INTENT

It is the intent of this policy to establish the authority and procedures for travel for University employees on University-related business. This policy also creates a program for the safe operation of University-owned vehicles and provides guidelines for the use of the vehicles.

Policy

1. All travel must be to conduct the legitimate business of Edinboro University of Pennsylvania according to Section 73(8a) of the Pennsylvania Code and must be in compliance with Board of Governors Policy 1986-07-A.

2. All persons driving vehicles owned by Edinboro University must be employees of the University in the conduct of the legitimate business of Edinboro University and will be paid by the University for the hours of travel. These persons must have a valid state driver’s license.

3. All passengers must be active participants in University business.

4. University-owned vehicles are to be used primarily in support of the academic mission (credit bearing class related activities). Vehicles may be used for other business of the University not of an academic nature, if available.

5. This policy applies to all students, faculty and staff who travel on University business or operate vehicles owned or leased by Edinboro University.

Procedures

A. Authorization – Authorization of the mode of travel is to be made by the President or his/her designee, subject to the regulations stated herein.
B. **Reimbursable Expenses** – When a University vehicle is used for official travel, parking, storage fees, tolls, gasoline, oil, and required repairs are legitimate charges to the University, provided necessary receipts are obtained. Fines and penalties **ARE NOT** reimbursable expenses.

**Transportation By Private Vehicle** – Use of a personal vehicle requires approval of the department head or his/her designee. Actual mileage is reimbursable according to the standard mileage rate set forth by the Commonwealth of Pennsylvania. Mileage is measured from the closer of duty station or point of departure to destination and return. The business standard mileage rate set by the Commonwealth of Pennsylvania will be paid. Parking fees, tolls, and storage fees are reimbursable. Receipts are required per Board of Governors Policy 1986-07-A.

Travel to Terminal – Reimbursement for travel between the employee’s duty station and the nearest airline terminal and for appropriate parking may be made under the following circumstances. For travel by:

- Airport limousine – one round trip limousine fare.
- Taxi – limited to reimbursement rate for use of private vehicle.
- Private Car – The business standard mileage rate set by the Commonwealth of Pennsylvania will be paid for a maximum of two round trips with no parking charge, or for one round trip with parking charges with approval of department head or designee. Receipts are required for airport parking claims.

Reimbursement for travel to and from the airline terminal at the employee’s destination may be made where travel is the most economical mode available as listed below:

- Airport limousine – receipt required
- Bus – receipt required
- Taxi – receipt required when limousine service is not available, actual fare to and from the airline terminal
- Rental vehicles – may be used as a last resort and a receipt is required for reimbursement.

C. **Insurance**

**Liability Limits** – Liability coverage under the Commonwealth’s Self-Insurance Program is limited to $250,000 per person and $1,000,000 per occurrence. Any employee desiring additional protection may purchase it as a Drive Other Car endorsement of his or her personal automobile liability insurance policy.

**Insurance Related to Rental Cars** – If an employee drives a rental vehicle of any kind, the Commonwealth self-insurance does not apply. Therefore, it is necessary for the driver to purchase alternative insurance with the rental agency.

**Rented or Leased Vehicles** – Every department of the University must acquire motor vehicle liability insurance on all rented or leased vehicles. These vehicles **ARE NOT** covered under the Commonwealth’s Self-Insurance Program.
D. Vehicles

University Vehicles

Use of Edinboro University-Owned Fleet Vehicles – Commonwealth law states that Commonwealth-owned motor vehicles, sedans, station wagons and vans used primarily for transporting personnel be used for the express purpose of conducting the business of the Commonwealth by a Commonwealth employee. University Fleet Vehicles include utility/delivery cars, maintenance trucks, vans, and buses, which are owned and operated by the University.

University Fleet Vehicle Assignment Priority – University Fleet Vehicles are assigned on a priority basis by purpose. These priorities are:

- Priority I A – Academic use
- Priority I B – University Admissions Office
- Priority II – Administrative travel
- Priority III – Travel involving University programs and agencies funded outside the Academic Budget

NOTE: All vehicles are scheduled on Tuesday three weeks prior to the week travel is requested; the week is considered Sunday through Saturday.

University Vehicle Usage Regulations – The following regulations apply to all University-owned vehicles:

- Student Employees – Student employees at the University who receive salary remuneration (with taxes withheld) while in pursuit of University business and are covered for worker’s compensation liability in the Commonwealth’s Self-Insurance Program can operate University vehicles under the Automobile Liability Self-Insurance Program, subject to adherence to AU 4-95 Rules and Regulations Governing the Commonwealth Fleet (proper Pennsylvania driver’s license, etc.). Student employees must be “on the clock” while driving a University vehicle. This means the student employee must be receiving remuneration for the time he or she is behind the wheel of the vehicle. Students who operate vehicles that are owned by Edinboro University SGA, Inc., are not covered for automobile liability under the Commonwealth’s Self-Insurance Program.

Student employees must have a current driving history check on file with the Garage supervisor prior to operating a University vehicle. A driver’s history must be completed annually and will be maintained on file in the Garage. Driver’s History Forms can be obtained from the University Center office. Refer to the attached sample of the “Driver’s History Check Form” (Attachment 1).
Undergraduate Students and Graduate Assistants on fee remission only - Undergraduate students and graduate assistants on fee remission only are not University employees and are not authorized to drive any of the University vehicles. Likewise, interns are not authorized to drive University vehicles as interns do not receive pay for their services.

- **Authorized Drivers** – Drivers shall observe all local and state ordinances pertaining to the operation of motor vehicles. Any fines imposed for violations involving a state vehicle, while under the control of the driver, shall be the responsibility of the driver.

- **Hitchhikers** – Hitchhikers are not permitted to ride in University vehicles.

- **Relatives** – Spouses and children of University employees may not accompany them in University-owned vehicles unless the relative is a contributing participant in the official business of the University for which the travel is authorized.

- **Pets** – No animals or pets except guide animals are permitted in University vehicles at any time.

- **Non-State Employees** – Non-University employees may accompany a University employee in University-owned vehicles only when they have a legitimate business interest in the purpose of the trip and their presence is actively related to the direct conduct of University business. Students of Edinboro University may be passengers in University-owned vehicles to attend activities to conduct the business of the University and officially sanctioned by the University.

**Reserving the Vehicle**

Vehicle registration must be made at the University Garage (ext. 2488) three weeks prior to the assignment.

The “Authorization for Use of State Vehicle” form (Attachment 2) must be obtained from the appropriate department and approved by the Division Dean or Director, for University vehicle usage.

The “Van Use Approval Form-Student Activities” (Attachment 3) is necessary for approval to use Student Activity vans. This form is obtained in the University Center. Fuel for these vehicles is the responsibility of the club or organization using the vans.

**Acquiring (Picking up) the Vehicle**

Vehicles may be picked up at the University Garage, Monday through Friday, 7:00 a.m. to 2:45 p.m., or at the University Police at all other times. **Vehicles will only be released to the authorized operator of the vehicle**

Operators must show a valid state driver’s license at the time of pickup.
The credit cards provided in the vehicle packets are for gasoline purchases only. Use regular unleaded fuel only. Unauthorized charges are the responsibility of the driver of the vehicle. The credit card receipts are reviewed by the University Garage, and any unauthorized charges will be charged directly to the department and/or the driver. Do not purchase fuel locally. Use the fuel from the University fuel tanks when possible.

It is the driver’s responsibility to ensure that a copy of the “Authorization for Use of a State Vehicle” with the required signature is at the University Garage before close of the business day if the vehicle is to be released at other than Garage business hours of 7:00 a.m. to 2:45 p.m.

The authorized operator should familiarize himself/herself with the designated vehicle.

Fuel and credit cards are not provided for the Edinboro University SGA, Inc., vehicles (Student Activity Vans).

Use of University Vehicles

The authorized vehicle operator must adhere to all items covered in the Transportation Policy.

The operator is responsible for all fines and penalties associated with the violation of vehicle codes and parking ordinances. Fines and penalties are not a reimbursable expense.

Only those operators designated on the “Authorization For Use of State Vehicle” register can drive the vehicle.

If the vehicle cannot be returned on time, the authorized driver must call the University Garage at 732-2488 to report that the vehicle will be late. If calling after business hours, call the University Police at 732-2921.

Seat belts must be worn by the operator and passengers at all times.

Alcoholic beverages are not permitted in University vehicles.

Smoking is not permitted in University-owned vehicles.

Operators shall not be under the influence of alcohol or other drugs while operating a Commonwealth/University-owned vehicle.

The operator should consider the effect of inclement weather on his/her driving and make adjustments as necessary (i.e., slower speeds, pulling over with flashers on, stopping at a rest stop, etc.).

The driver of the vehicle shall not leave the vehicle unattended while the keys are in the ignition or while the motor is running.
Student Health Services staff and Sports Medicine staff may obtain vehicles on an immediate need basis. An “Authorization for Use of State Vehicle” card is required for these departments.

The varsity cruisers (2 - 26 Passenger Buses) are scheduled by the Athletic Department. These vehicles may be used for other than Athletics travel; however, the University DOES NOT provide drivers for these vehicles.

If the vehicle is not running properly when you pick it up, DO NOT remove the vehicle from the lot; report the problem to the University Garage personnel immediately (or University Police if after hours).

Use of Permanently Assigned Vehicles – For permanently assigned vehicles, the University Garage dispatcher will issue a University Trip Log folder to the driver. Contained in the folder will be a trip ticket with the beginning odometer reading already recorded. The driver should return to the University Garage at the end of each month to renew the trip ticket.

**Breakdowns While on the Road**

In the event the vehicle becomes disabled or inoperable, follow the procedure listed below:

If the breakdown occurs on an interstate highway, remain with the vehicle, put the hood up, and secure a white towel to the antenna. Wait for the State Police to assist you. If a passing motorist stops to offer assistance, stay in the vehicle and ask that they contact the police.

If a breakdown occurs and the vehicle can be safely operated until a populated area is reached, or if the breakdown occurs in a community setting, locate the nearest telephone and call the University Garage at (814) 732-2488, Monday through Friday, 7:00 a.m. to 3:00 p.m. At all other times, call the University Police at (814) 732-2921.

Up to $150.00 may be charged for maintenance and towing fees without added approval. For amounts greater than $150.00, call the above numbers for approval.

**Additional General Information:**

1. Individuals cannot substitute vehicles that are assigned.
2. Vehicles must be returned as scheduled.
3. Remove all litter upon the return of the vehicle.
4. Driver and passenger conduct should be conducive to safe traveling.

E. Other Forms of Transportation

1. Commercial Airlines (Common Air Carrier)

   Air Coach – Tickets for commercial air travel should be purchased by the traveler and payment can be made in the following ways:

   - University Travel Voucher
   - Traveler’s personal credit card
   - Charge the ticket to the University

   Reimbursement for airfare is limited to coach fare substantiated by a receipt.

Penalties and Charges Resulting from Cancellations – Penalties and charges resulting from the cancellation of airline reservations or other travel reservations shall be the department’s obligation if the employee’s travel has been approved in advance and the cancellation or change is made at the direction of, and for the convenience of, the department. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee’s obligation to pay the penalties and charges except in cases of emergency with approval of the traveler’s supervisor.

Super Saver Rates – When traveling by common carrier to conduct official University business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the University of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the department head or his/her designee, the amount saved due to the early and/or delayed travel is greater than the amount expended in additional subsistence. When the reduced airfare rates require staying overnight one Saturday night, to be eligible for reimbursement, the University employee must stay overnight on the Saturday closest to the first or last day of official State business to which the employee is attending.

Transportation by Chartered Aircraft – The use of charter aircraft must be approved by the University President or his designee. The following must be substantiated and put in writing:

   - The use of a charter flight is more economical than a commercial flight.
   - The use of a charter flight is necessary because of unusual travel circumstances.

2. Transportation by Bus or Rail - The actual cost of coach fare for rail and bus service while on University business is reimbursable, as well as the actual cost of pullman fare when overnight trips are required.

3. Taxi and Shuttle Service - The actual cost of taxi and shuttle service fare is reimbursable when required for travel on official University business. Taxi fares are not reimbursable for intercity transportation except in emergencies when a less expensive mode of transportation is unavailable within a reasonable period.
4. **Intercity Travel** – Rental car charges are reimbursable when required for intercity travel only when no alternate mode of transportation is practical. No reimbursement may be made for the use of a rental car in state when a University vehicle is available.

5. **Rental Car Authorization** – Use of rental cars must be authorized by the University on the Travel Authorization Form.

   **One-Way Rentals** – The rental companies have varying regulations with regard to returning rental cars to the originating location. If one-way rentals are desired, check with the rental company before reserving a rental car.

F. **Miscellaneous**

   **Long-Distance and Long-Term Expeditions** – The University Fleet may not be able to support long-distance or long-term expeditions, usually involving passenger vans. Departments and program areas planning to include long-distance and long-term trips in their programs may need to pursue other sources of transportation suitable to their needs.

   **Trip Cancellation** – Due to the demand for University vans and buses, strict scheduling guidelines are necessary. If a van or bus has been scheduled and the trip is canceled, notify the University Garage immediately. In the event that the trip is cancelled, it is incumbent upon the vehicle user to immediately notify the University Garage. Failure to notify the University Garage in advance of any canceled trip may result in a penalty charge equaling 10% of the estimated bill. The estimated bill is based on the round trip miles from Edinboro to the scheduled destination. For trips occurring in and around Erie/Crawford County, an hourly rate will be charged according to the attached fee schedule. Cancellations for unforeseen circumstances will be considered individually.

   **Employee’s Duty Station** – For an employee in travel status, the duty station should be the point where traveling begins.

   **Taking a University-Owned Vehicle Home for a Trip the Following Workday** – If a University-owned vehicle is required for a trip the following workday and employee’s home is closer to the destination than the regular workstation, the employee may take the vehicle home overnight. Also, the employee is not required to report to his or her regular workstation before beginning the trip. Frequent occurrence of this situation would require approval.

   Temporarily Assigned Vehicles – Individuals with temporarily assigned vehicles may not drive home unless:

   - University approved business requires an authorized trip by vehicle the following work day, the employee’s residence is closer to the destination than is the regular work station, and the employee does not have to return to his or her regular work station; or
   
   - Employees need the use of the vehicle after completion of the regular workday to conduct University business on the same day or before his or her usual working hours on the next workday.
Travel at Destination – At the employee’s destination, a University vehicle may be used prudently for incidental travel but may not be used for private purposes or entertainment. No common carrier or public transportation fares are reimbursable on a trip in which an employee uses a University vehicle, unless it is shown that such transportation was more economical in a particular situation.

Purchase of Gasoline – Gasoline, oil, and service will be obtained from the University Garage except as necessary during travel outside the Edinboro area. When commercial establishments are used for gasoline purchases, all drivers, except those whose physical disabilities prevent them from doing so, shall make purchases of regular unleaded gasoline from self-service pumps when practical. All drivers must use the credit cards contained in the vehicle travel folder.

Accidents – Follow the accident reporting procedures/instructions detailed in Attachment 4. Operators, or in the cases of operator’s incapacitation, immediate supervisors shall contact the Fire and Safety Manager within 24 hours of any accident, theft, or loss involving a University vehicle. The Fire and Safety Manager and the operator or operator’s supervisor, in case of operator incapacitation, shall complete the Automobile Accident or Loss Notice, Form STD-541 (Attachment 5) and Report of Incident/Accident, Form STD 430 (Attachment 6). Copies of Form STD-541, and a self-insurance identification card are in the glove box of each vehicle.

The State Police must investigate all accidents involving University vehicles. This is in accordance with the Governor’s Management Directive 615.2, dated June 17, 1996, and the Commonwealth Risk and Insurance Management Program; Automobile Self-Insurance Program Section D.

University vehicle accidents outside the jurisdiction of the state police should be investigated by the local police prior to moving the vehicles if at all possible.

University Garage Cost Schedule – The University operates the University Garage to provide vehicle services to the various campus departments and agencies. The fleet consists of sedans, vans and buses. A mileage rate is charged for each type of vehicle to cover the cost of fuel, tires, and other operational expenses along with a replacement reserve. All vehicle mileage charges will be billed to departments at the established University daily and/or mileage rate.

University vehicles permanently assigned to a specific department (e.g. Maintenance, Police, Athletics, Mailroom, O.S.D., Technology & Communications,) will be billed according to actual cost of services provided.

RESPONSIBILITIES

Department Supervisors/Chairpersons

Verify the use of the vehicle meets the definition of University business.

Verify the driver is in active pay status.
Verify that student operators have submitted a driver’s history card, have been approved to drive state vehicles, and are being paid for driving on this trip.

Ensure that approved University volunteers are aware that they may be passengers but not drivers of University vehicles.

**Maintenance Garage**

Provide preventive maintenance and repairs to University vehicles and maintain records.

Authorize repairs and provide advice to authorized operators of University vehicles in situations where those vehicles become disabled while in use.

Follow up on deficiency reports for inappropriate use or abuse of University vehicles.

Determine assignments for use of University-owned vehicles.

Verify the operator’s approved status and check operator’s license when picking up University vehicles.

**Authorized Operators**

Student employees must submit their driving history to the Student Activities Office/University Center for approval (annually).

Operators must have a valid state driver's license.

As soon as possible, but within 24 hours of an accident, contact the University Garage and the Fire and Safety Manager to report the accident. **Note:** Contact the University Police to report an accident after 4:30 p.m. and on weekends.

Schedule the use of University vehicles with the Garage.

Verify that passengers are authorized occupants (participants on University business).

The operator and passengers shall wear a seat belt at all times.

Operate University vehicles in a safe manner at all times.

Return vehicle in pre-trip condition.
**Fire and Safety Manager**

Manage the Edinboro University Fleet Safety Program for University vehicles.

Conduct preliminary investigations of all accidents involving University vehicles.

Coordinate the filing of claims against the University with the Bureau of Risk and Insurance Management.