

Bus Usage Policy

After careful consideration by the University's administration, assessment by the University's risk manager, and in accordance with policies of the University's insurance carrier, the Bus Safety and Driver Certification program has been established to aid the University in reducing the number of accidents involving University vehicles, and to insure the health and safety of the University community in the use of the University's general use fleet of vehicles. This program is designed to provide drivers with a better understanding of university policy regarding Bus use, to aid drivers by refreshing their knowledge of defensive driving tactics, and to build driving skills in the use of campus bus.

The Bus Safety and Driver Certification program involves a written test of 50 questions for the basic Commercial Driver's License Class C license. Then an additional 20 questions for the passenger endorsement. These tests are administered by PennDot. Once passed PennDot will issue a driving permit good for 1 year. The prospective driver will drive with an approved driver and will be trained in the skills needed to operate the bus. The skills manual is available from Campus Police. Once the prospective driver is ready to complete the driving test, they will set it up with one of several testing facilities. The driving test is again administered by PennDot and consists of the three phases. The first phase is the Pre-Trip inspection. Phase two is to demonstrate different driving skills. The final phase is road test. Once these phases are passed PennDot will issue a commercial driver license.

This program is required by Federal and State Laws for all prospective drivers who will be driving the campus bus. University employees are required to be "Certified" in order to drive the bus. Employees are required to provide operator's license information, are subject to periodic motor vehicle records checks, and must maintain a good driving record to retain authorization to drive the campus bus.

The following provisions and policies, in addition to the basic defensive driving skills and techniques used by all good drivers, have been established to reduce the potential of accidents and injuries to members of the University community and those we interact with. All users of University vehicles are to know and abide by the policies and provisions included in this program.

Campus Vehicle Safety Responsibilities (abridged):

Drivers of University buses are responsible for the following:

1. Properly complete all trip paperwork.
2. Conduct pre-trip inspection of the vehicle for general condition and safety prior to use and complete report.
3. Follow University policy regarding the fueling of vehicles.
4. Promptly report any and all traffic/moving and parking violations, and damage to the vehicle.
5. Immediately report any accidents, and mechanical problems.
6. Follow University policy regarding the use of buses.

7. Insure that vehicle is readied for use upon return.

Driver Qualification Standards:

1. Current, State issued (or equivalent) operator's license.
2. Drivers must be no less than 25 years of age (Due to legal liability, and federal labor laws – where applicable).
3. Completion of PennDot regulations for a Commercial Driver's License with a passenger endorsement.
4. Successful completion of road course.
5. Motor vehicle records check (MVR, driver history check).
6. Behavior of the driver during certification testing and subsequent use.
7. Behavior and social conduct of the driver, both on and off campus.

Procedures For Reserving A University Bus:

Student Organizations - The requested users shall contact the Director of Athletics and Student Union at extension 4462 or via e-mail to reserve the use of the campus bus. The requestor will supply the authorized driver for the vehicle, a list of students traveling in the vehicle, destination being traveled to, the purpose of the trip, and the date & time that the vehicle will be needed.

NOTE: Trips with less than eleven participants will not take place, unless special approval is given by the Executive Director of Student Affairs.

Staff and Faculty - The requested users shall contact the Director of Athletics and Student Union at extension 4462 or via e-mail to reserve the use of the campus bus. The requestor will supply the authorized driver for the vehicle, destination being traveled to, the purpose of the trip, and the date & time that the vehicle will be needed.

Please note: Please make vehicle reservations at least 48 hours in advance. The bus will be assigned on a first-come basis with one exception: the Athletic Department will be given priority over student organizations.

In the event that a reserved vehicle is found not to be needed, users are to contact the Director of Athletics and Student Union as soon as possible so that this vehicle can be rescheduled for others to use.

Procedures For Picking Up the Campus Bus:

On the day the vehicle has been reserved for, the authorized driver is to come to the Campus Police located on the first floor of Spruce Hall to collect keys and related paperwork. Campus Police will provide the driver with what is commonly referred to as a "trip ticket & pre-trip inspection report"

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and vehicle booklet. This booklet will contain the vehicle keys, credit card(s) and all other vehicle related paperwork. On this form there is a reminder to the user of driver responsibilities. After collecting the trip ticket from Campus Police, the driver will go to the parking lot to pick up the bus. The driver is to complete a general inspection of the vehicle, checking for general condition (dirt both inside and outside, trash, personal items, etc.), fuel level, mechanical problems and damage. Drivers are to conduct the pre-inspection of the bus as required by State and Federal Laws. Any comments on the condition of the vehicle should be noted on the "trip pre-inspection report". Any and all mechanical problems or damage must be reported to Campus Police immediately so that repairs can be made or a replacement vehicle can be assigned.

At this time, prior to starting the vehicle, the driver is to enter the beginning mileage (odometer reading), date, and his/her name on the trip ticket. This information must be recorded and legible. Failure to complete this information may result in additional fees and sanctions being assessed.

Fueling The Vehicle - Credit card(s) issued to the driver by the University / Campus Police are to be used for fueling the vehicle. These credit card(s) may only be used for the purchasing of fuel (regular, diesel). In the event that other items for the vehicle are needed, the driver is to contact Campus Police to receive authorization to make these purchases (such as windshield wiper fluid and wiper blades). Credit card(s) issued may only be used at the corresponding vendor locations; cards currently being issued are: Citgo, Kwik Fill and Voyager. The card(s) issued will be determined by the length of trip and destination. **Drivers are to record on the back of the gas receipt the vehicle # and odometer reading.**

Maintenance And Mechanical – Bus is maintained and serviced by the University on a regular basis, but problems may arise while in use. All mechanical problems must be reported to Campus Police immediately to arrange for repairs or to provide a replacement vehicle. The driver should not make any repairs or contract for services. If a driver would make a repair, and an injury or accident would occur due to that repair, all financial and/or legal liability would fall solely on the driver.

Accidents - In the Commonwealth of Pennsylvania there are legally two types of motor vehicle accidents: Reportable and Non-Reportable. A Reportable accident involves physical injury to a person, and/or damage to property (in the case of damage to a vehicle – the vehicle must be damaged to such a degree that it cannot be driven safely from the scene). Motor laws of the Commonwealth require that all parties remain at the scene and that the local police are notified immediately; failure to do so will result in criminal charges being filed against the driver. A Non-Reportable accident is just the opposite; involving no injuries or serious damage to property (a vehicle can be driven from the scene safely). Here, legally, the local police need only be notified if the damage to property has occurred without the owner's knowledge (owner/operator not present).

In the event of an accident, no matter how limited, University policy requires that the driver must contact the local police (or other law enforcement agency covering the area) and the University Campus Police ***immediately***. This policy has been put in place so that there is no confusion about reporting requirements for the driver, and to insure that the University, and its insurer, will be provided with all necessary information. In the event of a non-reportable accident, where the local police cannot come to the scene do to workload or other constraints, the driver is to notify Campus Police and then complete an Accident Report form. This form must then be submitted to Campus

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Police upon return to campus or as otherwise specified.

Traffic / Moving Violations - All traffic and/or moving violations (ie. tickets) by law must be reported to Campus Police upon return to campus. This information, including circumstances, location, violations and citation information should be as specific as possible, and be directed to the Director of Campus Police for review. Failure to report traffic/moving violations will result in the immediate loss of driving privileges and other sanctions. It is the responsibility of the driver to pay any and all fines and fees.

Parking Violations - In the event that the driver of the campus bus commits a parking violation (receive a parking ticket), it is the responsibility of the driver to pay any and all parking fines and fees. The driver must also notify Campus Police of this violation upon return to campus; failure to promptly report such a violation will result in sanctions being assessed.

Use of Cellular Telephones - The use of cellular (or similar) telephones by the driver of the campus bus, while the vehicle is in motion, is strictly prohibited due to numerous local, county and state ordinances and laws, as well as several studies that have shown that such use significantly increase the risk of accidents. While the University/Campus Police encourages drivers to maintain/possess a cell phone as a means of convenience and added safety, drivers are required to pull off of the roadway and park to use these devices. Note: Univ. Utah study (2003release) shows use of “hands free” cellular telephones do not reduce risks. Study showed that reaction times for drivers using cell phones were approximately 20% slower, and showed a marked decline in the driver’s ability to comprehend visual information. This reduction in the driver’s capacity to process visual information has been termed “inattentive blindness”. (Univ. Utah, Psychologist David Strayer – Story by ABC NEWS Michael Barr 6/22/03)

Returning Vehicles To Campus:

Upon the completion of use of the campus bus, the vehicle is to be returned directly to the specified parking space and prepared for its next use. The driver is responsible for completing all required paperwork, and for the condition of the vehicle upon its return and must insure the following:

1. The driver must record the ending mileage (odometer reading).
2. The vehicle is to have a full tank of gasoline.
3. All trash and personal items have been removed from the vehicle.
4. All dirt is brushed from the interior of the vehicle. If this condition cannot be cleaned by the driver, it is to be noted on the trip ticket so that the vehicle can be professionally cleaned and readied for its next use.
5. Any mechanical / system warnings are noted on the trip ticket.
6. Any minor damages or maintenance needs are to be noted on the trip ticket.
7. The driver must place all completed paperwork, gas receipts, credit card(s), and keys and

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associated information in the trip ticket booklet, and immediately upon return to campus drop off at Campus Police. This procedure has been established to insure that the driver limits his/her liability for the bus, and to insure that the bus will be available and ready for its next use.

Other Policies Governing The Use Of the Campus Bus:

1. Only authorized / certified drivers may operate the campus bus.
2. All drivers of the campus bus must be familiar with, and abide by, the motor laws of the Commonwealth of Pennsylvania, other states being driven in, and University of Pittsburgh at Titusville policies governing the use of University vehicles.
3. The bus to be secured / locked when left unattended.
4. Smoking, the use and/or possession of alcohol, and the use and/or possession of illicit drugs is not permitted in University vehicles.
5. The use of “RADAR” detectors or other form of speed enforcement detection equipment is prohibited in University vehicles.
6. The use of cell phone (of any form or type) by the driver while operating (driving) a University vehicle is prohibited.
7. Trips with less than eleven participants will not take place, unless special approval is given by the Executive Director of Student Affairs.
8. Drivers are required to correctly complete all paperwork as specified in the general provisions for use of the campus bus.
9. The bus is to be returned to University no later than 12 midnight. Upon returning, parked in the specified parking space and readied for use as specified in the general provisions.
10. Drivers are required to immediately contact the Campus Police in the event of any accident or mechanical difficulty involving a University vehicle.
11. Drivers are required to notify the Campus Police upon return to campus of any parking violations, traffic/moving violations, or “minor” damage to/or involving the campus bus.