

NORTH PARK UNIVERSITY MOTOR VEHICLE FLEET

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 University operations and functions. Our employees and students are our most important asset, their safety is one of our greatest responsibilities. This policy is written to hopefully prevent motor vehicle collisions and to insure the safety of the occupants.

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.

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 Safety in Campus Safety Center, Building #8.
3. Smoking is prohibited in the vehicles.
4. Pets are not allowed in the vehicles.

NORTH PARK DRIVER REGISTRATION

To drive a car or mini-van:

- You must have a valid driver's license.
- Students and non-employees must 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.
- Students and non-employees must 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 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 Safety.

PROCEDURES FOR CHECKING OUT AND USING A UNIVERSITY VEHICLE

Reserving a fleet vehicle can be made on **25LIVE**. All reservations must have proper authorization and registered driver(s). 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.
- COVID 19 restrictions, University Fleet Vehicles will have maximum capacity posted on 25Live for each vehicle. Occupants will wear face mask(s) while seated in a University owned or leased vehicle while the vehicle is in motion. The Campus Safety Department will supply each vehicle with the correct number of face masks incase riders have forgotten their masks.
- 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 the Blue Pouch containing, Trip Card, Shell Fuel Card, and set of vehicle keys at the Office of Campus Safety, Information Desk.
- School vehicles may not be used between midnight and 5:00 am.
- All vehicles are parked in the designated North University Motor Vehicle parking lot on the south end of Burgh Hall.
- Visually check the vehicle exterior (body, tires) and interior. Report any/all damage and broken/missing equipment. You are responsible to return the vehicle in the same condition in which you found it.

After Starting Vehicle:

- 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 North Park University Fleet 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.
- On the Trip Card, record total miles driven.
- Report any mechanical problems on the Trip Card.
- Return the vehicle keys and completed Trip Card to the Campus Safety Center Information desk.

FINES

North Park University 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, returning a vehicle late and/or 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 Safety, that person's driving application will be revoked and/or 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 of driving privileges 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 motor vehicle accident.
- Felony committed involving a motor vehicle.
- One property damage claim to a University owned, leased or rented vehicle in a twelvemonth period.
- Failure to pay tolls while driving a University vehicle.
- Two or more red light violations while driving a University vehicle.

MECHANICAL PROBLEMS

Any mechanical problems with a fleet motor vehicle will be reported to The Office of Campus Safety by calling **(773) 244-5600**. All repairs need to be approved by the Office of Campus Safety. Unauthorized repairs will not be reimbursed. If a vehicle develops mechanical difficulties, rendering it unsafe to drive, Office of Campus Safety must be notified immediately in person or by calling **(773) 244-5600**

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

North Park University Fleet Vehicles may NOT be used between Midnight and 5:00 am.

AUTHORIZED PASSENGERS

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.

MOTOR VEHICLE COLLISIONS (ACCIDENTS)

A motor vehicle collision is defined as any event, which causes any damage to a vehicle or property, or injury to a person. In the event of a collision, 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 contact the Office of Campus Safety at (773) 244-5600. You will also be responsible for completing the necessary insurance forms as soon as possible at the North Park University Business Office located in Old Main Building.

The Office of Campus Safety 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 Office of Campus Safety 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 use a University fleet vehicle for personal use, even if possessing temporary custody of the vehicle as driver for a University business. 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 driving privileges.

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 Safety.
- 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 severe inclement weather or storm warning, no travel will be allowed. Keys will not be issued for reserved vehicles and everyone traveling in If driving a University vehicle you should seek shelter until driving conditions improve and all traveler advisories have been lifted.

By signing this document, you agree to the terms, conditions, and responsibilities you have just read:

Name (written)

Signature

Date

Campus Safety Approval/Denial

Date