



**University Passenger Van & Vehicle  
Policy**

*July 1, 2022*

## GUIDELINES

- I. Purpose
- II. Safety and Management
- III. Authorized Use
- IV. Summary of Driver Authorization Process
- V. Annual Review of Driver History
- VI. Notification of Change in License Status
- VII. Vehicle Use
  - a. Reservations
  - b. Vehicle Pick Up and Return
  - c. Vehicle Inspection
  - d. Keys, Binder and Parking
  - e. Gas
  - f. Vehicle Operation
  - g. Authorized Drivers Only
  - h. Drugs and Alcohol
  - i. Seat Belts
  - j. Traffic and Parking Violations
  - k. Trip Time and Distance Limitations
  - l. Cargo/Carrying Restrictions
  - m. Signals
  - n. Speed Bumps and Potholes
  - o. Multi-Vehicle Trips
  - p. Passengers
  - q. Weather
- VIII. Accidents
  - a. Accidents
  - b. Reporting
  - c. Damage
  - d. Bodily Injury
  - e. Accident Investigation and Disciplinary Action
- IX. Breakdowns and Repairs
  - a. Breakdowns
  - b. Repairs
- X. Insurance Policies and Claims Reporting
  - a. Insurance Policies
  - b. Claims Reporting
- XI. Non-Compliance/Violation

## **GUIDLINES**

Failure to comply with the provisions of this Handbook may result in appropriate disciplinary action, including but not limited to revocation of driving privileges or more serious consequences.

### **I. Purpose**

This policy defines standards of conduct and operation and establishes mandatory training and certification requirements for employees and students who operate PASSENGER VANS or leased cars while conducting business on behalf of Centenary University. The primary goal of the policy is to help prevent accidents and minimize the risk of personal injury. Centenary University may change this policy at any time.

### **II. Safety and Management**

The use of University vehicles is managed by the Facilities Department. Driver approval, training and scheduling are managed by the University Van Coordinator, incident investigation are the responsibilities of the Campus Safety Office. Vehicle maintenance and safety inspections are the responsibility of the Facilities Department.

Vehicle safety is the responsibility of every driver.

### **III. Authorized Use**

- Vehicles are available for use by academic and administrative personnel, as well as student organizations, for official University business ONLY. Personal use is not allowed.
- Official University business includes community service activities, academic class trips or projects, administrative trips, authorized trips by student groups, and travel for intercollegiate athletics.
- Student organizations must register with the Office of Student Life and complete a vehicle authorization form.
- Vehicles may not be used to provide transportation to other members of the community for a fee.
- A faculty or staff member must supervise student groups using the van by either driving or being present in the van

### **IV. Summary of Driver Authorization Process for New Employees, Students, Staff and Faculty**

- All drivers are subject to the Driver Authorization Process
- Certain Employees are required to drive as a requirement of Employment
- All REQUESTS FOR USE OF A PASSENGER VAN must be approved by the Department or Organization requesting the use of a Van and scheduled with the Facilities Department.
- APPROVED DRIVERS must:
  - must be 18 years of age for use of PASSENGER VANS other than 15 passenger HOV Vans and have received required training.
  - Drivers of HOV (High Occupancy Vans) must be 24 years of age and have received required training.
  - Provide a U.S. driver's license that has been valid for at least three years and three years of driver's activity must be verified by Driver Authorization Process.
  - Comply with any restrictions on their licenses.

- Complete, sign, and provide:
  - Complete an MVR Authorization/Consent Document and provide Human Resources with a copy of the applicant's valid driver's license.
  - Must have a satisfactory Motor Vehicle Record.
  - All Drivers must complete an appropriate driver training course approved by Human Resources.
- Human Resources will review the driver history and advise the University Van Coordinator and the Facilities Department whether the driver is acceptable, conditional or unacceptable based on the Insurance Company's criteria.
- If the driving history is unacceptable, Human Resources will advise the employee or student that they cannot be authorized to drive on behalf of the University.
- If the driving history is conditional, Human Resources will discuss with CFO.
- If the driving history is acceptable, Human Resources will assign driver training.
- Human Resources will advise the employee or student when they have successfully completed the driver training course(s).
- Upon completion, the driver will receive notification that they have completed the necessary paperwork and will be added to the list of approved drivers.

### **Driver Authorization for New Hires**

- As part of the on-boarding process, Human Resources will request a review of the driving record as a component of the background review. Driving history for new hires is conducted by the Human Resources background review vendor.
- If the job description includes a requirement for an insurable and acceptable driving record, and the candidate's driving record is not acceptable, Human Resources will advise the Hiring Manager that the job offer is being rescinded.
- If the candidate's background review (including the driving history) is acceptable, the Employment Manager will advise the Hiring Manager.
- During the on-boarding process the Hiring Manager will advise the employee that they must go through the driver authorization process. The Hiring Manager will also advise the employee of their responsibility to read the Centenary University Passenger Van & Vehicle Policy and adhere to the terms and conditions for driving on behalf of the University.
- The New Hire will submit the following:
  - the completed authorization application,
  - a signed copy of the terms and conditions for driving on behalf of Centenary University (second page of the authorization application)
  - MVR Authorization – Provide Human Resources the information necessary to obtain the applicant's driving record, and the applicant's authority to request and review the applicant's driving record, and a copy of the employee's driver's license.
- Upon receipt of the application the Human Resources Office is informed that the employee is a New Hire seeking authorization to drive, the Department for which the employee will drive, and that the employee is required to have an acceptable and insurable driving record as a condition of employment.
- Human Resources will confirm that the employee has successfully passed the background review, which includes a driver history review, before allowing the employee to proceed to the next step in the authorization process.
- Human Resources will assign driver training based on the type of vehicle the employee will drive.
- Human Resources will advise the employee when the employee has successfully completed the driver training course(s).

- If the employee will be driving a university owned or leased vehicle, the driver must attend a vehicle orientation with the University Van Coordinator.
- If vehicle orientation is conducted by anyone other than University, CFO Office must be advised when vehicle orientation has been completed.
- Upon successful completion of the vehicle orientation, the employee's name will be added to the list of authorized drivers.

## **V. Annual Review of Driver History**

- On an annual basis, authorized drivers will be asked to update changes to their driver information by completing the authorization application.
- If no changes, the driver can write across the front of the application "No Changes", sign, and submit to the Human Resources Office.
- The driver must, on an annual basis, also read, sign, and return to Human Resources the terms and conditions for driving on behalf of the University.
- If the driver does not submit an updated authorization application and signed terms and condition by the specified deadline, they will be removed from the list of authorized drivers. The driver will be required to go through the entire authorization process in order to be placed on the list again.
- Human Resources will update the authorized driver list.
- Human Resources will advise that drivers are acceptable, unacceptable, or conditional.
  - Drivers who are acceptable will remain on the authorized driver list.
  - If unacceptable or conditional, and the driver is not required to maintain an acceptable driving record as a condition of employment.
- Unacceptable:
  - Human Resources will advise the driver and the driver's name will be removed from the list of authorized drivers.
  - If the driver wants to become an authorized driver again, they must go through the authorization process again. Additional training may be necessary.
- Conditional:
  - The Human Resources Office will advise the driver that they must obtain a copy of their driving record from the DMV and submit to Human Resources for review.
  - Human Resources will review to determine what type of additional training is necessary in order for the driver to remain on the authorized driver list.
  - Driver must submit a copy of the driver record to the Human Resources Office and successfully complete additional training within 45 days in order to remain on the list of authorized drivers.
  - Once removed from the list of authorized drivers; a driver must go through the entire authorization process in order to be authorized to drive.
- If Unacceptable or Conditional, and the driver is an employee who is required to maintain an acceptable driving record as a condition of employment:
- Conditional:
  - Human Resources will advise the employee's manager.
  - The employee's manager will advise the employee that they must obtain a copy of their driving record from the DMV and submit to the employee's manager.
  - Human Resources and the employee's manager will review the driving record to determine what type of additional training is necessary.
  - Human Resources and employee's manager (and, if appropriate, other members of Executive Staff) will determine appropriate disciplinary action to be taken.
- Unacceptable:
  - Human Resources will advise the employee's manager.

- The employee's manager will advise the employee that they must obtain a copy of her or his driving record and copies of court dockets (if any) from the DMV and submit to the manager.
- Human Resources, and the employee's manager will review the driving record and other relevant information.
- Human Resources and the employee's manager (and, if appropriate, other members of Executive Staff) will determine appropriate disciplinary action to be taken.

## **VI. Notification of Change in License Status**

All drivers must immediately notify Human Resources, and for employees for whom driving is a requirement of employment, their department head or designee, of any change in their license status in any state, including license expiration, suspension, or revocation for any reason. Any driver of a university vehicle who has their right to operate suspended or revoked may not drive a vehicle on behalf of the University.

## **VII. Vehicle Use**

All PASSENGER VANS can be assigned to any Department or Student Organization based on scheduling and the qualifications of the assigned driver - Typically, the use of the vans can be described:

- 1-Hatchery Van- 15 passenger- DAILY
- 2-Equine Van – 12 passenger - DAILY
- 3-Athletic Vans (HOV) – 15 passenger – AS REQUIRED
- 2-General Use – AS REQUIRED

### **a. Reservations**

- Reservations for all vehicles including student organizations and Athletics vehicles are made through the Facilities Office.
- Reservations are accepted on a first-come, first-served basis. Reservation requests are accepted up to 90 days in advance but must be made at least one (1) business day prior to the day needed. Contact the Facilities Department with questions.
- Departments and organizations reserving vehicles must identify the driver(s), the intended destination, and the purpose of the trip. Drivers must have an approved vehicle authorization form on file with the Human Resources Office.
  
- Cancellations for Athletics vehicles are made through the Athletics Department. All other reservations, including those for student organizations, can be cancelled by contacting the Facilities Department. Cancellations should be made at the earliest possible date.

### **b. Vehicle Pick Up and Return**

- Athletic vehicles are picked up from the Parking area in front of Reeves Gymnasium. All others, including student organizations, pick up vehicles from the Lackland Lot.
- A list of passengers must be submitted to the Human Resources Department prior to departing campus. Space will be provided for this information on the Pre-Trip Inspection Form.

- If a situation arises in which a key exchange must take place after 4:30 pm or on a weekend, this will be arranged by the Van Coordinator. Instructions, along with the keys, will be left with Security. You will be required to sign for the keys when you pick them up. Key packets dropped off after normal business hours must be put into the drop box at the facilities office.

### c. Vehicle Inspection

- Drivers must complete a pre-trip inspection form prior to leaving campus.
- Damage to vehicles found by the driver during the safety check must be reported to the Facilities Department prior to leaving campus. Vehicles with obvious safety problems may not be used and should be reported immediately to the Facilities Department. If there is a replacement vehicle available, one will be substituted.
- Drivers must clear snow and ice from vehicles prior to driving.

### d. Keys, Binder/ Pouch and Parking

- With the exception of Hatchery, Equine and Facilities vehicles, drivers obtain keys and vehicle binders from the Facilities Department. The vehicle binder / Pouch includes the trip sheet, and vehicle information.
- Athletics vehicles must be returned to the Parking area outside of Reeves Gymnasium.
- Others, including student organizations, must return vehicles to the Lackland Lot and park in one of the reserved University Vans spots.
- **Vehicles must be returned with a full tank of gas, doors locked, and all windows closed.**
- After parking the vehicle, the driver must complete the Post Trip Inspection form with mileage and fuel purchases, sign the sheet, and return the vehicle binder and keys to the Facilities Department. Lost or broken vehicles keys must be reported immediately to the Facilities Department.
- **AT NO TIME ARE THE KEYS TO BE RETAINED OR GIVEN TO ANOTHER PERSON.**
- Late Vehicle Return—Drivers are required to notify the Facilities Department, even if it is after hours, if the department or organization cannot return a vehicle on time.

### e. Gas

- When a driver picks up a vehicle, they must check to be sure that the vehicle has a full tank of gas.
- Drivers must return vehicles in a clean condition. Vehicles that are left dirty will be cleaned and the department or organization that last used the vehicle will be charged.
- On returning the vehicle, the driver must check for new damage and note any safety issues. The cost for new damage, up to the cost of the insurance deductible, is the responsibility of the department or organization that used the vehicle. Drivers must notify the Facilities Office immediately of any damage, safety, or mechanical problems. Damage that is not reported to the Receptionist within 24 hours may result in the department being responsible for the full cost of the damage repair.
- Vehicles must be returned with a full tank of gas. To fill up off campus, drivers should use a card or their own money or credit cards and request reimbursement from the appropriate organization or department.

## **f. Vehicle Operation**

- Drivers should not engage in behavior that might distract from the safe operation of the vehicle.
- Drivers shall adhere to the governing laws regarding the use of mobile communication devices and other electronic devices while driving.
- Drivers shall not transport any alcohol, drugs, or other contraband in any University vehicle unless specifically approved and required to do so in conjunction with my duties as an employee of the University.
- Drivers shall not drive the vehicle "off road" unless it is appropriate for that use.
- Loud music, the throwing of objects, and other driver distractions are prohibited.
- Drivers whose passengers are causing distractions should stop the vehicle in a safe place until the distractions have ceased.
- No animals are allowed in vehicles unless service animals which are preapproved by the Office of Disabilities Services.

## **g. Authorized Drivers Only**

- Drivers may not authorize anyone else to drive. If more than one person is going to drive the vehicle, each driver must be authorized in accordance with the requirements of this policy. All drivers must be listed on the trip sheet. The use of an unauthorized driver may result in the loss of departmental or organization privileges.

## **h. Drugs and Alcohol**

- Drivers may not consume alcohol or drugs prior to operating a vehicle. Drivers found operating University vehicles under the influence of alcohol or drugs (including medications that would impair the driver) are subject to University disciplinary proceedings which may result in sanctions up to and including discharge from employment or suspension from the University. This is in addition to possible criminal prosecution.
- Alcoholic beverages and/or drugs may not be transported in University vehicles. The driver is responsible for enforcing this provision.

## **i. Seat Belts**

- The driver and all passengers must be seated and must fasten seat belts, in accordance with New Jersey law, before the vehicle is put in motion. The driver should visually check for seat belt fastening and verbally remind the passengers. The driver must refuse to take any passengers who refuse to cooperate and may not operate the vehicle if passengers do not have seat belts on.
- Seat belts must remain fastened until the vehicle reaches its destination.

## **j. Traffic and Parking Violations**

- The driver is responsible for the payment of any violations and parking fines received during a trip. A driver cited for a preventable moving violation or who faces criminal charges, including driving recklessly, driving to endanger, leaving the scene of an accident, or driving under the influence of drugs or alcohol, may face additional disciplinary action.
- Tickets received are the responsibility of the driver.
- Drivers who fail to inform the Human Resources Office about violations received while using a vehicle may lose eligibility to operate a vehicle for up to one year.



- Verified notification to the Human Resources Office by anyone (local police, community members, etc.) of erratic or unsafe operation of a vehicle will result in appropriate disciplinary action, including but not limited to, suspension of the driver's privileges.

#### **k. Trip Time and Distance Limitations**

- When transporting students more than 180 miles or 3 hours (one way), a second authorized driver is required and driving responsibilities must be shared. A driver may not drive a University Vehicle for more than 180 miles or 3 hours (one way) at any one time without a rest period of two hours.
- Travel over 220 miles or 4 hours (one way) or if the trip is expected to extend later than 12:00am should require the use of a chartered bus.
- If students are being transported, trips of more than 180 miles (round trip) must include a faculty or staff member in the travel group.
- Exceptions must be approved by the Human Resources Office.

#### **l. Cargo/Carrying Restrictions**

- Drivers may not carry any item(s) on the vehicle's roof, even if there is a roof rack, or with anything protruding from the vehicle window or door.
- Drivers may not use vehicles to move equipment or other property.
- Fifteen passenger vans shall be loaded with no more than 10 passengers and equipment. 12 passenger vans may be loaded with no more than 8 passengers and equipment.
- Drivers may not push or tow other vehicles, including vehicles with installed hitches.
- No hazardous cargo is permitted in vehicles.
- All baggage and equipment must be properly stored and secured.

#### **m. Signals**

- Drivers must use appropriate turn and lane change signals.

#### **n. Speed Bumps and Potholes**

- Drivers must slow down and use caution when driving over speed bumps or potholes.
- Drivers must bring vehicles to a complete stop before proceeding over a speed bump.

#### **o. Multi-Vehicle Trips**

Each driver should make a reasonable effort to keep track of the vehicles traveling with them. If a driver detects that a vehicle to the rear is missing or has developed problems, the driver in the forward vehicle must immediately turn on hazard flashers and pull over to a safe location (note: a curving exit ramp or an area of low visibility is not a safe location).

- If a vehicle develops problems, the driver should flash the vehicle's high beams, turn on the hazard flashers, and pull over to a safe location. The passengers should exit the vehicle and move away from the road. The driver should then determine the nature of the problem and take appropriate action.

#### **p. Passengers**

- Only passengers connected with the event, activity, or University business are permitted to ride in University vehicles. A list of passengers is to be submitted to the Human Resources Department, along with the completed Pre-Trip Inspection Form.

- A driver may not allow another passenger to operate the vehicle unless that person is listed as an operator on the trip sheet and/or is approved by Human Resources.
- Picking up hitchhikers is strictly prohibited.

#### **q. Weather**

- For student organizations the Senior Director of Student Engagement or Vice President for Student Life and Dean of Students, may cancel trips or prohibit vehicle use because of adverse weather conditions.
- In the event that adverse weather conditions develop during a trip, drivers should take special precautions. If snow or ice begins to fall during a trip, drivers should turn on their headlights, keep both hands on the steering wheel, and be alert for other vehicles. If it is raining, drivers should reduce vehicle speed to less than the posted limit and turn on their headlights. Roads are more slippery at the start of rain since surface oil and grease form slick films that are not washed away until after 20-30 minutes of hard rain. Strong winds also make steering difficult. In such conditions, drivers should decrease speed, keep both hands on the steering wheel, and be alert for other vehicles.
- When there is any doubt about ability to operate the vehicle safely because of deteriorating weather conditions, drivers should pull over to a safe location until adverse weather conditions have passed.

### **VIII. Accidents**

#### **a. Accidents**

- In the event of an accident, passengers should get out of the vehicle and move away from the road, exiting from the side away from traffic if possible.
- If another vehicle is involved, the driver and passengers should remain calm and courteous, and acknowledge only facts to the other driver. Do not tell the other driver that you or the University is responsible for the accident. Avoid words like “fault” and “blame”. Do not discuss the accident with anyone other than the police or University officials except to obtain driver, vehicle, and insurance carrier and witness information.

#### **b. Reporting**

- After any accident, no matter how minor, the driver must immediately notify local police.
- Upon return to campus or earlier the driver must notify the Facilities Department and the Human Resources Office. The driver and occupants of the vehicle must complete an accident form. The driver should get verbal confirmation from the local police that a report will be filed and the local police information (phone, address, reporting officer and report number).
- If the accident occurs on campus, the driver needs to notify the Facilities Department.
- Failure to file an accident report with the local police in a timely manner or to notify the Facilities Department may result in loss of vehicle privileges and other disciplinary action.

#### **c. Damage**

- Departments and organizations are responsible for damage to a vehicle that occurs due to the fault of the driver. Also, departments and organizations will be charged for damage to a vehicle regardless of fault if the accident is not reported to the Facilities Department.
- The maximum charge for vehicle damage is the deductible limit of the University’s vehicle insurance policy, currently \$1,000 (but subject to change), unless the group fails to report the accident to the Facilities Department within 24 hours. In such cases, the department or

organization may be responsible for the entire loss. Departments and organizations have 30 days to pay the deductible or damage costs. If the deductible expense is not paid the department or organization will lose its vehicle privileges until the bill is paid.

- If damage is found after a department or organization has used a vehicle and has not reported it to the Facilities Department, the department or organization that used the vehicle last will be charged for the vehicle repair.
- Damaged vehicles that need to be towed must go to a repair facility designated by the University.

#### **d. Bodily Injury**

- Drivers must be absolutely certain that police are informed if there are injuries and request medical assistance.
- Keep the injured person warm and still. Never move a person who has or is complaining of neck or back pain unless threatening conditions command.
- If an injured person is taken from the scene for medical treatment, find out the destination.
- Notify Security immediately at 908-852-1400 ext. 0 so the family and other University officials can be notified.
- If the driver is injured, he/she should not drive.

#### **e. Accident Investigation and Disciplinary Action**

- The Director of Security in conjunction with the Vice President for Student Life and Dean of Students (students) and the Vice President for Business and Finance (employees) investigates accidents to determine the cause and fault. If the driver of the University's vehicle was at fault, the finding is documented, and disciplinary proceedings may be initiated. The Director of Security also investigates reports of near misses, reckless driving, failure to wear seatbelts, and other incidents, and initiates appropriate disciplinary action.

### **IX. Breakdowns and Repairs**

#### **a. Breakdowns**

If a vehicle breaks down off campus, the driver should notify Security at 908-852-1400 ext. 0. Based on the location of the vehicle, the time of day, and the circumstances of the breakdown, Security will determine what action should be taken. The driver shall make arrangements to carry out such repair directives. Centenary does have a road service agreement with Enterprise Rental and Security will coordinate as necessary. Drivers are not authorized to have repairs made without authorization from Security.

- If a vehicle that has been reserved is not available due to repairs or safety problems, the Facilities Department will attempt to assign another vehicle, though this may not always be possible. On weekends, Security has limited means to replace a vehicle that has broken down. If there are no other vehicles available, the group will need to find other transportation.

#### **b. Repairs**

- The Facilities Department is responsible for all vehicle repairs.
- The University will not reimburse drivers for unauthorized repairs.

## **X. Insurance Policies and Claims Reporting**

### **a. Insurance Policies – Use of Personal Vehicles is Strongly Discouraged**

- Centenary carries liability and physical damage insurance for all vehicles owned, rented, or leased in the name of the University. That person is an individually insured driver under the University's insurance policy. This is subject to the University insurer's driver insurability criteria.
- If a personal auto is used, the insurance of the owner takes precedence over the University's insurance. Meaning that if an accident occurs, the owner's insurance will be responsible for coverage to personnel and property. It does not waive the responsibility of the insurer or assign that responsibility to another. If something were to happen, the University's insurance would cover the University if sued, but the carrier would subrogate to the owner's coverage.

### **b. Claims Reporting**

- If an employee is injured in a vehicle accident while acting within the scope of his or her University employment duties, they must contact the Human Resources Office to obtain and complete a workers' compensation claim form.
- All motor vehicle accidents involving vehicles owned or leased in the name of the University must be reported to the local police department, Security, the Human Resources Office, and the Facilities Office.

## **XI. Non-Compliance/Violations**

Noncompliance with or violation of the provisions of this policy, or motor vehicle laws may result in the suspension or cancellation of authorization to operate a University vehicle, charges to the operator or appropriate department for expenses incurred as a result of the violation, and/or disciplinary action in accordance with the Student Conduct Process or employment disciplinary guidelines.

### **Examples include but are not limited to:**

- Failure to return a vehicle on time.
- Failure to cancel a reservation at least 24 hours in advance.
- Failure to clean a vehicle before returning it.
- **Failure to return a vehicle with a full tank of gas.** Failure to return a vehicle to the appropriate parking lot.
- Failure to complete trip paperwork and return keys, vehicle binder, or gas card.
- Failure to report lost or broken keys.
- Failure to pay fines for tickets or parking violations incurred during use of a vehicle.
- Citation for a preventable moving violation (e.g., speeding, running a red light) or criminal charges (e.g., reckless driving, driving to endanger, leaving the scene of an accident, driving under the influence of alcohol).
- Failure to operate in accordance with any provision of this Handbook or any other University policy. In particular, the University will treat failure to wear safety belts and reckless vehicle operation with utmost seriousness.
- Use of a vehicle for non-University or personal business.
- Inappropriate use of Fast Lane or any other automated toll collection system.