

University Vehicle Use Policy

Mount St. Joseph University maintains a fleet of vehicles which may be used by University faculty, staff and students for specific transportation needs of official University programs or sponsored events. In all cases, whether the program is academic, service, athletic, or recreational, the following policies will apply:

1. Requests for vehicle usage shall be coordinated through the Department of Public Safety/Campus Police:
 - a. Priority scheduling will be afforded to the Department of Athletics for intercollegiate events; schedules for first semester must be submitted by April 1; second semester by September 1.
 - b. Reservation requests for a University vehicle must be submitted directly by the University faculty, staff, or student who will be responsible for the trip accompanied by an itinerary, the purpose of the trip, a phone number for the faculty or staff member and for the destination, and an approximate number of participants.
 - c. Two weeks prior to using a University vehicle, the following must be submitted to Public Safety/Campus Police to confirm the reservation:
 - an updated itinerary (if necessary)
 - copies of a current Mount identification card, a valid driver's license, a copy of a current automobile insurance card, and a signed authorization to check BMV records for anyone who will be driving during the trip.
 - d. The Chief of Police has the right to refuse to provide a University vehicle and/or to require the presence of a University faculty and/or staff member on a University vehicle based on the information submitted.
2. The Department of Public Safety/Campus Police will be responsible for approving drivers of University **vehicles**:
 - a. No driver will be permitted to operate a passenger van without the completion of a driver safety program coordinated by the Department of Public Safety/Campus Police.
 - b. All drivers must have an acceptable driving record as determined by the Chief of Police.
 - c. There must be a sufficient number of drivers as determined by the Chief of Police based upon the distance of the trip.
 - d. The Chief of Police has the right to refuse to provide a University vehicle to any driver who has demonstrated irresponsible behavior regarding vehicle operation in the past.
3. All vehicles must be checked out and returned through the Department of Public Safety/Campus Police:
 - a. All individuals responsible for driving on any trip must report to the Department of Public Safety/Campus Police with the following documentation: current Mount identification card and a valid driver's license. Vehicles will not be released to the group until all drivers are present.
 - b. Complete roster of participants with emergency contact information (copies of completed waivers are sufficient) must be left with Campus Police for overnight trips.

- c. When returning to campus, the approved driver, or one approved driver for each vehicle, must contact the police officer on duty so that the vehicle(s) can be inspected and checked-in properly and keys returned.
 - d. Any problems incurred in the operation of the vehicle, i.e., windshield wiper blades, headlights or other mechanical difficulties, or physical damages to the vehicle must be brought to the attention of the police officer on duty who will make a written request to the Grounds Department to have the problem corrected.
4. It is the responsibility of the faculty/staff member or the student(s) to whom the vehicle is entrusted to ensure appropriate behavior in the vehicle at all times.
- a. No alcohol shall be consumed or carried in any University vehicle.
 - b. No smoking or use of any tobacco products will be permitted in any University vehicle.
 - c. The safe operation of university vehicles will always be the first concern of the driver.
 - d. The driver will NEVER use a cell phone, wireless communication (text and/or instant messaging), email, or any video or audio device while the vehicle is in operation.
 - e. If equipped, the driver will insure all passengers are using a seat belt.
 - f. Any equipment, luggage, etc., that is carried on the vans must be secured in storage compartment areas and in a safe manner.
 - g. Vehicles must be returned with interior clean of debris and/or trash. The individuals and/or group responsible for the vehicles will be financially liable for any damage to the vehicles caused by improper behavior.
 - h. The driver will comply with all traffic laws and operate vehicles consistent with road conditions. If weather conditions become severe enough to impact safe operations, drivers should suspend driving operations until road conditions improve.
 - i. Drivers will be responsible for the payment of fines associated with any traffic violations, moving or otherwise, that they may incur during the operation of a University vehicle.
 - j. Although approved trips in University owned vehicles are covered by the University's automobile insurance, drivers will be held accountable should litigation occur due to driver negligence or error. Please note that the University's liability extends only to travel and activities related directly to University functions. University automobile insurance information is available in the glove compartment of each vehicle.
5. The University has identified procedures that must be followed in the event of an emergency which may arise in the operation of University vehicles.
- a. A laminated copy of these procedures is available in each University vehicle.
 - b. It is the responsibility of the faculty/staff member or the student(s) to whom the vehicle is entrusted to ensure that all drivers are aware of these procedures prior to the beginning of each trip.

Personal Vehicle Policy

University faculty and staff are encouraged to use Mount transportation whenever possible when transporting students. When a faculty or staff member chooses to transport students or other faculty or staff members in their own personal vehicle for an MSJ affiliated event or purpose the Personal vehicle policy shall apply. Personal vehicles may be used but only after all parties have a clear understanding of the insurance coverage issues as follows.

If a student uses their own personal vehicle to transport others for MSJ affiliated events, the University does not insure or accept liability for any damage, loss or injury resulting from the use of a student participant's vehicle. Students who use their own personal autos should have auto liability insurance on their vehicle and should have a valid driver's license. Participants who chose to ride in a private automobile do so voluntarily and at their own risk.

If faculty/staff use their own personal vehicle the individual's personal auto liability insurance will have to respond up to its limits of liability. If the University determines the vehicle was being used for the furtherance of University business at the time of the loss, the University's Auto Liability Plan will provide liability limits in excess of the individual's personal auto liability. Under no circumstances will Mount St. Joseph University or its insurer provide coverage for damage to the faculty/staff's personal vehicle (i.e., "auto physical damage"). In addition, faculty/staff should have a valid driver's license. Participants who choose to ride in a private automobile do so voluntarily and at their own risk.

Bus Chartering Policy

At times a department or organization may need to charter a bus from a third party because our own bus/driver is not available. When chartering a bus the organization/advisor must choose a safe and reliable company vetted in consultation with the Office of Public Safety/Campus Police and/or the Chief Compliance and Risk Officer.

Vehicle Rental

At times a department or organization may need to rent a car or van for University business or student organization travel. Such rentals should be secured through Enterprise and rented in the name of Mount St. Joseph University. Rentals in the name of individual students and/or employees are NOT covered under University insurance.