

Van 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 Van Safety and Driver Certification program has been established to aid the University in reducing the number of accidents involving campus vans, and to insure the health and safety of the University community in the use of the University's general use fleet of vans. This program is designed to provide drivers with a better understanding of university policy regarding campus van use, to aid drivers by refreshing their knowledge of defensive driving tactics, and to build driving skills in the use of campus vans.

The Fleet Van Safety and Driver Certification program involves a one hour fleet safety (classroom) session in which drivers will view and discuss a video presentation, and review the University's policies regarding the use of the vans. In addition, those drivers that use campus vans (full size, 12 passenger vans) will attend a road course training session. The road course is designed to build basic driving skills, such as maneuvering around fixed objects, proper use of mirrors, and backing in confined spaces.

This program is required for all students who will be driving University vans; the program is open to all University employees, and all are encouraged to attend. Currently, University employees are not required to be "Certified" in order to drive fleet vans, but, as with all drivers of University vehicles, 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 a campus van.

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 campus vans are to know and abide by the policies and provisions included in this program.

Campus Van Safety Responsibilities (abridged):

Drivers of campus vans are responsible for the following:

1. Properly complete all associated paperwork.
2. Conduct inspection of the vehicle for general condition and safety prior to use.
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 campus vans.
7. Insure that vehicle is readied for use upon return.

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Driver Qualification Standards:

1. Current, State issued (or equivalent) operator's license.
2. Drivers must be no less than 25 years of age.
3. Completion of campus van Safety and Driver Certification program.
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 Campus Van:

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 a campus van. The requestor will supply the authorized driver to be using 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 seven 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 a campus van. The requestor will supply the authorized driver to be using 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. Vans will be assigned on a first-come basis with one exception; 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 A Campus Van: (Both Owned And Rented)

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 issue the driver what is commonly referred to as a "trip ticket", which is a form indicating which vehicle is to be used, and a 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

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lot to pick up the vehicle. After locating the vehicle, the driver is to complete a general inspection of the van, checking for general condition (dirt both inside and outside, trash, personal items, etc.), fuel level, mechanical problems and damage. Drivers are to conduct a basic safety check of the tires, lighting and turn-signals, and mechanical/system warning lights. Any comments on the condition of the vehicle should be noted on the blank space of the trip ticket. 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, unleaded gasoline). 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 - Vans are 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 be 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 Police upon return to campus or as otherwise specified.

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Traffic / Moving Violations - All traffic and/or moving violations (*i.e.*, tickets) 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 a campus van 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 a campus van 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 (2003 release) 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 a campus van (both owned and/or rented), the vehicle is to be returned directly to the specified parking lot, 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 should be 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), keys and associated information in the trip ticket booklet, and immediately upon return to campus drop

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off at Campus Police. This procedure has been established to insure that the driver limits his/her liability for the vehicle, and to insure that the vehicle will be available and ready for its next use. Vehicles must be returned to the correct parking space so that they can be readily found for use or service.

Policies Governing The Use Of Campus Vans (Overview):

1. Only authorized / certified drivers may operate University vehicles (vehicles owned and/or rented by the college).
2. All drivers of campus vans 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. All persons traveling in a University vehicle must wear/use seatbelts at all times.
4. Vehicles are to be secured / locked when left unattended.
5. Smoking, the use and/or possession of alcohol, and the use and/or possession of illicit drugs is not permitted in University vehicles.
6. The use of "RADAR" detectors or other form of speed enforcement detection equipment is prohibited in University vehicles.
7. The use of "Cellular" mobile telephones (of any form or type) by the driver while operating (driving) a University vehicle is prohibited.
8. Trips with less than seven participants will not take place, unless special approval is given by the Executive Director of Student Affairs.
9. Drivers are required to correctly complete all paperwork as specified in the general provisions for use of a campus van.
10. Vans are to be returned to University no later than 12 midnight.
11. Drivers are required to immediately contact the Campus Police in the event of any accident or mechanical difficulty involving a University vehicle.
12. 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 campus vans.