

Messiah University
Vehicle Management POLICY

- Policy:* Messiah University strives to manage its vehicle fleet, leased/rented, and pool as effective and efficient as possible; to be consistent with our mission, to abide by state and federal regulations, insurance, as well as with University policies and procedures. ONLY approved drivers may operate a fleet, lease/rented, or pool vehicle.
- Objectives:* To provide clear and concise policy guidelines for the use of fleet, pool, and/or leased vehicles by approved drivers of Messiah University.
- Definitions:*
- Damage** – Any harm caused to a university vehicle, whether the result of a motor vehicle collision or criminal action, as to impair its value, usefulness, or normal function.
- Fleet Vehicle** – Fleet vehicles governed by this policy are road-licensed vehicles owned by the University. These are assigned to departments and/or employees.
- Pool Vehicle** – Pool vehicles governed by this policy are road-licensed vehicles owned and suitable for providing basic transportation for any approved driver. These vehicles are available, upon scheduling, for any approved driver.
- Leased/Rented Vehicle** – Leased/rented vehicles governed by this policy are road licensed vehicles leased or rented by the University, for an approved driver, for specific department and/or a purpose/destination.
- Approved Driver** – A person who has successfully completed the Safe Driving Program and has authorization/approval by the University to drive University vehicles (fleet, pool or leased) while on official business.
- University Employee** – Any full-time or part-time faculty, staff member, graduate assistant or any student worker employed by Messiah University.
- Student** – Any enrolled full-time or part-time undergraduate or graduate student.
- Responsibility:* Facility Services, Department of Safety, University Receptionist

I. Fleet Management Structure

- A. Facility Services / Facility Service Manager
 - 1. The Facility Maintenance Service Manager oversees day-to-day vehicle operations.
 - 2. Authorizes grounding of vehicles due to inclement weather.
 - 3. Vehicle maintenance and/or repairs.

- B. Department of Safety
 - 1. Oversight for the Approved Driver Program.
 - 2. Oversees on-line driver training program.
 - 3. Performs behind the wheel training.
 - 4. Investigates accidents.
 - 5. Manages driver suspensions

- C. University Receptionist's office
 - 1. Processes applications
 - 2. Maintains the approved driver list.
 - 3. Oversight of vehicle reservations.

II. Policy Standards

- A. Approved Driver: Car/Mini Van
 - 1. Must be a current employee or University student as defined on page 1
 - 2. Must possess a current, valid driver's license
 - 3. Must provide proof of personal automobile insurance coverage currently in place
 - 4. Must complete the Approved Driver Application (students must apply every year)
 - 5. Must complete the University's online Safe Driving Program Self Study Course
 - 6. Must Complete the MVR (Motor Vehicle Request Authorization) form
 - a. Students complete this form annually.
 - b. Employees complete this form every two years based upon the initial MVR approval date
 - c. Approval based on the matrix provided within this Vehicle Management Policy
 - 7. Approved driver application, self-study course, and MVR request form can be found at the link below, or on FalconLink card "Approved Driver Application Process"
https://www.messiah.edu/info/20570/safety_training/820/University_fleet_driving_services
 - 8. Send completed Driver Application, MVR Request Form, proof of personal automobile insurance to the university receptionist.
 - 9. Notification of MVR will be provided within two weeks.
 - 10. Revocation/non approval of approved driver status is dependent upon meeting all criteria of this policy

- B. Approved Driver: 15 Passenger Van and/or Facility Services Truck(s)
 - 1. Follow procedures for car and/or minivan above
 - 2. Upon MVR approval, schedule and complete behind the wheel testing with the Department of Safety. This is a one-time test unless the Department of Safety deems it necessary to retest
 - 3. Notification will be provided within 2 weeks
 - 4. Facilities, Buildings, and Ground employees may be required to train on specific vehicles within the Facilities Department

C. Pool Vehicles

1. Per Expenditure Policy section 6.3 [Travel by Vehicle | Messiah, a private Christian University in PA](#) pool vehicle must be used for institutional travel.
2. Pool vehicles are only to be used for institutional outreach or University related business, not for personal use.
3. Student clubs or organizations must be officially recognized by the University and chartered through SGA (Student Government Association).
4. 15-Passenger vans require behind-the-wheel competency training.
5. 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 (0 to 17 years of age).
6. The use of a roof rack or similar roof mounted cargo carrier is prohibited.
7. Towing a trailer behind a University owned and/or leased 15-passenger van is prohibited.
8. Travel to Canada and Mexico mandates additional insurance requirements. Contact the office of Vice President for Operations to request. Advance planning required.
9. A minimum of \$25 fee will be charged if the vehicle is not refueled. A second violation may include a \$50 charge and loss of driving privileges for the specific student or employee who neglects to refuel the vehicle. Driver must indicate on the vehicle invoice card whether fuel level was below $\frac{3}{4}$ of a tank when picking up the vehicle.
10. A minimum fee of \$75.00 will be assessed for vehicles returned in an excessively dirty condition. Driver must report dirty vehicle condition before leaving campus for the designation by calling dispatch at 717-691-6005.
11. Vehicles reserved but not picked up or cancelled, may incur a \$25.00 non-cancellation fee.

D. Leased/Rented Vehicles

1. Used by approved drivers only if a Pool Vehicle is not available.
2. Vehicles must be leased/rented from an authorized rental agency per the procurement office. See Expenditure Policy 6.3.4 [Travel by Vehicle | Messiah, a private Christian University in PA](#)
3. Approved drivers must abide by all age requirements or other restrictions as set forth by the leasing agency.
4. **All domestic vehicle rentals for University business must be purchased with a university issued VISA card.** The driver's name must also appear on the lease agreement, along with additional drivers if applicable. This is for insurance purposes.
5. **International rentals outside of Canada and Mexico must be vetted with the office of VP for Operations, PRIOR to travel, to insure the institution's insurance will cover the rental.** If the international rental is approved, the driver must be a full-time employee of the university and on the approved driver list. Students are not permitted to drive any international rentals. The vehicle rental must be purchased with a university issued VISA card.
6. **The VISA cardholder is responsible for reporting any accident immediately and to provide all required documents as outlined in the VISA Corporate Card benefit booklet provided when you received your purchasing card.**

E. Fleet Vehicle

1. Dedicated vehicles to a specific individual or department.
2. Employees must pass the 15-passenger van test prior to driving one of the fleet trucks or cargo vans.

- F. Personal Vehicles
1. Permitted if a pool vehicle is not available AND the reimbursement expense is more cost effective for the University than renting a vehicle, as determined on the vehicle selection worksheet. See Expenditure policy section 6.3.4 [Travel by Vehicle | Messiah, a private Christian University in PA](#)
 2. Vehicle owner's personal auto insurance is primary coverage for liability, comprehensive, and collision damage to the vehicle.
 3. Motorcycles, scooters, mopeds, and/or bicycles are not permitted to be used for University Business Travel.

III. Insurance

- A. Pool Vehicles
1. The University's automobile liability insurance coverage is primary coverage for approved drivers.
 2. University employees and student workers are covered for bodily injuries by Workers' Compensation insurance.
 3. Non-student workers and other passengers are covered for bodily injuries under their personal automobile insurance policy (per Pennsylvania law).
 4. Uninsured passengers (those without automobile insurance) would be covered for bodily injury under their healthcare insurance.
 5. Travel to Canada and Mexico mandates additional insurance requirements. Contact the office of the Vice President for Operations. Advanced approval is required.
- B. Leased/Rented Vehicles
1. See Expenditure Policy Section 6.3.4 for details. [Travel by Vehicle | Messiah, a private Christian University in PA](#)
 2. Travel to Canada and Mexico mandates additional insurance requirements. Travel plans to Canada and Mexico must be discussed with the office of the VP for Operations.
 3. Automobile liability insurance coverage is provided for approved drivers.
 4. University employees and student workers are covered for bodily injuries by Workers' Compensation insurance.
 5. Non-student workers and other passengers are covered for bodily injuries under their personal automobile insurance policy (per Pennsylvania law).
 6. Uninsured passengers (those without automobile insurance) would be covered for bodily injury under their personal healthcare insurance.
 7. All domestic rentals of cars for minivans or University business are to waive the Loss Damage insurance.
 8. All rentals of 15 passenger vans must purchase Loss Damage Insurance.
 9. International rentals of cars/vans for University business are to purchase ALL insurances from the rental agency.
 10. Travel to Canada and Mexico mandates additional insurance requirements. Contact the office of the VP for Operations for information.
 11. The University will cover any deductible that VISA does not cover on cars and all deductibles on vans, *after investigation of fault*. A driver, if found at fault, may be responsible for paying the deductible. Multiple incidents will result in a meeting with the employee's respective Vice President.
- C. Fleet Vehicle
1. The University's automobile liability insurance coverage is primary for approved drivers.
 2. University employees and student workers are covered for bodily injuries by Workers' Compensation insurance.

3. Non-student workers and other passengers are covered for bodily injuries under their personal automobile insurance policy (per Pennsylvania law).
4. Uninsured passengers (those without automobile insurance) would be covered for bodily injury under their healthcare insurance.

D. Personal Vehicle Use for University Business

1. The vehicle owner assumes all responsibility for liability, comprehensive and collision damage to the vehicle. (Because of this exposure, employees are encouraged to use pool vehicles).
2. University employees are covered for bodily injuries under the university's worker's compensation policy.
3. Non-student workers and other passengers are covered for bodily injuries under their personal automobile insurance policy (per Pennsylvania law).
4. Uninsured passengers (those without automobile insurance) would be covered for bodily injury under their personal health insurance.

IV. Accidents / Breakdowns

A. Fleet, Pool, and/or Leased/Rented Vehicles

1. All accidents or vehicle damage to Fleet, Pool and/or Leased/Rented vehicles occurring on and off campus must be immediately reported to the Dispatch Services office at 717-691-6005.
2. Drivers must complete an accident report with Dispatch.
3. Photos of all vehicles involved are required. Cell phone photos are ideal.
4. A minimum suspension of 14 days can occur immediately following an accident, pending an internal investigation for all pool, fleet, or leased/rented vehicles.
5. Employees must inform their supervisor immediately of any accident.
6. A Safety Officer will inform the student or employee at the time of reporting the accident that their driving privileges are immediately suspended until the investigation is completed. The Associate Director of Safety will handle suspension of employee driving privileges. A recommendation will be made to the Vice President for Operations in cooperation with the immediate supervisor or area Vice President as to the length of an appropriate suspension.
7. Accidents determined to be attributable to the driver may carry personal financial (insurance deductible) responsibility for the driver of a Fleet, Pool, and/or Leased/Rented vehicle.
8. **If the vehicle is rented and the Collision Damage Waiver (CDW) was declined, refer to the booklet you received with your purchasing card for additional instructions.**

B. Vehicular / Mechanical Breakdown

1. Driver will immediately contact the Department of Safety/Dispatch Services at 717-691-6005 upon any mechanical problem or breakdown of Pool Vehicles.

V. Miscellaneous

A. Safety

1. All drivers and passengers must wear seat belts at all times.
2. The number of passengers may not exceed the number of seat belts in the vehicle.
3. All windshields (front & back) and other windows must be free from any obstructions, i.e., luggage, equipment, or other objects.
4. The windshields and windows, hood and roof of all vehicles must be cleared of all snow and ice prior to driving.

5. Cell phone use while driving is prohibited.
 6. All drivers must follow the speed limit and all other laws.
- B. Revocation of Privileges
1. Failure to disclose to the Department of Safety any revocation and/or suspension of license by governing agency.
 2. Arrest and/or subsequent conviction for DUI, DWI, underage drinking, cited for reckless driving or other serious vehicular offenses committed either on or off-campus in a University vehicle or personal vehicle.
- C. Drivers are personally responsible for paying the cost of all fines (including court costs, late fees, penalties, etc.) for traffic violations, speeding citations, parking citations or EZ-Pass violations received while operating a University fleet, pool, and/or leased/rented vehicle. Driver are required to report immediately such instances of violation to the Department of Safety. Failure to do so may result in the suspension or permanent revocation of driving privileges.

VII. Reserving a Pool Vehicle

- A. Reservations
1. Pool vehicles are reserved through the University Receptionist
 2. See below website for policies:
http://www.messiah.edu/info/20570/safety_training/820/University_fleet_driving_services
 3. Reservations are made through FALCONlink, search for University Vehicle Request Form.
- B. Pool Vehicle Pick-up
1. Driver must pick-up keys and present their current driver's license and University ID
 2. University Receptionist will provide:
 - a. Keys
 - b. Invoice/inspection form
 - c. Fuel card (tank must be replenished if gauge is $\frac{3}{4}$ or less)
 3. Vehicles are housed at the Lenhart Building, South Entrance of Campus
 - a. **BEFORE** removing a vehicle from lot
 - i. Driver must inspect the exterior and interior and note any damage (i.e., small scratches, stone chips, etc.) on the reverse side of the invoice/inspection form.
 - ii. Windshields (front & back) and other windows must be **completely cleared of all ice and snow prior to driving**. It is Pennsylvania Law that snow and ice be removed from the top of a vehicle to prevent damage/injury to other vehicles/persons. This offense carries a fine to the driver that ranges between \$200 & \$1,000.
- C. Fuel Cards
1. Accepted at most major gas stations
 2. A four-digit authorization number and vehicle's odometer reading must be provided at the time of fuel purchase
 3. Drivers must obtain a receipt for each fuel purchase
- D. Pool Vehicle Return
1. Return the vehicle by the time indicated on your reservation form. If you are overdue on the return time, please contact Dispatch Services at 717-691-6005
 2. Fuel must be replenished if the gauge displays $\frac{3}{4}$ of a tank or less; if it is not, refueling

- the tank will be charged to the respective department.
- 3. Return vehicle to location where it was picked up unless involved in an accident (see accident Section III)
- 4. **BEFORE** exiting vehicle, driver must record the ending mileage on the invoice/inspection form
- 5. Driver must remove all trash and any personal belongings. A minimum cleaning fee of \$25 will be assessed if the vehicle requires additional cleaning up.
- 6. Return keys, invoice/inspection form, and fuel card with receipts to the University Receptionist immediately upon your return.
- 7. Verbally report any damage or mechanical problems to the University Receptionist

VIII. Academic Transportation Release

- A. Students requesting to utilize their personal vehicles for academic travel must sign the Academic Travel Release Form. Contact Academic Dean.
- B. Students requesting to utilize their personal vehicles for club and/or athletic events must sign the appropriate Travel Release Form. Contact Athletics or Student Affairs Offices

IV Accident / Damage

- A. All Vehicles - General Information
 - 1. All accidents (with or without damage) must immediately be reported to the University Dispatch Office at 717-691-6005.
 - 2. There is an accident information kit in each fleet vehicle's glove compartment.
 - 3. Upon return to campus, immediately go to the Dispatch Office in the Eisenhower Campus Center to report the accident/damage to the Safety Department.
 - 4. Never leave the scene of any accident or damaged property.
 - 5. If it is a minor accident involving an unoccupied vehicle and/or property, try to locate the owner, and/or leave a note with your contact information and place it on the windshield under the wipers.
 - 6. If accident involved property damage, locate property owner and exchange information
 - 7. The Department of Safety will investigate all accidents. A minimum suspension of 14 days will occur immediately following an accident, pending an internal investigation for all pool or leased/rented vehicles.
 - 8. Employees are required to report any accident immediately to their supervisor.
- B. All Vehicles - Major Accident
 - 1. If possible, move involved vehicles from the roadway. If not, then vehicle occupants should exit the vehicle and move to a safe location off of the roadway.
 - a. Check for injuries.
 - b. Call 911 for Police, Fire/Rescue or EMS.
 - c. If trained, provide first aid care
 - d. Never leave the scene of any accident (e.g., unattended vehicle), or damaged property. Always contact and report the incident to the Police.
 - e. Take photos of all vehicles involved and of all the damage.
 - 2. Await police arrival
 - a. Provide Police with the following
 - i. Your driver's license
 - ii. Vehicle registration card (in glove compartment)
 - iii. Vehicle insurance card (in glove compartment)
 - b. Obtain a copy of the Police's completed preliminary investigation form. Be certain the following information is on the form:
 - i. Location (address) of accident and or damage property
 - ii. Name, address, and phone numbers of all parties involved

- iii. Insurance company name, policy number and phone number
- iv. Driver's license number and state of other driver
- v. Vehicle Identification Number (VIN) of other vehicle
- vi. Vehicle license plate number and state of all vehicles involved

C. All Vehicles - Minor accident (fender bender)

- 1. Call 911 (depending upon territory, police may not respond)
- 2. Obtain the exact location of accident, address if possible; if not, obtain route numbers, and note surrounding businesses
- 3. Exchange information with other driver(s)
 - a. Driver's Name, address, and phone numbers of all parties involved
 - b. Insurance company name, policy number and phone number
 - c. Driver's license number and state of other driver
 - d. Vehicle license plate number and state of all vehicles
 - e. Vehicle Identification Number (VIN) of other vehicle(s)
 - f. Obtain any witnesses' names, addresses, and phone numbers
- 4. Take photos of all vehicles involved, including all damage

D. Criminal Damage

- 1. Call 911 to report the criminal damage to the vehicle
 - a. Check the vehicle for any missing/stolen items
- 2. Take photographs of all damage to the vehicle
- 3. Await police arrival
 - a. Provide law enforcement with the following
 - i. Your driver's license & university identification card
 - ii. Vehicle registration card (in glove compartment)
 - iii. Vehicle insurance card (in glove compartment)
 - b. Obtain a copy of the Police's completed preliminary investigation form. Be certain the following information is on the form:
 - i. Location (address) of accident and or damage property
 - ii. Name, address, and phone numbers of all parties involved
 - iii. Police report number for the investigation

E. All Vehicles - Upon returning to campus

- 1. Proceed directly to the Dispatch Services office in Eisenhower Campus Center
- 2. A Safety Officer will collect the following:
 - a. Accident report documentation
 - b. Any photos for downloading
 - c. Written driver and/or witness statements
 - d. Take additional photos if necessary

Driver Acceptability Matrix - Messiah University

Number of Moving Violations within the Past 3 Years	Number of Accidents Within the Past 3 Years				Number of Major Violations within the Past 3 Years
	0	1	2	3	1 or More
0	✓	✓	?	✗	✗
1	✓	✓	?	✗	✗
2	✓	?	✗	✗	✗
3	?	✗	✗	✗	✗
4	✗	✗	✗	✗	✗
5	✗	✗	✗	✗	✗

Major Violations consist of but not limited to:	<ul style="list-style-type: none"> ◆ DUI ◆ License Suspension 	<ul style="list-style-type: none"> ◆ Speeding >21 mph over limit ◆ Possession of Illegal Drugs
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