

Statement of Policy and Procedure

Policy: Transportation Policy
Department: Campus Safety
Effective: 09/07/2006
Approved by: Executive Cabinet
Last updated: 09/21/2015

Purpose

To establish the rules, guidelines and procedures for the use of owned, rented, and personal automobiles in the pursuit of University business and for approved activities, with the main focus on ensuring the safety of participants.

Safety Committee

The Safety Committee will monitor this Policy's effectiveness and maintain Policy records.

Approved Activities

This Policy applies to all University business and approved activities. This includes any activity sponsored by the University. It does not apply to the individual use of privately owned vehicles. For example: if a student chooses to transport another student(s) to a certain location in a personal vehicle, it is considered personal use for which the University is not responsible. However, if a student uses his/her personal vehicle to transport another student(s) to a specific location for the purpose of attending a University sponsored event and such transportation has been tacitly or directly approved by any University employee, then the University could be held responsible, and the driver and vehicle are subject to the provisions of this Policy.

Driver Standards

All drivers must be pre-approved by the driver application process prior to driving any vehicle "on behalf of the University." This includes the use of personally-owned vehicles for University-approved activities. To be qualified to drive University-owned vehicles, rented vehicles, or personally-owned vehicles in the course of University business, an individual must meet the following standards:

1. Drivers must be between the ages of 19 and 70. Drivers under 21 will be restricted to a maximum of one-to-two passengers on a case-by-case, as-approved basis.
2. Maximum acceptable moving violations are limited to two minor infractions within the past three years, or one minor infraction and one accident within the past three years. Minor infractions include but are not limited to: speed violations not exceeding 20 miles per hour over the speed limit, failure to yield, improper lane change or turn, failure to stop at a stop sign or red light, and various other moving violations. No at-fault accidents resulting in greater than \$5,000 in damages are allowed. If an accident is not the driver's fault, a written explanation of the circumstances from the driver's insurance company is required. Due to privacy laws, a driver must give approval to the University and/or its insurance company to obtain a current copy of his or her MVR (motor vehicle record). Once approved under this policy, the driver must report any traffic violation that is outside the limits stated herein. Oregon State driving records will be monitored via the DMV Automated Reporting Service (ARS).
3. A minimum of one (1) year of driving experience in the type of vehicle to be operated, and/or approval by the Vice President for Operations is required. A Commercial Drivers License (CDL) will be required to operate any vehicle larger than a 15 passenger van.
4. Drivers must be trained in the safe operation of the vehicle they will be using. The driver training course is provided by our insurance carrier, and must be completed with an acceptable

test score prior to gaining approval as a University driver. Approval of driving privileges will be for a period of 5 years after which drivers will be retrained and reevaluated by the University and/or its insurance company.

5. Drivers must complete the Application for University Driving Privileges (see attached). This form must have a department head recommendation. A driver cannot recommend him/herself. Failure to observe the requirements of this Policy may result in the loss of driving privileges.

Vehicle Standards

1. There will be NO Third Party use of University vehicles

A Third Party is recognized as any entity not financially involved with Warner Pacific University.

2. Types of Vehicles

The type of vehicle will depend upon the needs of the specific activity. **Under no circumstances are 15 Passenger Vans** (whether rental, personal vehicle, or other) to be used by the University or any individual for any activity sponsored by the University unless it is a 2006 or newer van with anti-tip suspension.

3. Vehicle Maintenance

Facilities Services is responsible for maintaining the safe operating condition of University owned vehicles. Rental and/or privately owned vehicles are the responsibility of the rental company or individual owner. Assigned University fuel credit cards are to be used for fuel and/or required maintenance products only, and for the assigned vehicle only. Employees are to use regular unleaded gas only, unless otherwise specified.

4. Vehicle Inspection

It is ultimately the responsibility of the driver to ensure the vehicle is in safe operating condition. To assist in this endeavor, a pre-trip/post-trip inspection is to be completed (see attached vehicle inspection form). Copies of this form must be kept in each vehicle and used to report any maintenance- or safety-related problems to Facilities Services. It is the responsibility of the assigned driver to inform the Director of Facilities of any vehicle maintenance needs or safety problems of which they become aware. Employees to whom the vehicle is issued will be held accountable for maintaining proper fluid levels and tire air pressure.

5. Vehicle Safety

College owned vehicles must carry an emergency/medical kit containing flares, flashlight, tire chains, accident report forms, and a First Aid kit. Copies of the Vehicle Registration and a copy of the insurance card must also be kept in the vehicle at all times.

6. Use of Personal Vehicles

If a personally owned vehicle is used for a University sponsored activity, the driver of that vehicle must meet the experience and driving record eligibility standards stated in the Driver Standards section of this Policy and be comfortable with his or her own auto insurance coverage in the case of an accident. Personal auto insurance coverage is primary for all personal vehicle use and forms the extent of the registered owner's protection. Minimum insurance requirements must be demonstrated by the driver/owner of the vehicle, with bodily injury and property damage liability limits of \$50,000/\$100,000/\$50,000 (per person/per crash for bodily injury to others/per crash for damage to others' property). Proof of insurance is required, and driving records will be monitored by the DMV Automated Reporting Service (ARS).

7. Rental Vehicles

The use of rental vehicles poses important and unique insurance challenges. The following procedures must be strictly followed.

- All transportation service and/or rental contracts **MUST** be in the University name and paid for with an authorized University credit card or check. *(Vehicles are not to be rented in an individual's personal name, or paid for with a personal credit card. **The University insurance policy does not cover** vehicle rentals paid for by personal credit card or check; any accident will be the responsibility of the person whose name appears on the rental contract and/or his or her personal*

auto insurance company). Contracted (hired) transportation services must be reviewed and approved by the college's Vice President for Operations.

- Reject collision damage coverage on the rental contract. The University automobile insurance policy provides coverage for damage to rental vehicles up to \$50,000 actual cash value of the vehicle. If the ACV of the vehicle is more than that amount, you will need advance approval by the insurance company.
- The rental contract requires all drivers to be listed. Most rental companies charge extra to list more than one driver. It is important that the trip be reviewed to determine if more than one driver will be required. Under no circumstances will a non-listed driver operate a rental vehicle. If an emergency situation arises, call the rental car company to determine whether an additional driver can be added during the trip. Drivers of rental cars should meet the same standards as listed above, although rental companies may approve others outside the standards of this Policy.

Drivers' Safety Standards

All state and local laws must be obeyed, including relevant Oregon Revised Statutes (ORS) Traffic Codes.

1. The use of a Warner Pacific University vehicle while under the influence of alcohol, drugs, or other intoxicants that could impair driving ability is forbidden and is sufficient cause for discipline, including termination of employment.
2. No driver should operate a University vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or impairing medication.
3. The number of passengers must be limited to no more than ten when driving 15 passenger vans.
4. No cargo is to be placed on the roof of a 15 passenger van. Any internal cargo must not be loaded above the top of the seat level.
5. Hauling trailers when driving 15 passenger vans is prohibited.
6. All drivers and passengers operating or riding in a University vehicle **must** wear seat belts, even if air bags are available.
7. Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
8. The use of headlights and/or driving lights is encouraged at all times, especially during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
9. Cell phone use is prohibited. Drivers should complete calls while the vehicle is parked. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
10. Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
11. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time pedestrians and bicycles in the roadway have the right of way.
12. Turn signals must be used to show where you are heading while going into traffic and before every turn or lane change.
13. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
14. Drivers are responsible for the security of University vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

Vehicle Check-out Process

University owned vehicles will be scheduled through the Vehicle Calendar and checked out with Facilities Services. An inspection form and the keys to the University vehicle will be given to the assigned driver at the time of check-out. Keys shall be in the possession of the pre-authorized driver at all times. All vehicles, vehicle inspection forms, and keys must be returned immediately to Facilities Services upon returning to Campus. Keys will be kept in the Maintenance office at all times when not in use unless other arrangements are made in advance with Facilities Services.

Accident Procedures

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries, obtain all pertinent information, and report it accurately. There will be a formal accident review conducted on each accident to determine the cause and how the accident could have been prevented.

1. Call for medical aid if necessary.
2. Call the police. Accidents, regardless of severity, may need to be reported to the police. If the driver cannot get to a phone, he/she should write a note giving the location to a reliable appearing motorist and ask him/her to notify the police.
3. Complete an accident report form.
4. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Do not argue with anyone. Say as little as possible.
5. Provide the other party with your name, address, driver's license number, and insurance information. (Insurance cards are located in each University vehicle.)
6. Immediately report the accident to the Campus Safety Supervisor. Provide him with a copy of the accident report, and if there is an employee injury, forward a copy of the report to the Director of Human Resources.

<p>1. Personal Information</p> <p>Name on Driver's License (First, Middle, Last): _____</p> <p>Age: _____ Date of Birth: ____ / ____ / ____</p> <p>Current Address: _____ _____</p> <p>E-mail: _____</p> <p>WPC Status: <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Student <input type="checkbox"/> Coach <input type="checkbox"/> Other _____</p>	<p>5. Driving Information</p> <p>Driver License Number: _____</p> <p>State: _____ <input type="checkbox"/> Commercial Driver's License <i>Out of state drivers must include a copy of their MVR with their application.</i></p> <p>Expires: ____ / ____ / ____</p> <p>Limitations/Restrictions: _____</p> <p>Number of years' experience as licensed driver: _____</p> <p><i>Drivers are expected to have a reasonable period of licensed, violation-free driving experience. Additional restrictions may apply to drivers under 21. If approved, restrictions will be noted on processed application.</i></p>												
<p>2. Reason for Requesting University Driving Privileges</p>	<p>6. Driving Activity (tickets) in the previous 36 months and/or accidents</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">Date</th> <th style="width:50%;">Activity</th> <th style="width:30%;">Disposition</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><input type="checkbox"/> Check and continue on back if necessary.</p>	Date	Activity	Disposition									
Date	Activity	Disposition											
<p>3. Driving Privileges Requested</p> <p><input type="checkbox"/> University vehicles: <input type="checkbox"/> off-campus <input type="checkbox"/> on-campus</p> <p><input type="checkbox"/> Rental vehicles: <input type="checkbox"/> with or <input type="checkbox"/> without passengers</p> <p><input type="checkbox"/> Personal vehicle for <input type="checkbox"/> business or <input type="checkbox"/> group travel</p> <p><input type="checkbox"/> Vans (12 passenger or more)</p>	<p>7. Personal Auto Information</p> <p>Make/Model _____ Year _____</p> <p>License # _____ State _____</p> <p>Insurance Co. _____</p> <p>Policy # _____</p> <p>Expiration date ____ / ____ / ____</p> <p>Liability Limits _____</p> <p>Vehicle inspected on ____ / ____ / ____</p> <p>By: _____ (WPC Campus Safety)</p> <p>Result: <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable</p> <p>Personal insurance is primary for all personal vehicle use.</p>												
<p>4. Driving privileges are requested for the period:</p> <p>Effective: ____ / ____ / ____ Ending: ____ / ____ / ____</p> <p>Driving privileges may be requested for up to five years.</p>													
<p>A. Applicant Certification and Signature</p> <p>I certify that the information given herein is true and complete to the best of my knowledge and that I have read and am in agreement with the Transportation Policy. I authorize the University or its insurance agency to check my driving record and/or claim history. This authorization is valid for future driving record inquiries for as long as I maintain employment or volunteer with Warner Pacific University.</p> <p>Signature: _____</p> <p>Date: ____ / ____ / ____</p>	<p>C. Vehicle Record Approval</p> <p><input type="checkbox"/> No objection to request for driving privileges</p> <p><input type="checkbox"/> Driving privileges are not recommended:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Driver outside age limitations</p> <p style="margin-left: 20px;"><input type="checkbox"/> Driver's record activity</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other: _____</p> <p>Signature: _____</p> <p>Date: ____ / ____ / ____</p>												
<p>B. Department Recommendation</p> <p>The requested driving privileges are essential to the conduct of the department's programs(s). I recommend approval for the requested driving privileges.</p> <p>Signature: _____</p> <p>Date: ____ / ____ / ____</p>	<p>D. University Approvals</p> <p>Driving Privileges as indicated above are:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Authorized for period requested</p> <p style="margin-left: 20px;"><input type="checkbox"/> Authorized for the period ending ____ / ____ / ____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Conditionally Authorized: _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Not Authorized</p> <p>Signature: _____</p>												

Distribution: Applicant (copy) Approving Department (copy) Campus Safety (copy) Insurance File (original)



PRELIMINARY TRAFFIC ACCIDENT REPORT

Date: _____ Time: _____ (AM/PM) _____

City: _____ State: _____ Street name/location: _____

Damage to Vehicle or Property of Others (fill in information on other driver/vehicle)

Make of vehicle: _____ Model: _____

Driver's license number: _____ Insurance company: _____

Insurance agent: _____ Phone number: _____

Name of driver: _____ Phone number: _____

Address of driver: _____

List damage visible to vehicle or property: _____

Injured Person(s):

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

Witnesses:

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

This material is for informational purposes only. It is not intended to give specific legal or risk management advice, nor are any suggested checklists or actions plans intended to include or address all possible risk management exposures or solutions. You are encouraged to retain your own expert consultants and legal advisors in order to develop a risk management plan specific to your own activities. For more information, contact the GuideOne Center for Risk Management at (877) 448-4331, ext. 5118 for Church and Schools, or ext. 5175 for Senior Living Communities.

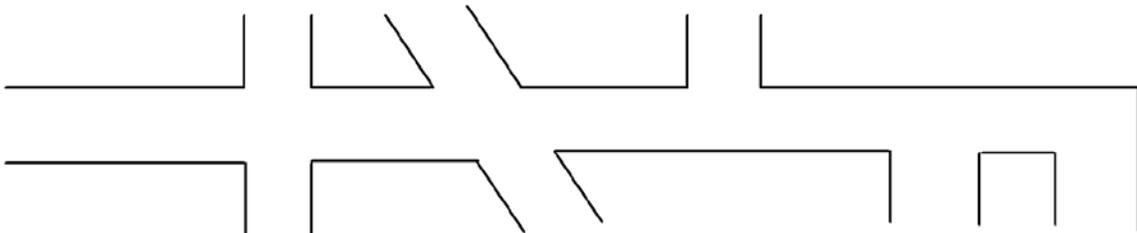


Was a police report made? Yes No

Was anyone cited or arrested? Yes No If yes, list names: _____

Brief narrative of accident (explain where you were going, load you were carrying, speed of vehicle): _____

Diagram of accident (show location and direction of travel of all vehicles, street names, skid marks, signs, etc.):



Driver's signature: _____ Date: _____

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ACCIDENT REPORT INFORMATION

(Place this and the Accident Report Form in every vehicle.)

In case of an accident, remember to do the following:

1. Stop immediately to investigate.
2. Look for injured people. Do not move them unless they are in immediate and imminent danger.
3. Protect yourself, others, and property from additional injury or damage. If further hazard exists, remove the vehicle or other equipment from the right-of-way, if possible. If the vehicle cannot be moved, place emergency flags or flares near the accident scene.
4. Call police and emergency medical services if needed.
5. Locate witnesses and obtain their contact information.
6. Exchange contact and insurance information with other drivers.
7. Complete the attached Accident Report at the earliest opportunity.
8. Report the accident to a representative from your organization via telephone or in person.
9. Have someone contact your insurance agent to report the accident.

IMPORTANT REMINDER: Never admit fault. Give information pertaining to the accident only to the police and your insurance or church representative.



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<http://www.guideonecenter.com>



Vehicle Inspection Form

Vehicle Make & Model: _____

Date: _____

Driver's Name: _____

Beginning Mileage: _____

Ending Mileage: _____

Note any Damage: _____

At Time of Check-out:

OK?

- Tires
- Mirrors
- Headlights/ Turn Signals
- Windshield Wipers
- Brakes

OK?

- Fluids (oil, coolant, brake)
- Seat Belts
- Emergency/Medical Kit (flares, flashlight, tire chains, accident report forms, First Aid kit)

Additional Comments: _____

At Time of Check-in:

OK?

- Clean (free of trash, personal belongings, etc.)
- Lights Off
- Doors Locked
- Mileage Recorded

This form must be completed and submitted with the vehicle keys upon return.

Drivers' Safety Standards

- All State and Local laws must be obeyed, including relevant Oregon Revised Statutes (ORS) Traffic Codes.
- Driver must be fit to drive (no impairing drugs/ medications, sufficient rest, etc.)
- Drivers and passengers must wear seat belts.
- Drivers must honor posted speed limits.
- Cell phone use is prohibited while driving.
- Drivers must use turn signals when changing lanes and turning.
- Drivers must check mirrors regularly.
- Drivers must secure WPC vehicles while unoccupied.