

HOBART AND WILLIAM SMITH COLLEGES

DRIVER AUTHORIZATION APPLICATION & MOTOR VEHICLE RECORD REQUEST FORM

(APPLICATION MUST BE APPROVED **PRIOR** TO DRIVING)

All College personnel (including faculty, staff and students) MUST complete this form and pass a college driving test/instruction in order to be approved to operate a College owned, leased or rented vehicle for the purpose of College business. Carefully read and complete this form and submit with a photocopy (*enlarged*) of your current driver's license to the **Office of Conferences and Events (Harris House) **2 weeks in advance** of any scheduled HWS vehicle use.**

PRINT OR TYPE ALL INFORMATION CLEARLY

Name (as it appears on your license) Last _____ First _____ MI _____

Maiden Name (if applicable) _____

Name of Staff/Faculty Member requesting you to drive _____ Dept. you will be driving for _____

Street Address (as listed with DMV) _____

City _____ State _____ Zip _____ Phone # _____

Email address (*checked daily*): _____ Date of Birth ____/____/____

Drivers License # _____ State _____ Exp. Date _____

I have **3+ YEARS** experience as a **Licensed Driver**? YES _____ NO _____ I am a: Staff/Faculty Member _____ Student _____

Have you had any **tickets, accidents (at-fault) or violations** in the **past 39 months**? YES _____ NO _____

If yes, please give dates and descriptions: _____

I hereby authorize HOBART AND WILLIAM SMITH COLLEGES and/or its insurance representative, pursuant to the Driver's Protection Act to periodically obtain and review my Motor Vehicle Record as needed in order to evaluate my insurability when driving a College owned, leased or rented vehicle. I understand that this information will be kept confidential and released only to those College representatives charged with overseeing the College's insurance and employment policies.

I understand that I have an obligation and responsibility to the College and any negative change in the status of my driving record may result in the revocation of the privilege of operating a College owned, leased or rented vehicle.

I also acknowledge reading and understanding the "Vehicle Pool Guidelines" and will follow these rules and regulations.

SIGNATURE _____ DATE: _____

Please call 781-3660 and ask Carol Devaney to schedule a 10 min. van driving test with John Abbott.

Print Name: _____ Dept: _____

Signature: _____ Date: _____

VEHICLE GUIDELINES for Colleges Fleet and Rental Vehicles

The vehicle pool consists of six 12-person vans and three 7-person minivans (all including the driver). **They are available on a charge-back rental plan for the following types of institutional uses:**

- **Educational/Departmental Trips** which are part of your current course work, departmental professional development activities, or for business trips to other regional institutions.
- **Athletic Trips** to scheduled athletic events for team members.
- **Established Clubs/Groups**, which are part of developmental activities, community service activities, enhancement of Student Life & Leadership.

VERY IMPORTANT:

Drivers must be 21 years of age with a clear MVR to drive groups of people in College or Rental vehicles. Drivers with a clear MVR under the age of 21 can drive College vehicles for academic purposes (i.e. student teaching) only.

Student drivers, who are unaccompanied on the trip by a staff/faculty member, must travel between the hours of 6:00 a.m. – 10:00 p.m. Anyone traveling in unaccompanied vehicles after 10:00 p.m., and/ or otherwise violating vehicle pool guidelines, Community Standards, Federal, State and Local laws during a college sanctioned trip will be subject to Colleges discipline. Seat belts must be worn by drivers and passengers. Cell phones are not to be used while driving.

All drivers must provide a full roster, including full names of all participants, residences of participants, and at least a minimum of 2 cell phone numbers for emergency purposes to Campus Safety directly before departure. Rosters must be 100% accurate, no exceptions.

RESERVING A VEHICLE:

- Requests are taken on a FIRST COME, FIRST SERVED BASIS. The Office of Conferences and Events/Van Fleet Services **must receive a reservation request in writing at least one (1) week prior to the scheduled trip departure.** Please complete and submit the **on-line Van Request form** to the Office of Conferences and Events. http://www.hws.edu/offices/conferences/van_form.aspx
- Reservations are accepted on a first-come, first-serve basis.
- If you decide not to use your reserved vehicle, it is required that you will give notice of **the cancellation no less than 1 day prior to your scheduled time.** Failure to give proper notification of cancellation to the Office of Conferences and Events (ext. 3071 or econnor@hws.edu) will result in a charge to your department/organization for the scheduled time(s).

RENTING A VEHICLE

- All HWS representatives and/or employees, when renting a vehicle from Enterprise or any other vehicle rental company must include PAI, damage and liability per insurance consultant recommendations. This insurance must be included for risk management purposes and must be purchased whether the HWS representative/employee is using the PO system, cash, check, credit and/or debit.

DRIVERS:

- Drivers **must** furnish evidence of a current, valid driver's license (with 3+ years experience) before operating a vehicle from the pool and must pass a general driving test administered by the Office of Conferences and Events in order to be approved to drive a College vehicle. **Driving tests must be scheduled in advance.**
- Only those authorized may drive the vehicle.
- The insurance carrier will only approve those with acceptable driving records.
- Departments or organizations must have their own approved drivers.
- Vehicles are to be used **only during the time period requested and only to the destination requested** since the same vehicle may be scheduled by another party at your scheduled return time.
- Pick up your key for the vehicle at the Campus Safety Office on the day and time that the vehicle is needed. **Only the authorized driver will be given the key.** You must show your College ID, sign for the key, and record the "out time" on the Vehicle Sign-Out Sheet..
- All vehicles are to be returned full of gasoline, All Vans are to be filled at the HWS gas tank located in Medbery parking lot behind Campus Safety and the vehicle is to be BACKED in to parking space in NORTH Lot next to 1 Cloverleaf near Hamilton Street.** The return gas charge will be added to your bill. All van keys have a gas key on ring. **Failure to comply will result in a \$50.00 change to your department.**
- When returning the vehicle, please back the vehicle into the **assigned parking space** and lock the vehicle. Return the keys to the Campus Safety office and record the "in time" on the Vehicle Sign Out Sheet.
- Be sure the vehicle is clean. No food, beverages, or pets are allowed in vehicles. If a vehicle is returned with dirty interior, a \$20.00 cleaning charge will be charged to the department or organization. Future use of the vehicle by that department or staff member may be suspended if the problem occurs more than once.**

RATES:

If the total round trip mileage is LESS than 100 miles: the rates for vehicle use are \$20/half day (4 hours or less) or \$40/full day (over 4 hours)

If the total round trip mileage is MORE than 100 miles: A rate of \$.40 per mile will be charged. This will be in lieu of the half day or full day charge.

ADDITIONAL INFORMATION:

- Your department will be charged for any damage to the vehicles, up to a \$1,000 deductible.** Vehicles are checked between all trips and any damage found will be noted. It is your responsibility to check the vehicle before leaving campus and to inform the Office of Conferences and Events of any damage not listed before you use the vehicle.
- It is STRICTLY PROHIBITED to drive a College vehicle under the influence of alcohol or other impairing drugs.**
- IN CASE OF ACCIDENT,** the driver must obtain the name, address, license number, and name & address of the insurance company of the other driver involved in the accident (if applicable). If the accident occurs off campus, please contact the local authorities to complete a Police Report. The driver must contact Campus Safety immediately. Upon returning from the trip, the driver must inform the Office of Conferences and Events of the accident and **file a report** with the **Campus Safety Department.**
- The vehicle pool is **not to be used for any type of personal use** by employees or outside acquaintances due to liability and policy requirements.
- The vehicles are not to be used for transporting furniture or large equipment, and the seats must not be removed.

CAMPUS TELEPHONE NUMBERS:

Office of Conferences and Events: 781-3103 (Mon.-Fri. 8 a.m. to 5 p.m., except holidays) **Campus Safety Department:** 781-3656 (24 hrs. a day)

The Colleges appreciate your understanding and acceptance of our procedures and policies in order to continue to have a well-kept, attractive, safe, and usable vehicle pool for institutional use. Thank you for your cooperation.