



## Brevard College Vehicle Travel Policy

Adopted August 2, 2016

In order to help carry out the mission of Brevard College, the College provides vehicles for transportation of employees to and from off-campus locations. Brevard College sanctions numerous off-campus activities and trips involving students. To effectively manage these activities, the College has developed the following guidelines.

Any trip or travel off-campus is deemed a college sanctioned trip when it meets the following criteria:

- a. Funding for the trip is provided by the College in any form, or
- b. College vehicles are used for transportation, or
- c. The trip is required as a class assignment, or
- d. The trip is required for college training or business.

Safety and protection of individuals are of highest priority. *Any College sanctioned travel requires the designated driver and all passengers to comply with these guidelines.*

### **SECTION I: AUTHORIZATION, CLEARANCE FOR USE, AND OPERATION OF VEHICLE:**

Only specifically authorized drivers, with current and confirmed drivers' licenses, are permitted to operate Brevard College vehicles, except in cases of emergency. Each driver's license will be checked for violations. Drivers may be authorized to drive passenger vans, **or** sedans, **or** both.

#### A. Sedan/Van Authorization:

1. Any faculty or staff or student member 21 years of age or older who has at least three (3) years of driving experience, has fewer than three (3) points on his/her record, and has completed the Safety Education course is eligible to drive a **sedan**.
2. Any faculty or staff or student member 21 years of age or older who has at least three (3) years of driving experience, has fewer than three (3) points on his/her record, has completed the Van Driver Safety Education course **and** practical driving test is eligible to drive a **van**. Because approved van drivers have also met the requirements of sedan drivers, they are authorized to drive a sedan as well.
3. The Director of Safety, Security, and Risk Management is responsible for conducting tests and maintaining this information.
4. All applicants must sign a waiver so that the Security Department can conduct a DMV check for points; later DMV checks on approved drivers may also occur.
5. All approved drivers are required to notify the Director of Safety, Security, and Risk Management of any driving violations, citations, or accidents. Failure to do so may result in revocation of driving privileges.
6. The Director of Facilities or the Director of Safety, Security, and Risk Management are authorized to deny use of College vehicles for reasons of safety, including but not limited to, mechanical difficulties, weather conditions, and not following proper procedures for reserving vehicle.
7. The College reserves the right to restrict anyone from driving a College vehicle if the person has a behavioral history including, but not necessarily limited to, alcohol and/or drug violations, that would demonstrate the individual lacks the maturity and judgment to be entrusted with the use of a College vehicle.
8. Once eligible drivers are approved, both they and their supervisors will be contacted by the Director of Safety, Security, and Risk Management. A spreadsheet of approved drivers will be maintained by the Director and shared with Facilities and program supervisors if requested.
9. **Only approved drivers are authorized to drive students in any vehicle**, including college vehicles, rental vehicles, or personal vehicles that are on college business.
10. International students with valid driving licenses in countries other than the USA may be authorized as drivers.

B. Adherence to State Law and College Rules and Regulations:

1. All state and local laws, as well as Brevard College rules and regulations, must be complied with, at all times, during any College sanctioned trip.
2. The trip leader is responsible for the communication of expectations and for the compliance to rules and regulations by all participants of the trip.
3. Authorized Passengers:
  - Only persons involved in official College business may operate or be a passenger in College vehicles. This includes invited guests who are approved by the trip leader.
  - College vehicles will not pick up hitchhikers.
  - No animals other than official service animals will be in and/or transported in College vehicles.
4. Passenger Safety: Drivers are responsible for passenger safety and cargo security.
  - All drivers and passengers of College vans will wear seat belts at all times.
  - All cargo in the van should be stowed under the seats or behind the rear seat or lashed to the seat or van floor with a rope or seatbelt.
  - Riding on the exterior of a vehicle will not be permitted. Additionally, no passengers will travel in the bed of trucks.
  - Drivers and passengers will wait for the vehicle to come to a complete stop before entering and exiting the vehicle, or changing their seat.
5. Impaired and Distracted Driving. Drivers will not operate a vehicle when her or his ability to drive safely is impaired by inattention, insufficient rest or emotional state, or under the influence of any substance, medication or beverage that impairs cognitive function. While operating a vehicle, drivers will not:
  - Be under the influence of a prescription or non-prescription medication that carries a warning against the operation of machinery.
  - Be within 8 hours of consuming any amount of alcohol, or within 24 hours of drinking in excess.
  - Smoke.
  - Use mobile phones, including those with hands free devices, or manipulate other handheld electronic devices, including but not limited to music players, GPS units, laptops, tablets, gaming devices, etc.
  - Use headphones of any kind for any reason.
  - Remove or add clothes and related items, with the exception of hats or sunglasses.
  - Use personal care products.
  - Rubberneck, i.e. take more than a casual glance.
  - **Speed Limit:** No vehicle operating on college business will exceed the speed limit. Driving conditions may warrant a lower speed than is posted. Campus speed limit is posted at 15 MPH.
6. Driving Time: If driving time exceeds four (4) hours, the driver should take at least a 5-minute rest break. In cases where there are two or more vehicle occupants, an Assistant Driver will be assigned who will occupy the front passenger seat and remain alert during vehicle operation, assisting driver with navigation and other needs.
7. Travel may be interrupted, postponed, or cancelled by the department head responsible for the trip in the event of inclement weather or other factors. These factors include but are not limited to budget, driver, or destination.
8. Traffic Citations: Any traffic citations received while operating a College vehicle must be reported immediately to the driver's immediate supervisor and to The Director of Safety, Security and Risk Management and may result in revocation of privileges. The College will pay no fines resulting from such citations.
9. Commercial Driver's License (CDL): Vehicles carrying more than 15 passengers must be operated by a driver with a current CDL permit, issued in the United States, which will be checked for violations.

**SECTION II: RESERVATION PROCEDURE FOR, AND CARE OF, VEHICLES:**

All College-sanctioned trips are to be made in College vehicles, unless prior arrangements have been approved by the Department Head. See Section IV: PROCEDURES TO USE WHEN A COLLEGE VEHICLE IS NOT AVAILABLE for details.

A. Reservation Procedures:

Since vehicles are provided on a first-come, first-served basis, it is recommended that reservations be made as soon as the intended date of use is known. This allows time to schedule the usage and to check the name of the driver against the "Van/Sedan driver Approval Spreadsheet." Approval from your Department Head or Supervisor is necessary and an account number to charge the trip to is required. Departments should determine an approval plan.

1. Individual Reservation by Email: Send an email request preferably at **least one week before requested date(s) of use**. The email should include 1) the name of the driver 2) the Department, and 3) the period of time the vehicle will be required, 4) the destination/approximate mileage of the trip and 5) nature of the trip (i.e. potential dirt/mud).
2. Group Reservation by Email: Many departments preplan a schedule for a whole semester and make all vehicle reservations at one time. These requests should be submitted in writing.
3. You will be contacted via email or phone that your reservation is complete. If you have any questions, please call Facilities at (828) 884-8279 during office hours. For after-hours emergency requests, contact Campus Security (828) 577-9590 and request that the Officer notify Facilities.
4. Vehicle Reservation Cancellation: Notify Facilities if a cancellation needs to be made. It is helpful to deliver this information as far in advance as possible in order to release the van to others in need of a vehicle. Even if cancelled the day or hour of intended use, notification is required.

B. Pick up of Vehicle: Authorized drivers should confirm a vehicle pick-up time with Facilities in advance.

1. Receiving Vehicle During Business Hours (8 a.m. – 4 p.m.) Authorized drivers report to Facilities at prescheduled time to pick up vehicle. This may be the designated trip leader or another authorized driver representative.
2. Receiving Vehicle During Off Hours: Authorized drivers call Campus Security at prescheduled time to pick up vehicle. This may be the designated trip leader or another authorized driver representative
3. Fleet Vehicle Trip Ticket:
  - Sign the Brevard College Fleet Vehicle Trip Ticket prior to leaving Facilities with vehicle.
  - Confirm account number to which to charge the trip.
  - The Pre-Trip Checklist must be initialed by the Driver and a Facilities employee (or Campus Security) confirming that the vehicle is ready for departure.
  - Vehicle "under the hood" pre-trip checks are conducted by facilities.
4. Cleaning: If it anticipated that the trip will include the potential for muddy feet, please pick up newspaper at Facilities and place on floor.

C. Care of Vehicles While on the Road:

1. Fuel: If you must refuel the vehicle during your trip, do so only when the vehicle is off, and use only the fuel specified for the vehicle.
2. Procedures for managing mechanical problems while on the road: The approved driver is responsible for maintaining the vehicle and reporting any mechanical difficulty to Facilities.
  - a. Routine Service (for vehicles used for multiple days): Verify that mileage before routine service is due is adequate to cover the mileage for your trip. The sticker shows the mileage at which routine service (oil change, etc.) is due. Facilities will perform the service.
  - b. Emergency Road Service: Drivers should use best judgment regarding a course of action for any emergency road service. Consult the owner's manual for more information regarding gauge warnings. If assistance is needed, please call Facilities at (828) 884-8279 during office hours. For after-hours emergency requests, contact Campus Security (828) 577-9590 and request that the Officer notify Facilities.
  - c. Payment for Service: In the event any repairs are made to a vehicle on the road, attempt to get approval of the course of action from Facilities. Verification of service performed and payment (bill or credit card receipt) with the name, address and phone number of the establishment must be submitted to the Facilities Department at the end of the trip.

D. Return of Vehicle:

1. Vehicle is to be returned directly to Facilities.

2. Return timeframe is noted in vehicle reservation process.
3. The designated trip leader or another authorized driver representative may return a vehicle.
4. Return vehicle to the Facilities Parking Lot as soon as possible after return to campus.
5. Remove all personal items and trash from the vehicle.
6. Return of Vehicle During Business Hours (8 a.m. – 4 p.m.): Authorized drivers report to Facilities to return vehicle and turn in keys to office.
7. Return of Vehicle During Off Hours: Authorized drivers call Campus Security to meet a Security Officer when ready to return the vehicle and turn in keys to Officer.
8. Complete the Trip Ticket with the Facilities Office/Security Officer. Keys should be received by the Facilities Office/Security Officer.
9. Maintain the cleanliness of the vehicle during operation and upon return.
  - a. Verify the cleaning of vehicle and remove all personal items and trash.
  - b. Smoking is not permitted in College vehicles.
  - c. If vehicle is not clean, your department will be charged according to this schedule: College Auto: \$50.00; College Van: \$50.00; or College Bus: \$100.00.
  - d. The budget manager of offending department will be notified.
10. Upon completion of the Fleet Vehicle Trip Ticket, it is required to report any damage that occurred during faculty or staff's trip.
  - a. The driver will prepare a written report of the damage and submit it to the appropriate department head, Director of Safety, Security, and Risk Management, and Director of Facilities.
  - b. The Director of Safety, Security, and Risk Management will determine a course of action for any insurance claim and repair of vehicle, and department head will be notified.

### **SECTION III: PROCEDURE FOR OPERATION OF TRIP**

#### **A. College Policies:**

1. All state and local laws, as well as Brevard College rules and regulations, must be complied with, at all times, during any College sanctioned trip.
2. Additional Program specific policies may be applicable per training in each program area.

#### **B. Trip Leadership:**

3. All travel involving students requires a designated trip leader. This individual may be a faculty member, staff member, or student 21 years or older, employed by or serving the College in a specific official capacity

#### **C. Trip Expectations, Policies and Procedures:**

4. The trip leader is responsible for the communication of expectations and for the compliance to rules and regulations by all participants of the trip.
5. The trip leader must clearly communicate expectations of student participants during a **pre-trip meeting**. For groups that travel on a regular basis, one meeting each academic semester will suffice. During this meeting the following items should be addressed:
  - a. Overview of the scope and purpose of the trip.
  - b. Discussion of risks and risk management practices.
  - c. Coverage and signing of Assumption of Risk and Waiver of Liability Form by all participants.
  - d. Completion of the designated confidential Medical Information and Release Form by all participants.
  - e. Confidential discussion between the trip leader and participants about any current medical needs and concerns.
  - f. Participants should bring health insurance information and other relevant medical related information.
  - g. Participants should be encouraged to carry only small amounts of cash and leave valuables at home.
  - h. The College is not responsible for loss or theft of any valuables while on the trip.

- i. All College polices are in effect and enforced during the trip.
- j. Use of a buddy system is encouraged.
- k. Curfew for overnight trips is encouraged.
- l. The trip leader has the authority to return a participant to campus in the event of misconduct or medical emergency.

**D. Trip Registration and Records:**

- 1. The trip leader must prepare a Trip Form and file it with the sponsoring department (Academics, Athletics or Campus Life).
- 2. The sponsoring department will designate a program contact in the event of problems or an emergency during the trip.
- 3. The trip leader must confirm return from the trip with the sponsoring department.
- 4. The sponsoring department will maintain records of the trips (Trip Form, Medical Forms, Assumption of Risk and Waiver of Liability) in a file stored at a confidential location for eight years.

**SECTION III: PROCEDURE TO FOLLOW IN CASE OF ACCIDENT:**

**Any injury and/or need for emergency medical attention for the driver and passengers take precedence.** Be sure to follow these procedures and call the College as soon as possible.

**A. Emergency Telephone Numbers:**

- 1. Call 911 to report incident.
- 2. **Campus Security Office: 828-577-9590**  
Provide the security officer with a phone number for continued conversation with the Trip Leader or designee. The Security Officer on duty will inform the Director of Safety, Security and Risk Management, who will contact the appropriate insurance agency.
- 3. Contact specific department as per program protocol.
- 4. **Information and Support:**
  - Campus Security Emergency.....828-577-9590
  - Facilities Department.....828-884-8279 or
  - Facilities Department, secondary.....828-884-8336
  - Stan Jacobsen, Director, Safety, Security and Risk Management .....828-884-8381
  - Stan Jacobsen, cell phone.....828-508-9576

**B. Emergency Procedures:**

**The following procedures apply to all accidents - minor ('fender bender') or major accidents:**

- 1. Secure safety of passengers and driver and initiate any emergency medical treatment.
- 2. Stop and summon police by whatever safe means possible. **A police report is required in ALL accidents.**
- 3. Unless vehicle's position poses danger of further damage or injury to persons, do not move it until police arrive. Adhere to local guidelines/signage.
- 4. Identify yourself and provide appropriate insurance information and other pertinent facts to police. (Information is on visor or in glove compartment, along with paper and pen.)
- 5. **Do not discuss details of accident with anyone other than police** (beyond obtaining the necessary information as listed).
- 6. Record the following in preparation for reporting:
  - a. name of investigating officer.
  - b. names, addresses, phone numbers, driver's license numbers and states and insurance information (companies, policy numbers and phone numbers) of any other persons involved in accident
  - c. injuries suffered by persons involved in accident and any medical treatment.
  - d. make, model, and registration number of any other vehicle(s) involved in accident, along with your observation of damages to vehicle(s)
  - e. names, addresses, and phone numbers of any witnesses

- f. description of accident including date, time of day, weather and road conditions, and vehicle speed
  - g. diagram or sketch of location of accident showing street or highway names, directional signs or lights, direction of travel of vehicles involved, and any other pertinent information
7. Seek additional medical treatment or follow-up as soon as possible.
  8. As soon as circumstances permit, use the information above to prepare and submit a written report of the accident to the Director of Safety, Security, and Risk Management. Use a Brevard College Incident Report Form for the accident and/or a Brevard College Incident Medical Report if needed.

**SECTION IV: PROCEDURE TO USE WHEN VEHICLES ARE NOT AVAILABLE:**

**All College-sanctioned trips are to be made in College vehicles, unless prior arrangements have been approved by a Department Head.**

**A. Rental Vehicles**

1. If you are unable to reserve a vehicle through Facilities because one is not available, you may rent a vehicle from the local car rental service, Enterprise, contingent on approval from your Department Head or Supervisor.
2. Renting a vehicle online will require the use of a College credit card and you will need approval in advance.
3. Please complete a Travel Expense Form with approval signatures. An account number to charge the trip to is required. Please include a copy of the rental receipt with the travel form.
4. Faculty and Staff need to inspect both the interior and exterior of the vehicle before driving off of the lot, and any existing damages need to be noted on the rental agreement paperwork.
5. Faculty and Staff should not purchase additional insurance through the rental company, for the College is already covered through our insurance carrier, with the exception of a 15 passenger van. **Our insurance provider does not cover 15 passenger vans. If it is necessary to lease/use a 15 passenger van, then the leasee must purchase the additional liability insurance provided by the leasing company.**
6. It is preferred that vehicles are returned to the rental company during regular operating hours so that a member of the rental company can accompany you to inspect the vehicle for any damages. In the event that damages are noted, submit a report to Director of Safety, Security, and Risk Management.

**B. Use of Personal Vehicles**

1. If you are unable to reserve a vehicle through Facilities because one is not available, you may use your personal vehicle **contingent on approval** from your Department Head or Supervisor.
2. Please complete a Travel Expense Form with approval signatures. An account number to charge the trip to is required. Mileage reimbursement rates are available through the Finance Office.
3. Personal vehicles are covered under College insurance if participating in a Brevard College function.