

**Hampshire College**

**Fleet Vehicle Handbook ~**

Vehicle Use & Safety Policies for Drivers using  
Pool and Academic Department Vehicles

February 2008

## Quick Reference Guide

**How do I make a fleet reservation?** To reserve a fleet vehicle, please call the fleet office in Public Safety 559-5424 Monday through Friday 10:00 AM to 3:00 PM. (Summer hours may vary.)

**What should I do if I have an accident with a fleet vehicle?** Immediately contact the local police to advise them of the accident and to get medical assistance if there are any injuries. Once any medical needs are taken care of, make sure you get the other driver's information (name, address, vehicle registration number, vehicle model, color, etc.) You must also give the other driver your information and the fleet vehicle insurance information located in either the fleet book or the glove box. If the local police will not draw up a report (because the damage is minimal and there are no injuries), ask them to make a note that the driver called in the accident. As soon as practical notify the campus Department of Public Safety at 413-559-5424. If the vehicle is damaged and cannot be driven, call Public Safety for instructions and assistance to have it towed to a local dealer for that model of vehicle (i.e., Ford, Dodge, etc.).

**What do I do when I pick up and return a fleet vehicle?** Be sure to have your signed and completed trip ticket (check in/check out sheet) and trip roster with you. With the public safety officer, make sure that prior to using a fleet vehicle you check for new damage and make a safety check of the vehicle. Safety checks include testing the horn, lights, directionals, brakes, etc. When you return the vehicle to campus also check for new damage and report any safety problem you have had with the vehicle on the trip form. We take vehicle safety seriously and reported problems will be given to the college mechanic for repair. Any time you use a fleet vehicle and it becomes unsafe to operate because something broke or isn't working, you must immediately stop the vehicle in a safe place and call for road assistance.

**How do I cancel a fleet vehicle I have reserved for a trip?** Please call the fleet office as soon as you know that you will not need the vehicle. Often other groups are on a waiting list to use a vehicle. Early cancellations allow us to attempt to meet our waiting list requests and allow you to avoid cancellation penalties. Weekend cancellations must be received 24 hours in advance, but not later than 3 p.m. on Friday. Weekday cancellations must be made 24 hours in advance.

**Where do I get gas for the vehicle?** The driver/group is responsible for all gas used, and vehicles must be returned with a full tank. Gas may be purchased at any service station.

**I'm a member of a student organization or hall committee. Can I make a vehicle reservation?** Student reservations can only be made by individuals that are listed by their organizations or hall committees on the vehicle authorization form submitted to the Fleet Office through the student programs office.

**Can a student reserve a vehicle for an academic or administrative department?** No – Only a staff or faculty member of that Department can make Academic and Administrative Department reservations. If a student calls in a reservation for an academic or administrative department, that reservation will not be fully confirmed until a faculty or staff member from that department calls in to authorize the reservation.

# VEHICLE FLEET POLICY

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## **I. VEHICLE SAFETY IS A PRIORITY**

Hampshire College requires vehicle safety to be practiced at all times, whether the driver is using a vehicle assigned to an academic department, a pool vehicle, a rented vehicle, or a privately owned vehicle that is used on College business.

Academic Departments, administrative departments, student groups and individuals will all be accountable for vehicle safety.

Hampshire College has adopted this campus-wide vehicle use and management policy for all pool and academic department vehicles. Familiarize yourself with the policy and follow it.

Employees who drive as a condition of their employment are subject to other qualifications as provided in the Employee Handbook, and are not addressed as part of this policy. Use conditions of farm, Physical Plant, Public Safety, OPRA or other strictly administrative vehicles are addressed in a separate policy.

*This Policy Guide changes and replaces some of the language in the student, staff and faculty handbooks.*

## **II. VEHICLE USE POLICY**

### **Structure of the Fleet Vehicle System**

The motor vehicle fleet is managed by the Fleet Vehicle Committee and is overseen by the Public Safety Office. Vehicles included in this fleet include all “pool” vehicles and vehicles assigned to Natural Sciences and Social Sciences. Scheduling is the responsibility of the Public Safety Office. Vehicle maintenance is the responsibility of the Physical Plant, and safety inspections are the joint responsibility of the Public Safety Office, the driver and Physical Plant.

All drivers of College owned vehicles, or vehicles driven on College business, are expected to follow the rules established by the Fleet Committee and to abide by all campus regulations and all local, state and federal laws.

### **Availability of Fleet Vehicles**

Due to the limited number of vehicles available, the College is not able to provide vehicles for every request, nor is the College obligated to provide transportation for all activities. Fleet vehicles are available for use by academic, administrative and student organizations in order to facilitate College academic, business and student life needs. Personal use of College vehicles is strictly prohibited. The vehicles are for Official College use only. Official College use includes community service operations, academic class trips/projects/needs, administrative trips, authorized student group trips and intercollegiate athletic activities.

- There are three vehicles in the Vehicle Pool: one 12-passenger van, one 7-passenger van and one 5-passenger sedan.
- Natural Science has one converted 15-passenger van (12 passenger capacity) that is managed through Public Safety. Use of the vehicle is limited to Natural Science department activities.
- Social Science has one 7-passenger van that is managed through Public Safety. Use of the vehicle is limited to Social Science department activities.

Vehicles may never be used to provide transportation for a fee, whether for members of the Hampshire community or otherwise.

### **General Reservation Guidelines**

1. All fleet vehicle reservations are made through the Fleet Coordinator who is a member of the Public Safety Department, by calling x5424 Monday through Friday from 10:00 a.m. to 3:00 p.m. during the academic year. During summers and college holiday/vacation periods reservations may be made by calling x5424 between 10 a.m. and 12 noon Monday through Friday (This only applies to days when the College is officially open). Reservations **cannot** be made at any other time.

2. A group or department generally may reserve no more than one vehicle at a time to allow equal access to vehicles by all campus departments and groups. Once all groups or departments are accommodated for a particular date or time, a second vehicle may be reserved. Reservations for a second vehicle cannot be made more than one week in advance.
3. All student groups must be registered with Student Programs.
4. All Academic trips, including community service trips, must be authorized by a Department (Budget Manager). Additional guidelines for priority assignments follow.
5. There is no bumping a group once a reservation has been confirmed.

### **How to Place a Reservation**

Reservation requests for fleet vehicles can be accepted up to ninety (90) days prior to, and not less than nine (9) days prior to the date the vehicle is needed for a confirmed reservation. Call the Fleet Coordinator at x5424 Monday through Friday, 10 a.m. to 3:00 p.m. academic year only. During summers reservations can be made by calling the Fleet Office at x5424 between 10 a.m. and 12 noon only Monday through Friday. Reservations cannot be taken on official college holidays, weekends or at other times. At the time of your call, the Fleet Office will not be able to confirm a vehicle reservation unless your group has priority standing. If a vehicle is available, priority groups will be given a confirmed reservation. All other priorities will be confirmed one week prior to the trip date. The Fleet Office will accept all approved fleet vehicle requests, however, vehicles are all allocated according to the priorities established and not all groups will be able to be accommodated. Groups and individuals with lower priorities will be placed on a waiting list.

Groups on the waiting list will be given vehicles, if they are available, in order of priority and date the reservation request was received by the coordinator. This process will start no earlier than fourteen days prior to the date of the vehicle reservation request. The coordinator will call the group to determine if a vehicle is still needed. If the coordinator cannot reach a group, a message will be left at the phone number given by the person reserving for the group. In this case, the group will have twelve hours or until the next business day at noon to return the call to reserve a vehicle. Groups or individuals that do not call back will be by-passed and the next group on the wait list will be contacted. Once a vehicle reservation is made and confirmed, another group cannot bump the reservation. Vehicles that are not being used once the wait list is exhausted are available on a first-come, first-served basis.

Public Safety will need the following information at the time a vehicle is reserved or placed on a waiting list: driver(s) name(s), destination, department or organization, date, times needed and the account number to be charged. This information will be placed on the trip ticket.

### **How to Pick Up Fleet Vehicles**

Fleet vehicles are parked in the Johnson Library lot. Public Safety cannot deliver any vehicles. The keys are available in the Department of Public Safety dispatch center that is open 24 hours a day and located on the ground floor, Johnson Library. The keys can only be released after the driver presents their completed, signed form to the dispatcher (budget/account authorization is mandatory). The driver is expected to do a joint safety check of the vehicle with the public safety officer prior to leaving campus. Damage to vehicles that is found by the driver during the safety check must be reported on the sign out form with Public Safety prior to leaving campus. If the gas tank is not full, the trip sheet should be noted and the driver/group will receive credit for the gas shortage. Any damage that is on the vehicle when it returns will be the responsibility of the group that used the vehicle. Vehicles that have obvious safety problems observed cannot be taken on a trip and will not be released by Public Safety. If there is a replacement vehicle available one will be substituted. Generally, keys may be picked up no more than 15 minutes prior to the reservation time. During the winter, groups should plan on enough time to warm up the vehicle and clear any snow or ice. The Fleet Coordinator and Public Safety Officers do not remove snow or ice from vehicles.

### **How to Return Fleet Vehicles**

Fleet vehicles must be returned to their parking spot in Johnson Library lot. They may not be returned to any other location. The Fleet Office (Public Safety) will not pick up vehicles and vehicles may not be kept overnight without prior specific permission. Vehicles must be returned with a full tank of gas. The Fleet Office will not provide cash reimbursements for gas. Once the vehicle is parked, the key and trip ticket must be returned to Public Safety (open 24 hours per day). Drivers and Public Safety will inspect the vehicle, and are expected to note on the trip ticket any new damage, safety or mechanical

problems in order for the College to keep the fleet in good operating condition. The trip sheet must be fully completed and signed before returning the logbook.

### **Priority for Reservations / Vehicle Use**

In General:

- a) Academic class trips have priority over all other groups.
- b) Groups have priority over individuals/pairs.
- c) Trips greater than fifty (50) miles round trip have priority over local use.
- d) Larger groups have priority for vans.
- e) All trips that travel more than 400 miles (round trip) must have a faculty/staff member present as part of the travel group. There is a 500-mile limit on all trips even those with a Faculty or Staff member present.
- f) Only one trip per day may travel more than 250 miles from the college at one time.
- g) Administrative use includes both academic and general administrative duties.
- h) Ninety (90) days in advance is the earliest that a reservation or wait list request for a reservation will be accepted.
- i) If not a priority reservation, the Fleet Coordinator will confirm the reservation between one and two weeks in advance of the date needed. This is to prevent low priority groups from reserving vehicles earlier than priority groups.
- j) Groups and departments may request a second fleet vehicle; however, the fleet office will not confirm the reservation for the second vehicle until one week prior to the date of the trip.
- k) Club sports are considered as a student life group not as an athletic group.

### **Service Charges/Costs and Fees**

Use of pool vehicles is a privilege, not a right. Use of pool vehicles by the College community is charged at the rate of \$0.36/mile to individual groups or departments. Drivers/departments are also responsible for all gas costs. Failure to follow College policies will result in the following additional fees or fines:

1. If a vehicle is not returned on time there will be a minimum \$10 charge. When vehicles are not returned on time and have been scheduled for use by another department or group, the department or group responsible for the return will be charged for the full cost of renting a replacement vehicle or the minimum charge of \$10, whichever is more. If this occurs after normal Fleet scheduling hours, the department needing the vehicle will be allowed to attempt to rent a vehicle that will be charged to the Fleet, which will pass along the charge to the department or group that did not return the Fleet vehicle.
2. When a department or group reserves a Fleet vehicle and does not subsequently use it, they will incur a \$10 charge. Cancellations must be made during the Fleet office hours (Monday- Friday academic year: 10 a.m. – 3 p.m.; summer: 10 a.m. – 12 noon) 24 hours prior to the reservation. Cancellations for weekend reservations must be made 24 hours in advance and not later than by Friday at 3 p.m. to avoid cancellation charges.
3. Use of fleet vehicles is for Official College business only. Personal use is not allowed. If a vehicle is used for personal purposes, the user may be charged the comparable cost of renting a vehicle for the period of use, however not less than \$50.
4. There is a \$10 charge to clean vehicles. Vehicles are taken from the fleet in a clean condition and should be returned clean.
5. Lost or broken fleet vehicle keys must be reported immediately to Public Safety. The cost for replacing lost or broken keys will be minimum \$25 or the actual cost of replacing/repairing the key/lock. Keys broken off campus are the responsibility of the group (i.e. costs to replace a broken or lost key will not be paid by the Public Safety Office).
6. Departments/groups will be charged for any damage to a fleet vehicle that occurs while they are using the vehicle. The maximum charged for vehicle damage will be the deductible limit of the College's vehicle insurance policy currently \$500, subject to change. Failure to notify Public Safety of damage to a fleet vehicle will result in revocation of vehicle use/rental privileges for a minimum of one academic (1) year. In the event of an accident where damage occurs there is a thirty (30) day maximum for groups to pay the deductible costs. Groups and organizations that do not reimburse the deductible cost in thirty days will lose their privileges until the bill is paid.
7. Departments/groups that fail to fill up the gas tank of a vehicle they return will be charged \$10 plus the cost of gas. Vehicles may not be filled at the Physical Plant pumps.

8. The schedule of charges for non-college groups (including summer conferences) that rent vehicles from the fleet during the summer (7 a.m. to 11 p.m.) is:
 

12 passenger van	\$60 per day
8 passenger van	\$40 per day
5 passenger sedan	\$30 per day
9. All rates include 50 miles free. Additional miles are charged at \$.36/mile. Overnight usage may be permitted after discussion with the Director of Public Safety.
10. Vehicles must be returned to their designated parking spots located in the Johnson Library lot. Departments/groups that do not properly return a vehicle will be charged \$10.

### **Extended Use of College Fleet Vehicles**

Due to the composition and size of College fleet vehicles and the need to equitably serve all customers, vehicles may be used for 12 hours during the College business day (M-F 7a.m.-6 p.m.). On weekends departments/groups may reserve a vehicle for a **two-day** overnight trip. If this standard does not meet the group or organization's need, a department appeal can be made to the Director of Public Safety.

### **Authorized Use of Fleet Vehicles**

1. Vehicles may be used for College business only, personal use of College vehicles is prohibited. Official College business includes: community service transportation, academic class trips/projects/needs, administrative trips, authorized student groups and intercollegiate athletics.
2. Unauthorized extended use of a vehicle may result in loss of privileges for the individual or department or group keeping the vehicle past its return date and time. If your trip is delayed, you must call public safety to advise of the need and reasons for an extension. Emergencies including accidents, breakdowns or extreme weather conditions that prevent safe driving are acceptable reasons for extensions.
3. No vehicle may be driven more than 12 hours in one day (24 hours).
4. No **student only** trips may drive College owned vehicles into New York City. Maximum limit for any vehicle is 400 miles round trip. Vehicle availability will be limited to having no more than one vehicle more than 250 miles from campus.
5. **Faculty or staff led trips** using College vehicles may not exceed 500 miles one way.
6. Vehicles may not be used between 2 a.m. and 5 a.m. unless such use is specifically authorized.
7. All Drivers must take a break every 3 hours, for at least one hour.
8. An adequate number of authorized drivers are required for long distances. Two drivers are recommended to be on all trips, at all times, in case of the incapacitation of a driver, and two drivers are required for distances over 200 miles.
9. The vehicle coordinator has the right and authority to deny use of the vehicle in extreme weather conditions or if the vehicle is in need of emergency repairs. This is for the protection of lives as well as institutional property.
10. Team members traveling to/from athletic competitions may not drive.
11. Alcoholic beverages and/or illegal drugs may not be transported in College vehicles. The driver is responsible and must refuse to take any passenger who refuses to cooperate and adhere to this policy.
12. Drivers are not authorized to use College fleet vehicles to move equipment or other property - fleet vehicles are intended for the transportation of people.
13. Drivers may not operate the vehicle with anything on top of the vehicles or anything protruding from a vehicle window or door.
14. Drivers are not authorized to push or tow any other vehicle or trailer without written approval from the Fleet Office. This includes towing vehicles with installed hitches.
15. Generally, no children are allowed as passengers in fleet vehicles. A child is defined as anyone under 12 years old. Children under 12 years old are only allowed as passengers in College vehicles when the following conditions have been met:

- a) The department head/chair/director has approved the transportation and has conferred with the Director of Public safety or his/her designee.
  - b) The child's parent must be a faculty/staff member who has been officially assigned the task of representing the College on the trip.
  - c) Someone other than the driver must care for the child. The child cannot be the sole responsibility of the driver while they are operating a College vehicle.
  - d) Approvals for child passengers are done per trip. There will be no blanket exemptions issued.
  - e) Children must be secured in age appropriate safety restraints that must be provided by the parent. The College accepts no responsibility for providing car seats or other restraints.
  - f) No more than two children may be in a College fleet vehicle at any one time.
  - g) Anytime there is a dispute about children passengers, the Director of Public Safety has the authority to resolve the issue. The Director's decision is final.
16. Drivers may not allow other passengers to operate the vehicles unless that person is listed as an operator on the trip ticket and has been approved by the fleet scheduler.
  17. All fleet drivers (Faculty, Students and Staff) must complete the Public Safety Fleet Vehicle Orientation Program. Individuals and Departments who repeatedly violate fleet policies will be referred to the Director of Public Safety. Failure to adhere to the fleet vehicle policies may result in revocation of departmental/group use/rental privileges for up to one (1) year.
  18. Departments and groups are not authorized to make copies of Fleet vehicle keys. Keys are controlled to insure vehicles are available as scheduled. Any group found to be using a duplicate key will lose the privilege of using the Fleet vehicles for three months.

### **III. BREAKDOWNS, ACCIDENTS AND EMERGENCIES**

#### **Breakdown Procedures**

Use common sense when a **breakdown** occurs on the road. *Put the safety of your passengers foremost.* Park the vehicle as safely as possible off the traveled portion of the roadway, preferably not on a curve or at or over the crest of a hill. Apply the parking brake and place the transmission lever in park (reverse if gear shift). Turn on the four-way flashers and shut off the engine. Have passengers exit the vehicle on the side away from the road, and get off the road. Set out triangle reflectors, if available.

If the vehicle should break down on the road, the driver should notify the Department of Public Safety on the business line at 413-559-5424 (24 hours). Public Safety will determine (in consultation with Physical Plant), based on the location of the vehicle, the time of day, and the circumstances of the breakdown, what action should be taken such as towing or repair service. The driver shall make the arrangements to carry out the repair decisions of Public Safety. The Fleet does not have a road service agreement (like AAA) so if a vehicle needs to be towed contact a local dealership for the model of the vehicle (i.e., Ford, Dodge, etc.). Drivers are not authorized to have repairs made without consultation with Public Safety. Public Safety has a College credit card and can authorize repairs if needed. The College will not reimburse any driver who has unauthorized repairs made to a College vehicle. Any expense incurred for unauthorized repairs, alternate transportation or lodging is the responsibility of the individual or the department for whom she/he is driving.

#### **Equipment Breakdowns**

Unfortunately, vehicle breakdowns are occasionally unavoidable. If a vehicle that has been reserved is not available due to repairs or safety problems, the coordinator will attempt to find another vehicle for the group. This may not always be possible and groups may need to find other transportation. On weekends, Public Safety staff has limited means to replace a vehicle that has broken down. The on duty Public Safety staff will try to move a group into another fleet vehicle that is not being used. If there are no other fleet vehicles, the group will need to find some other transportation.

#### **Accidents**

1. **For all accidents:**

- a. Safely stop at the scene. Have someone call the police. Have passengers get out of the vehicle and away from the road, exiting from the side away from traffic if possible. Set out triangle reflectors, if available.
  - b. Be as calm and courteous as possible.
  - c. Notify Department of Public Safety at 413-559-5424 (24 hours). All on or off campus accidents, no matter how minor, must be reported on a motor vehicle accident form. Copies of this form are available in the Public Safety dispatch center and are in the glove compartment of each vehicle. Off campus accidents (including thefts from vehicles, or hit and run to parked vehicles) must also be reported to the municipal police in the city or town in which they occur.
  - d. Do not discuss the accident with anyone other than the police and College Officials except to obtain driver, vehicle, and insurance carrier and witness information. College vehicles are insured by **Acadia Insurance Company**.
  - e. Acknowledge only facts to the other driver and never tell the other driver that you or the College is at fault for the accident. Be courteous and avoid confrontational language like “fault” and “blame”. Be sure to provide Public Safety with your written accident report when you return to campus. Public Safety in turn will notify the College Risk Manager.
  - f. Vehicles that are damaged are to be towed to repair facilities at the direction of representatives from the Physical Plant Department. **Under no condition should drivers attempt to “limp” a damaged vehicle back to the campus.**
2. **In the event of bodily injury:**
- a. Make absolutely certain that police are informed if there are injuries and get medical assistance.
  - b. Keep the injured warm and still. Never move a person who has, or is, complaining of neck or back pain unless otherwise threatening conditions command.
  - c. If the injured is taken from the scene for medical treatment, find out where they are being taken.
  - d. Notify the Department of Public Safety **immediately** at 413-559-5424 so the family and other College officials can be notified.
  - e. If you, the driver, are injured, you must find another person to drive you back to the College after appropriate medical treatment is sought.
3. **Accident Investigation / Disciplinary Action**
- All accidents are reviewed and investigated by the Director of Public Safety to determine what was the cause of the accident and if the accident was preventable or non-preventable. If the driver of the College's vehicle was at fault, the findings will be documented, and disciplinary proceedings initiated. Reported incidents of near misses, reckless driving, and failure to wear seatbelts will also be investigated for appropriate disciplinary action. Appeals of the Director's review can be submitted to the College's Risk Manager. See also section on Fees for penalties associated with accidents. Failure to file an accident report with the local police where the accident occurs or to notify Public Safety upon return may result in a loss of individual or group fleet driving privileges for up to one year.
4. **Medical bills**
- If you are working as an employee for the College at the time of the accident, immediately contact Human Resources, as you may have a workers' compensation claim. If you are not working as an employee for the College at the time of the accident submit all bills to your health insurer.

## IV. DRIVER POLICIES AND PROCEDURES

### Driver Qualifications / Requirements

All drivers (faculty, staff and students) must be qualified before they are authorized to drive College vehicles. Other situation specific vehicle use rules may also apply.

1. All drivers who drive on College business must
  - Have a valid United States Driver's License
  - Be at least 18 years old
  - Have 3 years driving experience
  - Have successfully completed the Hampshire College defensive driving and pool vehicle orientation course
2. In addition, all drivers who drive College pool or academic department vehicles must:
  - Complete an Application Form.

- Sign the Driver Agreement Form.
  - Not have any at-fault accidents/moving violations within the last eighteen months including any violations for drunk driving, driving under the influence of drugs, reckless driving or had their reinstated license in effect less than one year after revocation.
  - Permit Public Safety to obtain an abstract of his/her driving history record from the Division of Motor Vehicles and or submit it with the forms in steps 3 and 4 for review.
  - Advise the College of any out-of-state driver's licenses that may be held in addition to the license submitted.
3. To **Rent** or drive a rented vehicle on College business, a **student** must have *written* authorization from a budget manager, and be otherwise authorized as described herein *and be scheduled on the rental agreement*. If a **student** is driving his or her **own car** or a **borrowed car** on College business, such use must be specifically authorized *in writing* by a budget manager *before* the use occurs. In addition, the driver **MUST** be otherwise authorized as described above for driving College vehicles.

## **Driver Training**

Hampshire College will offer Pool Vehicle Orientation & Defensive Driving Classes at the beginning of each semester. All persons (including students, faculty, staff or others) planning to drive College pool or department vehicles must attend this class before permission to drive will be granted.

## **Driver Obligations - Pool and Academic Department Vehicles, Rentals**

The Driver agrees, by signing the Driver Agreement Form that he/she will at all times:

1. Have a valid drivers license, and have it on his/her person when driving.
2. Use College Vehicles for authorized business only.
3. Not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss. Use of unauthorized drivers may result in the loss of group or departmental driving privileges.
4. Use seat belts or other available occupant restraints and require all occupants to use seat belts or occupant restraints, in accordance with state laws and not operate the vehicle unless all occupants are wearing the appropriate restraints. Not permit total occupancy to exceed the number of seat belts.
5. Operate the College vehicle in accordance with College regulations, as may be provided to me in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
6. Personally assume responsibility for any and all fines or traffic violations associated with his/her use of a College vehicle or privately owned vehicle used on College business.
7. Use safe driving principles, practices and techniques at all times. No loud music, throwing of objects or other driver distractions will be permitted.
8. Not drive under the influence of drugs or alcohol, or consume such within the previous 24 hours. Not drive if using a prescription medication that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy equipment. Any driver found operating a College vehicle under the influence of alcohol or drugs (including medications that would impair the driver) during the course of their driving or working hours may be criminally prosecuted and subject to College disciplinary proceedings that may result in sanctions up to and including discharge from employment or suspension or expulsion from the College.
9. Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol, drugs or other contraband in any College vehicle.
10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Not drive the vehicle at speeds that are inappropriate for road conditions.
12. Not use a cell phone while the vehicle is moving. Drivers agree to safely stop and secure the vehicle before making or taking a call.
13. Not drive the vehicle "off road" unless it is appropriate for that use.
14. Before leaving the parking area or garage, follow guidelines for vehicle inspection, and complete the required vehicle inspection. The Driver agrees to report any defects immediately to the vehicle coordinator to determine if the vehicle is

safe to operate. Also report any other physical damage (such as major dents or evidence of an accident) or you or your department may be held responsible for the damages. Drivers are expected to plan enough time into their pre-trip schedule to allow for inspection of the vehicle.

15. Report all accidents or traffic violations to the prescribed authority (local police and Hampshire College Public Safety).
16. Immediately report any changes in license status (such as points, suspension or revocation) to the College, and accept removal of driving privileges if applicable.
17. Be subject to applicable College disciplinary procedures for violations of College policy or rules. Failure to follow driving rules may result in temporary or permanent suspension of driving privileges, or have more serious consequences.
18. Abide by the decision of the vehicle coordinator if use of the vehicle is withheld. Reasons for withholding the use of a vehicle otherwise reserved may include, without limitation, unsafe weather conditions or if the vehicle is in need of immediate repairs.
19. Abide by any department policy that may require contribution towards the deductible it will be charged in the event he/she has an at-fault accident that results in damage to the vehicle.
20. Return the vehicle according to College policy. Vehicles must be clean, have a full tank of gas and returned to the proper place. The individual, group or department may be charged for cleaning, gas or retrieval if policy is not followed.
21. Drivers may not carry items on the vehicle's roof, even if there is a roof rack, nor may the driver tow another vehicle of any sort, unless the vehicle is specifically designated for that purpose and you have been authorized by the Fleet Office.
22. Drivers are responsible for notifying the local police in the town or city where an accident or crime (such as the vehicle being broken into and property stolen) occurs and notifying Public Safety of the accident or crime upon return to campus. Failure to file an accident report with the local police where the accident occurs may result in a loss of pool driving privileges.
23. Drivers are expected to clear the vehicle of ice and snow prior to operating. In snowy conditions, allow enough time in your pre-trip schedule to permit clearing of the vehicle.
24. Drivers must notify the pool or coordinator as soon as possible when it is known that the vehicle will be returned late.
25. Alcoholic beverages or illegal substances may not be carried or transported in a College pool or academic department vehicle. Any hazardous materials, including flammables, hazardous waste, chemicals, or other similar materials in a College Pool or Academic Department vehicle must be transported properly and safely. Drivers are responsible for knowing applicable transportation regulations, and should check with the College's Director of Environmental Health & Safety for assistance.

### **Disciplinary Procedures – Accidents, Moving Violations and Other**

Accidents may be reviewed and investigated by the Director of Public Safety and other appropriate individuals to determine if an accident was preventable or non-preventable.

**Accidents:** The College may suspend or revoke driving privileges for those drivers who are in at-fault accidents. Students who face 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 in accordance with the Student Code of Conduct.

**Moving violations:** The College may suspend or revoke driving privileges for those drivers who have been given moving violations, whether the violation was given while driving a College vehicle or not. Students who face criminal charges, including driving recklessly, driving to endanger, or driving under the influence of drugs or alcohol may face additional disciplinary action in accordance with the Student Code of Conduct.

**Other:** Drivers who do not operate vehicles in accordance with College policy even if there is no accident or violation issued may face the same disciplinary action if the College determines the report is adequate and reliable. In particular, reports of student vans or other College vehicles where the occupants are not wearing safety belts or which are being operated recklessly will be treated with utmost seriousness. Failure to comply with other rules may also result in disciplinary action. Students/Groups repeatedly failing to report damage to vehicles, report needed repairs, clean vehicles after use or other failure to comply with the rules governing vehicle use may have their driving/use privileges suspended.

## **Central Management for all Drivers / Pool Vehicles**

All driver records will be coordinated through Hampshire College Public Safety. Pool vehicles may be signed out through Public Safety. Other departments are responsible to manage their vehicles in general accordance with this Handbook for vehicles assigned to them, or to have Public Safety manage the vehicles.

When signing out vehicles, the Vehicle Coordinator or Public Safety Officer signing out the vehicle will:

1. Only allow drivers with valid licenses and College authorization to operate vehicles, and check for licenses before permitting vehicles to be signed out.
2. Require/complete all mandatory forms, including Trip Roster Form, Check-in/Check-out Sheet (including authorized signature of budget manager), Driver Agreement to Terms, Conditions, Rules and Regulations.
3. Not allow unauthorized persons to use College vehicles.
4. Deny use of the vehicle in extreme weather conditions, for example, a blizzard or a hurricane. This is for the protection of lives as well as College property.

## **V. AUTO INSURANCE INFORMATION**

The College has comprehensive insurance on all autos, whether they are owned by the College, rented, leased, private vehicles driven by their owners on College business, or borrowed vehicles. Owned, leased, rented and borrowed vehicles are covered for collision as well, subject to a \$500 deductible. If you are driving a college-owned vehicle, with the permission of the College, then you are an insured driver under the College's policy. Authorized drivers include employees, authorized fleet drivers, and authorized volunteers. Coverage is not extended to unauthorized drivers, including unauthorized use of a vehicle.

### **Auto Rentals**

Automobile rental is generally an expensive form of transportation. Other means of transportation should always be considered first. When necessary, cars rented for College travel should be in the most economical price bracket offered by the auto rental agency. In order to reduce fuel costs, travelers are encouraged to choose mid-size or compact cars whenever possible. **Never rent a vehicle valued in excess of \$30,000.**

Students must be 21 years of age and have written authorization from a budget manager before renting or driving a rented vehicle on College business. No student may drive any vehicles on College business when overseas.

**Insurance Requirements:** Hampshire College purchases Hired Car Coverage for both liability and collision as a part of its Auto Insurance Policy. It is important that all persons renting vehicles for College business follow certain protocols:

1. Reserve the vehicle in **BOTH** the names of the individual and the College.
2. Sign the rental agreement in **BOTH** the names of the individual and the College.
3. Decline liability insurance and collision insurance\* offered by the car rental agency for vehicles rented/driven in the United States or Canada. For any non-US or Canadian rentals, you **must** take the applicable comprehensive and collision insurance provided by the rental company.

*\* Student groups may purchase the collision insurance from the rental agency, as an added precaution. Employees may also purchase the collision insurance at their own expense, as this is **not** a reimbursable expense.*

4. It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damage to the vehicle is noted on the rental form. The same procedure should be followed when returning a rented vehicle. Otherwise, your department or the College may have to pay for damages you did not cause. We also recommend that you check lights, turn signals, flashers and wipers as a safety measure before taking the vehicle.

**Certificates of Insurance:** Rental companies may require a certificate of insurance showing the College's auto insurance limits. This certificate may be obtained by calling Patricia Smith at the Fred C. Church Insurance Agency, 800-225-1865 x7217. Usually, they will have the certificate faxed directly to the rental agency. *Allow at least five workdays for processing.*

## **Use of a Personal Car**

If you drive your own car on College business, your *own* insurance policy serves as a "primary" policy for third party liability and collision to your vehicle. The College insurance is "excess" of your insurance. This means that the College's insurance will cover the accident after your insurance runs out. [For example, if you carry only \$20,000/\$40,000 liability insurance, and cause a \$100,000 loss to an individual, your policy would pay the first \$20,000 of the claim, and the College policy would pay the remaining \$80,000.] The College **will not** pay any claims to Personal Autos for comprehensive or collision damage. The College's Uninsured/Underinsured coverage does not extend to non-owned vehicles. We recommend that you consult with your insurance agent or broker for this type of coverage. ***Remember: Students must have written authorization from a budget manager before driving a personal vehicle on College business.***

## **Use of a Borrowed Car**

In general, vehicles should **NOT** be borrowed for use on College business. If special circumstances arise which compel an otherwise authorized driver to borrow a vehicle, it is recommended that the driver obtain authorization for its use from a supervisor or department head. The College has liability, comprehensive and collision coverage for borrowed vehicles. However, a vehicle that is "borrowed" from a family member will be considered to be a *Personal Vehicle* and will not be covered for physical damage.

## **VI. SAFE DRIVING**

### **General Vehicle Operation Guidelines**

#### **Seat Belts**

Massachusetts has a mandatory seat belt law, and the College requires that all occupants must use their seat belt. The driver is responsible for ensuring that all passengers are wearing their belts at all times, by both verbal instruction and visual check. Seat belts must remain fastened until the destination is reached and the vehicle is stopped. If passengers unfasten their seat belts en route, the driver is to stop the vehicle until the passenger re-fastens the seat belt. If passengers refuse to wear seat belts, they are to be evicted from the vehicle.

#### **Vehicle Idling**

Massachusetts law prohibits unnecessary vehicle idling, which wastes fuel and releases unhealthy air pollutants and greenhouse gases. The law requires that the engine be shut down if the vehicle will be stopped for more than five minutes. There are three exceptions: (1) when the vehicle is being repaired and idling is necessary to make the repair, (2) the vehicle is making deliveries and needs to keep its engine running (e.g., to power refrigerators), or (3) the vehicles accessory equipment needs to be powered.

#### **Speed**

Maximum speed limit for all College vehicles, or vehicles used on College business, is 65 m.p.h. Campus speed limit is 15 m.p.h.. posted speed limits must always be obeyed, and speed must always be appropriate to road and weather conditions.

#### **Drugs and Alcohol**

Drugs and/or alcohol may not be consumed or transported in College vehicles or in vehicles being used on College business. Drivers must refrain from drug or alcohol use 24 hours prior to driving on College business. Drivers may not operate a vehicle if using any prescription medication that carries any impairment warning, including without limitation, "may cause drowsiness" or "do not operate heavy machinery while using". Any driver found operating a College vehicle under the influence of alcohol or drugs (including medications that would impair the driver) during the course of their driving or working hours may be criminally prosecuted and subject to College disciplinary proceedings that may result in sanctions up to and including discharge from employment or suspension or expulsion from the College.

#### **Smoking**

Smoking is prohibited in all College vehicles. If driving a rented vehicle or personal vehicle, smoking is permitted **only** if the driver or no other passenger objects. If any person objects to smoking in the vehicle, smoking is prohibited.

#### **Occupancy**

Total occupancy (including the driver) may not exceed the number of seat belts. Only one person may occupy a seat belt.

**Cell Phones**

Drivers MAY NOT use cell phones while the vehicle is moving. If a call must be made or answered by the driver, the vehicle must be stopped and secured before the cell phone is used.

**Cargo**

Baggage and equipment should be kept in the trunk or otherwise secured to prevent them from becoming dangerous projectiles in the event of an accident. No Cargo may be carried on the roof of a vehicle, nor may pool or academic department vehicles tow other vehicles or trailers.

**Distractions**

Loud music, throwing of objects or other driver distractions are strictly prohibited. The Driver has the sole discretion for regulating music, including the radio or other personal music playing devices; heat and air conditioning, and other behavior. Unruly or uncooperative passengers may be discharged from the vehicle.

- Establish with passengers a mutual understanding about the radio: types of programs and volume. It may be necessary to decide to not use the radio when the passengers cannot reach agreement on it. *Defensive driving requires that the volume not impair the driver's ability to hear outside horns or emergency vehicle sirens.*
- Smoking is prohibited in all College owned vehicles.
- Air conditioning and heating can be a problem because of the preferences of individual passengers. A comfortable temperature for most passengers is approximately seventy degrees Fahrenheit. The alternate driver or front seat passenger should make any requested adjustments during travel, so the driver can concentrate on the road.

**Signals**

Use turn signals and/or flashers when changing lanes, merging onto a highway, making turns, stopping for passengers or pulling over in an emergency.

**Speed Bumps and Pot Holes/Rough Road Conditions**

The driver must slow down and use caution when driving over speed bumps, potholes or rough road conditions. This will avoid damage to the vehicle, as well as jolts to passengers in the rear of the vehicle.

**Forward/Reverse Motion**

Most vehicle accidents happen while backing up. The best defense is to back up only when necessary. Avoid backing into traffic. If it is essential to back up, get out and check the area behind the vehicle before doing so. Four-way flashers should be turned on and the vehicle backed slowly. Passenger(s) may assist the driver, only as long as they understand what is expected from them.

**Weather Conditions**

If it is raining, speed must be reduced to under the posted limit. Roads are most slippery at the beginning of a rainstorm. Strong winds will also make steering difficult. In windy conditions, both hands should be kept on the wheel at all times. Increase alertness for swerving vehicles.

**“Caravan” Trips**

When there is more than one vehicle traveling to the same destination, the trip coordinator (coach, professor, director, etc.) should be in the last vehicle. Each driver should keep track of the vehicle(s) with him or her, in front and in back. If the driver detects that the driver to the rear is missing or has developed problems, he/she should flash the headlights to signal to the forward driver that there is a problem. All vehicles should stop only if it is safe to stop. The trip coordinator should pre-arrange with the drivers all emergency response procedures.

**Passengers**

Picking up hitchhikers is strictly prohibited. Only passengers connected with the event, activity or College business are permitted to ride in College vehicles. Children under the age of 12 are not allowed in College vehicles without special permission from the vehicle coordinator or department head. Parents are responsible for ensuring that all appropriate and legally required child restraints are provided if a child is a passenger in a College vehicle.

**Guidelines for Fueling Vehicles**

- Turn off your engine.
- Put the vehicle in Park and set the emergency brake.
- Always touch a metal part of the vehicle before handling the nozzle or fuel door.
- Never get back into your vehicle while refueling. This can cause a build-up of static electricity.
- Never leave the nozzle unattended.
- Do not overfill or top-off the tank.
- Do not smoke, light matches or use lighters while fueling or in areas where others are fueling.

- Do not use a cell phone or other electronic device while fueling.

### **Returns**

Drivers are responsible to return the vehicle to its designated parking spot in clean condition with a full tank of gas. Any problems with the vehicle, accidents, or needed repairs are to be reported to the vehicle coordinator upon return of the vehicle.

### **Defensive Driving Techniques – USE THEM**

- Commit no driving errors.
- Make allowances for the lack of skill and improper attitude of other drivers.
- Don't become involved in an accident or a close call because of weather, road conditions, traffic, or the actions of pedestrians and other drivers.
- Keep continually alert for accident-producing situations far enough in advance to take defensive action.
- Concede the right of way to prevent an accident.

### **VAN SAFETY**

Driving a van may not be a daily experience for most drivers, so be especially careful. Vans are larger and heavier than personal cars, and handle differently. Driving a van requires extra caution at all times.

### **Compensating for Van Characteristics**

Although a van handles differently from an automobile, you can compensate for its characteristics and operate it smoothly and safely. Here are some tips to keep in mind when driving a van:

#### **Making Turns**

- When turning a corner, you must make a wider swing with a van than you would with a car. Consequently, on a right turn it's necessary to watch the right outside mirrors for small vehicles, motorcycles, bicycles and pedestrians.
- Use turn signals well in advance.
- Make turns more slowly than you would with a car. If you turn too quickly, the van will lean and make your passengers uncomfortable.
- Whenever possible, don't make "U" turns. Due to the van's wider turning radius, a "U" turn may require you to make at least one backward movement. Avoid backward movement whenever possible.

#### **Following Distance**

A loaded van is more difficult to stop than an automobile traveling at the same speed. Therefore, you should use a *three-second* following rule for a van, as opposed to a two-second following rule for a car. The three-second rule works as follows: Count 1,001 - 1,002 - 1,003 after the rear of the vehicle you are following passes a fixed object. If the front of your vehicle passes the same object before you count to 1,003, you are following too closely. Slow down. Increase distance to *four* seconds in poor weather conditions or when fully loaded.

#### **Height of Van**

The height of the van has advantages and disadvantages for the driver. On the plus side, it gives you a better view of the road ahead. On the negative side, some garages are not high enough to accommodate the van. You also have to watch for overhead obstructions such as trees and limbs.

The van can block the view of passenger cars following you. Drivers may attempt to pass you at an unsafe time or place, and thus, threaten to involve you in an accident. Watch both outside mirrors for these maneuvers.

#### **Blind Spots**

- The van has blind spots on each side. Adjust your mirrors to reduce these as much as possible.
- The greatest blind spot is to the rear when backing up. Your best defense is to back up only when necessary. Avoid backing into traffic. If you must back up, get out and check the area behind you before doing so. Turn on your four-way flashers and back slowly. Have your passenger(s) assist you, but be sure they understand what you expect from them.
- To avoid striking a pedestrian, stop back from a crosswalk. Watch out for your own passengers walking across the front of the van as they board or leave.
- When in a line of stop-and-go traffic, never get so close to the vehicle in front that you lose sight of its stoplight and directional signals.

#### **Parking and Loading/Unloading**

Watch for normal hazards, such as low branches and wires, fences, walls and hydrants, and choose a spot that will be easy to pull in and out of. It is your responsibility to be aware of potential hazards. It is also essential that you lock the van when it is left unattended.

**Driver's Responsibilities**

In addition to the general agreement, Van Drivers are required to keep the floors and steps of the van free from items that could cause slips or falls or could be tossed around.

**Passenger seating and disabled passengers**

If applicable, have your alternate driver occupy the seat next to you. The remaining seats are usually self-selected by the passengers. It may be advisable to work out preferred seating for a passenger who is temporarily or permanently disabled.

**APPLICATION TO DRIVE HAMPSHIRE COLLEGE FLEET VEHICLES**

Name:	Soc. Sec #	Date:
Campus Address:		Box #
Class:		
Campus Phone #:	Home Phone #:	E-mail:
Age: <i>Drivers must be 18 or older.</i>	Date of Birth:	Student ID #:
Driver's License: State: _____ # _____ Date Issued: ____/____/____ <i>Drivers must have had a U.S. or Canadian license at least one year to qualify as a driver.</i>		
Has your driver's license ever been suspended?      yes      no Has your driver's license ever been revoked?          yes      no Have you ever been refused a driver's license?        yes      no If yes to any of the above, please explain (including where and when):		
Number of tickets or citations for moving violations in the past three years: ____ If any, please explain the nature of the violation(s) (including where and when):		
In the past three years have you been convicted of the following (check if yes) Reckless driving, or driving to endanger? Failure to stop at the scene of an accident you were involved in? Driving under the influence of alcohol or drugs? If Yes to any of these questions, please explain (including where and when):		
Do any of your licenses have any visual or physical restrictions?    yes      no    If yes, please describe:		
<b>Attach</b> an abstract of your driving history record from the Division of Motor Vehicles and a photocopy of your license.		
Have you successfully completed a Defensive Driver Training Course?    yes      no If Yes, please describe:		
Have you been denied permission to drive a Hampshire College vehicle previously?    yes      no If Yes, please explain:		
By signing this application, I hereby certify that the information provided above and as may be attached is true. I agree to abide by all terms and conditions, rules and regulations as may be on the reverse of this application, and as may be provided to me by the College or any of its employees or representatives, whether in writing or verbally. I authorize Hampshire College or its representative or agent to request an MVR for the license(s) listed above.		
Signature _____ Date ____/____/____		
<b>READ AND SIGN THE REVERSE SIDE OF THIS APPLICATION FORM</b>		
Reviewed by: _____ Date ____/____/____ _____ Permission to drive    Approved    Denied Reason for Denial: _____	Hampshire Fleet Orientation / Safety Class Vehicle Safety Policy provided Copy of Driver's License attached MVR attached	yes    no    Date ____/____/____ yes    no yes    no yes    no

### Driver Agreement to Terms, Conditions, Rules and Regulations

I understand that driving a College Vehicle, rented vehicles, my vehicle or other vehicles on behalf of the College is a privilege, not a right. The safety of my passengers, pedestrians and others is my highest priority. Accordingly, I agree to obey the following rules, regulations, terms and conditions for driving on College business. I agree that I will, at all times:

1. Have a valid drivers license.
2. Use College Vehicles for authorized business only.
3. Not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss.
4. Use seat belts or other available occupant restraints and require all occupants to use seat belts or occupant restraints, in accordance with state laws and not operate the vehicle unless all occupants are wearing the appropriate restraints. I will not permit total occupancy to exceed the number of seat belts.
5. Operate the College vehicle in accordance with College regulations, as may be provided to me in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
6. Personally assume responsibility for any and all fines or traffic violations associated with my use of a College vehicle or privately owned vehicle used on College business.
7. Use safe driving principles, practices and techniques at all times. No loud music, throwing of objects or other driver distractions will be permitted.
8. Not drive under the influence of drugs or alcohol, or consume such within the previous 24 hours. I will not drive if I am using a prescription medication that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy equipment.
9. Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol, drugs or other contraband in any College vehicle.
10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Not drive the vehicle at speeds that are inappropriate for road conditions.
12. Not use a cell phone when the vehicle is moving. If the driver must make or take a call, the vehicle must be safely stopped and secured, before using a cell phone.
13. Not drive the vehicle "off road" unless it is appropriate for that use.
14. Before leaving the parking area or garage, be satisfied that the following parts and components are in good working order:
  - a. Service Brakes
  - b. Parking Brakes
  - c. Steering Mechanism
  - d. Lights/reflector devices
  - e. Tires/wheels
  - f. Horn
  - g. Windshield wipers/washers
  - h. Rear-vision mirrorsReport any defects immediately to the prescribed authority to determine if the vehicle is safe to operate.
15. Report all accidents or traffic violations to the prescribed authority.
16. Immediately report any changes in my license status (such as points, suspension or revocation) to the College, and accept removal of driving privileges if applicable.
17. Be subject to applicable College disciplinary procedures for violations of College policy or rules. Failure to follow driving rules may result in temporary or permanent suspension of driving privileges, or have more serious consequences.
18. Abide by the decision of the vehicle coordinator if use of the vehicle is withheld. Reasons for withholding the use of a vehicle otherwise reserved may include, without limitation, unsafe weather conditions or the vehicle is in need of immediate repairs.
19. Abide by any department policy that may require contribution towards the deductible it will be charged in the event I have an at-fault accident that results in damage to the vehicle.
20. Return the vehicle according to College policy.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name Printed: \_\_\_\_\_

# HAMPSHIRE COLLEGE

## Check In / Check Out Sheet

**To be filled out by driver**

Name: \_\_\_\_\_ Mileage Out: \_\_\_\_\_  
 Date Out: \_\_\_\_\_ Mileage In: \_\_\_\_\_  
 Date In: \_\_\_\_\_ Cost per 0.36 Gas Tank Full: Y or N  
 Trip Destination: \_\_\_\_\_  
 In case of emergency, college contact person: \_\_\_\_\_ Ext: \_\_\_\_\_

Last 6 of Vin:  Yr. Make/Model:   
 Color: \_\_\_\_\_

**Description of Damages (if any):**

Item	Vehicle OUT	Initials	PS Initials	Vehicle IN	Initials	PS Initials
Glass						
Hood						
Grill						
Frt Bumper						
LF Door						
LR Door						
Lft Qtr						
Top						
Trunk						
R Bumper						
R Qtr						
RR Door						
RF Door						
RF Fender						
Whl Covers						
Interior						
Tires						
Other						

*The undersigned acknowledges that the motor vehicle described above, was inspected and is in satisfactory condition, except for the noted damages.*

Name (Please Print)	PS Name (Please Print)
Signature	Signature
Dept. And Date Ext.	Date
Signature of Person Loaning Vehicle	Date Loaned Expected Return Date

**Pool Vehicle Account #: 90-000000-16101**

<p style="text-align: center;"><b>0 - 0 - - /</b></p> <p>13 Digit Account - CHARGE Dept.</p>	<p>Mileage Out: _____</p> <p>Mileage In: _____</p> <p>Total Miles: _____</p> <p>Total Miles: _____ x 0.36</p> <p>Charge Gas? Y or N</p> <p>Total for trip: _____</p>
Authorized Signature	

**Trip Roster Form**  
Department of Public Safety  
Hampshire College

**This form must be completed and left at the Switchboard immediately prior to leaving campus.**

**PLEASE NOTE:**

It is absolutely imperative that the driver report to the Department of Public Safety as soon as the vehicle returns to campus. If a trip's return to Hampshire is going to be more than one hour after the scheduled return time, you **MUST** contact the Hampshire College Switchboard by phone (413-549-4600) with a revised time of return. **FAILURE TO CHECK IN WITH PUBLIC SAFETY PRIOR TO THE END OF THE HOUR GRACE PERIOD WILL RESULT IN A FINE AND MAY JEPORDIZE THE DRIVER'S AUTHORIZATION TO USE POOL VEHICLES.**

**I have read and understand the above:**

\_\_\_\_\_  
**Signature of Driver**

We will be back by: \_\_\_\_\_.

We are using vehicle No. \_\_\_\_\_.

Destination: \_\_\_\_\_.

List of Passengers (print legibly):

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

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Any problems with the vehicle?

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For Public Safety Use:

Date and time of return: \_\_\_\_\_

By: \_\_\_\_\_