

NORTH PARK UNIVERSITY FLEET VEHICLE POLICY

The North Park University Fleet Vehicle Policy is based on the conviction that the well-being of our employees and students must be one of the major considerations in all of our operations and University functions. Our employees and students are our most important asset, and their safety is one of our greatest responsibilities. Our Fleet Vehicle Policy is put in place to prevent accidents and to insure the personal safety of our people.

Every employee and student who accepts the responsibility to operate a motor vehicle owned, leased or rented by North Park University should consider safety as a fundamental part of his/her responsibility.

North Park University maintains a fleet of vehicles that are available for use by authorized employees and students for official North Park University business only. Smoking is prohibited in North Park University vehicles. Pets are not allowed in University vehicles.

1. The driver of a University vehicle is responsible for the vehicle and its occupants. The driver should be familiar with the principles of the safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving privileges.
2. University owned vehicles along with leased and rented vehicles being used for University business are to be driven only by "registered" North Park employees and students. To qualify, faculty, staff and students must be registered with the Office of Campus Security.

NORTH PARK DRIVER REGISTRATION

To drive a car or mini-van:

- You must have a valid driver's license.
- Provide a certified copy of your motor vehicle driving record from your home state (must be obtained annually). Our insurance carrier will obtain driving records for faculty and staff.

To drive a full size van:

- You must have a valid driver's license.
- Provide a certified copy of your motor vehicle driving record from your home state (must be obtained annually). Our insurance carrier will obtain driving records for faculty and staff.
- Pass the North Park University on-line driver safety course.
- Pass the North Park University road test.

Freshmen are not allowed to drive a University vehicle unless they are working in a paid position on campus.

Driver registration and testing is handled by the Office of Campus Security.

PROCEDURES FOR CHECKING OUT AND USING A UNIVERSITY VEHICLE

Reserving a fleet vehicle can be made on **25LIVE**. Last minute reservations can also be made in person at the Campus Security Magnuson Office or by phone at X5221 or X5222. All reservations must have proper authorization and registered drivers. For trips longer than 400 total miles, you must either rent a vehicle from a commercial car rental agency or use a professional charter.

Please cancel your reservations should your travel plans change.

In order to assure a high level of customer satisfaction on a consistent basis, it is important for each user of a University fleet vehicle to use the following management procedures:

- Make reservations as far in advance as possible and **ONLY** request the size vehicle that you will need. With the price of fuel, you will only be allowed to use a vehicle that will safely accommodate the number of passengers in your travelling group. Special consideration will be given to groups that will have baggage or equipment. (12-passenger vans, 7-passenger mini vans, 5-passenger cars)
- Pick-up your Trip Card and set of keys at the Campus Center Desk.
- School vehicles may not be used between midnight and 5:00 am.
- All vehicles are parked in the designated NP Vehicle parking lot on the south end of Burgh Hall.
- Visually check the vehicle exterior (body, tires) and interior. Report all damage and broken/missing equipment. You are responsible to return the vehicle in the same condition in which you found it.

After Starting:

- Allow engine to warm up.
- Free all windows of ice and snow if necessary.
- Fill out Trip Card (driver, organization, destination, time out, time back)
- Familiarize yourself with the dashboard controls.

Before Driving:

- Adjust seat and mirrors.
- Fasten seat belts.
- Check the fuel gauge and purchase fuel if necessary at the Shell station at Foster & Kimball. When purchasing gas, you must show the clerk your school ID and provide him/her with the license plate of the school vehicle you are driving. The clerk has our Shell credit card on file.

While Driving:

- Drive safely and defensively.
- Use turn signals.
- Watch your blind spots when driving a full size van.
- Maintain a safe following distance.
- Allow for differences in acceleration, braking and suspension when driving a loaded full size van.

PROCEDURES FOR RETURNING A UNIVERSITY VEHICLE

- Park the vehicle in the designated NP Vehicle parking lot on the south end of Burgh Hall.
- Remove all personal items and clean out the vehicle.
- Make sure all windows are closed and doors are locked.
- Return vehicle with no less than a ½ tank of gas.
- Record total miles driven.
- Report any mechanical problems on the Trip Card.
- Return the keys and completed Trip Card to the Magnuson Campus Center desk.

FINES

Departments, teams and organizations renting vehicles will be fined \$25 for returning vehicles with dirty interiors, less than ½ tank of gas, failing to report damage or mechanical problems, and failing to cancel reservations.

HIGH RISK DRIVERS

In the event a person is or becomes a High Risk Driver as determined by the Office of Campus Security, that person's driving application will be denied. If the person is already registered, the privilege to operate a University vehicle may be suspended for a period of time or terminated permanently. A High Risk Driver is a person who has committed one or more of the following violations:

- Conviction for any alcohol and/or drug related driving offense.
- Refusal to submit to a Blood Alcohol Content (BAC) test.
- Conviction for Reckless Driving.
- Any combination of three or more moving violations, "at fault accidents," or "preventable accidents," within the last three years.
- Suspension, revocation or administrative restriction within the last three years.
- Leaving the scene of an accident as defined by the state law where the accident occurred
- At fault in a fatal accident.
- Felony committed involving a vehicle.
- One property damage claim to a University owned, leased or rented vehicle in a twelve-month period.
- Failure to pay tolls while driving a University vehicle.
- Two or more red light violations while driving a University vehicle.

MECHANICAL PROBLEMS

Campus Security should be notified by calling **(773) 244-5600**. All repairs need to be approved by Campus Security. Unauthorized repairs will not be reimbursed. If a vehicle develops mechanical difficulties, rendering it unsafe to drive, Campus Security must be notified immediately in person or calling the number listed above.

SEAT BELTS

All drivers and passengers are required by law to comply with state regulations in the use of safety belts while riding in a University owned, leased or rented vehicle. In addition, it is the policy of North Park University that all passengers regardless of placement in the vehicle wear safety belts while the vehicle is in motion. All drivers are given the responsibility to make sure all passengers comply with this regulation.

HOURS OF USE

School vehicles may NOT be used between Midnight and 5:00 am.

AUTHORIZED PASSENGERS

7/17/15

It is the responsibility of the driver to assure that those passengers being transported are affiliated with the University; i.e. faculty, staff, students and guests.

ALCOHOL AND DRUGS

The consumption of alcohol and use of drugs while placed with the responsibility of operating a motor vehicle owned, leased or rented by North Park University is strictly prohibited.

VEHICLE ACCIDENTS

An accident is defined as any event, which causes any damage to a vehicle or property, or injury to a person. In the event of an accident, follow the instructions (Insurance info) found in the glove compartment or the pull out compartment on vans. This includes calling the police, and obtaining all the necessary information from the other party involved. Admit no liability and make no statement to anyone except the police. When time permits, you should then notify Campus Security at one of the numbers provided above. You will also be responsible for completing the necessary insurance forms as soon as possible at the Business Office. Campus Security will review all accidents involving University vehicles. Determination of future eligibility for drivers involved in accidents will be made on a case-by-case basis.

TICKETS

All drivers are expected to notify Campus Security of any moving violation tickets received while driving a University vehicle. All moving violation tickets and parking tickets are the responsibility of the person driving the vehicle at the time of the violation. Moving violation tickets, including speeding tickets, may result in revocation of the driver's University Driving Permit, depending on the circumstances and nature of the violations.

TOLL/I-PASS

All vehicles are equipped with an (Illinois) I-Pass.

PERSONAL USE

No driver may ever use a University vehicle for personal use, even if possessing temporary custody of the vehicle as driver for a University Department. Likewise, a driver may not loan a vehicle in use by one department to a friend or to another department. Violation of these rules will result in revocation of the Driver's University Permit.

EXTENDED TRIPS

For trips longer than 400 miles total, you must either rent a vehicle from a commercial car rental agency or use a professionally driven charter.

- Drivers must attend a "pre-trip" safety meeting with Campus Security.
- Trips that exceed 200 miles in a 24 hour period should have two drivers.
- Rotate drivers after 3 hours behind the wheel.
- No driving more than 8 hours in a 24 hour period.
- No driving between midnight and 5:00 am.
- The front seat passenger shall be designated as the navigator/driver assistant to assist by reading maps, caring for passenger needs, dealing with the radio, cell phones, etc.

Cell phone and texting by the driver is prohibited

WEATHER

When there is a state-issued traveler advisory in effect due to a storm warning, no travel will be allowed. Keys will not be issued for reserved vehicles and everyone traveling in University vehicles should seek shelter until driving conditions improve and all traveler advisories have been lifted.