VEHICLE POOL GUIDELINES

The vehicle pool consists of six 12-passenger vans and three 7-passenger 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.

**NOTE:** All trips must be accompanied by an Employee of the Colleges (regular staff or faculty member)

**RESERVING A VEHICLE:**
- Requests are taken on a FIRST COME, FIRST SERVED BASIS. The Buildings & Grounds Department must receive a reservation request in writing at least one (1) week prior to the scheduled trip departure. Please complete and submit a Van Request form to the Buildings & Grounds Dept. (you can obtain a copy of the form online at [HTTP://WWW.HWS.EDU/ADMINISTRATION/FACIL](http://WWW.HWS.EDU/ADMINISTRATION/FACIL)). You can e-mail the Buildings & Grounds at RWRIGHT@HWS.EDU, or you may use intra-campus mail, or via fax (781-3909). Included on the written request is your name, driver's name, type of vehicle requested, the date and time period you wish to use the vehicle, the name of the department or organization, the account number to be billed, the purpose of the trip, destination, and the name of the department chair approving the trip.
- Reservations are accepted on a first-come, first-serve basis.
- If you decide not to use your reserved vehicle, it is expected 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 Buildings & Grounds Department (x3660) will result in a charge to your department/organization for the scheduled time(s).

**RATES:**

- 100 Miles or less (total): $15/half day (4 hours or less) or $30/full day (4+ hours)
- Over 100 miles (total): $.30/mile

**ADDITIONAL INFORMATION:**
- Your department will be charged for any damage to the vehicles, not covered by insurance. 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 Buildings & Grounds/Security Department 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. Upon returning from the trip, the driver must inform the Bldgs. & Grounds Dept. of the accident & file an accident report with the Security Dept.
- 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. The seats CANNOT be removed due to our insurance company.

**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 Buildings & Grounds Department in order to be approved to drive a College vehicle.
- **Driving tests must be scheduled 1-2 weeks in advance (based on the availability of the testing person).**
- 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.

Updated 08/31/04
Pick up your key for the vehicle at the Buildings & Grounds office, Monday through Friday 8:00 a.m. - 5:00 p.m. (excluding College holidays), on the day and time that the vehicle is needed. Persons whose departures are scheduled during non-business hours may pick up keys from Security, depending on individual/departmental needs.

Only the authorized driver will be given the key. You must show your College ID or drivers license, sign for the key, and record the "out time" on the Vehicle Sign Out Sheet.

You must record your beginning and ending mileage on the Trip Ticket for billing purposes.

All vehicles are to be returned full of gasoline, which is purchased at the Town and Country Sunoco (368 Hamilton Street, across the street from Staples/Blockbuster Video Plaza). Their hours are 7AM-11PM, 7 days a week. Charge the gas with the Colleges' card, which is at the station, and obtain a receipt. The gas charge slip must be returned with the keys. Failure to comply will result in a $20 change to your dept.

When returning the vehicle, please back the vehicle into the assigned parking space and lock the vehicle. Return the keys and gas receipts to Buildings & Grounds (or the Security office, if after regular business hours) 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 $15 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.

CAMPUS TELEPHONE NUMBERS:
Buildings & Grounds Department: 781-3660 (Mon.-Fri. 8 a.m. to 5 p.m., except holidays)
Security 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.
HWS MOTOR VEHICLE RECORD POLICY

I. All employees that drive company vehicles or their own vehicles in the course of Hobart & William Smith Colleges business must meet the MVR grading system. All employees shall have an MVR examined prior to driving and annually thereafter at the discretion of the HWS and/or the insurance company. Any job offer or continuance of a job that requires driving duties is contingent upon meeting the grading system. An employee must have a valid driver’s license for three continuous years and be at least 21 years of age. A rented vehicle is considered an HWS vehicle.

II. Students who will drive HWS vehicles must meet the same criteria.

### MVR DRIVING GRADE LAST 39 MONTHS

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(1) ANOTHER VIOLATION OR ACCIDENT WITHIN THE 39 MONTHS WINDOW WILL RESULT IN DISAPPROVAL.
(2) PROOF OF COMPLETION OF SAFE DRIVER PROGRAM MUST BE SUPPLIED. THIS MUST BE TAKEN AFTER THE TRIGGER EVENT.
(3) Completion of the state required DWI/DUI class and the safe driver class would be considered for reinstatement if no other violations or accidents on record.

The above general guidelines will be used for approval to drive either company vehicles or their own vehicle on company business. Any combination of two or more violations or accidents will result in disapproval.

MAJOR VIOLATIONS WILL INCLUDE:

- DWI/DUI
- FAILURE TO REPORT ACCIDENT
- LEAVING THE SCENE OF AN ACCIDENT
- SPEEDING
- FAILURE TO OBEY TRAFFIC DEVICE
- SUSPENDED LICENSE
- DRIVING WITH A SUSPENDED/REVOKED LICENSE
- VEHICULAR HOMICIDE, ASSAULT OR MANSLAUGHTER
- DRIVING UNINSURED VEHICLE