

EDINBORO UNIVERSITY OF PENNSYLVANIA

VEHICLE USE - Policy No. C022

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Supersedes Policy No. C022, Dated August 1, 2001

Eliminates Policy No. C063 Dated October 13, 2011

Recommended for Approval by: 

Mr. James P. Sheehan
Interim Vice President for Finance and Administration

Approved by:  on 6/18/19
Dr. Michael Hannan, Interim President Effective Date

Review Date: As Required

INTENT

It is the intent of this policy to establish the requirements for the authorized use of University-provided (owned, leased, and rented) vehicles. This policy shall apply to all students, faculty and staff who travel on University business or operate University-provided vehicles. This policy is superseded by any applicable local, state or federal regulation where the regulation is more stringent than this policy.

DEFINITIONS

- 1. Incidental Driver** – Any employee who does not operate a University-provided vehicle on a routine basis (i.e. daily, weekly, or regularly scheduled) as part of his or her work or activities for the University but who may, on occasion, operate a University-provided vehicle on University business.
- 2. Regular Driver** – Any person who operates a University-provided vehicle on a routine basis (i.e. daily, weekly, or regularly scheduled). This shall include student employees who may operate a University-provided vehicle regardless of their frequency of operation.
- 3. University Business** – Any activity engaged in on behalf of the University for the performance of, or necessary to, or in the course of, the duties of employment.
- 4. University-Provided Vehicle** – Any vehicle owned, leased, or rented by the University.
- 5. Utility Vehicle** – A non-licensed vehicle powered by electric or an internal combustion motor, including, but not limited to, golf carts, Gators, tractors, and mowers. These do not include wheelchairs or other electronic personal assistance mobility devices.
- 6. Vehicle** – A motorized form of transportation that is licensed for use on public roadways.

POLICY

A. Authorized Drivers

All drivers of University-provided vehicles must meet the requirements listed below.

1. **Must be a University employee.**
 - a. Student employees at the University who receive salary remuneration (with taxes withheld) while in pursuit of University business and that 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. This means the student employee must be "on the clock" receiving remuneration for the time he or she is behind the wheel of the vehicle.
 - b. Undergraduate students and graduate assistants on fee remission only, are not University employees and are not authorized to drive University vehicles. Likewise, interns and volunteers that do not receive remuneration for their services are not authorized to drive University vehicles.
2. **Must be at least 18 years old.**
3. **Possess a valid driver's license with applicable endorsements, where required.**

Driver's license verification checks shall occur annually for all regular drivers to confirm that they possess a current and valid driver's license, with applicable endorsements.

Student employee drivers shall have their driver history checked prior to initial operation and annually. Student employees will not be permitted to operate a University provided vehicle if their driver's history indicates any at fault incidents or driving violations within the past 36 months.

4. **Completion of the University's Driver Safety Training.**

Regular Drivers shall complete the University's Driver Safety Training prior to the initial operation of any University vehicle. Additional training may be required by individual departments.

Incidental Drivers are encouraged to complete the University's Driver Safety Training.

B. Vehicle Use

University Provided Vehicles (Owned, Leased, or Rented)

1. The use of a University provided vehicle must be for the purpose of conducting legitimate business of Edinboro University.
2. The operation of any University provided vehicle shall be in accordance with all applicable laws, regulations, and all policies. Any fines resulting from violations

are the responsibility of the driver and not the University. Fines and penalties are not a reimbursable expense.

3. Non-University employees may accompany a University employee in University-provided 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-provided vehicles to attend official University sanctioned activities in order to conduct the business of the University. When a hotel is authorized for travel and it requires valet parking, the hotel's valet may drive the University-provided vehicle in order to park it in the hotel's required parking facility.

Student organizations requiring vehicles for travel that is not directly related to University business should contact the Edinboro University Student Government Association, Inc. (EUSGA) (i.e. organization meetings, dinners/parties, fundraisers, etc.).

4. Seat belts are required to be worn at all times by all persons occupying the vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion. Passengers utilizing wheelchairs shall have their wheelchair properly secured before the vehicle is put in motion.

The use of cellular phones or mobile electronic devices, including the use of hands-free methods, while operating a University-provided vehicle is prohibited. If an employee must use a cellular phone to receive or make a call, the employee is to pull over and stop the vehicle at a safe location before using a cellular phone. This does not include the use of two-way radios for conducting University business. The use of cellular phones or mobile electronic devices is permitted if the employee is reporting an emergency or hazardous road condition, or the employee is a University first responder (i.e. University Police, EHS) and is using the phone or device as part of an essential service of their official duties.

5. No animals, except service animals, are permitted in University-provided vehicles at any time. The Office for Accessibility Services may transport an emotional support animal when a student is arriving or departing campus.
6. Drivers shall not be under the influence of medications, alcohol, drugs, or other substances that cause drowsiness or other physical or mental impairment at the time of operation. Alcoholic beverages are not permitted in University-provided vehicles.
7. Smoking is not permitted in University-provided vehicles.
8. Hazardous materials shall not be transported in University-provided vehicles, unless approved by the Office of Environmental Health and Safety.
9. All University-owned vehicles shall be equipped with a Commonwealth of Pennsylvania Self Insurance Financial Responsibility Identification Card.

1. Utility vehicles must be operated by a University employee that is at least 18 years old.
2. Utility vehicles must be for the purpose of conducting legitimate business of Edinboro University and the operation shall be in accordance with all applicable laws, regulations, and all policies. Any fines resulting from violations are the responsibility of the driver and not the University. Fines and penalties are not a reimbursable expense.
3. Utility vehicles may only be operated to transport people, equipment or supplies.
4. Utility vehicles may be operated on walkways or sidewalks, when authorized, in such a manner that they do not impede or interfere with normal pedestrian traffic, and with the utmost courtesy, care and consideration for the safety of pedestrians who will be given the right of way at all times.
5. Utility vehicles shall be equipped with a slow moving vehicle emblem, in accordance with the Commonwealth Vehicle Code.
6. Passengers must be seated in seats designed for such use and utilize seat belts, if utility vehicle is equipped. Non-University employees may accompany a University employee 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.

Personally-Owned Vehicles (POVs)

1. Use of a personally-owned vehicle for conducting legitimate University business, requires approval of the department head or his/her designee, in accordance with the University's established travel management process.
2. Mileage reimbursement shall be compensated in accordance with applicable policies and procedures. This reimbursement is intended to cover the costs to operate an employee's vehicle, including insurance costs.

Edinboro University Student Government Association (EUSGA) Vehicles

The Edinboro University Student Government Association (EUSGA) owns and insures vehicles for use by student organizations. The use of EUSGA owned vehicles requires approval from EUSGA. University employees, upon approval from EUSGA, are authorized to function as a driver or passenger of a EUSGA owned vehicle if they are conducting EUSGA business.

C. Insurance

1. University-owned vehicles have liability coverage under the Commonwealth's Self-Insurance Program, which is limited to \$250,000 per person and \$1,000,000 per occurrence.
2. University-provided leased vehicles ARE NOT covered under the Commonwealth's Self-Insurance Program because the Commonwealth is not authorized to extend its self-insurance vehicle liability coverage to non-

Commonwealth vehicles. Insurance coverage will need to be provided by the leasing agency or by a third party through the Bureau of Risk and Insurance Management (BRIM).

3. University-provided rental vehicles ARE NOT covered under the Commonwealth's Self-Insurance Program because the Commonwealth is not authorized to extend its self-insurance vehicle liability coverage to non-Commonwealth vehicles. The University has an agreement with a rental agency to provide insurance coverage for the rental vehicles as part of their contract. If a department wishes to rent from another rental company, they must ensure that they purchase the highest level of coverage available. That department will be responsible for absorbing the increased cost. Please refer to the University's Rental Vehicle Program for additional information.
4. Personal vehicles also ARE NOT covered under the Commonwealth's Self-Insurance Program. The employee's personal automotive liability insurance will be responsible for providing primary coverage. The Commonwealth provides excess liability insurance coverage for employees who use their personal vehicles for travel in the conduct of official University business. The Commonwealth's excess liability insurance only provides coverage after the coverage provided by any other applicable and collectible insurance (including the employee's personal automotive liability insurance, a family member's personal automobile insurance policy that names the driver as an additional insured, homeowner's insurance, healthcare insurance, worker's compensation insurance and any other) are exhausted.

If a University employee's personally-owned vehicle is damaged due to the employee's negligence, the employee's personal automobile insurance physical damage coverage is the only available remedy to pay for, all damages to, or replacement of, the employee's vehicle. The Commonwealth does not provide physical damage coverage insurance for an employee's vehicle or personal property. Coverage for these items may be provided by the employee's personal insurance.

Employees using or anticipating the use of their personal automobiles on University business are advised and strongly encouraged to notify their insurance carrier of such use or anticipated use.

5. EUSGA vehicles ARE NOT covered under the Commonwealth's Self-Insurance Program. Students and/or employees who operate vehicles that are owned by Edinboro University SGA, Inc., are not covered for automobile liability under the Commonwealth's Self-Insurance Program.

D. Vehicle Purchasing

All vehicle acquisitions shall be in accordance with the University's procurement approval process. Vehicles are to be equipped with the proper safety equipment (e.g. cargo safety partitions, back-up cameras, proper warning lights and markings) prior to initial use.

E. Incidents

All incidents involving a University-provided vehicle must be reported, regardless of damage. Incidents that occur on University property must be reported immediately to the University Police Department.

Incidents that occur off-campus must be reported to the nearest police department, if the incident results in an injury or death to any person or if the damage to any vehicle involved is so extensive that the vehicle cannot be driven under its own power in its customary manner without further damage or hazard to the vehicle, other traffic elements, or the roadway, and therefore requires towing.

If the off-campus incident does not meet the above criteria, the incident shall be reported to the Office of Environmental Health and Safety, within 24 hours from the time of incident.

All incidents will be investigated by the Office of Environmental Health and Safety, with assistance from the University Police Department, as necessary. The investigation is to determine the root cause of the incident and implement corrective action(s), where necessary. The results of the investigation and any recommended corrective actions will be shared with the employee's Department Director or Dean and the Office of Human Resources and Faculty Relations. These departments will be responsible for any disciplinary action that may result.

F. Training

The Office of Environmental Health and Safety shall oversee the University's driver authorization and provide Driver Safety Training to all required drivers to educate employees on the safe operation of University-provided vehicles. The training shall also include information on the vehicle driver authorization process and incident reporting procedures.

In the event an employee is cited for a moving violation or is found to have operated a University vehicle in a reckless or negligent manner, that employee maybe required to retake Driver Safety Training prior to driving a University vehicle again.

PROCEDURES

The procedures for the University's vehicle driver authorization process, motor vehicle collisions, and disabled vehicles are included in Driver Safety Training and are also available in each University-owned vehicle for reference.

RELATED POLICIES

D056 Accident and Illness Prevention

CONTACT INFORMATION

Safety and Risk Management
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Edinboro, PA 16444

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