

## **SAINT JOSEPH'S UNIVERSITY TRANSPORTATION POLICY**

### **A. Purpose**

This policy sets forth the requirements and procedures for the use of Saint Joseph's University ("University") vehicles and personally owned vehicles used for University business. It is the intention of this policy to address the safety and well being of students, staff, faculty, and passengers. For the purpose of this policy, University vehicles shall mean any vehicle owned, rented or leased by the University. This policy includes requirements and procedures for authorization to use vehicles and specific requirements for the safe operation of vehicles.

Driving a University vehicle is a privilege and not a right. This privilege may be revoked or denied for any reason at any time consistent with applicable law.

Unless expressly authorized in advance and in writing for personal use by the University Division Head, University vehicles shall only be used for University related business.

### **B. Forms Required**

#### **A. Vehicle Request\***

Members of Saint Joseph's University requesting a vehicle should be familiar with this Transportation Policy and contact University Travel or Student Leadership. To request a vehicle from student leadership you must fill out the appropriate form found on the Student Leadership & Activities website: [www.sju.edu/sla](http://www.sju.edu/sla)

At least ten (10) business days before operating a University vehicle, or vehicle rented for University business, the driver of a University vehicle or rented vehicle must pre-register online for a Defensive Driver course and electronically agree to the Authorized Driver Agreement. A copy of the driver's valid state issued operator's license must be provided at the time the driver attends van training. Drivers are not certified to drive until the individual has attended van training and an approved MVR check has been completed and received by the Office of Public Safety & Security.

Administrative Services, Public Safety and University departments with vehicle pools will maintain a current list of authorized drivers and only provide vehicle keys to authorized drivers after presentation of a valid certified driver card, and operator's license. This list is accessible to Administrative Services, Student Leadership and Activities and University departments with vehicle pools.

Authorized drivers shall notify the Office of Public Safety & Security and their department head immediately if their operator's license is suspended, lapsed, revoked or has any limitations or restrictions. Failure to do so may be grounds for discipline up to and including termination of employment or expulsion, if a student.

### **C. Operation of University Vehicles and Personal Vehicles on University Business**

## **A. University Vehicles**

The following requirements apply to operation of all University vehicles.

1. The driver must be at least 18 years of age (19 years of age to drive a university van).
2. Drivers must have a valid state issued operator's license, as required, in their possession while operating the vehicle.
3. All drivers must attend Defensive Driver / Van Driver Training. Training is provided by the Office of Public Safety & Security each semester. Attendance at training will be documented through online registration and sign in sheets.
4. Driver's operating specialty vehicles (golf carts, bucket trucks, etc.) will be trained separately.
5. University owned pooled vehicles consisting of passenger vehicles or 12 passenger vans should not be driven out of the tri-state area (or 150 miles from campus) without prior written approval. In these cases, Vehicles should be rented from the Travel Office.
6. Students may not drive a vehicle on the return trip after participation in an athletic event.
7. The driver is responsible to use seat belts and require all occupants to do likewise in accordance with state laws.
8. The number of passengers must not exceed the number of seat belts. Drivers may not operate a vehicle when the vehicle load exceeds the recommended passenger/cargo load capacity or vision is obstructed due to overload.
9. The driver must observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
10. The driver assumes responsibility for any and all fines or traffic violations.
11. Drivers may not tow other vehicles or transport unauthorized passengers such as hitchhikers.
12. Only drivers authorized by a designated University official may operate a vehicle.
13. Driver must file a travel plan (Authorization Request) in advance of taking an out-of-town trip (and is subject to limitations outlined in #5 above).
14. Before each trip in a University vehicle, the driver shall perform a safety inspection of the vehicle and inspect the vehicle for damage. Such inspection shall be confirmed in writing on the vehicle log.
15. The driver shall report any damage or problems immediately to the Office of Public Safety & Security for documentation.
16. Vehicles shall not be taken "off road" unless the vehicle is designed for that use and the activity is required for University business.
17. Drivers involved in accidents shall follow procedures in Section IV of this policy.
18. The driver will be responsible for reporting dashboard (maintenance required) indicators for the vehicle to the head of the vehicle sub pool. Heads of vehicle sub pools can be found in the SJU Sub Fleet Maintenance Procedures. Copy is attached.
19. University Departments will be responsible for checking and maintaining all fluid levels (gasoline, oil, antifreeze, ect.) for the vehicles in their vehicle pool.
20. The driver must turn off the vehicle, park the vehicle in a legal parking spot, remove the keys, lock and secure the vehicle when it is left unattended.
21. The vehicle must be operated at speeds appropriate for road conditions, and in compliance with posted speed limits.

22. Drivers are required to fill out forms, logs and mileage reports and return the reports to the head of the vehicle sub pool (in the case of a vehicle from a department vehicle pool) promptly after each trip. All logs will be maintained for a period of four (4) years.
23. Drivers are to return pool vehicles to their assigned location by the “return time” with a clean interior.
24. Drivers have the right to refuse transportation of any passenger who is unable or unwilling to control their behavior. This behavior should be reported immediately to the Office of Public Safety & Security (610-660-1111).
25. The use or possession of drugs or alcoholic beverages (even unopened) while operating a vehicle or while riding in a vehicle as a passenger is prohibited. Drivers and passengers may not bring open or unopened alcoholic beverages onto any University vehicle.
26. Smoking is prohibited in all University vehicles.
27. Use of any device that would distract driving; (such as mobile cell phones, blue tooth devices, ear or headphones and texting, etc., but not limited to) while operating a vehicle, is prohibited.
28. Use of radar/laser detectors is prohibited.

#### **B. EASY PASS**

When an individual is using toll roads, it is their responsibility to make sure the vehicle is equipped with EZ-Pass or to pay for tolls out of pocket. If the driver is paying tolls, please see the Travel and Business Expense Policy.

When using EZ-Pass:

- a. The driver must check that the vehicle has an EZ-Pass transponder.
- b. The driver must check with the individual in charge of that vehicle to confirm the transponder is connected to a valid credit card with automatic replenishment.

#### **C. University Vans**

In addition to Section III.A above, drivers of University vans must:

1. Be 19 years of age.
2. Operators must complete all requirements and be approved by the Office of Public Safety & Security as a ‘SJU Certified Driver’.
3. Not transport more than a total of 12 passengers including the driver.
4. Only transport University students, faculty, staff or guests on official University business as passengers.

#### **D. Departmental Vehicle Pools**

Vehicles may be assigned to departments that have a continuous need. Department heads will be responsible for ensuring department pool vehicles are issued and operated in accordance with this policy.

1. Operators must complete all requirements and be approved by the Office of Public Safety & Security. A current list of authorized operators will be provided by the Public Safety Department to department heads having vehicle pools at the beginning of each semester.
2. Departments that operate a vehicle pool will be responsible for scheduling maintenance and vehicle repairs through the Office of Administrative Services.
3. When not in use, vehicles must be parked on campus or a location approved by Administrative Services and Public Safety.
4. The Office of Procurement Management is responsible to keep accurate vehicle inventory.
5. The Office of Administrative Services is responsible for reporting insurance claims submitted through Incident Reports from the Office of Public Safety & Security.
6. The Office of Administrative Services is responsible for registration of all University vehicles.

#### **A. Personal Vehicles Used for University Business**

All requirements in Section III.A.1. through III.A.23 above, are in force when University students, staff and faculty use personal vehicles for University business. Also, be aware in such instances, that the drivers own insurance will be primary in the event of any accident.

#### **E. Accidents**

Failure to stop at the scene of an accident in which you are involved is a criminal offense. An accident is any time a vehicle strikes or is struck by another vehicle, object or person, regardless of the amount of the damage or the owner of the vehicle/object. Examples of accidents include, but are not limited to: scraping trees, posts, railings, loading docks, other vehicles, etc. In the event of an accident involving a University vehicle, the driver shall adhere to the following procedures:

- A. Call police
  - B. Set out warning devices (e.g. flairs, reflective signs), if available and safe to do so
  - C. In the event of medical injuries, call for medical help
  - D. Do not leave the vehicle except in an extreme emergency
  - E. Assist injured people but do not move them unless absolutely necessary to remove them from imminent danger
  - F. Report the accident to Public Safety (610-660-1111) as soon as possible.
- **In case of a serious accident, injury or fatality, notify the University immediately (610-660-1111).**
- G. In the event that a University vehicle is involved in an accident on campus, call Public Safety for Incident Report documentation. Incident Report will be reported to Administrative Services for follow up with Insurance Company and a claim number.

- H. **Complete an Accident Investigation Form**, available from Public Safety within 24 hours of the accident occurrence. Also found on The Nest in the Document Repository for Health Safety and Environmental Compliance (Incident Investigation Reporting Policy).
- I. If at all possible, have pictures taken and do not move or allow the vehicle to move until police arrive at the scene. In cases where the police do not respond but the incident involves another car/driver please exchange the following from the other driver operator license information, proof of ownership and proof of insurance coverage. Obtain as much information as possible at the scene of the accident including if police are on the scene, obtain the officer's badge number, station address and phone number and the report number.
- J. Do not give statements regarding an accident to anyone other than police or University officials
- K. Regardless of circumstances, admit nothing, promise nothing and do not argue
- L. When giving information for the insurance report, be specific as to location, time, extent of injuries and/or damage to vehicles and a location and phone number where you can be reached
- M. Give names of all witnesses. If witnesses refuse to give names, list license numbers of their automobiles. In the event of no witnesses, get names and addresses of the first people to arrive at the scene
- N. Note skid marks and other pertinent information

#### **F. Personal Use of University Vehicles**

Personal operation of University vehicles is prohibited unless authorized in advance in writing by the University Division Head and driver is limited to spouse and children age 21 or older.

\*For NCAA Athletic Requests, please contact the Department of Athletics

<b>POLICY OWNER:</b>	Director of Public Safety and Security
<b>ORIGINAL ISSUE DATE:</b>	August 15, 2009 rev. 8.25.13, 7.28.14, 1.10.16; 1.7.17
<b>REVIEW FREQUENCY:</b>	Annually
<b>APPROVAL REQUIRED BY:</b>	A.V.P. for Administrative Services and V.P. for Student Life, January 1, 2017

**REVIEW/REVISION BLOCK**

REV	DATE	BY	COMMENTS
	1/1/17	Cary Anderson	Vice President for Student Life
	1/1/17	Timothy McGuriman	Associate Vice President for Administrative Services

# SAINT JOSEPH'S UNIVERSITY

## AUTHORIZED DRIVER APPLICATION FORM AND AGREEMENT

**THIS FORM AND AGREEMENT MUST BE COMPLETED AND SUBMITTED TO THE OFFICE OF PUBLIC SAFETY & SECURITY AT LEAST 10 BUSINESS DAYS PRIOR TO ANY PROPOSED USE OF A UNIVERSITY VEHICLE**

The following information will be used by the University's insurance carrier to obtain and review your driving records. Individuals with unacceptable driving records will not be authorized to operate Saint Joseph's University vehicles.

### APPLICATION FORM

<b>Department:</b> _____		<b>Date:</b> _____	
<b>Driver Name (as appears on state issued operator's license):</b> _____			
<b>Address (as appears on state issued operator's license):</b>			
<b>Street:</b> _____			
_____			
<b>City:</b> _____		<b>State:</b> _____	<b>Zip:</b> _____
<b>Date of Birth:</b> _____		<b>Age:</b> _____	<b>SJU ID number:</b> _____
<b>Operator License #:</b> _____		<b>Issue State:</b> _____	<b>Expiration Date:</b> _____
<b>Contact Information</b>			
<b>Phone (Primary):</b> _____			
<b>Phone (Alternate):</b> _____			
<b>AGREEMENT</b>			
My signature below indicates I have read and understand the University's Transportation Policy and agree to comply with the requirements contained therein. I understand my driving privileges may be revoked at any time and for any reason, consistent with applicable law. I understand that I may be held personally liable for any damage or injuries caused as a result of any unauthorized use of a Saint Joseph's University vehicle and for damage due to misconduct of passengers. I further understand that I must notify the Office of Public Safety & Security and my Department Head or Sponsor immediately if my operator's license is suspended, revoked or has any limitations or restrictions. I understand that violations of this agreement may be grounds for discipline up to and including termination of an employment or expulsion, if a student.			
<b>Driver Signature:</b> _____		<b>Date:</b> _____	
<b>Department Head Signature:</b> _____		<b>Date:</b> _____	
<b>FM REVIEW</b>	<b>MVR CHECK</b>	<b>PS CHECK</b>	<b>DD/VD TRAINING</b>
<b>DATE</b>			<b>COPY OF DL</b>
<b>Approved/Denied by:</b> _____		<b>Date:</b> _____	

**THIS SECTION IS TO BE COMPLETED BY DRIVER AND DEPARTMENT HEAD**