

Policy & Procedure for driving a vehicle for Colorado College business & activities

The Transportation Department of Facilities Services at Colorado College strives to place reliable, well-maintained vehicles in the hands of the Colorado College representative who requires its use. Those vehicles that bear the logo of Colorado College are, many times, the first impression that an individual will have of the college. Please help us to support this effort by taking care of our vehicles with pride and by driving safely and courteously.

In order to make your use of the Colorado College vehicles a more convenient and pleasant experience, we are issuing this manual for our policies and procedures to answer many of your questions.

----Facilities Services

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Who is eligible to drive for Colorado College upon certification of Driver?

Vehicles are available to all faculty, administration and staff members for College related activities and business only.

Students are allowed to drive College vehicles only when the trips are approved and/or arranged by a professor, administrator or advisor.

Volunteers are allowed to drive for Colorado College but must be pre-approved by our Transportation Department and must be certified to drive.

Vehicles are never authorized for personal use.

Persons driving College vehicles or Rental vehicles must have the following:

1. A current and valid U.S. driver's license.
2. A good driving history record.
3. Insurable by the conditions set forth by Colorado College's Insurance carrier.

Driver's going outside of the city limits must be 20 years of age.

Who must be certified to drive for Colorado College?

All Faculty, administration and staff members that require them to drive as it relates to their job duties and responsibilities including out of state travel.

All students and volunteers that drive on behalf of Colorado College business and activities.

How to obtain Certification to Drive for Colorado College:

- 1 Bring a current and valid U.S. driver's license to the front office of Facilities Services located at 1125 Glen Avenue. (The Van Briggie Building) between the hours of 8:00-4:30, Monday through Friday. We cannot accept a temporary license to request or renew certification.
- 2 Sign the release form authorizing Colorado College to conduct a check of your Motor Vehicle Report, also known as a MVR. (*this process may take 3-10 business days, so plan accordingly*)
- 3 If you are a student/volunteer or will be driving for the athletic department, you will need to take two on-line driving courses administered by Alert Driving. One will cover driving and the other will cover Colorado College policy. These tests will be e-mailed to you from AlertDriving.com and you will also receive a username and password from Alert Driving to take these two tests.
- 4 Read the Colorado College Policy and Procedure manual.

Once you have been cleared and certified to drive, your name will be added to the list of authorized drivers for a period of one year. Should your driver's license expire during this time period, it is up to the individual to provide a current, not temporary, driver's license to Facilities Services before you will be allowed to drive again.

If your certification to drive for Colorado College expires, please write Facilities Services at FacilitiesServices@ColoradoCollege.edu to request a renewal if nothing on your driver's license has changed.

If you receive a new driver's license, please stop at Facilities Services so that we may request a renewal, which may take up to 3-5 business days.

You may view our on-line certified driver's list to see if your name is listed. Please go to the following Facilities Services webpage: www.coloradocollege.edu/offices/facilities click on the Transportation link and then click on the "Certified Driver's List".

*If you have a driver's license issued from Alaska, California, Pennsylvania or New Hampshire, you will need to order the Motor Vehicle Report (MVR) yourself as these states only allow the driver to obtain this information. There is usually a nominal fee associated with this which is not reimbursable. You will be provided information on how to obtain your MVR from these above listed states. You will need to obtain the last three years of your driving history record.

Remember that you must be a current certified driver in order to drive a fleet vehicle or rental vehicle for Colorado College business or activities. Motor vehicle reports can take anywhere from 3-10 business days so please plan accordingly. No one is allowed to drive until all information has been received and processed at Facilities Services, 1125 Glen Avenue.

Evaluation of eligibility to drive for Colorado College.

How you are evaluated per Colorado College's insurance carriers direction:

CAPITAL VIOLATIONS:

Motor Vehicle Report indicates, or is otherwise determined; the driver has ONE OR MORE of the following violations within the last 5 years: (conviction dates are used if available)

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.

You are disqualified for certification if you have one of these violations in the last 5 years.

MAJOR VIOLATIONS:

These are serious violations incurred at a high frequency which indicate a disregard for public safety:

Violations incurred in the last 3 years: (conviction dates are used if available)

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.

You are disqualified for certification to drive if you have three of these violations in the last 3 years.

MINOR VIOLATIONS:

Minor violations including speeding (1-20 MPH over), at fault accidents or a combination of violations and accidents, "at fault" or "preventable" as noted below:

1. No more than TWO violations and/or accidents are allowed within the last 12 months on the MVR.

You are disqualified for certification to drive if you have two of these violations in the last 12 months.

Minor violations also include: defective equipment, oversize or overweight load, other equipment violations and operating without required equipment or warnings.

Communications will be sent to those that are not eligible to drive based on the insurance carrier's policy.

On occasion, we may need to confer with our insurance carrier which may take an additional couple of days. In this case, the communications from our insurance carrier may supersede the carrier's listed policy based on their findings.

How to reserve a vehicle:

Call Vehicle Reservations in the Transportation Office at 389-6175 or e-mail BWinkelblech@ColoradoCollege.edu.

Hours for reservations will be taken between 8 a.m. to 4:30 p.m. Monday through Friday only.

If the transportation office is not available, please leave all necessary requirements (listed below) on the voicemail.

Voicemail is checked several times during the day. The transportation office will try to meet your needs with a particular vehicle, but may, in the interest of best utilization, have to move you to another vehicle.

When calling or e-mailing Bob Winkelblech for a reservation, be prepared with the following information:

1. The Department Name
2. Name of the Certified driver or drivers picking up and driving the vehicle (*call to confirm certification at 389-6568 if you are uncertain*)
3. Departmental charge code (*Fund-Org-Account-Program*)
4. Destination
5. Date & time vehicle will be signed out from Facilities Services
6. Date & time vehicle will be returned to Facilities Services

***The above requested information is also needed when picking up the vehicle on the date of your departure, please give this information to the certified driver.**

How to cancel a reservation

CANCELLING A RESERVED VEHICLE:

If you find that you do not need the vehicle as scheduled, please notify us immediately at 389-6175 or e-mail Bob Winkelblech. Leave a message if there is no answer if you call. If you have reserved a vehicle which you find you do not need and you have not cancelled your reservation, **a minimum use fee will be charged to your department.**

How to check out/pick up a vehicle/available times to pick up a vehicle

To pick up keys to a vehicle, you must go to Facilities Services located at 1125 Glen Avenue (Van Briggie Building) Monday through Friday from 8:00 a.m. – 4:30 p.m. You will need to fill out a vehicle reservation form and you must have the following information to fill out the form:

1. The Department Name
2. Departmental charge code (*Fund-Org-Account-Program*)
3. Destination
4. Billing Contact
5. Names of all certified drivers

After the form is completed, you will be given a pouch with keys on a ring. The keys will include one for the vehicle and one gate key for the padlock which will allow you after hour's access to the lot where the vehicles are parked.

We will also place a copy of your vehicle reservation in the pouch after it is signed so that you can record the leaving and returning mileage on the form, which is a requirement of checking the vehicle out of the transportation lot. A pen will be included in the pouch for your convenience.

A gas procurement card may be requested for the driver to purchase fuel ONLY for trips involving long distance. The driver is personally responsible for the proper use and return of the card within the pouch. If your destination is over 300 miles, you will be given a gas procurement card automatically, otherwise you will need to request one if it is under 300 miles. All fuel receipts should be returned to Transportation with the key pouch.

Those that will be getting a rental vehicle from our transportation lot will receive a red pouch which will include the keys to the rental vehicle and a gate key for the padlock at the Transportation lot in case the gate is locked, along with an accident reporting kit and insurance information for the rental that was reserved through our Transportation Office

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.**

Vehicles cannot be issued without a vehicle reservation form being completed and turned in when the keys for the vehicle are picked up at Facilities Services located in the Van Briggie building at 1125 Glen Avenue. You may pick up a form when you arrive at Facilities Services.

No certified driver will be able to sign for more than one vehicle at a time.

Each vehicle for each trip must have one of the certified driver's that will be driving for that specific trip sign the vehicle reservation form at Facilities Services.

How to return a vehicle

When returning the vehicle, the following should be included in the pouch:

- Vehicle key and gate key.
- Copy of the reservation slip with leaving and returning mileage recorded.
- Receipt(s) for fuel and gas procurement cards, if issued.

Drop the 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 pouch.

Charges:

The Department/Organization utilizing a Colorado College vehicle or rental will be charged a fee after the trip is completed. An estimated amount maybe given prior to the trip if requested and this amount is only an estimate. 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 to make sure you receive the proper charges as soon as possible.

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

As an example, if you take a vehicle out on a Monday for that one day and it is not returned on that same Monday, you will be charged \$100 each day it is not in the Transportation lot. If you return the vehicle on Tuesday morning, you will be charged the \$100 late fee. No exceptions. (Please inquire at Transportation/Facilities if you have any questions prior to checking out a vehicle)

Requirements, Courtesies and Safe Procedures

- Drivers must give all passengers a quick review of the van and the location of critical items, such as emergency equipment, insurance information, first-aid kit, etc. before leaving campus.
- Alcohol/drug use by trip leaders, 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 never exceed maximum speed limits posted. Drivers are responsible for all tickets issued.
- Seat belts must be worn at all times for driver and passengers. Adjust mirrors and seats to fit before operating the vehicle.
- No smoking in college or rental vehicles.
- Drivers are not allowed to use cell phones while operating any vehicle. If you need to utilize your cell phone, you must be pulled over and the vehicle must be in the park position.
- Return keys, procurement cards and gas receipts promptly within pouch to the Transportation Department on the east side of the building. Adhere to the start and end time of reservation
- Notify the Transportation office immediately of any college vehicle problems so that corrections may be made for the following driver. Also make notations on the reservation form at the bottom of the sheet.
- Drivers are responsible for the condition of the vehicle used. 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 two weeks will be thrown away.
- If you are unable to drive due to severe weather conditions, pull over to the side of the road and call Transportation at (719) 389-6814 or (719) 389-6175, after hours, contact Campus Safety at (719) 389-

6707. Examples of this would 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.

- If you have any mechanical problems with your vehicle, you must call Facilities Services at (719) 389-6814 or 6175 to negotiate repairs. You may also contact Campus Safety at (719) 389-6707 after hours.

Condition of fleet vehicles:

Facilities Services employs a service mechanic who services each fleet vehicle early in the morning. Each Colorado College vehicle should contain copies of the following in the glove compartment:

- Vehicle registration
- Insurance identification
- Accident reporting kit

Please make sure these are in the vehicle before leaving the parking lot. **Except in emergency situations, do not remove the above listed items from the vehicle during your trip.**

In the wintertime, each vehicle has snow tires installed and a window scraper is furnished in each vehicle. Please be sure to leave the scraper in the vehicle when returning it. Each vehicle is properly winterized in the fall of the year.

Vehicles are checked thoroughly on a regular basis and any defects are corrected promptly. However, as with any vehicle, there are problems which cannot be detected on a routine check and occasionally, break-downs can occur.

On occasion, all of our fleet vehicles may be rented out. However, during heavy periods of rental use, Colorado College will obtain rental vehicles from Enterprise and Intermountain Coach. These vehicles are also checked out at Facilities Services.

Drivers of rental vehicles which have been reserved through Facilities will be provided with information to be used in case of an accident. The red pouch which is used for rental vehicles and handed out in Facilities Services Office will contain the following:

- Insurance identification
- Accident reporting kit
- Instructions for reporting details to Facilities Services

At the bottom of the vehicle reservation checkout form, make note of problems with your rental, which occur during your trip. Note even the smallest problems.

Privately Owned Vehicle Insurance

If driving a personal vehicle for Colorado College business, your personal insurance policy will cover you first.

Rental Vehicles

You may need to rent a vehicle outside of utilizing our fleet vehicles for Colorado College business. Colorado College insurance may be used in lieu of rental insurance through the vehicle rental agency within the United States.

For rentals in foreign countries, please make sure to take the insurance offered by the rental agency for amount offered.

Availability of 25 Passenger and Highway Buses:

For trips involving larger groups, we do have a 25-passenger bus and highway buses available. These buses are reserved in the same manner as all fleet vehicles. All of these vehicles must have a Facilities Services CDL-licensed driver at the wheel.

Facilities Services may decide, on extremely long trips, to alternate drivers which involve a change of drivers mid-trip. 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.