

## VEHICLE USE

### APPROVAL TO DRIVE

Driving approval is required to drive college vehicles, rentals, or personal vehicles on college business. Forms can be picked up at the Facilities Services Office or found on the Southwestern webpage, [Request to Drive](#). Approval for students and volunteers is valid for the fiscal year (July 1-June 30) in which the application is completed. Approval for staff members is valid until otherwise notified. Applications are due a minimum of five days before expected driving date.

### WHO MAY DRIVE COLLEGE VEHICLES OR PERSONAL VEHICLES ON COLLEGE BUSINESS?

College vehicles are only for college business and are not for public use.

#### Employees:

- Employees who meet college requirements outlined in this document may drive their personal vehicles on college business. Keep in mind that when operating your personal vehicle, this is a volunteer action and the vehicle owner's personal insurance will be primary in the event of an accident. Employees are never to transport a student in their own personal vehicle without at least one other person in the car without advanced written approval from their supervisor.
- College vehicles shall be available to advisors of student affiliated groups.

#### Students:

- Unless given specific approval, a student is not authorized to use a personal vehicle to transport other students or equipment or in any other manner drive a personal vehicle on behalf of the college.
- Students are allowed to drive college vehicles, and rental vehicles up to nine passengers, if they meet the driver approval criteria.

#### Volunteers:

- If driving a personal vehicle for a college event, volunteer drivers must complete the Request to Drive form, provide current proof of insurance, and a DMV printout. They must also complete a [Volunteer Agreement Form](#).
- If driving a college vehicle for a college event, volunteer drivers must complete the Request to Drive form, provide a DMV printout and complete a Volunteer Agreement Form

### DRIVER APPROVAL CRITERIA

Drivers are approved to drive either:

- A college vehicle (rented or owned by the college)
- A personal vehicle being used for college business
- Drivers are subject to the following criteria:
  1. A driver has had no major violations of traffic laws in the past three years, including:
    - Driving under the influence of alcohol or drugs
    - Driving while license is suspended or revoked
    - Leaving the scene of an accident
    - Reckless driving
    - Speeding in excess of 20 MPH over the posted speed limit
    - Road rage incidents
  2. A driver has had no more than two minor violations in the previous three years, including:
    - Speeding 20 MPH or less over the posted speed limit
    - Failure to obey a traffic control or signal
    - Improper lane change
    - Failure to signal
    - Failure to yield right of way
  3. A driver has had no more than one at-fault accident in the previous three years. All accidents are considered at-fault unless proven otherwise. An accident counts as a minor violation.

## RESPONSIBILITIES OF OPERATOR

The operator is responsible for:

- Having their driver's license in their possession at all times
- Abiding by rental regulations, applicable State, and local laws
- Properly caring for the vehicle which includes, but is not limited to:
  - Using recommended grade of gasoline, checking the oil on long trips, reporting needed service or repairs by noting on the vehicle mileage report
  - Making sure the vehicle is returned in a clean condition
  - Locking the vehicle when it is not in use and placing personal possessions out of sight in vehicle. Southwestern is not responsible for stolen items.
  - Paying any traffic/parking fines incurred during usage
  - Using and parking the vehicle in a manner that will not reflect unfavorably on Southwestern
  - Picking up and returning vehicle at the appointed times
  - Reporting to Campus Security any damage to the vehicle within 24 hours
  - Prohibiting the use or possession of alcoholic beverages or controlled substances in a Southwestern or rental vehicle
  - Not talking or texting on a cell phone while driving

## LOSS OF DRIVING PRIVILEGES

Any of the following actions will result in the loss of college vehicle or rental driving privileges:

- Driving to a destination other than that approved on your travel request with the exception of hotels and dining options
- Allowing an unauthorized driver to drive the vehicle (one not listed on the vehicle reservation form and/or has not completed the college's driving requirements)
- Use of Facilities issued credit card(s) for purchases other than fuel
- Violating state and federal traffic laws, damaging other vehicles or property, driving while intoxicated, transporting alcohol or drugs, or any other illegal or irresponsible use of a college vehicle
- Any unsafe, prohibited, or inappropriate use of college vehicles, or failure to follow the rules as indicated, may result in the loss of driving privileges
- Change in DMV record that causes driver to not meet "Driver Approval Criteria"

## PERSONAL VEHICLE USAGE

Personal Vehicles are only to be used under the following conditions:

- Approval has been granted by the employee's supervisor to use their personal vehicle on the trip identified
- Vehicle is to be in good working order with no known mechanical issues
- Travel is limited to local areas within the College District with supervisor approval
- Cost for repairs or damages to a traveler's private automobile while traveling on college business are considered the personal expense of the owner. Full reimbursement for the use of a personal vehicle is made through the standard mileage allowance.
- No reimbursement will be made for parking or traffic violation fines; such fines are the individual's personal responsibility
- When operating your personal vehicle, this is a volunteer action and the vehicle owner's personal insurance will be primary in the event of an accident
- Employees are never to transport a student in their own personal vehicle without at least one other person in the car without advanced written approval from their supervisor

## DAMAGE

The department of the staff/student driver driving a college vehicle may be charged the first \$500.00 deductible in certain circumstances.

Southwestern will not assume financial responsibility for damage caused by the negligence of the driver driving a Southwestern or rental vehicle. This includes, but is not limited to, situations where the driver was not acting in good faith, had been using the vehicle for non-Southwestern related reasons, failed to meet licensing requirements, or comply with these regulations. In these cases, the driver may be required to pay all costs resulting from the accident.

Body damage or accidents in or on the vehicle must be reported within 24 hours to Campus Security. Any other issues including maintenance issues that need to be addressed may be reported on the vehicle mileage slip; please also verbally inform Facilities of the issue so that they may address it in a timely fashion. Rarely are vehicles deemed unsafe to drive and must be pulled off the line for immediate maintenance. Facilities will do everything we can to supply a substitute vehicle on these occasions.

## WEATHER

All college vehicles include a set of tire chains. Use of chains and choosing to drive in inclement weather is at the user's discretion. Any financial liability resulting from negligence of the driver will not be assumed by Southwestern. By choosing to drive the vehicle in inclement weather, you are agreeing that you know how to properly attach chains to tires and drive appropriately with chains in inclement weather conditions. If chain sets are missing upon return of the vehicle, the department of the responsible driver will be charged to replace them.

## CLEANLINESS

Users are responsible for removing all garbage from vehicles and maintaining its cleanliness. Pets, smoking, smokeless tobacco, vaping, and alcohol are prohibited in all rental or Southwestern vehicles.

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