**VEHICLE GUIDELINES for Colleges Fleet, Leased, And Rental Vehicles**

The vehicle pool consists of nine 12-person vans, two 8-person Traverse vehicles and a 4 passenger car (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. Athletic Trips to scheduled athletic events for team members. Established Clubs/Groups, which are part of developmental activities, community activities, and enhancement of Student Activities.

**REQUIREMENTS:** To drive a Colleges vehicle. a leased vehicle, or a rental vehicle, all drivers are required to adhere to all vehicle pool policies and procedures, HWS-Community Standards, State, Federal and Local Laws when driving for Colleges business.

For residents living in California, Georgia, New Hampshire or Washington, the resident must request his/her own motor vehicle background check. At least 3 years of their record.

For residents of Canada, the resident must request his/her own motor vehicle background check. At least 3 years of their record.

**Full approval to drive:** If the driver is at least 21 years of age with 3+ years driving experience and a clear MVR then the driver can drive unaccompanied with passengers in vehicle.

The requirements on driving for unaccompanied trips are as follows: Only fully approved drivers are approved to drive vehicles unaccompanied on a Colleges directed trip. The group 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. For long trip travel (3+ hours), the group must travel between the hours of 6:00 a.m. and 10:00 p.m., the group must have at least two fully approved drivers per vehicle, the drivers must rotate driving every 3 hours, and a driver can only drive a maximum of 8 hours a day.

Conditional approval to drive for Educational/Departmental, Athletic Trips, Established and Clubs/Groups:

- The driver has a clear MVR and 3+years driving experience but under the age of 21.
- The driver MUST be accompanied by a faculty/staff/admin to drive with passengers.
- The driver cannot drive a full vehicle unaccompanied at any time.

Conditional approval to drive for Student Teaching, America Counts and America Reads:

- The driver has a clear MVR and 3+ years driving experience but under the age of 21 and needing to drive to fulfill a student teaching requirement
- The driver has permission to drive the Colleges vehicle between the hours of 6am – 6 pm directly to/from the assigned school only.

**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](http://www.hws.edu/offices/conferences/van.form.aspx) 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. 3103 or petrusinski@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 PA I, 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 at least three years' experience before operating a vehicle from the pool and must pass a general driving test administered by the Buildings and Grounds Department in order to be approved to drive a College vehicle.
Driving tests must be scheduled in advance through the Buildings and Grounds Office, phone: 315-781-3660. 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 the 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. Return the key to the Campus Safety office and record the "in time" on the Vehicle Sign-Out Sheet.

How to return the vehicle to campus:
- Clean. No food, beverage or pets are allowed in the vehicles. Windows rolled up and secured. Vehicle doors locked and secured. Cleaning fee: $20.00 will be added if a vehicle is returned with dirty interior then the cleaning fee will be charged to the department.
- With a full tank of gasoline. All van keys have a gas key on ring. The gas tank is located in Medbery parking lot behind Campus Safety. BACK the vehicle in to the assigned parking space in NORTH Medbery Parking Lot.

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. Fueling charge will be added to your bill.
Non-fueling fee: $50.00 in addition to fueling charge charged to department.

Future use of the vehicle by that department or staff member may be suspended if problem occurs more than once.

Cancellation guide: Please give notice of the cancellation no less than 1 day prior to your scheduled time. Failure to provide proper notification to the Office of Conferences and Events (315-781-3103 or pietrusinski@hws.edu) will result in a charge to your department's account for the scheduled times (s).

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.
If you receive a ticket for failure to follow motor vehicle laws then you, not the Colleges, will be responsible for the payment of the violation. It is STRICTLY PROHIBITED to drive a College vehicle under the influence of alcohol or other impairing drugs.
Seat belts must be worn by drivers and passengers. Cell phones-No talking or texting while driving.
No food, beverage or pets allowed in the vehicles!

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 Sue Campbell at EXT. 3337 and the Office of Conferences and Events EXT. 3103 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: 315-781-3103 (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.