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## 1. Summary of Driver Qualifications:

- Vehicles owned, leased or rented by the College must only be operated by employees or current students of Benedictine College who have a valid United States driver's license, are at least 21 years of age, (as currently required by the Colleges Insurance Carrier) and appear on the ***College's approved drivers list***. (Note: many rental companies only rent vehicles to individuals 25 years of age or older.)
- For the purpose of this policy, Employees are defined as faculty, staff, student workers, consultants, any person paid with a stipend, or anyone contributing services to the College in lieu of pay.
- Drivers must be 25 years of age or older and on the College's approved drivers list to operate any multi-passenger vehicles and/or vans that are designed to transport 12 or more persons (including the driver). Graduate Assistants under the age of 25 with a CDL license and good driving record will be reviewed and approved on a case by case basis.
- Drivers operating vehicles designed to transport 16 persons or more (including the driver) must have a valid Commercial Driver License (CDL).
- Employees are not authorized to transport other employees or students for official college business (in college-owned vehicles or their personal vehicles) unless the driver is listed on the ***College's approved drivers list***.
- Employees intending to operate their own vehicles for college business on a regular basis may do so "at their own risk" and must be listed on the ***College approved driver's list***.

## 2. College's Approved Drivers List:

- To be placed on the ***College's approved drivers list***, employees and students must present a valid United States driver's license and a copy of their insurance card to the Business Office at least two (2) full business days prior to driving a vehicle for the first time. A Motor Vehicle Record (MVR) check waiver that allows the college to request MVRs must be signed.
- Employees wishing to use non College-owned vehicles for official college business must be on the ***College's approved drivers list***.
- The College's insurance carrier will make a ruling based on the driver's Motor Vehicle Record and other information in department of motor vehicle databases. This decision may be appealed. Anyone not approved may not drive for the College at any time for any reason. If an employee or student wishes to appeal the insurance carrier's ruling, then the appeal must be coordinated through their cabinet officer and the Business Office.
- The approved drivers list is reviewed annually. MVRs of listed drivers may be randomly checked throughout the year, and approved drivers will occasionally be contacted to keep information on file current and/or to respond to any questions posed by the insurance carrier.
- Drivers who's MVR reflects any of the following offenses in the previous 36 months will either not be added to or will be removed from the College's Approved Drivers list:
  1. Any felony conviction.
  2. Sale, handling or use of drugs.
  3. Automobile insurance canceled, declined or not renewed.
  4. Conviction of an alcohol- or drug-related offense while driving.
  5. Driver's license suspension or revocation.

6. Three or more speeding violations or one or more “major moving violations”.
  7. Involvement in two or more chargeable accidents.
- Examples of “major moving violations” include but are not limited to:
    1. Hit and Run or leaving the scene of an accident.
    2. Implied Consent Refusal (refusal to take blood alcohol test).
    3. Any felony, homicide or manslaughter involving use of a motor vehicle.
    4. Racing or excessive speeds (15 mph over limits).
    5. Reckless, negligent or careless driving.
  - Contributing factors, such as weather conditions, mechanical problems, etc. MAY be taken into consideration when determining if an accident is “Chargeable.” “Chargeable” means that the driver is determined to be the primary cause of the accident. Examples include speeding, inattention, ticketed for a moving violation, etc.

### 3. College-owned and Rental Vehicles:

- Driver’s responsibilities include, but are not limited to, the following:
  1. Vehicles are to be used for official college business only.
  2. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, or neglect of the equipment.
  3. In all cases, vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction where the vehicle is driven and with the utmost regard for the vehicle’s care and expense of usage.
  4. Attention to and practice of safe driving techniques and adherence to current safety requirements particularly given current and foreseeable weather, road, and lighting conditions.
  5. Adhering to manufacturer’s recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any known defect that could inhibit safe operation.
  6. Trailers of any kind are not to be pulled without prior permission.
  7. Consumption of alcohol or illegal drugs by anyone in the vehicle is strictly prohibited.
  8. No vehicle may be driven while under the influence of alcohol or any controlled substance.
  9. Vehicles may not be driven into Canada or Mexico.
  10. The driver and all passengers must wear available personal restraints (seat belts, lap belts and shoulder harnesses) at all times when the vehicle is in motion.
  11. No one may ride in an open bed of a pick-up truck or similar vehicle unless the vehicle is equipped with seats designed for such use and the “legal” personal restraints are provided and used.
- The College’s insurance coverage allows only the following individuals to be passengers in any college-owned or rental vehicle: current employees, current students, spouses, family members, or any person or persons reasonably engaged in official college business (examples: Admissions visitors, campus speakers, or business contacts).
- No one may operate a rental vehicle for College business for any reason if they are not listed on the rental agreement nor may they operate the rental vehicle if they are not previously listed on the *College’s approved drivers list*.
- Please allow time to refuel rental vehicles at a gas station near the car rental drop off point to ensure the lowest gas charges and avoid fuel service charges levied by most rental companies.

## 4. To Reserve a College-owned vehicle:

- Vehicles are available on a first come, first served basis and may not be available at all times. Employees on the approved driver's list wishing to reserve use of a College-owned vehicle may contact the department responsible for the vehicle.
- Vehicles must be returned in the same clean condition and with the same amount of gas in the tank as when picked up.
- Please pay for gas with a College credit card, or pay personally and submit receipts for reimbursement.

## 5. Rental Vehicles:

- Any Benedictine employee with budgetary authority who wishes to rent a vehicle for official College travel starting and ending in Atchison may do so by contacting Enterprise.
- All drivers must be listed on the rental agreement and all drivers must also be on the *College's approved drivers list*.
- The College has negotiated special rates with Enterprise that has built-in Collision Damage Waiver and Supplemental Liability rental insurance coverage's.
  1. Therefore, for all rentals in the U.S. and Canada, please **DECLINE** any additional Loss or Collision Damage and the Additional or Supplemental Liability Insurance, however, please **ACCEPT** the coverage's if renting a 12 or 15 PASSENGER VAN from a company other than Enterprise.
  2. For travel outside the U.S. and Canada, coverage(s) should be accepted in that specific foreign country for all vehicles.
  3. A rental day shall consist of each 24-hour period. There is a one-hour grace period on returns. If the vehicle is kept longer than one (1) hour after the rental period, there are additional hourly charges as outlined in the rental agreement.
  4. Rental charges start at the time the vehicle is rented and cease when the vehicle has been properly returned. There is a 2-day minimum on rentals starting on Friday, Saturday or Sunday for 12 and 15 passenger vans.
  5. Enterprise has agreed to provide vehicles with unlimited mileage in: Kansas, Missouri, Oklahoma, Nebraska, Iowa, Illinois, Colorado, Arkansas as well as travel to Dallas, Minneapolis and Memphis for our employees on business travel.

## 6. Out-of-town Ground Transportation:

- Vehicle rentals while on out-of-town trips are permitted (if approved by a cabinet officer) when the total cost of the rental plus parking, gas & tolls is less than other reasonably available ground transportation options, such as taxis and shuttle services.
- When a vehicle rental is not cost effective, the College will generally (if approved by a cabinet officer) reimburse taxi fares and shuttle services while in the destination city: to and from the hotel, restaurants, airport, and work assignments.
- When vehicle rental is cost effective, College employees must always rent the least expensive

vehicle possible from a reputable and well-known rental company. **Note:** Our agreement with Enterprise only guarantees rates with rentals starting and ending in Atchison.

- Upgrades to the next largest (and presumably more expensive) vehicle are permissible only if you are traveling with more than two (2) persons or when a larger vehicle costs the same. Never rent a vehicle that has an estimated fair-market value of more than \$50,000.
- Avoid one-way rentals unless absolutely necessary. One-way service fees and additional drop off charges are typically very expensive.
- **Note:** please refer to the insurance provisions under “Rental Vehicles”.

## 7. Parking, Mileage, and Other Costs:

- Individual charges must be supported by a receipt whenever attainable for tolls, bridge fees and parking charges. Original receipts should reflect the exact payment made and date incurred.
- When traveling on College business, park in the least expensive parking area at airports and at your destination whenever possible, but do not put your safety in jeopardy to save a few dollars.
- Avoid costly on-site and valet parking at your destination whenever possible. Use less costly nearby public parking facilities and take advantage of locations with complimentary parking or locations that validate parking passes. Short-term parking lots near airport terminals are normally cost prohibitive and should be avoided.
- In one’s hometown, employees may take advantage of shuttle services to and from the airport only when pre-approved by a cabinet officer and the cost is less than reimbursable mileage and airport parking.
- Department managers should approve mileage reimbursements for business use of employee-owned vehicles in advance. **Note:** Not all departments reimburse mileage. Any department within the College can choose (a) not to reimburse mileage or (b) reimburse at a lower rate than the internal maximum allowed. The department cannot elect to reimburse at a higher rate or elect to use a different reimbursement method.
- The College’s practice is to reimburse at the maximum rate allowed by the IRS. Changes in the maximum rate normally are effective January 1 of each calendar year consistent with IRS announcements.
- Commuting mileage to or from campus and to and from an employee’s home is never reimbursable. Reimbursable airport mileage is no greater than the roundtrip distance from the campus and the airport. If an employee’s commute from home to the airport is less than the mileage from home to campus, then no mileage is reimbursable (in other words, it is considered a normal commute). The College does not reimburse mileage when transported gratuitously by another person.
- The College does not reimburse fines, court costs, parking tickets, traffic or other violations, nor does the College reimburse repairs, maintenance, insurance, or other costs associated with non-College owned vehicles.
- The College pays the following expenses on College-owned vehicles: gasoline, oil changes, maintenance, insurance, licenses, tag fees, and personal property tax (if applicable).
- A mileage and usage log must be maintained for any vehicle assigned to an employee for an extended period of time to substantiate business mileage vs. personal usage.

## 8. Non College-owned Vehicles:

- Employees are not authorized to transport other employees or students for official college business unless the driver is listed on the *College's approved drivers list*.
- Employees intending to operate non College-owned vehicles for official college business may do so "at their own risk" and must be on the *College's approved drivers list*.
- Employees must carry the specified limits of insurance on non College-owned vehicle(s) used for official college business. Authorized drivers must carry limits of no less than: Bodily Injury of \$100,000/300,000 and Property Damage of \$100,000 or a combined Single Limit of \$300,000.
- The College does not automatically assume any liability for bodily injuries or property damage arising out of an accident occurring in connection with operation of a non College-owned vehicle. **Note:** Depending on the nature of an accident, the driver's insurance may be primary and possibly joint with the College for coverage of damage to their personal vehicle, property damage, and/or any bodily injury to themselves, passengers, or others (i.e. the nature of driving "at their own risk").
- Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether a vehicle is reliable and safe to drive. The College cannot authorize use of an unsafe vehicle at any time.

## 9. Traffic Violations:

- Drivers are required to report all moving violations to one's cabinet officer and to the Business Office within 24 hours of occurrence. This requirement applies to violations involving the use of any vehicle (College-owned, personal or other) while on College business. Failure to report violations may result in disciplinary action up to and the removal from the College approved drivers list.
- Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status since MVRs may be randomly checked throughout the year.

## 10. Traffic Accidents:

- If involved in a traffic accident with a College owned or College rented (leased) vehicle do not admit negligence or liability.
- Do not give any statements to claimants, insurance adjusters, private investigators or attorneys without first obtaining permission from the College. To report vehicle accidents after hours, please contact campus security at 360-8888.
- Do not attempt settlement, regardless of how minor.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver. If possible, get the case number of the Police report. Get the name, address and phone number(s) of the other party(s) and any witnesses, if possible.
- Take a photograph of the scene of the accident, if possible.
- Call the police if injury to others is involved, whether real or apparent -- medical attention

should be sought immediately. We recommend that you call the police to file a police report even if there are no injuries.

- Complete the driver's report (in the glove box of College-owned vehicles) while at the scene of the accident, if at all possible.
- All accidents must be reported to one's cabinet officer and to the Business Office within 24 hours of occurrence. The Business Office will file any necessary claim documents with the College's insurance carrier.
- Additionally, if a rental vehicle is involved, please follow the instructions in the rental agreement for reporting accidents.

## **11. Utility Vehicles:**

Student workers under the age of 21 who work in areas that require the use of utility vehicles such as gators, lawn tractors and golf carts will be allowed to be added to the drivers list as long as they are at least 18 years old, have a valid driver's license and have completed the necessary training to operate utility vehicles.

## **12. Questions:**

Please direct any questions regarding this policy to your cabinet officer or to the Business Office.

**13. Acknowledgement:** I have read and will abide by the rules and conditions as stated herein.

Name (printed) \_\_\_\_\_  
Signature \_\_\_\_\_ Today's date \_\_\_\_\_