

# BUCKNELL UNIVERSITY TRANSPORTATION POLICY

## Introduction

Bucknell University's students, faculty and staff often travel in the course of University business. The University has a limited number of University-owned vehicles available for use in such travel. This policy sets forth procedures and safety requirements for the operation of University vehicles, as well as restrictions on their use.

This policy applies to any University employee or student operating a University vehicle. University vehicles include not only vehicles owned by the University, but also vehicles leased or rented for University business and within the scope of the University's automobile insurance policy including Enterprise Rent-A-Car.

Several University offices have responsibility for implementing this policy:

### **Transportation Services, Events Management Office**

Transportation Services is housed within the Events Management Office. The Transportation Services Coordinator is responsible for scheduling the University vehicle fleet and ensuring that transportation policies are enforced. The Coordinator works with Facilities for vehicle maintenance and with other offices as indicated below. The Events Management Office approves longer trips and makes other exceptions to this policy as appropriate.

### **Environmental Health & Safety**

Environmental Health & Safety is responsible for providing the Driver Orientation Program for students seeking permission to drive University vehicles. It is also responsible for providing a behind-the-wheel road evaluation for omni buses. EH&S conducts all student driver motor vehicle record (MVR) searches and maintains copies of relevant records.

### **Office of General Counsel**

The Office of General Counsel and the Director of Safety & Risk Management are responsible for interpreting this policy. The Director of Safety & Risk Management further ensures proper insurance coverage for all University vehicles.

### **Transportation Committee**

The Transportation Committee is comprised of the Director Safety, Risk Management, Environmental Health & Safety Specialist, and the Director of Events Management Office with responsibility for Transportation Services.

## Vehicle Use Policy

- A. University vehicles are available for **official University business and not for personal use**. University business is defined as that business necessary to facilitate the operation of the University and its programs. Travel for University business includes travel directly related to the University's academic affairs, administrative activities, activities of the Department of Athletics, and activities of BSG recognized student organizations that are consistent with the organization's-chartered purpose. Questions regarding whether a proposed vehicle use constitutes University business will be determined by Transportation Services, whose decision is final.
- B. Students are not permitted to use University vehicles for personal internships, research, volunteerism, non-Bucknell employment or employment interviews. In its sole discretion and subject to vehicle availability, Transportation Services may permit student use of University vehicles for limited travel required by a class in which the student is currently enrolled (requests must be made and coordinated by the academic department in order to maximize the benefit to students enrolled in the course) providing the student is enrolled in the authorized student driver program. However, students are prohibited from using University vehicles from after 8 p.m. on the last day of classes until the end of the Reading and Examination period.
- C. Faculty, staff and students are discouraged from using their own vehicles to transport students to University-sponsored off-campus events that students are expected to attend, e.g., field trips for classes in which a student is enrolled or athletic events in which a student is a participant. The University's vehicle insurance will not cover these trips. (See Private Vehicles at the end of this Policy.)
- D. Use of University vehicles during an emergency or inclement weather will be at the sole discretion of Transportation Services, and in such situations a trip may need to be postponed or canceled. Users are reminded to call Transportation Services (570) 577-3785 or the Switchboard at (570) 577-2000 in the event of an emergency situation or inclement weather.
- E. If transportation to/from an airport is required for an extended trip constituting University business, arrangements should be made for a driver. University vehicles may not be left or parked overnight at airports, train stations, and/or hotels. Transportation Services maintains a list of companies providing transportation to local airports, such as Enterprise Rent-A-Car.
- F. Bucknell University's insurance program only permits the transportation of current Bucknell faculty, staff, and students as well as faculty/staff spouses in University vehicles. All users of University vehicles must submit a passenger list to Transportation Services as part of their vehicle request form. Children of faculty and staff are not permitted to be transported in University vehicles.
- G. No animals are to be transported in University vehicles. Service animals are excluded from this prohibition.

H. For those who need to discuss additional storage options while using a university vehicle, please contact Transportation Services.

I. University vehicles shall not be driven outside the United States. Travel to Canada in a University vehicle is prohibited.

J. The University's vehicle fleet includes: a) passenger sedans, b) seven passenger mini vans, c) omni buses, and d) trucks and maintenance vehicles. When making a University vehicle request, the individual or group can request a particular type of vehicle (sedan, minivan, etc.), but not a specific vehicle.

K. All requests for University vehicles must generally be made using the online vehicle request form. This form requires drivers to specify, among other things, their destination, the length of their trip, their departure and return dates and times, the purpose of their trip and a list of passengers. Absent exceptional situations, vehicle requests must be made at least 24 hours in advance.

L. When using University vehicles, faculty, staff and students must:

- Pick up and return the vehicle at the scheduled time.
- Indicate the correct departure date and time on the online vehicle request form.
- Sign the required vehicle release form.
- Return keys and the mileage form together when returning a vehicle. There is a key drop box located in parking lot #1 or there is a key slot in the door at the University Switchboard
- Remove all personal items and trash from the vehicle when returning the vehicle.

M. University vehicle reservations must be canceled at least 24 hours in advance. A fee of \$25 may be applied for failure to cancel a reservation with sufficient notice, for the late return of keys, and for incomplete paperwork. A fee of \$75 or more (in the case of more expensive keys) will be applied for lost keys. A cleaning fee of \$75 or more (depending on the condition of the vehicle) will be charged when a vehicle is returned in unsatisfactory condition. Transportation Services will determine what fees apply and assign at their discretion. Such fees are not subject to appeal.

**N. Student organizations and clubs using University vehicles must abide by the following additional rules:**

- Only BSG recognized student organizations or clubs (with BSG approval for funding) and intramural and club sports teams may use University vehicles. Student organizations, clubs and teams must have BSG/Recreation Services recognition with an official club or student organization account.
- All trips must be approved in writing by the student organization's advisor or in the case of intramural or club sports, by the director of Recreation Services. No vehicle will be released without this approval.
- Organizations using a vehicle for an overnight trip must provide written confirmation that they will be accompanied by a University faculty or staff member. This person must be an employee of the University and not an undergraduate. The director of the Events Management Office and/or the director of Safety & Risk Management must approve the use of University vehicles for overnight trips.

- No student club/organization trip may exceed 300 miles, one way. No driver may exceed driving 300 miles or seven (7) hours per day, whichever occurs first. Organizations traveling 200 or more miles one way must obtain the approval of a director of the Events Management Office and/or the Risk Manager.
- Organizations or clubs requiring more than three minivans or 2 omni buses should contract the use of a private bus contractor.

**O. Faculty and staff using University vehicles must abide by the following additional rules:**

- No driver may exceed driving 500 miles or seven (7) hours a day, whichever occurs first.
- No faculty or departmental trip may exceed 500 miles one way.
- Departments must provide a departmental budget account number.

**P. Varsity athletic teams using University vehicles must abide by the following additional rules:**

- Varsity teams are encouraged to use “for hire” transportation when traveling long distances. Rental or use of 12 or 15 passenger vans, is prohibited unless prior approval has been provided by the Director of Risk Management.
- Varsity teams traveling using an approved student driver must be accompanied by a coach, trainer or advisor to and from sports activities. This also applies to training and practice activities.
- The student driver may not drive for more than ninety (90) minutes on the same day as an athletic competition in which the student driver participated. If a driver feels fatigued or impaired, he/she should stop and rest.
- No driver may exceed driving 500 miles or seven (7) hours a day, whichever occurs first.
- No trip may exceed 500 miles one way.

Q. Groups and individuals renting or leasing vehicles, including buses, for University business are bound by this transportation policy and the driver safety obligations contained herein. When renting or leasing a vehicle for University business, a University credit card must be used to make the reservation, and rental must be booked with a national rental car chain. For those without access to a University credit card, please contact Procurement Services.

R. Rental or use of 12 of 15 passenger vans for any use by any University group and/or University employee is prohibited, unless prior approval has been provided by the Director of Risk Management. Students are not permitted to drive cargo vans. Cargo vans cannot be used as passenger vans.

S. The University has the right to suspend or terminate the driving privileges of any student or employee for violations of this transportation policy. The University may also file charges through the student conduct system for violations of the transportation policy by a student(s) and/or student organization.

**T. Medical Trips**

The University will allow students 18 years old and older to schedule and use designated fleet vehicles for the sole purpose of attending medical appointments deemed necessary by the Dean of Students office and/or Student Health. Students should be directed to Student Health. All other sections of this policy must be adhered to in regards to rules, qualifications and training.

- Medical trips will be limited to a 45-mile radius from the school.
- International Students (exempt from driving) can request a certified student driver to drive them as needed.

### Driver Qualifications and Training

A. University Vehicle driver requirements:

- All drivers must be at least 19 years of age and possess a valid state issued driver's license in effect for a minimum of two years. (For purposes of using a University vehicle, international drivers' licenses are not acceptable.)
- Only drivers 21 years of age and older can drive a University omnibus.
- First year students are not permitted to drive University vehicles, except for Medical trips as described in Section T.

B. Bucknell Student Driver Orientation Program: Student drivers must successfully complete the online Driver Orientation Program.

C. Special Evaluation for University Omni Bus Drivers:

- Any student who wishes to drive an omni bus must pass a behind-the-wheel evaluation with an approved instructor. This evaluation is in addition to the Driver Orientation Program.
- Omni buses may only be driven in state (PA only), unless prior approval has been provided by the Office of Risk Management and/or the proper medical cards have been approved/confirmed.

D. Driver History

- Before a **STUDENT** is granted driving privileges, the University's Department of Environmental Health & Safety must review and approve the student's MVR (motor vehicle record). To obtain this MVR, students pay their state MVR fee plus a processing fee. The Department of Environmental Health & Safety reviews student driver MVRs on an annual basis. Students must pay their state MVR fee plus the processing fee annually for MVR recertification.
- All **EMPLOYEE** drivers of University-owned and leased vehicles for work related purposes must complete an annual driver history registration form. This form can be found on myBucknell, under Forms and Policies. This driver history registration form is also required before a faculty or staff driver is approved to drive a University vehicle for the first time. The University reserves the right to complete a full MVR review. If a faculty or staff member who is not in compliance with his/her annual registration obligation requests a vehicle, Transportation Services will require the faculty or staff member to complete his/her registration prior to releasing a University vehicle.

i. University employees working in a position that requires driving as indicated on a job description will have a MVR completed upon hire and every 3 years after that.

E. Driver Disqualification

- For students and employees, the following guidelines will be used to determine eligibility to operate a University vehicle or rented vehicle for University business.

<b>Conviction for a Major Violation (loss of Bucknell owned/leased vehicle privileges for three years)</b>	<b>Conviction for a Minor Violations (loss of Bucknell owned/leased privileges for a period of time where more than 3 violations in 3 years)</b>
Driving under the influence of alcohol or controlled substance	Two or more at-faults accidents in the last three years
Refusing to submit to chemical testing	Speeding
Leaving the scene of an accident	Improper passing
Using a vehicle to commit felony	Failure to obey traffic signs
Using a vehicle in the commission of a felony involving manufacturing, distributing or dispensing a controlled substance	Failure to obey authorized persons directing traffic
Driving while the driver's license is revoked, suspended, cancelled or disqualified	Following too closely
Causing a fatality through the negligent operation of a vehicle	Improper turning around - illegal U-turns
Reckless driving- 31 mph over posted limit	Failure to stop at railroad crossings
Fleeing or attempting to elude a police officer	
Loss of state driving privileges	
This list is not all-inclusive and violations not listed above will be reviewed as major/minor according to the PA points system.	
A driver completing a State certified Safe Driving course to remove points will be credited the same for University purposes.	

- The University will view all records on the MVR as current, if a citation is no longer listed or applicable, then it is viewed as a clean record.
- An Accelerated Rehabilitative Disposition (“ARD”) of a driving offense will not delete the offense from a driver's record for purposes of University driving privileges. Students and employees are required to self-report any driving misconduct with ARD disposition.
- The University reserves the right to deny, suspend, revoke, and reinstate driving privileges at its discretion, as determined by the Transportation Committee. The Transportation Committee may issue warnings to drivers of University vehicles for driving misconduct. All such decisions are final.
- All drivers of University vehicles must report any new pending or settled charges of driving misconduct in advance or at the time of the individual's next request for vehicle use. Failure to self-report may result in an individual's privileges being suspended or revoked. Student failure to report may also result in student conduct action. Depending on the nature of the charge of misconduct, the Transportation Committee will suspend a driver's University driving privileges pending the final disposition. The University reserves the right to complete a MVR in all such cases.

## **Driver Safety Obligations**

1. All drivers must have and maintain a valid state issued driver's license.
2. Authorized drivers shall not permit unauthorized drivers to operate vehicles. Only authorized persons, listed on the Vehicle Request Form for each specific request, are permitted to drive University or Enterprise Rent-A-Car vehicles.
3. Drivers must ensure that all passengers including themselves use seat belts at all times, even if not required by law. The number of passengers must not exceed the number of seat belts. The vehicle should not move from a parked position unless all seat belts are secured.
4. The University prohibits the use of handheld cell phones, texting, emailing or any other form of non-hands-free communication while operating University vehicles.
5. Drivers must operate the vehicle in accordance with all applicable traffic laws and University regulations. When driving through construction zones, lights must be on and speed limits and any other local laws or requirements observed. Safe driving practices must be followed at all times.
6. Drivers must assume personal responsibility for any fines, penalties and interest associated with traffic and/or moving violations incurred during the operation of University vehicles. Such violations must be reported to the Transportation Services Office. Failure to pay incurred fines will result in suspension or termination of University driving privileges.
7. Driving under the influence of drugs and/or alcohol is strictly prohibited. Operating a University vehicle after ingesting a substance which may impair the individual's ability to operate the vehicle is strictly prohibited. Failure to comply will result in termination of university driving privileges and possible additional disciplinary actions.
8. There is to be no consumption, use or possession of alcoholic beverages by driver or passenger(s) in a University vehicle, regardless of age. It is the responsibility of the driver and adult advisor to see that no alcoholic beverages are consumed and/or transported within the vehicle. Additionally, cigarettes, including electronic cigarettes, are not to be used in University vehicles.
9. While the vehicle is "running," never leave it unattended. When leaving the vehicle, remove the keys and lock the door.
10. Before leaving the designated pickup area, a careful safety inspection of the vehicle should be performed. Check tires, lights, wipers, fuel gauge and other safety equipment. Any defects should be reported immediately to Transportation Services. A vehicle should not be used with any safety defects.
11. Immediately report all accidents to the proper authorities including state and local police. All accidents, even if you believe that there are no injuries and/or only minor damage, must be

reported. In addition, immediately notify Transportation Services (570) 577-3785 or the University Switchboard (570) 577-2000 during non-work hours. A University accident report form, found in the vehicle glove compartment, must be filed immediately upon return to campus and given to the Director of Risk Management and Insurance in the General Counsel's Office. All sections of the report must be completed either with pertinent information or designate a N/A (not applicable) when appropriate.

### **Additional Information**

#### **The use of Enterprise Vehicles:**

1. Fleet management and reservations will be processed through Enterprise's web-based platform found on mybucknell, make a reservation.
2. Transportation Services will process all student driver vehicle requests. Students must be 21 years of age or older.
3. For Enterprise vehicle(s) being picked up on campus, vehicle key(s) will be picked up, by the driver, at the Transportation Services Office
4. For Enterprise vehicle(s) being returned to campus, vehicle key(s) can be dropped off in the Enterprise key drop box located at the parking lot.
5. Drivers are encouraged to select a hybrid or an economy size vehicle.
6. All drivers are encouraged to complete the Enterprise Emerald Membership Club application. This will expedite future reservation processes.
7. In the instance of an accident in an Enterprise vehicle, be sure to get to a safe place out of traffic and call roadside assistance at 1-800-307-6666 and they will guide you through next steps. Additionally, you must follow up with the Transportation Services Coordinator and/or Director of Risk Management to file an accident report.

#### **Use of Private Vehicles**

If you use your personal vehicle on University business, your private insurance policy serves as the "primary" policy for third party liability and physical damage to your vehicle. In these circumstances, the University's insurance policy *may* serve as secondary coverage, depending on the circumstances. However, the University's Uninsured/Underinsured coverage does not extend to non-owned vehicles. It is recommended that you consult with your insurance agent or broker for this type of coverage. The University expects all employees driving private vehicles on University business to comply with all applicable driver safety obligations detailed above. The University recommends maintaining auto liability insurance with minimum limits of \$100,000/\$300,000 for bodily injury and \$100,000 for property damage.

*Questions regarding this policy should be directed to the Events Management Office or to Risk Management/General Counsel's office.*