

THE UNIVERSITY OF FINDLAY TRANSPORTATION POLICY

Revised 10/16/2020

The University of Findlay provides vehicle service to university students, faculty, and staff for university-related business or university functions only. The department provides transit services that are integrated with programs, which support the educational and developmental pursuits of its university community members.

RULES & REGULATIONS

All University employees operating a University vehicle shall have a valid driver's license and be 21 years of age. The mini bus and the Education bus require a University of Findlay CDL licensed driver. The mini bus requires a CDL-C license with a passenger endorsement. The Education bus requires a CDL-B license with a passenger endorsement and airbrake endorsement. All CDL licensed drivers will comply with the Department of Transportation 49 CFR Part 382 of the "Omnibus Transportation Employee Testing Act of 1991". All drivers operating a University vehicle shall comply with all the State and local laws, ordinances and regulations.

Any University driver receiving a traffic violation while operating a university vehicle shall be responsible for paying in full any outstanding fines. Any accident or incidents involving a University vehicle must result in the driver immediately alerting police and must submit an official police accident report to the Physical Plant within 48 hours of the accident. If it is during normal business hours (M-F 8 am - 5pm), the report should be called into the Physical Plant at (419) 434-4544. If the accident or incident occurs after hours, security should be contacted at (419) 434-4799. An Accident Packet, is located in the glove compartment of each vehicle. If and when an accident or incident occurs, the "Drivers Report of Motor Vehicle Accident" form should be completed and forwarded to the Physical Plant. Insurance Identification Cards covering the United States and Canada travel are in each vehicle on the backside of the registration.

In accordance to The University of Findlay's Snow Emergency Policy, during a Level 3 Snow Emergency, the University vehicles will not travel on roadways.

Driver and all passengers must wear seatbelts/shoulder harnesses whenever the vehicle is in motion on public or private thoroughfares and roads. It is the supervisor's responsibility to ensure passengers comply with this policy.

The University of Findlay prohibits the use and/or possession of controlled substances or alcohol. Smoking is prohibited in all University's vehicles. Cell phone use is prohibited by the driver while the vehicle is in motion.

PROCEDURES

The Director of the Physical Plant will be responsible for the implementation of this policy.

- 1) All departments should submit the Motor Vehicle Release Form filled out for all routine drivers in their departments to the Physical Plant at the beginning of each school year. This list should include the following information for all drivers:
 - A. Name of Driver
 - B. Driver's license number
 - C. State the driver's license was issued *
 - D. Date of birth
 - E. Last 4 of SS#
 - F. Signed Motor Vehicle Report release form
 - G. Road Familiarization Course as necessary

*Out-of-state drivers will need to provide their own driving background check from their state's BMV or insurance company, which must list the number of at-fault accidents and moving violations for the past 3 years. The Physical Plant can only perform the background checks for Ohio drivers.

- 2) A Vehicle Reservation form must be completed and sent to the Physical Plant via campus mail, physical delivery, email to physicalplant@findlay.edu or faxed to campus extension 5518.

These forms are located on the UF Website and at the Physical Plant. All drivers of University vehicles **must** fill out the Motor Vehicle Release (MVR) form at least 48 hours prior to driving a University vehicle. In addition to the MVR, first time drivers must also allow approximately one hour for a Road Familiarization Course (RFC), unless proof can be shown that the YouTube video course “Defensive Driving for 15-Passenger Vans” has been reviewed and the 10-question quiz has been completed/passed. You will be contacted after your MVR approval to schedule the RFC. **Unauthorized drivers will not be issued keys.**

If the vehicles are reserved by campus organizations (clubs, sororities, fraternities, etc.) the advisor of the organization must approve the reservation. As stated on the form, a faculty/staff member must accompany van(s) that are being issued.

Keys for the vehicles should be picked up at the Physical Plant, located at 217 West Foulke, on the reserved date. Under no circumstances will the keys be given in advance of the date requested. A mileage slip is provided along with the keys and must be **completed in full**, including the pre-trip information on the back side of the form. As stated on the mileage slip, the vehicle must be secured upon return and vehicle key and mileage slip be returned to the Physical Plant within 30 minutes of the vehicle’s return to campus. Our vehicles are serviced routinely, and in compliance with the manufacturer specifications, but if a maintenance item needs called to our attention, please note this on the post-trip section of the mileage slip.

If the vehicle is to be retrieved after business hours or weekends, please contact Security at (419) 434-4799, and inform them that a van/car has been reserved and you wish to retrieve the vehicle. Security will meet you at the Physical Plant for the distribution of keys and mileage slip. A photo ID is required. If the vehicle reservation entails an extended trip, a credit card will be issued to the driver. Since the Physical Plant staff does not monitor vehicle fluid levels on the weekend, if a vehicle is reserved from Friday-Sunday, a credit card will be issued to each driver to make sure the van/car is returned with no less than half a tank of gasoline. This is to ensure that if the vehicle is re-rented over the same time period that the next group will have gas to travel before refueling arises.

Any trip to Canada requires special insurance; please contact the Physical Plant Office one-week prior to the trip. Accommodations will need to be made by each department to provide a driver for such travel, as the Physical Plant drivers do not drive outside of the US.

If the vehicle is returned after business hours or on weekends, the mileage slip, van safety acknowledgement, keys, charge slips for gas, and credit card (if applicable) should be dropped in the window slot located on the north side of the Physical Plant. Do not send keys or credit cards through campus mail.

There are occasional reservations that involve young passengers. Please be sure that all safety requirements and/or guidelines are followed (car seats, booster seats, etc.)

University of Findlay vehicles are on first come, first serve basis. Mileage charges are billed bi-monthly to your department by the Physical Plant.

DRIVER GUIDELINES

All drivers must be screened for approval using criteria provided by the University’s insurance agency. No one will drive a University vehicle until such approval is cleared.

- ◆ Completion of the vehicle reservation application with signed acknowledgement authorizing a Motor Vehicle Report (MVR).
- ◆ Any driver utilizing a van or bus of greater than 16 passengers requires a CDL.
- ◆ All drivers must be 21 years of age.
- ◆ All drivers are required to submit: driver’s license information, date of birth and last four of SS#.
- ◆ A list of authorized drivers should be established at the beginning of the school year. Occasionally additional people need to be authorized, it is necessary to give the Physical Plant 48 hours’ notice (M-F) to run an MVR to receive approval from the Ohio BMV website and perform a Road Familiarization Course.
- ◆ MVR reports review the past 3 years of driving history:

- ◆ A driver must maintain a valid driver’s license.
- ◆ No individual with a DUI will be accepted as a University driver.
- ◆ A combination of at-fault accidents and moving violations will cause an individual to be ineligible to drive.
- ◆ Drivers with “marginal” driving histories will be placed on a watch basis, with the Physical Plant reviewing the background check periodically throughout the year. Should additional violations occur, driving privileges could be revoked. A marginal driver may be asked to sign a letter acknowledging the fact their job/position with the University could be in jeopardy if additional violations occur.
- ◆ It is important to remember violations occurring in a personal vehicle as well as in a University vehicle will count on an MVR for revocation of privileges.
- ◆ For navigation devices, program the destination prior to starting the vehicle, pull off the road to make changes, rely on the voice directions with an occasional glance at the map, and use a dash-board or windshield holder for the device in vehicles without an on-board navigation system.

CHARGES

Charges for the vehicles are as follows:

VEHICLE:	MILEAGE CHARGE:	MINIMUM FEE:
Car	.46 cents per mile	\$27.50
Van	.55 cents per mile	\$55.00
Mini (28 Pass Max)	\$1.10 per mile + driver fee	\$110.00
Education Bus	\$1.65 per mile + driver fee	\$165.00

Vehicles must be canceled within 24-hours of the use date or a \$50.00 fine will be charged per day/days reserved. A fine will be imposed for any damages resulting from passenger misuse, abuse, or vandalism. If it is determined that any extraordinary cleaning charges are required after use of the vehicle, a \$50.00 cleaning fine shall also be imposed. Vehicles being returned later than the date specified will also be charged a \$50.00 fine per day/days late. If the vehicle is reserved for more than one week, an additional \$55/week may be charged if the minimum mileage is not met each week

The fuel cost is included in the mileage charge.

BUS RULES & REGULATIONS

The Physical Plant will provide a CDL licensed driver for the mini bus and the Education bus, at the estimated cost of \$23.00 per hour. In the event of a one-day trip, all driving time and downtime is paid for the entire day. In the event of an overnight trip, any day away from the University is a minimum of 8 hours pay. Anything over a 40-hour workweek for the driver will be calculated at time and a half.

In the case of an athletic event, a coach must be present on the bus at all time. It is the coach’s responsibility for disciplinary action, if necessary.

A passenger-carrying CDL driver may only drive a maximum of 10 hours within a 15-hour period, even if that driver has had 8 consecutive hours off duty.

In the event that a driver from the Physical Plant will be required, an itinerary form must be filled out and returned to the Physical Plant no less than two working days prior to scheduled trip departure time. It is the coach’s discretion as to whether a guest can accommodate the driver.

Road tolls and parking fees shall be paid by the sponsoring organization as expenses are incurred. All drivers’ meals and private overnight accommodations shall be paid by the sponsoring organization if any expense is incurred.

Willfully disregarding the rules and procedures of The Transportation Policy of The University of Findlay could result in the refusal of use of the vehicles.