



HOBART AND WILLIAM SMITH
COLLEGES

TRANSPORTATION POLICIES AND PROCEDURES

Guidelines for the Colleges' Fleet, Lease and Rental Vehicles

OVERVIEW

Hobart and William Smith Colleges vehicles are available on a charge-back rental plan for the following types of institutional uses:

1. Educational/Departmental Trips, which are part of students' current course work, departmental professional development activities, or for business trips,
2. Athletic trips to scheduled athletic events for team members,
3. Established Clubs/Groups, which are part of the developmental activities, community service activities, enhancement of Student Activities.

The Hobart and William Smith Colleges Fleet consists of nine (12 passenger) vans and four (5-8 passenger vehicles).

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.

The following information is provided in this guide:

- **Completing the certified driver program.....Page 2**
- **Drivers' restrictions.....Page 3**
- **Vehicle reservation process and costs.....Page 4**
- **Vehicle rental.....Page 5**
- **Accident procedures and information.....Page 6**
- **Campus contacts-----Page 7**

COMPLETING THE CERTIFIED DRIVER PROGRAM

All prospective drivers must complete the certified driver program which includes the Department of Motor Vehicle (DMV) background screening and a road test. **Additionally, the applicant must be 21 years of age or older with at least 3 years of driving experience.** The process to become a certified driver for the Colleges could take up to 2 weeks, so plan accordingly.

Department of Motor Vehicle background screening process

Please note: The cost of the DMV background screening ranges from \$10.00 to \$30.00 per person.

- The Department head/professor/advisor needing to have a potential driver become approved will need to send an email to Human Resources, hr@hws.edu, the email must state the following:
 - Prospective driver's name
 - Department name
 - Name of department contact person
- Applicants/potential driver will need to go to the Human Resources Office located in Gulick Hall with their driver's license, the applicant/potential driver will receive an email from Simpliverified, with a request to complete the DMV Screening application.
- Simpliverified reviews the application materials and sends email notification of screening status, either "Clear" or "Alert".

Road Test process

- **Applicants who receive a "Clear" status** should contact Pam Pietrusinski, Van Fleet Coordinator at pietrusinski@hws.edu to schedule a road test. The Building & Grounds Department administers the test and requests at least one (1) weeks' notice for scheduling.
- **Applicants who receive an "Alert" status** should contact Human Resources at HR@hws.edu for next steps to complete the process, as Human Resources will make a determination to move forward or not.

Approved Driver Notification

Pam Pietrusinski, Van Fleet Coordinator will notify applicants of driver approval status once the documentation review is complete. Please contact Human Resources for further questions regarding the DMV screening details as results are not provided to the Van Fleet Coordinator.

DRIVERS' RESTRICTIONS – PLEASE READ & ACKNOWLEDGE BEFORE DRIVING VEHICLES

- The following activities are PROHIBITED:
 - *Driving under the influence of alcohol or impairing drugs*
 - *Smoking or vaping while in the vehicle.*
 - *Cell phones usage in any way while driving. If cell phone access is needed, pull off the road in a safe location.*
 - *Vehicles are not to be used for any type of personal use by employees/students or outside acquaintances due to liability and policy requirements.*
 - *Vehicles are not to be used to transport furniture or large equipment. The seats must not be removed.*
 - *Food, beverages, or pets are not allowed in the vehicles. Abusers will incur the \$200 cleaning charge.*
- Vehicle use is limited to the time period and destination listed in the reservation.
- Travel must occur between the hours of 6:00 a.m. and 10:00 p.m.
- All drivers of a Colleges' vehicle, a leased vehicle, or a rental vehicle, are required to adhere to vehicle pool policies and procedures, HWS Community Standards, State Federal and Local Laws. Drivers reported or seen driving recklessly will have their driving privileges reviewed and possibly revoked.
- Anyone violating the vehicle pool guidelines, Community Standards or Federal, State and local laws during a college-sanctioned trip will be subject to Colleges' discipline.
- Drivers who receive a ticket for failure to follow motor vehicle laws will be responsible for the payment of the violation.
- If damage occurs to the vehicle, the department will be held responsible and the department will a charge, starting at the deductible and/or service and repair invoicing.
- Seatbelts are required.
- For HWS Student Drivers:
 - The group must have at least two (2) fully approved drivers per vehicle.
 - Drivers must rotate driving every 3 hours. An individual driver can only drive a maximum of 8 hours a day.

VEHICLE RESERVATION PROCESS

The Van Fleet Coordinator, Pam Pietrusinski, manages the vehicle reservation process.

- **Reservation:**
 - Complete/submit the reservation request form at least one (1) week prior to trip departure: <https://www.hws.edu/offices/conferences/van.aspx>
 - Include the approved driver's name for each vehicle reserved.
 - Requests are processed on a first-come, first-served basis.
- **Cancellation:** Contact Van Fleet Coordinator at 315-781-4034 or pietrusinski@hws.edu. Notice of cancellation must be received at least one (1) day prior to reserved time. Failure to provide timely notification will result in a charge to the department's account.
- **Vehicle return:** Please be mindful of the vehicle return time as another group may have the same vehicle scheduled for use upon return.
- **NOTE:** If for some reason a reserved vehicle is not available for mechanical reasons, the Van Fleet Coordinator or the Head Mechanic will identify an alternative vehicle.

VEHICLE PICK-UP PROCESS

- **Keys:**
 - Only authorized drivers are eligible to pick up the key at the Campus Safety Office on the day and time that the vehicle is reserved.
 - Driver picking up keys is responsible for the vehicle at all times during vehicle reservation.
 - Driver must show College ID, sign for the key, and record the "out date and time" on the vehicle sign-out sheet.
- **Damage inspection:** Vehicles are inspected daily and any damage found is noted. Drivers are responsible to check the vehicle before leaving the parking spot. Inform Campus Safety of any damage before use of the vehicle and they will make note of damage on the sign-out sheet.

VEHICLE RETURN PROCESS

- **Gas:** Vehicle must be returned with a full tank of gasoline. See "How to Use on Campus Gasoline Pump" details below.
- **Keys:** Keys should be returned to the Campus Safety Office who will record the "in date and time" on the vehicle sign-out sheet. If keys are not returned, lost or damaged, the department will be responsible for the cost of replacement.
- **Vehicle must be clean.** When returning a vehicle, please remove all personal or group belongings. Anything left in the vehicle will be discarded.
- **Parking:** Please back the vehicle into the assigned parking space in Medbery Parking lot, close, lock and secure all windows and doors.
- **NOTE:** Each vehicle signed out must be returned at the end of the day and time reserved, or an additional daily charge will be added to the rental charge.

How to Use on Campus Gasoline Pump:

1. Insert and remove your fuel key
2. Enter your Personal Id Number (PIN)
3. Enter the current mileage of the vehicle you are refueling
4. Enter 1 for gas, (if diesel is needed please refuel off campus with highway grade full)
5. Take down the nozzle
6. Fuel the vehicle
7. Replace the nozzle
8. For problems with the pump, notify Campus Safety at 315-781-3656, or Pam Pietrusinski at pietrusinski@hws.edu.

Vehicle Usage Rates:

- **Round trip mileage LESS than 100 miles:** The rates for vehicle use are \$20/half day (4 hours or less) or \$40/full day (over 4 hours); plus, the cost of refueling gas on campus.
- **Round trip mileage MORE than 100 miles:** The rate is \$.40 per mile in lieu of the half-day or full day charge; plus, the cost of refueling gas on campus.
- Fueling charges are placed on your bill.
- **Non-fueling fee:** If vehicle is not returned with a full tank of fuel, the department will be charged an additional \$50.00.
- **Cleaning fee:** If a vehicle is returned with dirty interior, the department will be charged an additional \$200.00.
- Future use of the vehicle may be suspended if problems occurs more than once.

VEHICLE RENTAL PROCESS

- All HWS Representatives and/or employees, when renting a vehicle from Enterprise or any other vehicle rental company must use their HWS Corporate Card, please contact the Finance Department for further instructions on booking with Enterprise.

In Case of Accident OFF-Campus

Step 1: STOP

- If possible, move vehicle to safe place.
- Call 911 or local authorities. Give precise location of accident.
- Complete Police Report and ask for a copy of report.
- Complete accident form provided in the orange folder in the vehicle to guide exchanging information. Give that form to campus safety upon return to campus.

Step 2: Immediately call Campus Safety at 315-781-3656 to report your location, any injuries and vehicle status. You must file a report with Campus Safety.

Step 3: Campus Safety must complete a report with photos for insurance purposes, and contact:

- Head Mechanic
- Pam Pietrusinski, Van Fleet Coordinator
- Robin Lord, Finance Office, Insurance

In Case of Accident ON-Campus

Step 1: STOP

: **Immediately call Campus Safety at 315-781-3656** to report your location, any injuries and vehicle status. You must file a report with Campus Safety.

- If possible, move vehicle to safe place.

Step 2:

- Use accident form provided in the orange folder in the vehicle to guide exchanging information.

Step 3: Campus Safety must complete a report with photos for insurance purposes, and contact:

- Head Mechanic
- Pam Pietrusinski, Van Fleet Coordinator
- Robin Lord, Finance Office, Insurance

In Case of Vehicle Breakdown

Step 1: STOP - If possible, move vehicle to safe place. If there are injuries, call 911 or local authorities.

Step 2: Immediately call Campus Safety at 315-781-3656 to report your location, vehicle status and breakdown issue. Have Campus Safety contact Pat O'Connor.

Step 3: Call department contact to notify them of incident.

Step 4: Wait for further instructions from Campus Safety or Pat O'Connor.

HWS CONTACTS

Campus Safety

Main Number 315-781-3656

Head Mechanic

Pam Pietrusinski, Van Fleet Coordinator

Office 315-781-4034

Cell 724-584-0214

Robin Lord, Finance Office, Insurance

Office 315-781-3337

Building & Grounds

Office 315-781-3660

If needed!

There are Roadside Assistance cards placed in all the vehicles!

The driver would need to call the Business Insurance Claim phone number of 1-800-238-6225 and press 3. The authorized service provider will arrange for roadside assistance. The policy number is listed on the card in each vehicle.