

# Vehicle Use Procedures

The Transportation Office at Colorado College strives to provide reliable, well-maintained vehicles available to Colorado College faculty, staff, and students. Vehicles that bear the Colorado College logo may be the first impression people have about Colorado College. We ask for your support to take care of our vehicles and drive safely and courteously.

These procedures are intended to ensure your use of a Colorado College vehicle or rental is safe, convenient, and a pleasant experience.

---Facilities Services, Transportation Office

# Table of Contents

- ELIGIBLE DRIVERS..... 2**
- EVALUATION OF ELIGIBILITY TO DRIVE FOR COLORADO COLLEGE..... 3**
- RESERVING A VEHICLE..... 4**
- CANCELLING A RESERVATION..... 4**
- CHECKING OUT/PICKING UP A VEHICLE PROCEDURE ..... 4**
- RENTAL VEHICLES..... 5**
- 25-PASSENGER AND HIGHWAY BUSES ..... 5**
- RETURNING A VEHICLE – CC fleet and rentals..... 5**
- CHARGES..... 5**
- ACCIDENTS IN A CC VEHICLE AND RENTALS ..... 6**
- DRIVING PROTOCOLS ..... 7**
- CONDITION OF VEHICLES..... 8**
- PRIVATELY OWNED VEHICLE INSURANCE ..... 8**

## ELIGIBLE DRIVERS

Vehicles are available to all faculty, staff, students, and volunteers (with pre-approval) for College related activities and business. College vehicles are never authorized for personal use.

Students are allowed to drive College vehicles only when the trips are approved and/or arranged by a CC faculty or staff member.

Eligible drivers must meet the following requirements:

1. Hold a current and valid U.S. driver's license
2. Have a good driving record as described below
3. Be insurable by the conditions set forth by Colorado College's insurance carrier
4. Meet the College's driver's certification requirements as described below
5. Be 20 years of age if driving outside of Colorado Springs city limits

### Certification Requirements

1. Present a current, valid U.S. driver's license to the front office of Facilities Services. Temporary licenses cannot be accepted to request or renew certification.
  - a. Facilities Services - 1125 Glen Avenue (The Van Briggle Building), 8:00 a.m. - 4:30 p.m., Monday through Friday.
2. Sign the release form authorizing Colorado College to conduct a Motor Vehicle Report (MVR) which may take up a couple of days
  - a. If the driver has a Nebraska driver's license, the driver will need to order the MVR for the past 3 years of information from the Nebraska Department of Motor Vehicles. A nominal fee may apply which is not reimbursable to the driver.
3. If the driver is a student/volunteer or will be driving for the athletic department, an online Vehicle Use Procedure test will be administered.
  - a. Test will be administered from Facilities Services (*coming soon*)
4. Read the Colorado College Vehicle Use procedures.

Once all of the above requirements have been met, drivers will be added to the list of certified drivers for a period of one year. The certified driver's list is located at:

[www.coloradocollege.edu/offices/facilities/transportation](http://www.coloradocollege.edu/offices/facilities/transportation)

Click on the "Certified Driver's List".

It is the individual's responsibility to:

- Provide a current, non-temporary, driver's license to Facilities Services should a driver's license expire.
- Email [FacilitiesServices@ColoradoCollege.edu](mailto:FacilitiesServices@ColoradoCollege.edu) to request a renewal if nothing on the driver's license has changed and recertification is required. Those with driver's licenses from New Hampshire will need to complete a new signed release form every two years.
- CC faculty, staff, students, and volunteers who do not complete the above requirements are ineligible to drive a fleet vehicle or rental vehicle for Colorado College business or activities.

## EVALUATION OF ELIGIBILITY TO DRIVE FOR COLORADO COLLEGE

Driver records are evaluated on the following criteria per Colorado College's auto insurance policy:

### **MINOR VIOLATIONS**

If the MVR indicates, or has otherwise determined the driver has TWO OR MORE of the following violations within the last 12 months (conviction dates are used if available) this will result in ineligibility for certification.

1. Minor violations include speeding (less than 20 MPH over the posted speed), "at fault accidents," or a combination of violations and accidents, "at fault" or "preventable", defective equipment, oversize or overweight load, other equipment violations, and operating without required equipment or warnings.

### **MAJOR VIOLATIONS**

If the MVR indicates, or has otherwise determined the driver has THREE OR MORE of the following violations within the last 3 years (conviction dates are used if available), this will result in ineligibility for certification. These are serious violations incurred at a high frequency which indicate a disregard for public safety.

1. Any combination of THREE OR MORE moving violations, "at fault accidents," or "preventable accidents"
2. Driving with a suspension, revocation, or administrative restriction
3. Leaving the scene of an accident as defined by state laws
4. Careless/Reckless driving

### **CAPITAL VIOLATIONS**

If the MVR indicates, or has otherwise determined the driver has ONE OR MORE of the following violations within the last 5 years (conviction dates are used if available), this will result in ineligibility for certification:

1. Driving while intoxicated or impaired or under the influence of drugs.
2. Criminal conviction with a motor vehicle (i.e. felony, hit and run, negligent homicide).
3. Speed in excess of 20 MPH over the speed limit.

**Communications will be sent to those who are not eligible to drive based on the insurance carrier's criteria noted above.**

## RESERVING A VEHICLE

Required information for making the reservation and when picking up the vehicle include:

1. Department Name
  2. Name of the certified driver(s) picking up and driving the vehicle (call to confirm certification at 719-389-6568 if certification status is uncertain)
  3. Departmental charge code (Fund-Org-Account-Program) and billing contact
  4. Destination
  5. Date & time vehicle will be signed out from Facilities Services
  6. Date & time vehicle will be returned to Facilities Services
- Call for vehicle reservations at 719-389-6175 or e-mail [BWinkelblech@ColoradoCollege.edu](mailto:BWinkelblech@ColoradoCollege.edu), Monday-Friday, 8 a.m.-4:30 p.m.

The transportation office will try to meet driver's needs with a particular vehicle, although may have to reassign vehicles as necessary for best utilization of vehicles.

## CANCELLING A RESERVATION

Notify vehicle reservations at 719-389-6175 (leave a message if there is no answer) or e-mail [BWinkelblech@ColoradoCollege.edu](mailto:BWinkelblech@ColoradoCollege.edu) immediately. Reservations that have not been cancelled will be charged a minimum use fee.

## CHECKING OUT/PICKING UP A VEHICLE PROCEDURE

The certified driver(s) is to report to Facilities Services located at 1125 Glen Avenue (Van Briggie Building) on the scheduled day of pickup, Monday-Friday from 8 a.m.-4:30 p.m.

The information to make a reservation (*refer to Reserving a Vehicle section*) will be required at pickup to complete the vehicle reservation form.

If the trip is scheduled to begin on a weekend (Saturday or Sunday), keys must be picked up at the Facilities Services office prior to 4:30 p.m. on Friday. Trips leaving prior to 7:30 a.m. the next workday morning require that the keys are picked up the day before by 4:30 p.m. **Keys will NOT be given to any driver who is not certified to drive. Vehicle keys will NOT be issued on Saturday or Sunday.**

**Each vehicle must have one certified driver who will sign the vehicle reservation form, and certified drivers will only be able to sign for one vehicle at a time.**

Only certified driver's will be given a zipped pouch which includes:

1. Keys for the vehicle and the key for the gate padlock which will allow after hour's access to the lot where the vehicles are parked.
2. A copy of the signed vehicle reservation—driver is to record pickup and drop off mileage
3. A pen
4. An accident reporting kit; insurance information (rental vehicles only)
5. Instructions for reporting details to Facilities Services

A gas procurement card may be requested to purchase fuel ONLY for trips involving long distance. The driver is personally responsible for the proper use and return of the card. If the destination is over 300 miles, the driver will automatically be given a gas procurement card. All fuel receipts must be returned to Transportation in the pouch provided.

## RENTAL VEHICLES

Occasionally all fleet vehicles may be in use. During heavy periods, Colorado College will obtain rental vehicles from Enterprise. These vehicles are also checked out at Facilities Services.

For rentals, Colorado College insurance may be used in lieu of rental insurance through the vehicle rental agency within the United States for certified drivers. For rentals in foreign countries, please be sure to take the insurance offered by the rental agency.

## 25-PASSENGER AND HIGHWAY BUSES

For trips involving large groups, 25-passenger and highway buses are available. These buses are reserved in the same manner as other fleet vehicles. All of these vehicles require a Facilities Services CDL-licensed driver.

Alternate drivers may be provided for extremely long trips. This is a requirement of the Interstate Commerce and Department of Transportation regulating the amount of time drivers may spend behind the wheel without a break.

## RETURNING A VEHICLE – CC fleet and rentals

The following is to be included in the pouch at drop off:

1. Keys for the vehicle and the gate padlock
2. A copy of the signed vehicle reservation--record pickup and drop off mileage
3. The accident reporting kit, insurance information (rental vehicles only)
4. Receipt(s) for fuel and gas procurement card, if issued and utilized.
5. Document problems with the vehicle at the bottom of the vehicle reservation checkout form which may occur during your trip. Note even the smallest problems.

Drop the key pouch in the drop slot on the east side of the Transportation Office building. **DO NOT return the pouch to the Facilities Services building where you picked up the key pouch.**

## CHARGES

The department/organization using a Colorado College vehicle or rental will be charged a fee after the trip is completed. An estimated amount may be given prior to the trip if requested. Actual charges will apply only after the completion of a trip. Once the trip is completed, it may take up to 7-10 business days for a charge to post, although we will make every effort for you to receive the actual charges as soon as possible.

Unless prior arrangements have been made with the Transportation office, a vehicle not returned to the transportation lot on the scheduled return date will be charged a \$100.00 fee for each day it is late.

## ACCIDENTS IN A CC VEHICLE AND RENTALS

### Accident Reporting

All accidents resulting in vehicle damage or injury must be reported to department heads, supervisors or faculty advisors. A written report must be submitted to the college's Transportation Supervisor at the conclusion of the trip or on the next regular business day.

- Accident reports must include the following:
  1. Notation of damage submitted at the bottom of the Vehicle Trip Slip.
  2. Police report issued at scene of the accident.
  3. Narrative submitted by driver that includes:
    - a. Names and driver's license information of all drivers
    - b. Insurance information of non-college drivers
    - c. Photos of any property or vehicle damage
    - d. Statement detailing events of the accident; names, phone numbers, date, location, direction vehicles were traveling, time of day, weather conditions, etc.

### Financial responsibility

Colorado College carries a \$1,000 deductible auto insurance policy. All groups, organizations and departments using college vehicles or rentals are responsible for the first \$1,000 of damage caused by or to a college vehicle or rental while assigned to their department.

### Corrective Action (refer to page 3 for violation definitions)

#### Minor Violations:

- First violation - Driver will meet with Transportation Supervisor to discuss details of the accident. Driver's supervisor is to contact the Transportation Supervisor within one week to discuss the violation. The Transportation Supervisor, driver, and driver's supervisor will sign memo of the meeting which will be placed in the driver certification files.
- Second violation within 6 months - Driver will receive written warning and driving privileges may be suspended for up to 6 months as determined by Transportation Supervisor and driver's supervisor. Online training and MVR check will be required to reinstate driving privileges.
- More than 2 violations in one year may result in driving privileges suspended for up to one year as determined by the Transportation Supervisor and driver's supervisor.

#### Major Violation

- 1 or more major violations - Driving privileges may be suspended for up to one year as determined by the Transportation Supervisor and driver's supervisor. Online training and MVR check will be required to reinstate driving privileges.

#### Capital Violations

- Driver may have college driving privileges permanently revoked as determined by the Transportation Supervisor and driver's supervisor.

## DRIVING PROTOCOLS

- Drivers must give all passengers an overview of the vehicle and the location of these critical items: emergency equipment, insurance information, etc. before leaving campus.
- Alcohol/drug use by drivers and passengers **is strictly prohibited** on all trips. The use of any controlled substance on the trip will result in disciplinary action.
- Drivers should not exceed posted speed limits and are responsible for all tickets issued.
- Seat belts must be worn at all times.
- Adjust mirrors and seats before operating the vehicle.
- No smoking and no vaping in vehicles.
- Drivers may use cell phones when pulled over and in the park position--NEVER while driving.
- Return the pouch with keys, procurement card and gas receipts promptly to the Transportation Department on the east side of the Van Briggie Building drop slot.
- Notify the Transportation Office and make annotations to the reservation form immediately if there are any problems with a vehicle.
- Drivers are responsible for the returned condition of the vehicle. Ask passengers to assist in the cleanup of the vehicle at the end of the trip to ensure all items have been removed. Personal items left behind for more than 2 weeks will be thrown away.
- Pull over to the side of the road if you are unable to drive due to severe weather conditions. Call the Transportation Office at 719-389-6814 or 719-389-6175 or contact Campus Safety after hours at 719-389-6707. Examples of when to call include a severe thunderstorm, snow storm or icy roads. Depending on the situation, arrangements will be made to ensure you have a safe trip home.
- Call the Transportation Office if you have any mechanical problems to negotiate repairs at 719-389-6814 or 719-389-6175. Contact Campus Safety at 719-389-6707 after hours.



## CONDITION OF VEHICLES

A Transportation Office service mechanic checks the fleet vehicles every morning before vehicles are checked out. Vehicles are checked thoroughly on a regular basis and any defects are corrected promptly. However, problems may arise which cannot be detected on a routine check and occasionally break-downs can occur.

Snow tires are installed on vehicles and a window scraper is provided during the winter. Please ensure these items remain with the vehicle upon its return.

Each Colorado College vehicle should contain copies of the following in the glove compartment:

1. Vehicle registration
2. Insurance identification
3. Accident reporting kit

Please be sure these are in the vehicle before leaving the parking lot. Except in emergency situations, do not remove these items from the vehicle.

## PRIVATELY OWNED VEHICLE INSURANCE

If driving a personal vehicle for Colorado College business, the driver's personal insurance policy will be the default coverage.