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Quick Reference Guide

How do I make a fleet reservation? Student groups should contact the Campus Leadership and Activities Office. To reserve a fleet vehicle, sign into Datatel. Use the XPVR1 to reserve a fleet/pool vehicle. You must have all of the following to reserve a fleet/pool vehicle on-line:

1) An approved driver
2) Your budget number
3) The date and time you need the vehicle, when the vehicle will be returned
4) The location of the trip
5) The reason for the trip

A vehicle request can be made up to one week in advance. Reservations cannot be made more than 90 days in advance. You can request a fleet/pool vehicle on-line any time Datatel is available. Once the vehicle request has been approved you will receive the approved form back via email. This form must be printed out and brought to Public Safety when picking up the vehicle, along with the Check In/Check out sheet and the Trip Roster form. Vehicles cannot go out without these completed forms.

What should I do if I have an accident with a fleet vehicle? Immediately contact the local police (on campus, contact Public Safety) to advise them of the accident and to get medical assistance if there are any injuries. Once any medical needs are taken care of, it is important to get the other driver’s information (name, address, registration number, vehicle model, color, etc). You must also give the other driver your information and the fleet vehicle information located in either the vehicle binder or glove box area. If the local police will not take 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. When it is practical, notify Public Safety at 413-559-5424. If the vehicle is damaged and cannot be driven, let Public Safety know and instructions will be given by the dispatcher.

What do I do when I pick up and return a fleet vehicle? Prior to using a fleet/pool vehicle 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 problems you have had with the vehicle on the trip form.

How do I cancel a fleet vehicle reservation? In Datatel menu the XVPR3 will allow you to cancel the vehicle reservation. Do this as soon as you know that you will not use the 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 prior to 3pm on Friday. Often other groups are on a wait list to use a vehicle. You cannot cancel the vehicle reservation after the requested reservation time has started.

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.

Can members of a Student Organization make vehicle reservations? 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 Public Safety Office through Campus Leadership and Activities Office.

Can a student reserve a vehicle for an academic or administrative department? No. Academic & Administrative Department reservations can only be made by a faculty or staff member of the department. If a student would like to make a reservation, it will not be confirmed until a faculty or staff member contacts the Fleet Office for authorization.

Can I rent a 15-passenger van if nothing is available at the Public Safety Office? No. The college prohibits the rental of 15-passenger vehicles for any purpose. Only 12-passenger vans, 7-passenger mini-vans or sedans 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.
STRUCTURE OF THE FLEET VEHICLE SYSTEM

The motor vehicle fleet is managed by the Public Safety Office and is overseen by the Director of Public Safety. Scheduling is the responsibility of the Fleet Coordinator. Vehicle maintenance and safety inspections are the responsibility of the Facilities and Grounds Department in conjunction with the Fleet Coordinator. Vehicle safety is the responsibility of every driver. All drivers of the fleet vehicles are expected to follow the rules and procedures established by the Fleet Committee and to abide by all campus regulations and all local, state and federal laws.

AVAILABILITY & USE OF FLEET VEHICLES

- Due to the limited number of the fleet vehicles, the College is unable to provide vehicles for every request. Fleet vehicles are available for use by academic, administrative and student organizations in order to facilitate academic, business and student organization needs. Personal use is not allowed. The vehicles are for official college business ONLY. Official college business includes community service transportation, academic class trips/projects/needs, administrative trips, authorized student groups and intercollegiate athletics.

- Additionally vehicles cannot be taken from the fleet and then used to provide other members of the community transportation for a fee.

DRIVER ELIGIBILITY

- Members of the college community who want to be eligible to operate a college fleet vehicle must attend a fleet orientation class, fill out an application and have a clean driving history. Any drivers with significant accidents (2 or more) or moving violation records (3 minor violations or 1 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, etc. (A complete list and full policies can be found at: http://www.fivecolleges.edu/sites/riskmgmt/driver/ ) Written appeals of a decision that a member of the community is not eligible to drive a college vehicle can be made to the Director of Public Safety whose decision is final.

- Students and Employees must have a valid US license. Drivers must be at least 18 years of age and have a valid driver's license for one year.

- Each driver must submit an abstract of her/his driving record from their license issuing state Registry of Motor vehicles and submit it to the Fleet Office during or after the fleet orientation class.

- The application and driving history will be reviewed by the Fleet Coordinator for completeness and for reported driving violations and accidents. The coordinator will then determine if any reported violations would preclude the person from driving a college vehicle. Approval for eligibility takes approximately one (1) week from the receipt of all necessary paperwork.

- Drivers of college vehicles must be Hampshire College faculty, staff or students. During the summer, conference staff may drive a college vehicle after completion of the fleet
orientation program, fill out an application and have a clean driving history. Others such as spouses, significant others and off campus people may not drive college vehicles.

- Drivers must acknowledge receipt and understanding of the college driving regulations.
- Students may drive a college vehicle on short trips. Short trips are those less than 400 miles. Students may drive vehicles beyond the 400 mile limit if a faculty or staff member is present in the vehicle. The maximum is 500 miles from campus for all trips. Only one college vehicle may be more that 250 miles from campus at once. Fleet Vehicles cannot be driven into Canada. Students may not drive college vehicles that are towing another vehicle or trailer.
- Annual credential forms will have to be filled out with instruction from the Safety and Risk Management Department. This form is for insurance purposes only and has to be filled out by everyone who will drive a college owned vehicle or driving a personal vehicle on college business. The form and a copy of your valid driver’s license will be submitted for review at the department’s office manager or administrative assistant. If you fail to submit all required paperwork, 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 transporting students must fill out a college credential form before the use occurs.
- Drivers will automatically lose eligibility to operate college vehicles for one year following an accident with a fleet 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 Fleet Coordinator will review accidents with advice from the Director of Public Safety. Driver eligibility will not be returned until after an accident review, which takes approximately one (1) week. Further sanctions are possible for department or organizations 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 as described herein and shall be listed 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 drive must be otherwise authorized to drive as described herein.

➢ RULES FOR DRIVERS

- The driver is responsible for proper use and operation of the college fleet vehicle. Drivers are expected to obey all state and local traffic laws. Failure to follow the college’s fleet vehicle policies, rules and regulations may result in personal liability for the driver.
- 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 have seat belts on. 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 (including medications that would impair the driver) during the course of their driving or working hours 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 Public Safety. If the accident is on campus, notify Public Safety only. Failure to file an accident report in a timely manner with the local police where the accident occurs or to notify Public Safety can result in loss of fleet vehicle privileges for up to one year.

- Drivers are personally responsible for traffic and parking violations. Drivers who fail to inform Public Safety about violations received while using a fleet vehicle may lose eligibility to operate a fleet vehicle for up to one year. Notification to the Public Safety Office by anyone (local police, community members, etc.) of erratic or unsafe operation of a fleet vehicle will result in the drivers 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 Public Safety 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 whose interiors are littered and dirty 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 off of snow and ice prior to operating. Public safety does not warm up vehicles or clean them off. Drivers are also expected to plan enough time into their pre-trip schedule to allow for the 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 fleet 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 400 miles would require a minimum of 3 drivers. Fleet vehicles may not be driven more than 400 miles in one twenty-four hour period.

- Drivers are responsible for notifying the Public Safety Office immediately of any change in their license status in any state. Any driver of college whose right to operate is suspended or revoked may not drive a college vehicle under any circumstances until their right to operate is reinstated.
HOW TO PLACE A FLEET/POOL VEHICLE RESERVATION

- To reserve a fleet/pool vehicle, student groups should contact the Campus Leadership and Activities Office. When ready, sign into Datatel.
  1. In Datatel use the XPVR1 to reserve a pool vehicle.
  2. You must have the following to reserve a pool vehicle on-line:
     - An approved driver(s)
     - Your budget number
     - The date and time you will pick up the vehicle, date and time the vehicle will be returned
     - The reason for the trip
     - The location of the trip

- You can request a pool vehicle on-line any time Datatel is available. Once the budget manager has approved the vehicle request they will receive the approved form back via email. This form must be printed out and brought to Public Safety when picking up the vehicle along with the Check In/Check out sheet and the Trip Roster form. Vehicles cannot go out without these completed forms. Requests are accepted up to ninety (90) days prior to the date the vehicle is needed.

- 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.

GENERAL RESERVATION GUIDELINES

- 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 two vehicles per day. A vehicle request can be made up to one week in advance. Reservations cannot be made more than 90 days in advance.

- All student organizations must be registered with Campus Leadership and Activities Office and have a Hampshire College Campus Leadership and Activities Office account number. The Campus Leadership and Activities Office will fill out a vehicle authorization form. Student organizations may request the use of fleet vehicles during the academic year, generally September 1\textsuperscript{st} 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.

- Larger groups have priority for vans.
• All trips that travel more than 400 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.

• Departments or student organizations using a fleet vehicle with decoration or for group errands, must obtain authorization from the Campus Leadership and Activities Office.

➤ HOW TO PICK UP A FLEET VEHICLE

• The keys are available in the Public Safety Office located in the Johnson Library. *The vehicle binder can only be released after the driver presents their ID card to officer.* The vehicle binder includes the vehicle keys, trip sheet, registration and fleet information.

• The fleet vehicles are parked in the Johnson Library parking lot. Public Safety does not deliver vehicles. Generally, keys may be picked up no more that 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 do not remove snow or ice from the vehicles.

• 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 Public Safety prior to leaving campus. Vehicles that have obvious safety problems observed should not be taken on a trip and should be reported immediately to Public Safety. If there is a replacement vehicle available, one will be substituted.

➤ HOW TO RETURN A FLEET VEHICLE

• Fleet Vehicles must be returned to their parking area in Johnson Library parking lot. They may not be returned to any other location. The Fleet Office and Public Safety will not pick up vehicles. Once you return 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 will be responsible for repairs of any new damage to the vehicle. Notifying the Fleet Office of any damage, safety or mechanical problems assists the college in keeping the fleet in good operating condition.

• Vehicles must be returned with a full tank of gas. *Use regular fuel only.* As a general rule, the Fleet Office will not provide reimbursements for fuel purchases.

• Once the vehicle is parked, the vehicle binder must be returned to Public Safety. The trip sheet must be fully completed with mileage before returning the binder. The keys must be in the binder.

➤ EXTENDED USE OF COLLEGE FLEET VEHICLES

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.
AUTHORIZED USE OF FLEET VEHICLES

- Alcoholic beverages and/or drugs may not be transported in college vehicles, unless authorized by the Fleet Coordinator. The driver is responsible and must refuse to take any passengers who refuse to cooperate and adhere to this policy.

- Drivers are not authorized to use college vehicles to move equipment or other property. The vehicles are intended for the transportation of people. Drivers may not operate the vehicle with anything on top or back of the vehicle, nor with anything protruding from the vehicle window or door, unless authorized by the Fleet Coordinator.

- Drivers are not authorized to push/tow any other vehicles or trailer without written approval from the Fleet Office. This includes vehicles with installed hitches.

- No hazardous cargo is permitted in the fleet vehicles.

- Generally no children are allowed as passengers in fleet vehicles. A child is defined as anyone less than 12 years of age. Children under 12 years of age are only allowed as a passenger in college vehicles when the following conditions have been met:
  1. The department head/chair/director has approved the transportation and has conferred with the Director of Public Safety or his/her designee.
  2. The child’s parent must be a faculty/staff member who has been officially assigned the task of representing the college on the trip.
  3. 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.
  4. Approvals for child passenger are done per trip. There will be no blanket exceptions issued.
  5. 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.
  6. No more than two children may be in a college fleet vehicle at one time.
  7. 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.

- Fleet vehicles may be used for official college business only. Personal use is not allowed (i.e. Thesis or GRE work). Official college business includes community service transportation, academic class trips/projects/needs, administrative trips, authorized student groups and intercollegiate athletics.

- Drivers may not allow other passengers to operate the vehicles unless that person is listed as an operator on the trip sheet and/or is approved by the Fleet Coordinator.

- All fleet drivers must complete a credentialing form annually. All potential fleet drivers must attend a fleet orientation class.

SERVICE CHARGES

1. If a vehicle is not returned on time, there will be a late fee of $25 per hour the vehicle is late. Also, if this occurs after normal fleet scheduling hours, the next department or organization needing the vehicle will be allowed to rent a vehicle that will be charged to the Fleet Office, which will pass along the charge to the department or organization that did not return the fleet vehicle on time.
2. When a department or organization reserves a fleet vehicle and does not use it, they will incur a $30 charge. Cancellations must be made during the Fleet Office hours. Weekday cancellations must be made 24 hours in advance by calling the Fleet Office at 413-559-6677 or email the Fleet Coordinator (poolcoordinator@hampshire.edu) as soon as you know that you will not use the vehicle. Weekend cancellations must be received prior to 3pm on Friday.

3. If a vehicle has to be canceled when the Fleet Office is closed, the department or organization will be charged a $30 fee.

4. There is a $30 charge to clean vehicles if they are returned dirty.

5. Departments or organizations that fail to fill up the vehicle’s gas tank will be charged a $15 fee.

6. Vehicles must be returned to their designated parking area in the Library Parking Lot – van space. Departments or organizations that do not properly return a vehicle will be charged a $15 fee.

7. 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.

8. Lost or broken fleet vehicle keys must be reported immediately to the Fleet Office or Public Safety. The department or organization will be charged a $30 fee or the cost of replacing the keys, whichever is greater.

9. Drivers may not use the designated monitored Fast Lane terminals while operating a fleet vehicle. The fleet 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.

10. If a ticket or parking fine is received during a reservation, the department or organization is responsible for the fees. If a driver should receive a preventable moving violation, the driver will lose their driving privileges for one semester. If a driver should receive a second preventable moving violation, privileges will be permanently revoked. Students who face criminal charges, including driving reckless, 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 NSNS Handbook. Employees may also face employment disciplinary action.

11. Drivers, who do not operate vehicles in accordance with college policies, even if there is no accident or violation, may face the same disciplinary action as for accidents or moving violations if the college determines the report is adequate and reliable. In particular, reports of college vehicles where the occupants are not wearing safety belts or which are being operated recklessly will be treated with utmost seriousness.

12. All paperwork must be filled out at the end of the trip. If the paperwork is not filled out, the department or organization will be charged a $25 fee.

13. If use of the fleet vehicle is not used for college business, the department or organization will be charged a $250 per day fee for the reservation.
14. The approved non-college conference groups that rent fleet vehicles during the summer will be charged the following daily rates:

- 12-passenger van - $70 per day
- 7-passenger van - $50 per day

All rates include 50 miles free. Additional miles are charged at $.51 per mile. Overnight usage may be permitted after discussion with the Director of Public Safety.

15. Departments and organizations will be charged for any damage to a fleet 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 charged 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 Public Safety 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 maximum 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 Public Safety 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 and the 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 fleet vehicle and has not reported it to Public Safety, the department or organization that used the vehicle last will be charged for the vehicle repair.

➤ CONDITIONS FOR USE

Clarification of Reservations – Departments and organizations will be asked to identify the driver(s), the intended destination and the purpose for the trip. Student Organizations must have provided a vehicle authorization form from Student Programs.

Vehicle Key – The key to the vehicle should be picked up at the Public Safety Office in the Johnson Library. The fleet vehicles are parked in the Library parking lot.

Trip Sheet – The driver should completely fill out the trip sheet before returning the vehicle binder.

Inspect the Vehicle – Drivers are expected to inspect the vehicle and report any safety problems before leaving campus and upon return. Included in the pre-trip inspection is clearing the vehicle of snow and ice.

Unauthorized Repairs – Unauthorized repairs such as replacing broken keys, vehicle jump-start, lockout, etc. are the responsibility of the department or organization that sponsors the trips.
SAFE OPERATION OF FLEET VEHICLES

Hampshire College requires vehicle safety to be practiced at all times, whether it is a fleet vehicle, department vehicle, pool vehicle, rented or personal vehicle. Academic and administrative departments and student organizations will be accountable for vehicle safety. Hampshire College has adopted a campus-wide vehicle use and management policy, which is published at: [http://fivecolleges.edu/sites/riskmgmt/auto/](http://fivecolleges.edu/sites/riskmgmt/auto/). Familiarize yourself with the policies and follow them.

Seat Belts – All passengers and drivers should be fastened according to Massachusetts State Law. All passengers and driver seat belts should remain fastened until the driver has reached the destination. The driver should visually check as well as verbally inform the passengers.

Distractions – 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 BUSES.

Cell Phones – The driver may not use a cell phone or any other device in any way when the vehicle is moving. If a call 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.

Cargo – 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.

Signals – Turn and lane change signals must be used to signal the driver’s intentions.

Speed Bumps and Potholes – 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.

Forward/Reverse Motion – 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.

Trips – 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 beans, 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.

Passengers – Picking up hitchhikers is strictly prohibited. Only passengers connected with the event, activity or college business are permitted to ride in college vehicles.

Equipment – Each vehicle is equipped with a first aid kit, a fire extinguisher and accident-warning device in case of a breakdown. Drivers are responsible for checking to ensure all these
items are 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.

Weather Conditions – 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 start 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 Public Safety Supervisor has the authority to not allow vehicles to be used in adverse weather conditions. The on-duty Supervisor 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.

➤ VEHICLE OPERATING COSTS

Fuel – When the driver picks-up the vehicle, she/he should check to be sure that the vehicle has a full tank of gas. Vehicles leave the fleet parking area with a full tank and must return with a full tank at the completion of each trip.

Tolls and Parking Costs – These are the responsibility of the department or organization that sponsors the trip.

Traffic/Parking Tickets – Any traffic or parking tickets received are the responsibility of the driver, not the college. Failure to indicate tickets received on the trip sheet may result in the loss of the fleet vehicle privileges. Tickets received on campus are the department or organization’s responsibility, not the Fleet Office’s.

Lodging/Transportation – Any costs incurred for lodging or transportation as a result of a fleet vehicle breakdown is the responsibility of the department or organization using the vehicle.
BREAKDOWN PROCEDURES

If the vehicle should breakdown off campus, the driver should notify the Department of Public Safety at 413-559-5424 which is open 24 hours a day. Public Safety will determine, in consultation with Facilities and Grounds, 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 Department of Public Safety does not have a road service agreement. Drivers are not authorized to have repairs made without consultation with Public Safety.

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 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 has limited means to replace a vehicle that has broken down. Public Safety 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.

ACCIDENT PROCEDURES

General Information:

- Safely stop at the scene. Have someone call the local police for off campus accidents and Public Safety for on-campus accidents at x5424. 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 Public Safety dispatch center and are in the glove box area of each vehicle.
- College vehicles are insured by Fred C. Church. The insurance company is One Beacon America 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 Public Safety. Under no conditions should drivers attempt to “limp” a damaged vehicle back to campus.
• Be sure to notify Public Safety with your written accident report when you return to campus. Failure to notify Public Safety of damage or an accident to a fleet 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 Public Safety 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 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 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

Insurance questions can be directed to Fred C. Church, Inc. 1-800-225-1865.

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, private vehicles driven by their owner on college business or borrowed vehicles. Owned, leased, rented and borrowed vehicles are covered for physical damages as well, subject to a $500 deductible. If you are 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 may be obtained by calling Patricia Smith at Fred C. Church Insurance directly at
800.225.1865 x7217. Usually we will have the certificates faxed directly to the rental agency. Allow at least five business days for processing.

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 fill out the annual credential form. 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 from an authorization person 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 fill out the annual credential form. See the section on driver eligibility for more information.

**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 as you may have a workers’ compensation claim.

> **VAN SAFETY**

As a van driver, you have a responsibility to your passengers, to Hampshire College and to the general public with whom you share the highway. Driving a van may not be a daily experience for you, so be especially careful. This vehicle is larger and heavier than your personal vehicle and handles differently. Driving a van requires extra caution at all times.

**Compensating for Van Characteristics** – Although a van handles differently from a sedan, you can compensate for characteristics and operate it smoothly and safely.

**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, fleet 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 others.
- Doesn't become involved in an accident or close call because of weather, road conditions, traffic or actions of pedestrians and other drivers.
- Keeps continually alert for accident-reducing situations far enough in advance to take defensive actions.
- Concedes the right of way to prevent an accident.
SCHEDULING PRIORITIES

Fleet vehicles may be reserved according to the following priorities on a waiting list:

COLLEGE 12 SEAT VANS
Monday – Friday 7AM – 6PM

<table>
<thead>
<tr>
<th>GROUP TYPE</th>
<th>GROUP SIZE</th>
<th>TRIP LENGTH</th>
<th>PRIORITY</th>
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</thead>
<tbody>
<tr>
<td>Academic/Community Based Learning and Service Activities</td>
<td>6-12</td>
<td>More than 50 miles</td>
<td>1</td>
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<tr>
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<td>6-12</td>
<td>More than 50 miles</td>
<td>3</td>
</tr>
<tr>
<td>Administrative</td>
<td>6-12</td>
<td>More than 50 miles</td>
<td>4</td>
</tr>
<tr>
<td>Student Life Groups</td>
<td>6-12</td>
<td>Less than 50 miles</td>
<td>5</td>
</tr>
<tr>
<td>Administrative</td>
<td>6-12</td>
<td>Less than 50 miles</td>
<td>6</td>
</tr>
<tr>
<td>Athletics</td>
<td>6-12</td>
<td>More than 50 miles</td>
<td>7</td>
</tr>
<tr>
<td>Athletics</td>
<td>6-12</td>
<td>Less than 50 miles</td>
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COLLEGE 12 SEAT VANS
Monday - Friday 6PM – 7AM and Weekends

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COLLEGE 7 SEAT VANS
Monday – Friday 7AM – 6PM

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<td>More than 50 miles</td>
<td>3</td>
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<td>Student Life Groups</td>
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<td>Administrative</td>
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<td>Athletics</td>
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COLLEGE 7 SEAT VANS
Monday - Friday 6PM – 7AM and Weekends

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<td>Athletics</td>
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<tr>
<th>Department*:</th>
<th>Campus Address:</th>
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<thead>
<tr>
<th>Campus Phone #:</th>
<th>Home or Cell Phone #:</th>
<th>E-mail:</th>
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<tr>
<th>Age:</th>
<th>Date of Birth: <strong><strong>/</strong></strong>/____</th>
<th>*If you are a student, indicate what student orgs or activities you would be usually driving for.</th>
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| Driver’s License: State:_____________# _____________________________ Year Issued: _______ Expiry Date:___  _/____/____ |
|-----------------------------------|---------------------------------|
|                                   |                                  |

Drivers must be 18 or older.

Drivers must have a current, valid U.S. license at least one year to qualify as a driver.

Have you had, in the past twelve (12) months, any license suspended or revoked or been refused a driver’s license? If yes, please explain, including when and where:

Number of accidents, tickets, or citations for moving violations in the past three years: _______

If any, please explain the nature of the violation(s) or accident(s) including when and where (this includes accidents with College vehicles or on College property) on a separate sheet.

In the past three years have you paid a citation for, or been convicted of the following? Check all as applicable.

- [ ] Yes  [ ] No Operating without a license?
- [ ] Yes  [ ] No Reckless driving, or driving to endanger / Engaging in a speed contest?
- [ ] Yes  [ ] No Hit & Run / Failure to stop at the scene of an accident you were involved in / Leaving the scene of an accident?
- [ ] Yes  [ ] No Driving under the influence of alcohol or drugs?
- [ ] Yes  [ ] No Vehicular homicide / assault with a vehicle / Use of vehicle in commission of a felony?
- [ ] Yes  [ ] No School bus stopping / flag violations?

If “yes” to any of these questions, please explain in detail including when and where on a separate sheet.

If you have had any of these violations in the past 3 years (conviction or paid citation) you will not be eligible for driver credentialing.

Attach a photocopy of your license(s).  This is an insurance company requirement.

Have you successfully completed a Defensive Driver Training Course in the past five (5) years?  [ ] Yes  [ ] No

If yes, please describe (use separate sheet if necessary):

Have you ever been denied permission to drive a Hampshire College vehicle or received a formal notice of concern or warning regarding your driving for or at the College?  [ ] Yes  [ ] No

If yes, please explain (use separate sheet if necessary):

Driving Frequency – Please check one of the categories below to indicate how often you drive on College business, whether driving College owned or leased vehicles, rented vehicles or my personal vehicle:

- [ ] My job is to drive vehicles carrying passengers or materials for the College
- [ ] Regularly – 3 or more times a week,
- [ ] Frequently – once a month or more, up to twice a week
- [ ] Occasionally – less than once a month or for an occasional short period, as at a conference

By signing this application, I hereby certify that the information provided above, and as may be attached, is true. Providing false information may result in disciplinary action including termination. 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 Motor Vehicle or Driving Records as needed for the license(s) listed above, without limitation.

Signature __________________________________________ Date ___/___/___

READ AND SIGN THE REVERSE SIDE OF THIS APPLICATION FORM

OFFICE USE ONLY

Reviewed by: Hampshire Fleet Orientation / Safety Class  [ ] Yes  [ ] No

Date ___/___/___ Vehicle Safety Policy provided:  [ ] Yes  [ ] No

Permission to drive:  [ ] Approved  [ ] Denied Copy of Driver’s License attached:  [ ] Yes  [ ] No

Reason for Denial: Motor Vehicle Record attached:  [ ] Yes  [ ] No

DISCIPLINARY ACTION TAKEN/ WITHDRAWAL OF APPROVAL TO DRIVE A COLLEGE VEHICLE

Reason for revocation of approval:  (attach extra sheets if necessary)

Employee may apply or reapply for approval after (date) ____ / ____ / ____.
Driver Agreement to Terms, Conditions, Rules and Regulations — 2009-2010

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 College reserves the right to remove or deny privileges from any student or employee at its sole discretion for accidents or violations involving College owned or rented vehicles, or to use guidelines that are stricter than the insurance company’s in deciding to authorize drivers. 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 and familiarize myself with and follow the College’s policies and procedures for vehicle use. I agree that I will, at all times:

1. Have a valid driver’s license on my person while driving.

ADHERE TO THE FOLLOWING TERMS OF USE

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. 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.

5. Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol (unless specifically permitted and licensed, e.g., dining or conference services), drugs, or other contraband in any College vehicle.

6. Not drive the vehicle "off road" unless it is appropriate and authorized for that use.

FOLLOW THESE MINIMUM SAFETY REQUIREMENTS

7. 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.

8. Use safe driving principles, practices and techniques at all times.

9. Not drive under the influence of drugs or alcohol. I will not drive if I am using a medication that impairs my judgment, reflexes or alertness.

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 or any other device in any way when the vehicle is moving. 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. This applies equally to “hands free” cell phones, PDAs, etc. I will not engage in other distracting behavior.

13. Before leaving the parking area or garage, particularly with a rental vehicle or a vehicle that you do not ordinarily drive, be reasonably satisfied that the following parts and components are in good working order:

   - Service Brakes
   - Parking Brakes
   - Lights/Reflector Devices
   - Tires
   - Horn
   - Windshield Wipers/Washers
   - Rear-Vision Mirrors

   Report any defects immediately to the fleet coordinator to determine if the vehicle is safe to operate before driving the vehicle.

PERFORM REQUIRED ADMINISTRATIVE RESPONSIBILITIES

14. Report all accidents or traffic violations involving a College vehicle or while driving on College business to the fleet coordinator and other offices as directed, according to College policy.

15. Immediately report any changes in my license status (such as points, suspension or revocation) and any other at-fault accidents that occur whether or not I am driving on College business to the Assistant to the VP of Finance and Administration, and accept suspension of driving privileges if applicable.

16. 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.

17. Agree and accept that failure to follow driving rules may result in temporary or permanent suspension of driving privileges, or have more serious consequences.

College policies and procedures for vehicle use and what to do in case of an accident are on the following web sites: http://www.fivecolleges.edu/sites/riskmgmt/auto/ & http://www.fivecolleges.edu/sites/riskmgmt/accidents/.

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.

Signature ______________________________________________________________ Date ___/___/___

Name Printed: _______________________________________________________________________

You may wish to keep a copy of this form for your personal records.