

Villanova University Van Fleet Policy

Effective Date: September 22, 2011

I. PURPOSE:

The purpose of this policy is to set forth operating procedures for all drivers of Villanova University owned, leased, or rented vehicles. This policy is intended to enhance the safety of operators and passengers, and establish procedures for reserving, operating, and returning Villanova's passenger van fleet.

II. SCOPE AND APPLICATION:

This policy applies to all Villanova University employees and students who operate or ride in University-owned vans as well as those involved in the reservation process.

III. DEFINITIONS:

- A. MVR – Motor Vehicle Record
- B. Violation – Any motor vehicle driving infraction resulting in a citation, including those violations identified through the use of red-light cameras.
- C. University Vehicle – Any vehicle owned, leased, or rented by the University for University business intended to be insured by the University's automobile insurance policy.
- D. Agile Fleet - The web-based system used to manage the reservation and maintenance of the University's van fleet.
- E. Approved Driver – An individual who has been approved by the Villanova University Office of Risk Management to operate a Villanova University vehicle.

IV. POLICY:

- A. Use and Authorization:
 - 1. Only approved drivers are authorized to operate any University vehicle, including those vehicles managed through the fleet program. Only Villanova University employees, students, and registered volunteers may operate a van from the University's van fleet.
 - 2. University vehicles should only be used in furtherance of the purpose for which they are signed out. The intended use of University vans is to transport members of the University community to and from University-sanctioned activities and events.
 - 3. Groups traveling out of town on overnight trips may obviously keep the vans for multiple days. All others are not permitted to keep vans overnight or retain them for multiple days without prior approval from the Director of Parking and Transportation or his/her designee.
- B. Operator Qualifications:
 - 1. All operators of University Vehicles must meet the criteria outlined in the Villanova University Motor Vehicle Record Policy for drivers of University vehicles. The criteria may be found at the following web site:
<http://www.villanova.edu/finance/assets/documents/policies/VehiclePolicy.pdf>
 - 2. All drivers of University Vehicles including the van fleet must possess a valid U.S. driver's license. If an individual who is an approved driver has his or her license suspended or revoked, the Office of Risk Management must be notified immediately.

3. As defined in the Motor Vehicle Record Policy, all prospective drivers must complete a Motor Vehicle Consent Form no less than two business days prior to their trip, and submit the form along with a copy of their current operator's license. The form may be found at the following web site:
www.villanova.edu/finance/assets/documents/forms/MVR_Consent_Form.pdf
 4. In addition, any operator requesting the privilege of driving a van from the van fleet must be a registered driver in the Agile Fleet System, which can be found at
www.villanova.agilefleet.com
- C. Responsibilities of Operators: Operators are responsible for knowing and abiding by the Motor Vehicle Record Policy, administered by the Office of Risk Management. In addition, the following rules and regulations apply specifically to operating vehicles managed through the fleet van program:
1. Operators of University vans are required to drive in a safe manner and adhere to all traffic and parking laws at all times. Operators must practice road courtesy while obeying all traffic laws.
 2. Operators are prohibited from operating any van they know or believe to be unsafe. Operators should report any mechanical problems as soon as possible, noting any issues found on the trip report.
 3. Operators and all passengers are required to wear seat belts at all times.
 4. Operators may not use a cell phone or other mobile device while operating a fleet van. Operators should find a safe place to stop prior to using a cell phone to talk or text.
 5. Smoking is prohibited.
 6. Animals may not be transported in a University van.
 7. Radar detectors and radar jamming equipment are not permitted to be used in fleet vans.
 8. The operator is responsible for removing the keys from the ignition and locking the doors and windows at all times when the van is unattended.
 9. Student groups travelling without an advisor are not permitted to travel more than 300 miles one way unless approved by the Director of Parking and Transportation or his/her designee.
 10. Operators of a van are not permitted to drive for more than ten (10) hours during any one day and no more than four (4) continuous hours without rotating drivers or stopping for no less than one (1) hour for a rest period.
 11. Operating a van from the van fleet between the hours of 12am and 6am is not permitted without prior approval from the Director of Parking and Transportation or his/her designee.
 12. At no time may a person operate a University vehicle while under the influence of any controlled substance or alcohol; this includes but is not limited to prescribed medications that may hinder your ability to operate a vehicle. When in doubt, do not operate the vehicle.
 13. **Illegal drugs are not permitted** in a University van at any time. **Alcoholic beverages may not be consumed** inside a University van, nor may any person under the age of 21 years be in direct or proximate possession of alcoholic beverages while inside a University van.
 14. In the event of inclement weather, the operator is responsible for determining if driving conditions become too dangerous to continue.
 15. Operators need not refuel vans prior to returning. **If fuel is needed during a trip,** the credit card in the glove box may be used. The engine must be turned off during refueling and all safety related fueling procedures must be followed.

16. Vans may not be used to tow another vehicle or a trailer without prior approval from the Director of Parking or his/her designee. In addition, bike racks, roof racks, and similar items are not permitted to be installed or mounted on vans without prior approval.
17. In the event of a **parking ticket or traffic citation**, the operator is responsible for the prompt payment of the fine. Villanova University is not responsible for traffic or parking fines incurred by operators of a University vehicle. Any fines assessed to the University or notification of non-payment of a citation will be forwarded to the department that reserved the van to be handled directly with the driver. Any further notices of non-payment or additional parking or traffic citations will be reviewed by the Director of Parking and Transportation or his/her designee and may result in the loss of driving privileges.
18. In the event of a **vehicle breakdown**, contact the Department of Public Safety at (610) 519-5800. Be prepared to give the dispatcher your location, the number of passengers, and the nature of the problem. Operators may also seek minor repairs, such as replacement of windshield wipers and burnt out lights, from a qualified mechanic while travelling. The credit card that is used for fuel purchases may also be used for minor repairs or for having the vehicle towed.
19. In the event that the van is involved in a **traffic collision**, the operator may not prematurely leave the scene of the collision except temporarily to summon police or medical assistance.
20. In the event of an accident involving a fleet van:

ON-CAMPUS ONLY:

1. Dial x 96979 (610-519-6979) to report the accident to the Department of Public Safety. Be prepared to give your name, the location of the accident, a brief description of the accident, a brief description of any injuries and your location at the time of call.
2. Provide as much information as possible to the investigating officer. He/she will complete all needed accident reports. If unsafe at scene, warn bystanders and withdraw to a safe distance to await responding officers.

OFF CAMPUS ONLY:

1. Obtain police, fire, and EMS services by dialing 911. Most states require that accidents involving injury be reported to local police as well as accidents where any vehicle involved cannot be safely driven from the scene. If in doubt, call 911. For minor "fender benders", exchange insurance information and drivers license information with any other parties. Do not admit fault. The insurance card and vehicle registration are located in the glove box.
 2. Be prepared to give your name, a description of the accident location, cross-streets or local landmarks to help locate the scene, a brief description of the accident, a brief description of any injuries and the location from which you are calling. Remain calm and stay on the line - let the dispatcher terminate the call.
 3. As soon as possible, telephone the **Department of Public Safety (610) 519-6979, 24 hrs/day, 7 days/week** to report the accident or gain assistance in completing any accident reports or paperwork.
21. Any accidents or damage to a van from the fleet must be reported to the Department of Public Safety upon return. For more information on accident reporting visit: <http://www.villanova.edu/finance/insurance/packet.htm>
 22. All Villanova University Motor Pool vehicles are insured by the University. The insurance card evidencing the current insurance policy is kept in the vehicle's glove box.
 23. The University's insurance does not cover damages, loss or theft of personal belongings of driver or occupants.

24. Driving a University van is a privilege. Failure to abide by this policy may result in the revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action. Reckless operation or intentional damage may result in loss of driving privileges and/or a charge back to the responsible department.

V. PROCEDURE:

1. Picking Up a reserved van:
 - a. With a pre-approved reservation, keys can be picked up 24-hours a day from the Villanova University Department of Public Safety Headquarters in Farrell Hall.
 - b. The operator planning to drive the van must be the same person who picks up the van and **MUST** show a current/valid driver's license everytime a van is picked up. The person dispatching the van must confirm that the operator is an approved driver prior to supplying the keys to the operator. If a Department has multiple vans going out, an approved driver must pick up each van. In other words, a lone approved driver cannot pickup multiple vans.
 - c. When picking up a van prior to the time indicated on the reservation, keep in mind that the van may not be ready yet or may not have been returned.
 - d. Operators are encouraged to double check the starting mileage indicated on the trip report. If there is a discrepancy, note the correct mileage on the report.
2. Returning a van:
 - a. All vans be returned on time; however, if an operator is running late, please notify the Van Coordinator at 610-519-6992 or the VUDPS dispatcher at 610-519-5800 as soon as possible.
 - b. When returned, all vans shall be free of trash and/or debris. Departments who repeatedly return vans that are excessively dirty may be assessed a fee for cleaning.
 - c. When returning a van, please secure the van by closing all windows, turning off all lights and locking all doors.
 - d. Return all keys along with the completed trip report and any fuel receipts to the Van Fleet Manager or VUDPS dispatcher. It is important that the ending mileage be recorded on the trip report.
 - e. Report any damage or mechanical problems and note any deficiencies on the trip report.