

HAMPSHIRE COLLEGE

POOL VEHICLE HANDBOOK

**Pool vehicles are managed and overseen by the
Hampshire College Campus Safety & Wellbeing office.**

All drivers of pool vehicles are responsible for knowing and following the rules and procedures outlined in this handbook, and must abide by all campus regulations and local, state and federal laws.



Driver Credentialing Policy

Only authorized credentialed drivers may operate Hampshire College school's owned vehicles under the auspices of the College. Drivers who use a pool vehicle for employment related tasks still need to complete their driver credentials. The insurance company and the College reserve the right to decline to authorize any driver on the basis of an individual's traffic violation history or accident history.

Driver Minimum Requirements:

1. Drivers must have a valid license issued from the US or US territories.
2. Drivers must be at least 18 years old
3. Drivers must have at least one year of driving experience, either in the US or internationally. (Individual Colleges may require more experience.)
4. Drivers must be a student or employee of Amherst, Hampshire, Mount Holyoke or Smith College; an employee of Five Colleges, Inc.; an authorized volunteer or authorized by the director of conference/events services.
5. Drivers must be Credentialed (see below).
6. Drivers may not have had:
 - More than 2 at-fault accidents in past 3 years
 - Any Type A violations in past 3 years
 - Any combination of three or more accidents and Type B violations in the past 3 years.

The Colleges reserve the right to (1) remove or deny driving privileges from any student or employee for accidents or violations (including violations of the Driver Agreement) involving College owned or rented vehicles, or (2) to use guidelines that are stricter than the insurance company's in deciding to authorize or de-credential drivers. The Colleges may, at their sole discretion, allow an employee who drives as a condition of employment to attend a College approved driver safety training program in lieu of losing driving privileges as a result of having had a combination of three or more accidents and/or Type B violations in the past three years. This does not apply to any Type A violations.

Definitions

Type A Violations

- DUI / drugs or alcohol
- Negligent homicide
- Use of auto in commission of a felony
- Aggravated assault w/vehicle
- Operating w/o license
- Reckless driving
- Speed contest
- Hit & Run
- Leaving the scene
- School bus stopping flag violations (or similar)

Type B Violations

- all moving violations not Type A

Driver Agreement to Conditions, Rules and Regulations

The colleges have adopted a basic set of safety rules which all drivers must agree to as part of the credentialing process. Drivers are expected to drive safely at all times. Other rules listed on the credentialing form include administrative rules.

Driving a College vehicle, rented vehicles, a personal vehicle or other vehicles on behalf of the College is a privilege, not a right. The safety of passengers, pedestrians and others is every driver's highest priority. The following rules are included by reference on the credentialing form and, by submitting credentials each driver agrees to abide by the following terms, conditions, and rules and regulations.

Drivers Will:

1. **Have and carry a valid driver's license while driving.**
2. **Adhere to the following terms of use:**
 - Use College vehicles for authorized business only.
 - Not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss.
 - Operate the College vehicle in accordance with College regulations, as may be provided in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
 - Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol (unless specifically permitted, e.g., dining or conference services), drugs, or other contraband in any College vehicle.
 - Not drive the vehicle "off road" unless it is appropriate and authorized for that use.
 - Observe proper driving decorum while driving College vehicles, acting in a manner befitting an ambassador of the College ie. not engaging in negative behaviors such as "road rage", or reckless operation of any kind.
3. **Follow these minimum safety requirements:**
 - 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. Never permit total occupancy to exceed the number of seat belts.
 - Use safe driving principles, practices and techniques at all times.
 - Not drive under the influence of drugs or alcohol. Not drive if using a medication that impairs judgment, reflexes or alertness.
 - Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
 - Not drive the vehicle at speeds that are inappropriate for road conditions.
 - Not use a cell phone (including "hands free" cell phones, texting, PDAs, computers or any other device) when the vehicle is moving or engage in other distracting behavior. If the driver must make or take a call or text message, the vehicle must be safely stopped and secured (parked), before using a cell phone.
 - Before leaving the parking area or garage, particularly with a rental vehicle or a vehicle that driver does not ordinarily drive, be reasonably satisfied that the following parts and components are in good working order. This includes, but is not limited to:
 - Service Brakes
 - Parking Brake
 - Steering Mechanism

- Lights/Reflector Devices
- Tires/Wheels
- Horn
- Windshield Wipers/Washers
- Rear-Vision Mirrors
- Coupling Devices (if applicable)
- Report any defects immediately to the vehicle coordinator to determine if the vehicle is safe to operate.

4. Perform required administrative responsibilities:

- Report all accidents or traffic violations involving a College vehicle or while driving on College business to the vehicle coordinator and other offices as directed, according to College policy.
- Immediately report any changes in license status (such as points, suspension or revocation) and any other at-fault accidents that occur whether or not the accident or violation occurred while driving on College business to the Risk Management Office, and accept suspension of driving privileges if applicable.
- Personally assume responsibility for any and all fines or traffic violations associated with use of a College vehicle or privately-owned vehicle used on College business.
- Agree and accept that failure to follow driving rules may result in temporary or permanent suspension of driving privileges, or have more serious consequences.

Please note: Departments will be responsible for deductibles incurred for "at-fault" accidents by department members. An "at-fault" or surchargeable accident or other violations of this agreement may result in revocation of driving privileges or other disciplinary action.

Driver Safety Training

Some vehicles require additional training for students and staff seeking to obtain driver approval. These vehicles have selected an in person Driver Safety training course promoted by Campus Safety & Wellbeing, this is a requirement for our insurance provider, to meet their training needs.

AVAILABILITY and USE OF POOL VEHICLES

- The College maintains three eight-seat vans. This includes driver seats.
- We are unable to provide vehicles for every request.
- Pool vehicles are available for use by academic, administrative and student organizations in order to facilitate official college business. Official college business includes community service transportation, academic class trips/projects/needs, administrative trips, authorized student groups and intercollegiate athletics. Pool vehicles are not for personal use and cannot be used to provide transportation for a fee.

DRIVER ELIGIBILITY

- **Members of the college community who want to be eligible to operate a college pool vehicle must complete an online [driver certification class](#) and are authorized credential drivers along with having a clean driving history.**
- Any drivers with two or more accidents or moving violation records (three minor violations or one major violation) will not be allowed to operate college vehicles. Examples of major violations include

but are not limited to driving under the influence of alcohol or drugs, operating recklessly or to endanger, leaving the scene of an accident.

- Drivers must be at least 18 years of age and have a valid US driver's license for one year. Drivers of college vehicles must be Hampshire College faculty, staff or students. The online application and driving history will be reviewed by the 'College's insurer for completeness and for reported driving violations and accidents. They will then determine if any reported violations preclude the person from driving a college vehicle. The process can take approximately one week from completion of all requirements.
- During the summer, conference staff may drive a college vehicle after completion of driver class and credentialing requirements. Spouses, significant others and off campus people may not drive college vehicles. Drivers must acknowledge receipt and understanding of the college driving regulations by providing an electronic signature when you complete the online application.
- Students may drive a college vehicle on short trips. Short trips are those less than 250 miles. Students may drive vehicles beyond the 250-mile limit if a faculty or staff member is present in the vehicle. The maximum is 250 miles from campus for all trips. Only two pool vehicles may be more than 250 miles from campus at once. Pool Vehicles cannot be driven into Canada. Students may not drive college vehicles that are towing another vehicle or trailer.
- **Annual credential forms must be filled out on-line at This form is for insurance purposes only and has to be completed by everyone who will drive a college owned vehicle or drive a personal vehicle on college business.** If you fail to complete the on-line form, your driving privileges will be revoked until it is received. Employees who want to rent or use a personal vehicle for college business and/or to transport students must fill out the online credential form before the use occurs.
- **Drivers will automatically lose eligibility to operate college vehicles for one year following an accident with a pool vehicle or violation of college rules after which they may reapply.** Eligibility may be returned after remedial driver training or in cases where the driver was determined to be not at fault. The Pool Vehicle Coordinator will review accidents with advice from the Director of Campus Safety & Wellbeing. Driver eligibility will not be returned until after an accident review, which takes approximately one (1) week.
- Further sanctions are possible for departments whose drivers do not follow the fleet program regulations.
- Students who want to use a rented vehicle for college business must have written authorization from a faculty member, department head, a dean or coach and be otherwise authorized to drive as described herein and on the rental agreement.
- Students who want to use a personal vehicle for college business must have written authorization from a faculty member, department head, a dean or coach before the use occurs. In addition, the driver must be otherwise authorized to drive as described herein.

RULES/SAFETY CONDITIONS FOR DRIVERS

- The driver is responsible for proper use and operation of the college pool vehicle. Drivers are expected to obey all state and local traffic laws. Failure to follow the college's pool vehicle policies, rules and regulations may result in personal liability for the driver.
- **The driver may not authorize anyone else to drive. If more than one person is going to drive the vehicle, each must submit a driver application and be approved. All drivers must be listed on the trip sheet. The use of an unauthorized driver will result in the loss of departmental or organization privileges.**
- The driver and all passengers must use seat belts before the vehicle is put in motion. The driver is responsible to see this is done. The driver must refuse to take any passengers who refuse to cooperate

and may not operate the vehicle if passengers do not wear seat belts. Drivers may not overload the vehicle. Each passenger must be in a seat with a seat belt.

- Drivers may not consume alcohol or drugs at least twenty-four hours prior to operating a fleet vehicle. Any driver found operating a college vehicle under the influence of alcohol or drugs and medications that would impair them while driving may be criminally prosecuted and are subject to college disciplinary proceedings which may result in sanctions up to and including discharge from employment or suspension from the college.
- Drivers are responsible for immediately notifying local police in the city or town where an accident occurs and then notifying the college's Department of Campus Safety & Wellbeing. If the accident is on campus, notify Campus Safety & Wellbeing only. Failure to file an accident report in a timely manner with the local police where the accident occurs or to notify Campus Safety & Wellbeing can result in loss of pool vehicle privileges for up to one year.
- **Drivers are personally responsible for traffic and parking violations. Drivers who fail to inform Campus Safety & Wellbeing about violations received while using a pool vehicle may lose eligibility to operate a fleet vehicle for up to one year.** Notification to the Campus Safety & Wellbeing Office by anyone (local police, community members, etc.) of erratic or unsafe operation of a pool vehicle will result in the driver's fleet privileges being suspended for a minimum of one (1) year as the first offence. If there is a second report of the same department or organization with the same offence, they will lose reservation privileges permanently.
- Drivers are expected to call Campus Safety & Wellbeing after hours to notify if the department or organization cannot return a vehicle on time. Penalty charges will still apply for the late return of a vehicle, however early notification of the extenuating circumstances will be considered a mitigating factor when determining any follow-up action. It will also allow for notification of any persons affected by the delayed return.
- Drivers are responsible for returning vehicles in a clean condition. Vehicles must be cleaned prior to turning in the keys. Vehicles that are left dirty will be cleaned and the department or organization that last used the vehicle will be charged.
- **Drivers are expected to clear the vehicles of snow and ice prior to operating. Campus Safety & Wellbeing does not warm up vehicles or clean them off.**
- Drivers are expected to plan enough time prior to their departure to allow for inspection of the vehicle.
- Drivers may not carry any item(s) on the vehicle's roof, even if there is a roof rack.
- Drivers may not drive a college pool vehicle for more than two hours at any one time without a rest period of two hours. Groups going on long trips (over three hours) must plan for relief drivers. A trip of 250 miles would require a minimum of 2 drivers. Fleet vehicles may not be driven more than 250 miles in one twenty-four-hour period.
- **Drivers are responsible for notifying the Campus Safety & Wellbeing Office immediately of any change in their license status in any state.** Any driver whose right to operate is suspended or revoked may not drive a college vehicle under any circumstances until their right to operate is reinstated.
- There should be no loud music, throwing of objects or other driver distractions. Drivers whose passengers are causing distractions should stop the vehicle in a safe place until the distractions have ceased. **NO ANIMALS ARE ALLOWED IN FLEET VEHICLES, INCLUDING ACCESSIBILITY VAN.**
- The driver may not use a cell phone or any other device in any way when the vehicle is moving. If a driver must make or take a call or text message the vehicle must be safely stopped and secured (parked), before using the cell phone. This applies equally to "hands free" cell phones, PDAs, etc. The driver will not engage in any other distracting behavior.
- Baggage and equipment should be kept in the trunk or behind the last seat in a van and secured to

prevent them from becoming dangerous projectiles in the event of an accident.

- Turn and lane change signals must be used to signal the driver's intentions.
- The driver must slow down and use caution when driving over speed bumps or potholes. A van should be brought to a complete stop before proceeding over a speed bump. This will avoid damage to college vehicles as well as prevent jolts to passengers in the rear of the vehicle where the jolt is five times greater than in the front.
- Most vehicle accidents occur while traveling in reverse. Avoid backing up whenever possible, such as by choosing a pull-through parking space. When reverse travel is necessary, proceed slowly and use assistance of your passengers. NEVER BACK UP ON A HIGHWAY.
- When there is more than one vehicle traveling to the same destination, the "excursion coordinator" (coach, supervisor, director, etc) will be in the last vehicle. Each driver should keep track of the vehicles traveling with her/him. If the driver detects that the vehicle to the rear is missing or has developed problems, the driver in the forward vehicle must immediately turn on hazard flashers, then pull over to a safe location (note: a curving exit ramp or an area of low visibility is not a safe location). If the last van develops problems, the driver should flash their high beams, turn on hazard flashers, then pull over to a safe location. The driver should have passengers get out of the vehicle and away from the road. Determine the nature of the problem and take appropriate action.
- Picking up hitchhikers is strictly prohibited. Only passengers connected with the event, activity or college business are permitted to ride in college vehicles.
- Each vehicle is equipped with an accident warning device in case of a breakdown. Drivers are responsible for checking to ensure this is present in the vehicle prior to the start of each trip. The Fleet Office may replace any items that are not present during business hours. Please note on the trip sheet what needs to be replaced.
- If it is raining, it is recommended that you reduce your driving speed under the posted limit and turn on your headlights. Roads are more slippery at the start of rain since surface oil and grease form slick films that are not washed away until after 20-30 minutes of hard rain.
- Strong winds also make steering difficult. In such conditions, speed should be decreased. The driver should have both hands on the steering wheel and be alert for other vehicles swerving into his/her path. The driver may opt to pull over until adverse weather conditions have passed.
- **If it is snowing or ice is expected, it is most likely the vehicles will not be released to the departments or organizations for their reservations.** If snow or ice starts to fall during your reservation, turn on your headlights and have both hands on the steering wheel. Be alert for other vehicles. The driver may opt to pull over until adverse weather conditions have passed.
- **Trips may be canceled due to adverse weather conditions. The on-duty Campus Safety & Wellbeing staff has the authority to not allow vehicles to be used in adverse weather conditions.** The on-duty CSW staff will utilize all available information (including but not limited to weather advisories, radio, TV, internet, etc) to assist in determining the advisability of allowing vehicles to leave the campus. As a general rule, the college will cancel trips in order to protect faculty, staff and students who may be using college vehicles. As a matter of policy, the college expects drivers to interrupt their trips when weather conditions deteriorate, find a safe place to wait and to resume the trip once the weather improves.

VAN SAFETY

A van handles very differently from a sedan, but you can compensate and operate it smoothly and safely. Driving a van may not be a daily experience for you. Vans are larger and heavier than most personal vehicles and require extra caution at all times. Be especially mindful of the following:

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 is 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 a "U turn". 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 a sedan 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 sedan. 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 to four-second following 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 passengers assist you, but make 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 Responsibility – In addition to the general agreement, pool vehicle drivers are required to do the following:

- Keep safety equipment assigned to the van in good condition and securely mounted. Keep the floors and steps of the van free from items that could cause slips, falls or could be tossed around.
- Follow established routes and schedules, if applicable.

Defensive Driving Techniques – A defensive driver is one who:

- Is careful to commit no driving errors
- Makes allowances for the lack of skill and improper attitude of other drivers on the road.
- Doesn't become involved in an accident or close call because of weather, road conditions, traffic or actions of pedestrians and other drivers.
- Is alert for accident-possibilities far enough in advance to take defensive actions.
Concedes the right of way to prevent an accident.

GUIDELINES FOR RESERVING A VEHICLE

To reserve a pool vehicle, student groups should contact the Student Engagement office. School departments and offices can reserve pool vehicles in Colleague:

[In Colleague use the XPVR1](#) to reserve a pool vehicle. To reserve a pool vehicle on-line you will need:

- An approved driver(s)
- Your budget number
- The reason for your trip
- The destination of your trip
- Date and time you will pick up and return the vehicle

Once you complete your request on Colleague you will receive a Vehicle Request Confirmation email. The Vehicle Request Confirmation email must be printed out and brought to Campus Safety & Wellbeing along with a completed [Check Out/In form](#). Vehicles cannot go out without both of these documents. The check out/in form must be signed by the person who made the reservation and include the department's account number.

A student organization or department generally may reserve no more than one vehicle at a time to allow equal access to vehicles by all campus organizations or departments. Once all organizations or departments are accommodated for a particular date, a second vehicle may be reserved. Reservations for a second vehicle cannot be made more than two (2) weeks in advance. A department or organization cannot have more than 6 **two** vehicles per day. A vehicle request may be made up to two business days prior to travel. This rule may be negotiated in the case of an annual campus wide event attended by more than 500 people.

All student organizations must be registered with the Campus Leadership and Activities Office and have a Hampshire College CLA account number. CLA will sign off on vehicle authorization forms. Student organizations may request the use of pool vehicles during the academic year, generally September 1st through the final day of the second semester's exam period.

- All academic trips must be authorized by a department.
- There is no bumping a group once a reservation has been confirmed.
- Club Sports are considered as a student organization, not an athletic group

All approved trips that travel more than 250 miles (one-way) must have a faculty or staff member present in the travel group (i.e. Washington DC). There is a 500-mile limit on all trips, even those with a faculty or staff member present on the trip. Fleet vehicles cannot travel into Canada.

Administrative use includes both academic and general administrative duties.

In the event a college vehicle is not available, the college prohibits the rental of 15- passenger vehicles for any purpose. Only 12-passenger vans and 7-passenger mini- vans are permitted. All drivers of rented vehicles must be authorized. Unauthorized drivers will not be insured. This policy may not be circumvented by renting a vehicle with a personal credit card. If your trip is eligible to use a fleet vehicle, the rental policy applies.

Driver Safety Training

Some vehicles require additional training for students and staff seeking to obtain driver approval. These vehicles have selected an in person Driver Safety training course promoted by Campus Safety & Wellbeing, this is a requirement for our insurance provider, to meet their training needs.

HOW TO PICK UP A POOL VEHICLE

- The keys are available in the Campus Safety & Wellbeing Office located on the first floor of the Johnson Library. Campus Safety & Wellbeing cannot deliver vehicles.
- 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 Campus Safety and Security staff do not remove snow or ice from the vehicles.
- Drivers must call dispatch at 413-559-5424 to request a CSW staff to release the keys and vehicle binder. The vehicle binder can only be released after the driver presents their ID card, reservation email and [check out/in](#) form to CSW.
- The vehicle binder includes the vehicle keys, insurance card, registration, Facilities and Grounds Department gas information, mileage log, pool vehicle Handbook, and road service instructions and information.
- Pool vehicles are parked in the library lot.
- Pool vehicles are returned with a full tank of gas (please see gas instructions on binder)
- The driver is expected to do a safety check of the vehicle prior to leaving campus. Damage to vehicles that is found by the driver during the safety check must be reported to Campus Safety & Wellbeing prior to leaving campus. Vehicles that have obvious safety problems observed should not be taken on a trip and should be reported immediately to Campus Safety & Wellbeing. If there is a replacement vehicle available, one will be substituted.

HOW TO RETURN A POOL VEHICLE

- **Pool Vehicles must be returned to the library lot with a full tank of gas, preferably in the same space from which it was taken. They may not be returned to any other location. Campus Safety & Wellbeing will not pick up vehicles.**
- Once you park the vehicle, take a moment and check for new damage and make a note of any vehicle safety issues that the mechanic should check. The department or organization who reserved the van will be responsible for repairs of any new damage. Notifying the Campus Safety & Wellbeing of any damage, safety or mechanical problems assists the college in keeping the pool vehicles in good operating condition.
- **Vehicles must be returned with a full tank of gas. Each pool vehicle has Hampshire College Facilities and Grounds Department gas pump instructions on the binder. This can only be used at the pump behind Facilities and Grounds on the south side of Bay Road. Use regular fuel only. As a general**

rule, the Fleet Office will not provide reimbursements for fuel purchases.

- Upon return, call Dispatch at 413-559-5424 to request a CSW to meet you at the Campus Safety & Wellbeing Office to receive the vehicle binder and check in the vehicle.
- The trip sheet must be fully completed with mileage before returning the binder. The keys must be in the binder.
- Due to the composition and size of the college fleet and the need to equitably serve all customers, vehicles may be used for no more than 12 hours during the college business day, Monday – Friday 7am – 6pm. On weekends, departments and organizations may reserve a vehicle for a two-day overnight trip.

SERVICE CHARGES

- If a vehicle is not returned on time, there will be a late fee of \$25 per hour if the vehicle is late.
- When a department or organization reserves a fleet vehicle and does not use it, they will incur a \$30 charge. Cancellations must be made between 8a – 3p weekdays. Weekday cancellations must be made 24 hours in advance by calling or emailing Campus Safety & Wellbeing at campussafety@hampshire.edu as soon as you know that you will not use the vehicle. Weekend cancellations must be received prior to 3pm on Friday.
- If a vehicle has to be canceled after hours, the department or organization will be charged a \$30 fee.
- There is a \$30 charge to clean vehicles if they are returned dirty.
- Departments or organizations that fail to fill up the vehicle's gas tank will be charged a \$25 fee.
- If Vehicles are not returned to their designated parking area in the library lot, departments or organizations will be charged a \$15 fee.
- If a vehicle's binders, keys or gas cards are not returned at the end of the reservation, the department or organization will be charged a \$25 fee.
- Lost or broken fleet vehicle keys must be reported immediately to Campus Safety & Wellbeing. The department or organization will be charged a \$30 fee or the cost of replacing the keys.
- Tolls costs are the responsibility of the department or organization that sponsors the trip. Drivers may not use the designated monitored Fast Lane toll terminals while operating a pool vehicle. The pool vehicles do not have transponders to allow the use of the Fast Lane. When a vehicle passes through the terminal, it is recorded. If you make a mistake, then you must make a note on the trip sheet. When this occurs, the driver of the vehicle will lose their driving privileges for three months and the department or organization will be charged a \$30 fee or the fee from Fast Lane, whichever is greater.
- If a ticket or parking fine is received during a reservation, the department or organization is responsible for the fees. Ultimately, these are the responsibility of the driver.
- Lodging/Transportation cost incurred as a result of a pool vehicle breakdown is the responsibility of the department or organization using the vehicle.
- Unauthorized repairs such as replacing broken keys, vehicle jump-start, lockout, etc. are the responsibility of the department or organization that sponsors the trips.
- **If use of the pool vehicle is not used for college business, the department or organization will be charged a \$250 per day fee for the reservation.**

DAMAGE FEES

- Departments and organizations will be charged for any damage to a pool vehicle that occurs due to the fault of the driver. Also, departments and organizations will be charged for any damage to a vehicle regardless of fault if the accident is not reported to the local police at the location where the accident/damage occurred while using the vehicle.

- The maximum charge for vehicle damage will be the deductible limit of the college's vehicle insurance policy, currently \$500, unless the group fails to report the accident to Campus Safety & Wellbeing when the vehicle is returned and this failure results in the denial of the claim by the insurance company. In such cases, the department or organization may be responsible for the entire loss.
- Departments and organizations have a thirty (30) day to pay the deductible costs. If the deductible is not reimbursed, the department or organization will lose their privileges until the bill is paid.
- If the accident has been determined to be a hit and run or if other physical damage is done, the department or organization must report the accident to the local police (or to Campus Safety & Wellbeing on campus) at the scene and time of the accident or when the damage is discovered. Get verbal confirmation from the local police that a report will be filed. Obtain local police information (phone, address and reporting officer). Failure to report the accident to local police will result in your department or organization being charged for any deductible for the physical damage to the vehicle.
- If damage is found after a department or organization has used a pool vehicle and has not reported it to Campus Safety & Wellbeing, the department or organization that used the vehicle last will be charged for the vehicle repair.

BREAKDOWN

- If the vehicle should break down off campus, the driver must first notify Campus Safety & Wellbeing Dispatch at 413-559-5424 which is open 24/7.
- Next, call Enterprise for Roadside Assistance at 800-325-8838. This program provides prompt mechanical first aid, towing, battery service, wheel change, gasoline delivery and lock out service. Drivers are not authorized to have other repairs made without consultation with Enterprise who will contact the Hampshire College representative if repairs will exceed \$500.
- 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.

VANS OUT OF SERVICE

Unfortunately, vehicle breakdowns are 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, Campus Safety & Wellbeing has limited means to replace a vehicle that has broken down. Campus Safety & Wellbeing 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 other transportation.

ACCIDENT PROCEDURES

- Safely stop at the scene.
- Have someone call the local police for off campus accidents and Campus Safety & Wellbeing for on campus accidents at 413-559-5424. Off campus accidents must be reported to the local police, no matter how minor.
- 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.
- Be as calm and courteous as possible. Acknowledge only facts to the other driver and avoid telling the other driver that you or the college is at fault for the accident.
- Avoid confrontational language like "fault" and "blame".
- Do not discuss the accident with anyone other than the police or college officials except to obtain

driver, vehicle and insurance carrier and witness information.

- 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 Campus Safety & Wellbeing dispatch center and are in the glove box area of each vehicle.

College vehicles are insured by Arthur J. Gallagher. The insurance company is Hanover/Employers Fire Insurance Company. All necessary insurance information is contained in the packet in the glove box.

- Damaged vehicles must be towed to a repair facility at the direction of the Enterprise Roadside Assistance Program. **Under no conditions should drivers attempt to “limp” a damaged vehicle back to campus.** Be sure to notify Campus Safety & Wellbeing with your written accident report when you return to campus. Failure to notify Campus Safety & Wellbeing of damage or an accident to a pool vehicle will result in revocation of vehicle use privileges for a minimum of one (1) academic year.

In the event of bodily injury:

- Make absolutely certain that police are informed if there are injuries and get medical assistance.
- 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.
- If the injured is taken from the scene for medical treatment, find out where.
- **Notify Campus Safety & Wellbeing immediately at 413-559-5424** so the family and other college officials can be notified.
- If you, the driver, are injured, you must find another person to drive you back to the college after appropriate medical treatment is sought.

Accident Investigation and Disciplinary Action:

- All accidents are reviewed and investigated by the Director of Campus Safety & Wellbeing 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 finding will be documented and disciplinary proceedings initiated. Reported incidents or near misses, reckless driving and failure to wear seatbelts will also be Investigated for appropriate disciplinary action.
- Appeals for the Director's review can be submitted to the College's Risk Manager. See also the section on Service Charges (page 8) for the penalties associated with accidents.

INSURANCE INFORMATION

The college will not pay any claims to personal vehicles for comprehensive/collision damage. If your vehicle is damaged as a result of an accident, whether it is your fault or not, your comprehensive/collision coverage would respond. You are responsible for any deductible amount under your policy. If you do not carry any collision insurance, then the entire amount of the damage is your responsibility.

How am I covered when driving a college owned vehicle?

The college has liability on all vehicles, whether they are owned by the college, rented, leased, driving a college owned vehicle with permission of the college, then you are an insured driver under the college's policy.

What if I am driving a rented vehicle?

Remember, you must have written authorization from **an authorization person** before you rent or drive a

rented vehicle on college business. If you rent a vehicle for college business, you must reserve and sign for the vehicle using both your name and the college's name. Accept all physical damage insurance unless otherwise instructed. Never rent a vehicle valued in excess of \$30,000. You may be requested by some rental agencies to provide evidence of insurance. Certificates are provided in the insurance glove box kit.

International Travel – For any non-US rentals, take the applicable liability and physical damage insurance provided by the rental company.

It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damage to the vehicle are noted on the rental form. Otherwise, the college may have to pay for damages you did not cause.

Also, you must complete the annual credential process online. See the section on Driver Eligibility (page 3) for more information.

Do I have coverage from the college if I drive my own car?

Remember, you must have written authorization before you rent or drive a rented vehicle on college business. If you drive your own vehicle on college business, your own insurance policy serves as a “primary” policy for the third-party liability and physical damage to your vehicle. This means that if a claim arises out of an accident and exceeds your policy limits, then the college's policy will cover the accident in excess of your policy. 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 insurance.

Also, you must complete the annual credential process online. See the section on Driver Eligibility.

Does it matter if I have to drive my own car because no college vehicle is available?

No. The college is not obligated to provide transportation.

Who pays the medical bills if I am injured on college business?

All medical bills should be submitted to your health insurer. If you are working as an employee for the college at the time of the accident, contact Human Resources about possible workers' compensation claim.

Accident Instructions Owned Vehicles – as located in your Glove-Box Kit

Hampshire College

In the event of an accident

- Notify local police at the time of the accident if there is damage to vehicles or any injuries, or if the vehicle has been broken into and items stolen. You are responsible for obtaining a copy of the accident report from local police.
- You must also notify the College of all accidents. Please call your office and ask that they contact Campus Safety and Wellbeing to report the accident at (413) 559-5424. Complete the enclosed report forms (MA Crash Report; Witness Cards if applicable) and send a copy to Campus Safety and Wellbeing and the originals to the Purchasing Office.

In the event of a breakdown

- Call Campus Safety and Wellbeing for assistance or instructions (413) 559-5424
- Make arrangements for the vehicle to be towed to the nearest garage or as instructed by Campus Safety and Wellbeing.
- Make arrangements for alternate transportation or lodging or as instructed by Campus Safety and Wellbeing.

For All Accidents

- Safely stop at the scene. If there is an emergency, call “911”; otherwise call the local police. Have the passengers get out of the vehicle and away from the road, exiting from the side away from traffic if possible.
- Be as calm and courteous as possible.
- Notify Campus Safety and Wellbeing at (413) 559-5424. All Accidents, no matter how minor, must be reported on the MA Crash Report. Copies of these forms are available in the Campus Safety and Wellbeing office and Purchasing Office.
- DO NOT discuss the accident with anyone other than the police and College officials, except to obtain driver, vehicle, insurance carrier and witness information.
- Acknowledge only facts to the other driver. Do not admit to any fault for the accident. Be courteous and avoid confrontational language, including words like “fault” and “blame”.
- BE SURE to give Campus Safety and Wellbeing your written reports when you return to campus and to send a copy to the Purchasing Office. They will notify the Insurance Office.

For Questions Contact:

Lori Bouchard, Director of Campus Safety & Wellbeing Administrative Services, Programs & Resources
labPS@hampshire.edu (413) 559-5345

K. Dymek, Five Colleges Insurance and Claims Manager, (413) 538-2731

Accident Instructions Rented Vehicles – as located in your Glove-Box Kit

Hampshire College

In the event of an accident

- Notify local police at the time of the accident if there is damage to vehicles or any injuries, or if the vehicle has been broken into and items stolen. You are responsible for obtaining a copy of the accident report from local police.
- You must also notify the College of all accidents. Please call your office and ask that they contact Campus Safety and Wellbeing to report the accident at (413) 559-5424. Complete the enclosed report forms (MA Crash Report; Witness Cards if applicable) and send a copy to the Campus Safety and Wellbeing Office and the originals to the Purchasing Office.

In the event of a breakdown

- Call Campus Safety and Wellbeing for assistance or instructions (413) 559-5424
- Make arrangements for the vehicle to be towed to the nearest garage or as instructed by Public Safety.
- Make arrangements for alternate transportation or lodging or as instructed by Campus Safety and Wellbeing.

For All Accidents

- Safely stop at the scene. If there is an emergency, call “911”; otherwise call the local police. Have the passengers get out of the vehicle and away from the road, exiting

from the side away from traffic if possible.

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Campus Safety and Wellbeing Dispatch Office

Harold Johnson Library, Ground Floor
893 West, Amherst, MA 01002
csw@hampshire.edu 413-559-5424

Campus Safety and Wellbeing Parking Department

Harold Johnson Library, Ground Floor
893 West, Amherst, MA 01002
parking@hampshire.edu 413-559-6171

Campus Safety and Wellbeing OneCard Office

Harold Johnson Library, Ground Floor
893 West, Amherst, MA 01002
onecard@hampshire.edu 413-559-6171

Urgent Matters: If there is an emergency please call a member of Campus Safety and Wellbeing directly at (413) 559-5424 or dial 9-1-1. Our library office location is open 365 days a year, 24 hours a day. Walk-ins are also welcome.

