- ▶ Return found personal belongings to Dispatch lost and found



Familiarize Yourself with the Vehicle



- ▶ Know how to adjust your seat and set it so your arms are slightly bent at the elbows when gripping the wheel.
- ▶ Know what every button, switch & lever does.
- ▶ Know what every indicator light means.
- ▶ Know how to operate basic items such as the defroster, heater, air conditioner, wipers, radio, mirrors, and headlights.

Inspect Vehicle Before Driving

- ▶ Ensure the horn, lights, and turn signals work.
- ▶ Ensure tires are in good condition.
- ▶ Ensure brakes are working (test upon moving).
- ▶ Ensure emergency brake works.
- ▶ Check gauges after starting to ensure they are working properly (e.g. fuel, battery, temperature, etc.).
- ▶ If vehicle is not operating properly, report and discontinue use.
- ▶ Shut off motor and do not smoke or use cell phone while refueling.
- ▶ Do not leave engine running in an unattended vehicle.
- ▶ Report all work accidents, no matter how minor.

Wear Your Seatbelt!



- ▶ **Buckling up is the single most effective thing you can do to protect yourself in a crash. Always wear your seatbelt and ensure that all passengers are using their seatbelts! The number of passengers should never exceed the number of seatbelts!**
- ▶ During a crash, being buckled up helps keep you safe and secure inside your vehicle, whereas being completely thrown out of a vehicle is almost always deadly.
- ▶ Seat belts are the best defense against impaired, aggressive, and distracted drivers. **Air bags are designed to work with seat belts, not replace them.**
- ▶ If you don't wear your seat belt, you could be thrown into a rapidly opening frontal air bag, a movement of such force could injure or kill you.

Adjust the Mirrors

- ▶ Park car and have someone walk in both left & right blind spots.
- ▶ Set mirrors so person is in view.
- ▶ Check mirrors to see which areas remain invisible.
- ▶ Re-adjust and check again.
- ▶ Don't forget to adjust the rear-view mirror in addition to the side mirrors.

Adjust the Mirrors





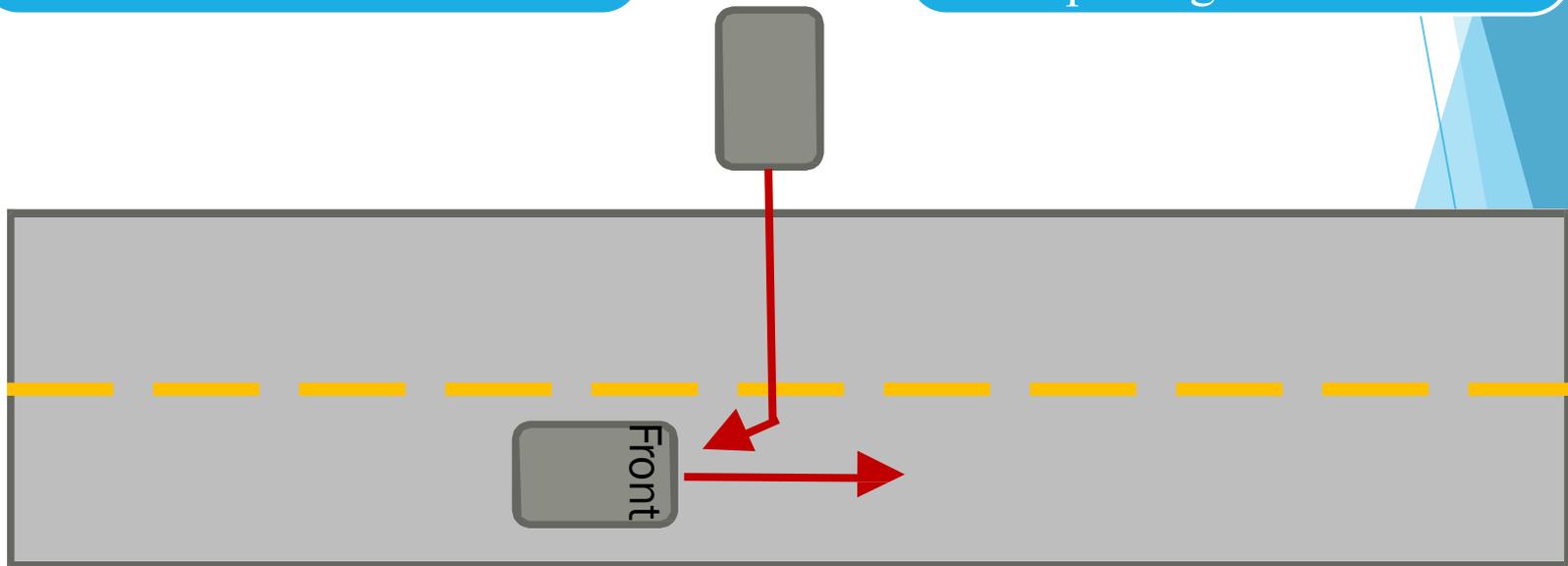
Use Extra Caution in Work Zones

Watch for flaggers, signs, flashing lights, reduced speed limits, work crews and other vehicles.

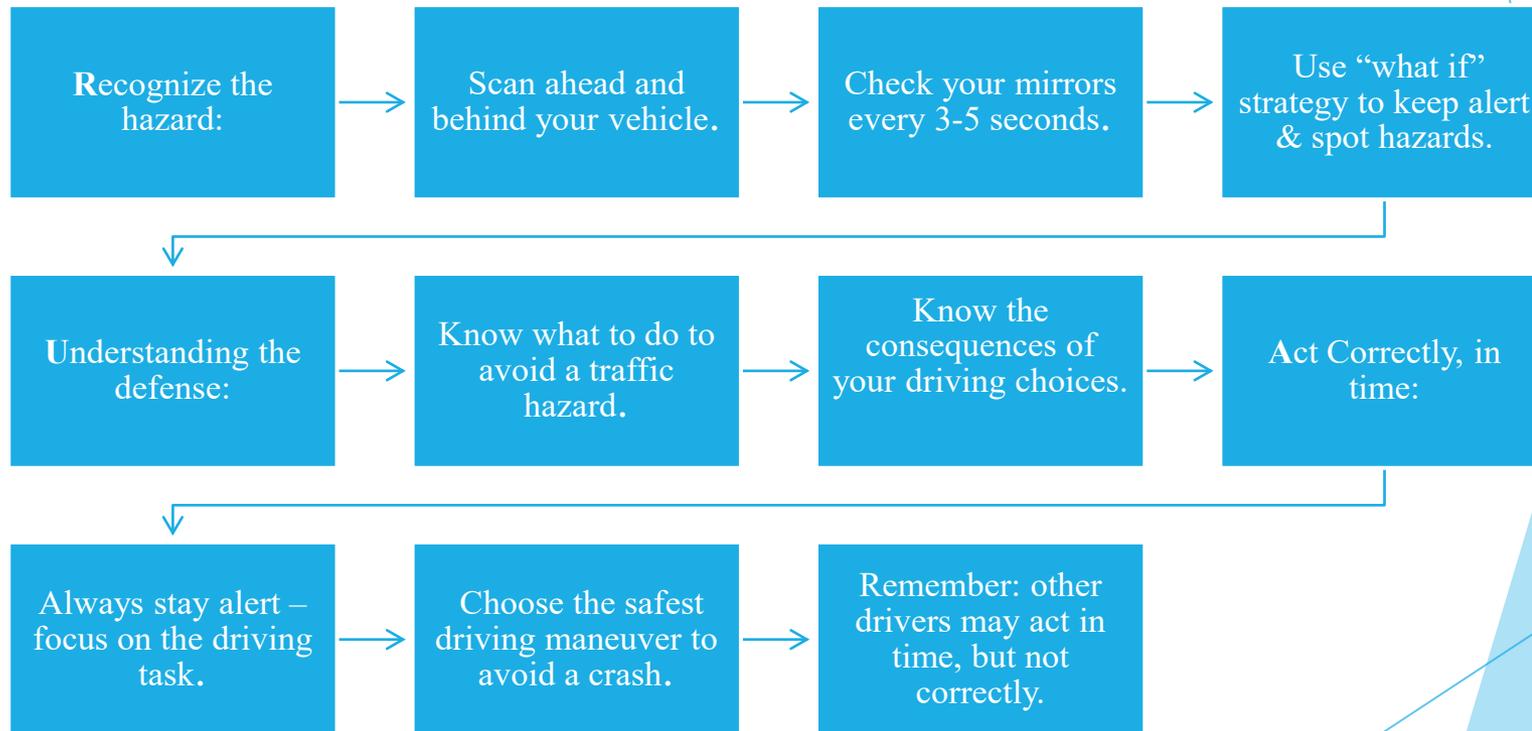
Use Caution Backing Up

Use caution when backing into any lane of traffic. Vehicles parked beside you may restrict your ability to see traffic and may prevent traffic from seeing you.

If backing onto a two-lane road, back completely into the lane of the direction you wish to travel so that you do not need to cross the dividing line again when pulling forward.

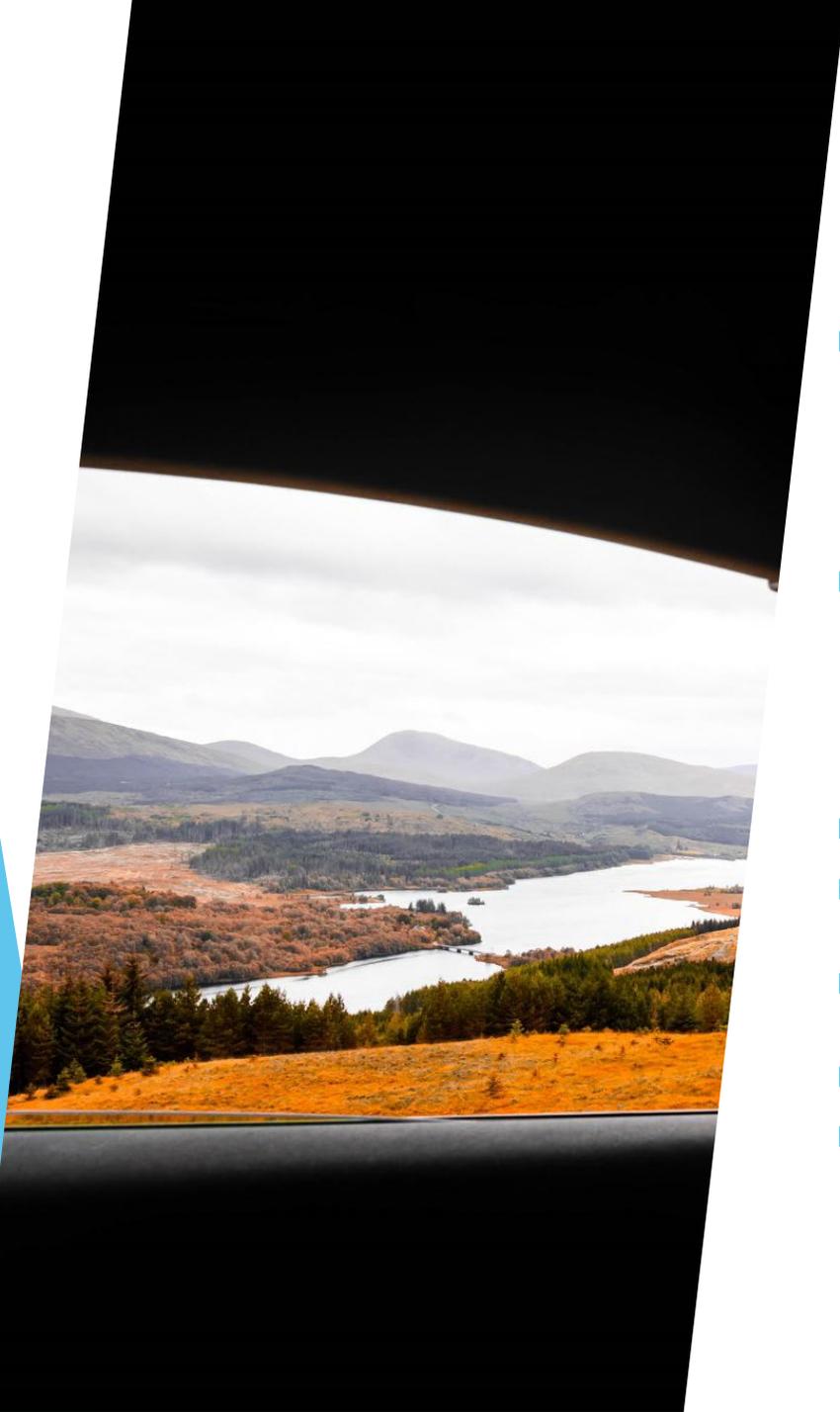


Follow the National Safety Council's Collision Prevention Formula: **RUA Safe Driver?**



Practice Safe Driving Skills

- ▶ Keep your eyes constantly moving:
 - ▶ Look up and down the road
 - ▶ Look to the sides of the road
 - ▶ Look into the rearview mirror
- ▶ Always leave yourself an out:
 - ▶ Try to find place to head if a crash occurs
 - ▶ Think about other drivers' blind spots
- ▶ Avoid “packs” of vehicles
- ▶ Ensure other drivers see you – keep headlights on both day & night.
- ▶ Always use turn signals well ahead of time.
- ▶ Never assume what other drivers will do.
- ▶ Maintain average speed on highways; going too fast or too slow creates a hazard.



Safe Following Distance



Do not follow too closely (“tailgate”) - Use the safe “3 second rule:”

- Glance at an object on the right side of the road ahead of you (e.g. traffic sign).
- Look at the vehicle in front of you and watch when it comes to that object.
- If following safely it should take you at least 3 seconds before you come to that object.
- Remember that stopping distance can vary with the size of the vehicle and the road conditions.

Distracted Driving: A factor in more than 20% of all crashes!

- ▶ Distracted Driving – Anything that causes the vehicle operator to either take their attention away from driving, take their eyes off the road, or take their hands off the wheel.
- ▶ Three types of distraction:
 - ▶ Visual (eyes off the road)
 - ▶ Manual (hands off the wheel)
 - ▶ Cognitive (mind not on driving)



Other Common Distractions:

- Drinking/Eating
- Reading/writing
- Grooming/make-up
- Using electronics (laptop, tablets)
- Searching for object in car
- Rubbernecking at accident scene
- Looking at people, objects off roadway
- Other people in the vehicle

- ▶ Drivers on cell phones fail to see up to one half of the information in their driving environment
- ▶ University policy **prohibits** the use of a cell phone while driving a University vehicle. This includes:
 - ▶ Bluetooth or other hands-free technologies
 - ▶ Texting, checking email, twittering, surfing the web, or any other type of phone based media
- ▶ Pull safely off to the side of the road to use your device.

Cell phone use is prohibited



Lone Drivers:

At a minimum, you must take a 15-minute break every 3 hours.

For faculty/staff traveling alone, 500 miles or 11 hours of driving time is considered the travel limit for one day. A rest of 10 consecutive hours is required.

For students traveling alone, 300 miles or 7 hours is considered the travel limit for one day. A rest of 10 consecutive hours is required.

For multiple drivers sharing in the driving responsibilities, *when at least one driver is a faculty/staff member:*



A 15-minute break should be taken every 3 hours for all drivers/occupants of vehicle.



Total travel time of all drivers combined should not exceed 16 hours before travel ceases, and a rest of 10 consecutive hours is required for all drivers/occupants of vehicle.

For multiple drivers sharing in the driving responsibilities, if all drivers are students:

1

A 15-minute break should be taken every 3 hours for all drivers/occupants of vehicle.

2

Total drive time of any individual driver should not exceed 7 hours a day.

3

Total travel time of all drivers combined should not exceed 14 hours before travel ceases. A rest of 10 consecutive hours is required for all drivers/occupants of the vehicle.

The Copilot is the most important role of any road trip, so they must stay awake.

The copilot is the passenger in the front seat next to the driver. They are the official navigator; take command of the dashboard, controlling the AC and the radio.

If the road trip becomes dull and the passengers in the back seat dose off, the copilot must stay awake, keep the driver awake and keep him/her engaged.

The copilot should do his/her best to maintain the energy of the group throughout the trip, orchestrating bathroom breaks, restaurant stops, and interesting sights to see along the way.

- ▶ As the driver of the vehicle, you are responsible for your personal safety, the safety of your passengers, and the care of the vehicle.
- ▶ **Please drive responsibly and represent the University well.** Many of the University-owned vehicles are marked with the University's name/logo.
- ▶ Drive defensively and anticipate other drivers' actions.
- ▶ Do not speed. Drive within the speed limits but also consider road conditions.

Driver Safety

Accidents/Damage

- ▶ Messiah University provides primary insurance coverage for all University-owned fleet/pool/leased/rented vehicles
- ▶ University policy **requires** the use of University pool vehicles, if available
- ▶ Coverage does **not** extend to personal vehicles

*What to do if
you are involved
in an accident or
your vehicle
breaks down...*

ALL incidents or accidents
involving a university-owned
or leased/rented vehicle
must be reported
immediately
to Dispatch
Services at
717-691-6005

Off Campus Breakdowns/Accidents



We DO NOT have a corporate “AAA” roadside assistance program



Drivers having their own roadside assistance policy may use that if the service is covered through their own policy



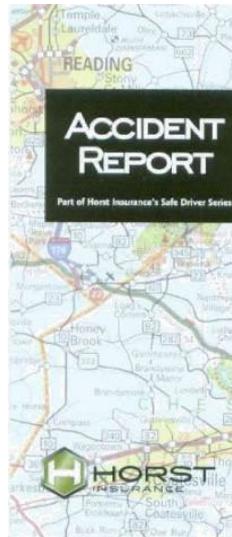
Otherwise, notify Dispatch Office at 717-691-6005

Provide pertinent information and await further instruction.

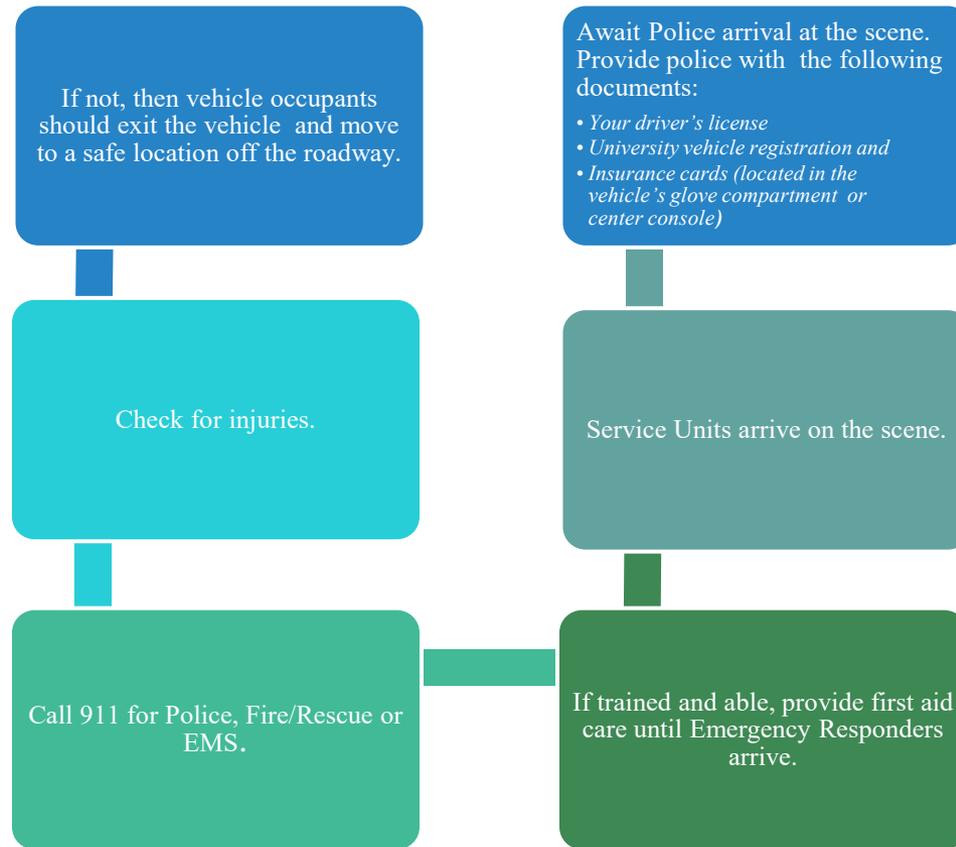
Driver Safety Kit Accidents - What to do!

- ▶ A Drivers' Safety Kit (pamphlet holder) is placed within each University-owned vehicle, in the glove compartment or center console.
- ▶ It includes several tri-fold pamphlets with the most important one being the **Accident Report** form.

Accident Report



Immediately following an accident, if possible, move involved vehicle(s) from the roadway.



If Police Officers are on the scene

Obtain a copy of their completed preliminary investigation form.

Investigation form should contain:

- *Accident and/or damaged property location*
- *For all persons involved: name, address, phone numbers, insurance company name,*
- *Insurance number and policy number for insurance,*
- *Driver's license number and state,*
- *Vehicle registration number and state*

University drivers should verify content on this form and obtain additional/missing info from other persons

If the accident is minor (fender-bender) in nature, locate the Accident Report form within the kit and use it as a reference guide to obtain the required information from other vehicle and/or property owners.

Mutually exchange driver documentation and record all of the following information on the Accident Report form for each driver/vehicle involved:

Name, address, phone numbers, insurance company name, phone number and policy number, driver license and state, make/model/year of vehicle and its registration number and state





Notify University Dispatch at 717-691-6005 as soon as possible.

**Please use your cell phone to take pictures
before either vehicle leaves the scene.

- ▶ Photos should be taken of all vehicles
and/or damaged property at the accident
scene
- ▶ Photos should be taken of the other
party's insurance information, driver's
license and license plate



Upon returning to campus, proceed directly to the Dispatch Office in Eisenhower Campus Center.

- ▶ A University Department of Safety Officer will collect the following information:
 - Accident report documentation, photos, etc. (Download and send pictures to the Department of Safety.)
 - Request written driver and/or witness statements
 - Take additional pictures of the vehicle
 - Complete a written report that is submitted to college administration and/or insurance carrier

Common Causes of Vehicle Accidents



- ▶ Speeding
- ▶ Rubbernecking
- ▶ Driver Fatigue
- ▶ Impaired Driving, Driving Under the Influence
- ▶ Distracted Driving
- ▶ Aggressive Driving (including running stop signs/red lights, tailgating, careless/illegal passing)



Avoid a Head-On Crash: Follow the 4 R's

READ THE ROAD AHEAD:

- ▶ Scan ahead to recognize hazards - allows you to see and react
- ▶ faster if oncoming vehicle crosses center line.

DRIVE TO THE RIGHT:

- ▶ Drive slightly to the right of the center of your lane - creates an extra “cushion” of space between you and other vehicles.

REDUCE YOUR SPEED:

- ▶ If you see a hazard ahead, immediately reduce your speed - gives you extra time and oncoming driver time to recover and get back in his/her lane.

RIDE OFF THE ROAD:

- ▶ Chances of surviving a head-on crash are much greater if you steer onto the shoulder.

Don't Drive Sleepy

- ▶ Driving sleepy is driving impaired!
- ▶ Reaction time & vision deteriorate when you are tired.
- ▶ Pull over, take a short “cat nap” or just close your eyes for a while.
- ▶ Sometimes taking a short walk will work.
- ▶ Stop every 2-3 hours if driving long distances.



Nighttime Driving

- ▶ Traffic deaths are 3 times greater at night than during the day (*National Safety Council*).
- ▶ Reduce speed & increase following distances.
- ▶ When following a vehicle keep your headlights on low beam.
- ▶ When approaching a vehicle in the opposite direction, turn headlights on low beam.
- ▶ If oncoming vehicle doesn't turn high beams down, look to right side of road.
- ▶ If tired, stop & rest.
- ▶ If car problems, pull to side of road and place reflective devices; turn on emergency flashers.

Consider the Season and Road



Winter driving = slippery roads, visibility issues, cold, etc.



Spring = rain can cause slippery roads.



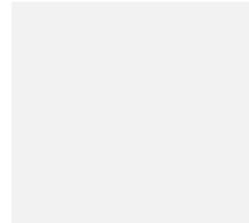
Summer = high temps can cause vehicle problems; more traffic on roads.



Fall = wet leaves on road can make it slippery.

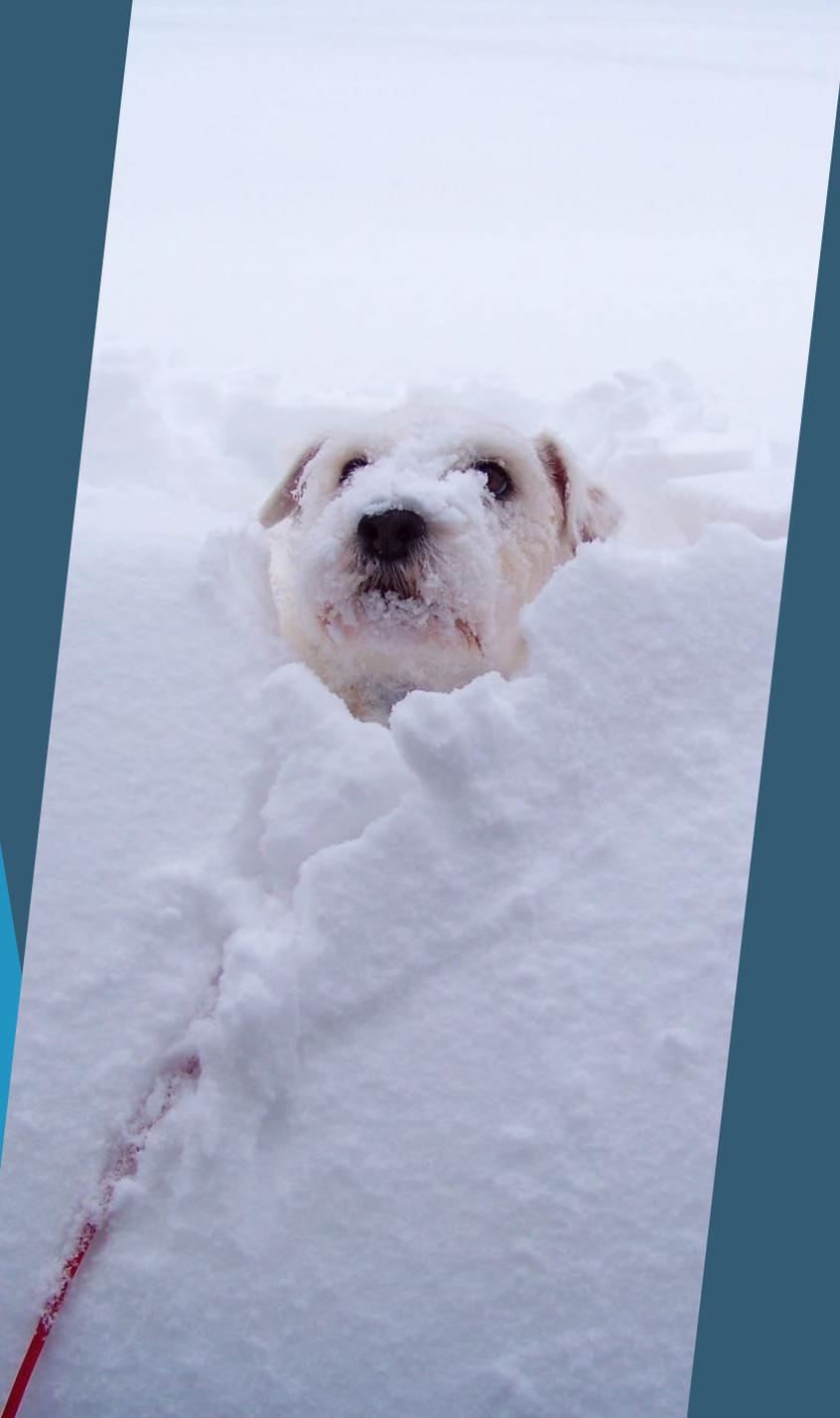


Daylight saving time, sun's position in sky changes = darkness and glare



SNOW

- ❖ Clear snow/ice from all windows, lights, hood, trunk, and top of your vehicle before driving.
- ❖ Adjust your speed accordingly.
- ❖ Bridges, overpasses and ramps freeze sooner than roadways.
- ❖ Passing lanes on interstates are not well-maintained during snow events.
- ❖ Watch for freezing and refreezing.
- ❖ Watch for “black ice.”
- ❖ Watch for snowplows, snow blowers and cinder trucks.
- ❖ Snowmobiles and ATVs should not be run on public roads; however, you need to watch for these as riders do not always follow the laws.
- ❖ Watch for pedestrians and for children playing.



If you're in a stranded vehicle due to road conditions:

- ▶ Stay in the vehicle.
- ▶ Display trouble sign (ex., brightly colored cloth on antenna).
- ▶ Occasionally run engine with heater on to keep warm. Be sure exhaust pipe is not blocked (ex., snow).
- ▶ Watch for signs of frostbite and hypothermia.
- ▶ Do minor exercises to keep up circulation.
- ▶ Use newspapers, maps, mats, etc. for warmth.
- ▶ Avoid drinking fluids containing caffeine or alcohol as they can quicken the effects of cold.

If you are involved in an accident:

- ▶ Use caution getting out of the vehicle, especially if traffic has not stopped.

Stopping Distances & Wet, Snow packed, or Icy Roads:

- ▶ Vehicle may travel 4x the stopping distance of a dry road.
- ▶ Dry pavement vehicle traveling 70 mph requires 600 feet to stop; wet road requires 800 feet.
- ▶ Snowpack road requires approximately 1300 feet stopping distance @ 70 mph.
- ▶ Icy road requires 2500 feet @ 70 mph.



Skids



- ▶ Remain calm
- ▶ Ease your foot off the gas
- ▶ Steer in the direction you want the front of the vehicle to go (“steering into the skid”)
- ▶ If vehicle has ABS, brake firmly while steering into skid
- ▶ If vehicle does not have anti-lock brakes, avoid slamming on the brakes. Pump the brakes

REMEMBER



Any incident/accident involving a University vehicle (with or without damage to the vehicle) **MUST** be immediately reported to Dispatch Services at 717-691-6005



Operating a motor vehicle is dangerous, but it can also be a pleasant experience.



Use common sense, obey speed limits.



Drive defensively and observe “road safety rules.”



Distracted driving can be just as dangerous



Alcohol and medication can impair driving.



Be careful, alert, courteous, and safe.



Have a safe trip!

Thanks to the Pennsylvania Department of Labor & Industry and the National Safety Council for some of the information contained in this program.

You have completed the slide presentation.

▶ Please see the next two pages!



SDP - Verification Form Instructions

- ❑ Print the next page (slide) and complete the form.
- ❑ Attach the completed SDP-Verification Form to your Application for Approved Driver's Status form.
- ❑ Applications for Approved Driver Status and MVR forms are available from the following:
 - ❑ Respective cards within FalconLink
 - ❑ Department of Safety website
 - ❑ Dispatch Services Office in Eisenhower Campus Center
- ❑ Completed applications may be dropped off at Dispatch Services in Eisenhower if receptionist office is not open.

Verification Form

Date: _____ ID# : _____

Printed Name: _____

- Student
 Employee

I hereby attest to the fact that I have completely reviewed the information contained in this program and verify that I will abide by all of its policies and procedures. Additionally, I will refer to the Vehicle Management Policy for specific guidelines (available through the University's website).

(Signature)

After completing this program, submit the following forms and documentation:

- ✓ Application for Approved Driver Status
- ✓ MVR form
- ✓ Proof of insurance

Deliver the assembled documents to the University Receptionist, Eisenhower Conference Center, or email to dkirsch@messiah.edu.

It may take two weeks to process your paperwork. You will be notified via email regarding the outcome of the authorization process.

**Forms are available on FALCONlink*