
VEHICLE USE POLICIES AND PROCEDURES



**LAWRENCE
UNIVERSITY**

Vehicle Policies and Procedures

The goal of this document is to ensure the safety of Lawrence University employees and students when traveling on University business while being as efficient with fleet vehicles and as cost effective as possible. Related policies have been updated to reflect the content within this policy (including Student Handbook, Accounts Payable, Expense Reimbursements, Disbursement Requests, Purchasing Card, and Travel and Business Expense).

This policy applies to all persons (faculty, staff, students and volunteers) who drive Lawrence-owned vehicles (**the Fleet**), rented vehicles or their personal vehicles for the benefit of Lawrence University which may or may not involve travel with Lawrence University students. These policies apply when using your personal vehicle whether or not reimbursement for mileage is sought.

BECOMING AN AUTHORIZED DRIVER

Any person (including students) driving on Lawrence University related travel using the Fleet, a rented vehicle or their own personal vehicle must be an authorized driver.

Driver qualifications include the following:

- Must be at least 21 years old; persons age 18-21 may become “local Drivers” (see “Drivers Ages 18-21” section)
- Possess a valid United States driver’s license
- Minimum of 2 years driving experience
- Must successfully complete the Authorized Driver Application process at least 1 week prior to scheduled departure when first applying to become an authorized driver
- Meet Clear, Acceptable or Borderline driving status in accordance with the Driver Acceptability Matrix (See “Motor Vehicle Records” section)

Authorized Driver Application process:

To apply to become an authorized driver for the fleet, rented vehicles, or personal vehicles for the benefit of Lawrence University:

1. Fill out the **Driver Application** and **Authorized Driver Agreement** forms.
 1. The forms can be obtained from the **Vehicles** section of the Warch Campus Center webpage or <https://www.lawrence.edu/mw/Driver%20Application%20Packet.pdf>
 2. The application and agreement must be submitted online to Human Resources.
 3. Following receipt from the Human Resources office, a Motor Vehicle Record (MVR) background check will be sent for completion.
 4. Driver applicant will be notified of the results as soon as they are reasonably available.
 5. All authorized drivers will be required to have their MVR renewed at least every three years. The Human Resources office will provide notification when renewal is required.

:

Authorized driver applicants may not drive a fleet vehicle, rental vehicle or personal vehicle for university-related travel until approved as an authorized driver. After your application is processed, you will receive an e-mail either confirming or denying your status as an authorized driver. If you are confirmed as an authorized driver, you can begin driving on Lawrence-related travel at any time. Once approved, the individual will remain an authorized driver for three years unless otherwise prohibited.

To become an authorized driver for Lawrence trailers or the 14 passenger shuttle bus, you will also need to schedule a ride-a-long with a member of the Safety staff (for trailers contact Jose Saldivar, for the shuttle bus contact Jodie Bonikowske) before you can drive these special vehicles alone. A two-week window is necessary to schedule the appropriate training.

DRIVERS AGES 18-21

Lawrence University allows authorized drivers ages 18 to 21 with a valid United States driver's license and at least 2 years of driving experience to drive passenger vehicles on roads with posted speed limits of 45 mph or less. Drivers under age 21 are ONLY allowed to drive Lawrence-owned vehicles. To drive a rental vehicle, the driver must be at least 21 years old.

MOTOR VEHICLE RECORDS

Lawrence University checks motor vehicle records (MVRs) during the application process. MVRs for active faculty, staff, students and volunteers are checked semiannually and quarterly for Borderline acceptable driving records. Driving privileges may be suspended or terminated if the applicant's record indicates an unacceptable number of accidents and/or violations. In situations where driving is considered an essential function of the job and an employee meets prohibited driving status, the individual may be subject to administrative leave, application for a transfer to an open, non-driving position, reassignment of job responsibilities or termination of employment. Applicants for employment must meet Clear, Acceptable or Borderline driving status in order to be considered for employment in which driving is an essential function of the job. Driving records are evaluated using the following Drive Acceptability Matrix:

Number of Moving Violations Within Past 3 Years	Number of Accidents Within Past 3 Years				Number of 6 point tickets within past 3 Years*
	0	1	2	3	
0	Clear	Acceptable	Borderline	Prohibited	1 or more Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4 or more	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
Borderline	Driver's MVR will be checked every 3 months.				
Prohibited	Driver is prohibited from driving university owned, rented or leased vehicles or personal vehicle on university sponsored travel.				

* Using the Wisconsin Division of Motor Vehicles Point System

Shuttle drivers cannot have speeding violations greater than 11mph. Employees and students with borderline acceptable driving records may take a defensive driving class in accordance with the State of Wisconsin on their own time and at their own expense to void a 3 point MVR violation or non-injury accident. Contact the Director of Safety for details.

DRIVER RESPONSIBILITIES

- The driver must operate the vehicle in a safe manner, observing all ordinances and laws pertaining to the operation of motor vehicles. The driver must also follow Vehicle Policies and Procedures and assure adherence to its expectations.
- The driver will announce at the beginning of each ride that passengers must use their seat belts. Seat belts must be worn by all occupants at all times.
- The driver must be alert and attentive at all times and should avoid any activity that results in distracted driving.
- Fines resulting from traffic or parking violations will be the obligation of the driver. Traffic violations must be reported to Human Resources (employees) or Campus Life (student groups or organizations) after returning from trip.
- The driver and passengers are prohibited from using any tobacco products, alcohol, or illegal drugs. Also, the driver and navigator are prohibited from using any substance that may reduce attentiveness or cause drowsiness. The driver must not operate the vehicle for a minimum of 12 hours after last ingesting any non-prescription controlled substance.
- Vehicle load capacities must not be exceeded, including number of passengers, cargo weight, or any combination thereof. Capacity information is located on the inside jamb of the driver's door.
- No roof storage is allowed on any Lawrence vehicle.
- The driver must ensure that all interior and exterior lights are turned off and all doors and windows are closed and locked when the vehicle is parked.
- The driver must record the beginning and ending odometer readings on the vehicle reservation form, as well as complete the driver's log on trips over 200 miles one way.
- The driver is responsible for depositing a complete and accurate passenger list of all occupants in the drop box immediately before departure when traveling with students more

than 30 miles one way. The drop box is located in the Art Center/Library turn around off of Lawe Street.

- When using Lawrence-owned or rental vehicles, the driver should note anything unusual such as low fluid levels or warning dashboard lights on the form provided when the vehicle was picked up.

GUIDELINES FOR USE OF FLEET VEHICLES OR RENTED VEHICLES

The Lawrence University Fleet consists of a limited number of cars and passenger vans.

The process for student group or organization travel begins with a trip planning meeting with a member of the Campus Life staff. That meeting should be scheduled well in advance of the anticipated travel date(s). All student groups or organizations must provide a student organization account number to reserve a vehicle for travel.

The Fleet vehicles are available for Lawrence University business involving students and, when available, may also be used by employees for non-student University-related travel needs. Given the limited number of available Fleet vehicles and the expense of rental vehicles, employees are encouraged to use their personal vehicles for short University (non-student) business trips. When faculty or staff are traveling on University (non-student) business that involves driving more than 250 miles, a Fleet vehicle or rented vehicle is the preferred vehicle choice. If this is not desired, a personal vehicle is acceptable but mileage reimbursement will be limited to 250 miles. See more on using a personal vehicle in the “Personal Vehicle for University Business” section.

Whenever University travel needs can be fulfilled under these guidelines with a Fleet vehicle, a Fleet vehicle will be provided. If a vehicle is requested and a Fleet vehicle is not available, the University will provide a rental vehicle. Carpooling is required if multiple faculty, staff or students are using Fleet or rented vehicles traveling to the same destination for the same purpose.

Vehicle requests for travel that originates from the Appleton campus are eligible to use a Fleet vehicle and arrangements should be made through the Warch Campus Center Administrative Office (employee travel) or the Campus Life Office (student organization travel). Any travel that does NOT originate from the Appleton campus is not eligible for use of a Fleet vehicle and is to be handled outside of the fleet program. Exceptions may be allowed in non-peak vehicle use times and only at the request of the driver’s supervisor.

When faculty or staff travel needs are handled through the Fleet program, the travel expenses (gas or rental costs) will be charged to a general University fleet account. The Warch Campus Center staff has the right to refuse fulfillment of your travel request if it does not fall under the guidelines of this vehicle policy. If that occurs, travel arrangements will need to be made by the academic or University department and the charges (rental costs or mileage reimbursement) will be absorbed by the department.

The Fleet program is NOT available for the following:

- Individual student use for academic, co-curricular or personal reasons or for use on a daily or regular basis. In addition, residential student groups that have dining programs are not allowed to use a fleet vehicle for specially-arranged shopping trips since there is a regular shopping shuttle available for student and student group use. Requests to use a fleet vehicle for small student group research projects in the local area will be evaluated on a case-by-case basis and may be granted if the request for travel is during a non-peak vehicle use time (for

example, summer).

For students who have individual travel needs which may include an educational experience such as an internship, senior experience, classroom observation or teaching opportunity, the Enterprise CarShare program provides an affordable travel option. More information is available at <https://www.enterprisecarshare.com/us/en/programs/university/lawrence.html>

- Given the limited number of and daily demand for University vehicles, Fleet vehicles are NOT to be used if they would be parked idle for an extended period of time (more than one night) such as in an airport parking lot. The use of a rental car or the use of a personal vehicle will be allowed for this need, at the expense of the appropriate department. Vehicles are not allowed to be checked out the night prior to a trip, or returned the morning after the conclusion of a trip as a matter of convenience.
 - Exceptions to this aspect of the policy will be reviewed on a case-by-case basis by the Assistant Dean of Students for Campus Life (students), the Associate Dean of the Faculty (faculty), or the Director of Human Resources (staff).
- Fleet vehicles are generally not allowed for travel to Bjorklunden. A bus leaves every Friday evening at 6pm from the Appleton campus and returns every Sunday at 3pm. Any faculty or staff travel to/from Bjorklunden outside of these scheduled times will require the use of a personal vehicle. Mileage reimbursement will not be allowed. An exception for special transportation needs such as transporting equipment will require prior approval by either the Associate Dean of the Faculty or Director of Human Resources. **Per policy, Lawrence students are not permitted to drive their personal vehicles to Bjorklunden.**

RESERVING A FLEET VEHICLE OR RENTED VEHICLE

Only authorized drivers are allowed to operate a university-owned or rented vehicle. All authorized drivers for a particular trip must be identified no later than when the vehicle is picked up. All authorized drivers on a trip must sign the reservation form at the time the vehicle is picked up. Drivers may pick up the vehicle 15 minutes prior to departure.

To request a vehicle, a faculty or staff member should complete the vehicle reservation form on the Lawrence University website at:

http://www.lawrence.edu/s/warch_campus_center/vehicles/vehicle_reservation_form.

Requests must be submitted no later than 4:00pm, two full business days in advance. Example: If you need a vehicle at noon on Monday, submit the vehicle reservation form by 4:00pm on the preceding Wednesday. All vehicle reservation forms must be submitted by a faculty or staff member, indicating support of the programmatic goals of the trip. The following charges will be made to the home department or student organization.

1. "No shows" – a \$40 fee when groups or individuals fail to pick up their vehicle as requested.
2. Late Cancellations – a \$25 fee will be charged when cancelling after 4:00 pm, less than two full business days' prior to the scheduled departure time. This fee would be waived if adverse weather conditions cause trip cancellation.

Student clubs and organizations planning trips should reserve vehicles with the Campus Life office. A minimum of \$15 plus \$.50 per mile (for each mile over 30 miles) will be charged to the student organization. The same fee structure applies whether the student group has been assigned a

Fleet car/van or a rental car/van.

For larger group travel, bus rentals with paid CDL drivers is preferred to encourage safety. When a bus is not available or not a feasible option, no more than 3 vehicles may be used for a single destination trip. This is to encourage safety as accidents are more likely with larger caravans.

The University will allow the rental of 10-passenger vans if it is the most feasible solution due to rental cost or lack of available drivers and to avoid caravanning. If buses are not available, 10-passenger vans would be allowed as part of the 3 vehicle caravan but can only be driven by faculty or staff.

PERSONAL VEHICLE FOR UNIVERSITY BUSINESS

If an employee is making a short University business trip or if a Fleet vehicle or rented vehicle is not the preferred vehicle choice, a personal vehicle is an acceptable means of travel.

Anyone transporting a student in a personal vehicle (whether or not reimbursement is requested) must:

- be an authorized driver.
- complete and submit the Personal Vehicle Information Form:
https://www.lawrence.edu/mfhe/www_dept_student_dean/Everyone/PersonalVehicle.pdf

Mileage reimbursement may be sought by a student or student organizations (through the LUCC budget process) or faculty and staff when using a personal vehicle for university business and grant-sponsored travel. Use of the traveler's personal automobile will be reimbursed at \$0.50/mile up to 250 miles. There is no minimum mileage amount eligible for reimbursement; however, staff and faculty are not required to submit mileage for reimbursement so it acceptable to determine for yourself when mileage reimbursement will be requested. The mileage rate is designed to cover gas, oil, and fixed costs such as insurance and vehicle depreciation. Tolls and parking fees are additional costs that are reimbursable.

Employees should review the University Travel and Business Expense policy and website for mileage reimbursement procedures.

RENTAL and PERSONAL VEHICLE INSURANCE

If renting a vehicle for University business or there is a break-down or accident and a vehicle needs to be rented, the auto insurance coverage for the rental should be declined when renting in the United States or Canada. Lawrence University's business auto policy covers rentals in the US and Canada. Auto insurance coverage is required in all other countries. The departmental or organizational account may be liable for the amount of the insurance deductible in the event of physical damage to a vehicle.

For the university's insurance to cover rental vehicles, the reservation must be made in the name of Lawrence University and/or the employee's name. Only authorized drivers are allowed to drive rental vehicles covered by the university's insurance.

All drivers are required to carry auto insurance on any personal vehicle that is used for University business and grant-sponsored travel. The University requires that all drivers using their personal vehicles for University business carry personal auto liability insurance with limits of at least \$100,000

per person, \$300,000 per accident, and \$25,000 property damage (or \$300,000 Combined Single Limit).

Lawrence University is not responsible for the physical damage to an employee's or student's vehicle. When using your personal vehicle for University travel, the primary liability coverage shifts from Lawrence University to your personal auto insurance. Your personal auto insurance is the primary payer in the event of a loss. Lawrence University's auto liability insurance is in excess of the employee's or student's personal auto liability insurance. Lawrence University will cover the cost of the deductible when the authorized driver was not at fault. In acts of nature, or force majeure, Lawrence will not be responsible for any deductible payment. If appropriate documentation is provided to show a no-fault accident (or other driver was at fault), Lawrence will cover the cost of the deductible.

Lawrence University insurance will not cover injuries sustained by any party, except any injury to an employee that may be covered under Workers Compensation; such determination would be made by the Office of Human Resources based on the Workers Compensation policy.

UNIVERSITY VEHICLE EXPENSES

When using a Fleet vehicle for business travel, the only anticipated reimbursable expenses are for parking and tolls in some states. Toll cards (Illinois "Ipass") and fuel purchasing cards will be given out with the vehicle.

ACCIDENTS AND INCIDENT REPORTING

Accidents must be promptly reported to law enforcement authorities (911) and Campus Safety at (920) 832-6999. An accident report packet can be found in the glove box of all Lawrence-owned vehicles and in the travel packet provided at departure or can be obtained from the Vehicle Policy section of the Lawrence webpage:

https://www.lawrence.edu/s/warch_campus_center/vehicles/vehicle_accident_report

Incidents such as flat tires and mechanical issues must also be documented on the Accident Report Form with as much detail as possible.

INCLEMENT WEATHER

When Storm Advisories, Storm Warnings, and/or reports of adverse driving conditions include the planned driving route for an authorized trip (including business travel), the trip sponsor overseeing that trip and Campus Safety staff will consult to determine whether to continue the trip as planned, delay the trip, or cancel the trip. Based on the available information on weather and road conditions, the trip sponsor and Campus Safety staff will weigh the risks associated with running the trip as well as any options for altering the trip route or itinerary. The Director of Campus Safety (or designee) will then make the final decision on the disposition of the trip.

VEHICLE MAINTENANCE

All maintenance on Lawrence-owned vehicles is the responsibility of the Facility Services office.

Exceptions include long trips when the driver should check and maintain fluids and tire pressure as recommended by the manufacturer.

If the vehicle is damaged or needs maintenance/repairs, the driver should indicate this in writing on the trip paperwork prior to turning it to the Warch Campus Center Information Desk.

Users of University vehicles are asked to return them with a minimum of 3/4 tank of gasoline. All rental vehicles must be returned with a full tank of gasoline. University and rental vehicles are expected to be returned clean and free of trash. Any excessive cleaning costs or charges from the rental company for cleaning or refueling will be charged to the account provided when the vehicle was requested.

LIABILITY WAIVERS

Liability Waivers must be completed, signed, and submitted to the appropriate office in advance of a trip involving students that exceeds 200 miles one way, a trip involving any overnight travel and/or a trip where the nature of the activity or setting requires activity or presents inherent risks beyond normal daily routines. Those participating in trips involving employees only (no students) where the nature of the activity or setting requires activity or presents inherent risks beyond normal daily routines also requires the completion of liability waivers. Waivers must be completed when required by both student and non-student participants in the trip or activity. Completed and signed waivers must be submitted to the Campus Life Office (student organization trips), the Office of the Associate Dean of the Faculty (faculty trips) or the Office of Human Resources (staff trips).

Any time a faculty or staff-led or sponsored trip requires liability waivers, there must be a trip planning meeting scheduled and held in advance of the trip. The faculty or staff trip contact person should complete the Vehicle Use Travel Sheet, and the faculty or staff contact person must have a discussion about the trip with the Associate Dean of the Faculty (faculty-led or sponsored trips) or the Director of Human Resources (staff-led or sponsored trips). This discussion should include the route, distance, time frame, programmatic goals, contact information, procedure for collecting waivers, and safety/security issues. Staff in the Campus Life Office, Dean of the Faculty Office, Office of Human Resources, Facility Services Office, or Campus Safety may deny use of a vehicle if the trip does not meet safety or insurance policy requirements of the university.

TRIPS OVER 200 MILES ONE WAY INVOLVING STUDENTS

NOTE: This section of the policy does not apply to travel that only involves faculty or staff with no student travelers.

When traveling with a student(s) more than 200 miles one way or 4+ hours in one day, either multiple authorized drivers are required or the driver must take at least a 2 hour break after the first 4 hours of driving before proceeding. No single driver can drive more than 4 consecutive hours or 8 hours in a 24-hour period.

A navigator must be assigned to assist each driver. The navigator must stay awake while on duty. The entire driver/navigator team should be replaced every few hours, or at least every 4 hours.

A driver's log must be maintained for any trip over 200 miles one way. Drivers are required to keep track of the number of hours they are operating the vehicle. Each driver is required to fill out the

driver's log for each day (24 hour period) of driving.

A travel packet will be provided at vehicle pick-up. This packet will include a gas card, insurance information, accident/incident report and emergency phone numbers.

Special NOTE: There are separate policies and procedures regarding international travel. Faculty should consult with the Associate Dean of the Faculty, staff should consult with the Office of Human Resources, and students should consult with staff in the Office of Campus Life well in advance of any proposed international travel.