

# Vehicle Use Policy

## PURPOSE

This policy endeavors to establish standards, requirements, and procedures for the safe use of college-owned, leased, and rented vehicles, including utility vehicles (collectively referred to as “college vehicles”) and personal vehicles used for college purposes. It prioritizes the safety and well-being of the Oberlin College community and outlines disciplinary actions for non-compliance, which may include termination.

## SCOPE

This policy applies to all individuals affiliated with the college who are authorized to operate college vehicles for official business or activities. Contractors require written permission from the Vice President for Finance and Administration to operate college vehicles.

## GUIDELINES FOR COLLEGE VEHICLES

The person driving a college vehicle must ensure that their operation complies with all relevant laws and guidelines. Failure to adhere to relevant laws and guidelines can result in the suspension of driving privileges.

- 1. Impaired Driving:**  
Operating any college vehicle in a reckless or abusive manner, or while under the influence of alcohol, drugs, controlled substance, prescription or over the counter medication is prohibited.
- 2. Alcohol and Hazardous Materials:**  
Only authorized employees may transport alcoholic beverages or hazardous materials in a college vehicle.
- 3. Distracted Driving:**  
Distracted driving is prohibited, including but not limited to using cell phones, electronic communication devices, texting, reading, eating, applying make-up, etc.
- 4. Prioritizing Safety:**  
All occupants must wear a safety belt or have proper seating before driving and throughout the entire trip. Caution must be exercised when entering or exiting the vehicle, and in adverse weather or on uneven surfaces.
- 5. Enforcement of Detection Devices:**  
Radar detectors or similar devices are prohibited.
- 6. Smoking:**  
Smoking, vaping, using tobacco products, or any unlawful items is prohibited.
- 7. 15-Passenger Vans:**  
Purchasing, renting, or using a 15-passenger van for any college related activity or program is not permitted.
- 8. Transporting Minors:**  
Proper seating and safety measures must be followed when transporting K-12 or minor children. Transporting minors or school-aged children in any vehicle designed [at the factory] to carry more than nine passengers, not including the driver, is not permitted.

Always adhere to guidelines for proper seating, including the use of car seats, booster seats, and seat belts. If car seats and/or booster seats are required, ensure each seat is properly installed and securely fastened in the vehicle before the trip begins.

9. Transporting Unauthorized Passengers:  
Only authorized passengers and cargo may be transported.
10. Passenger Limit:  
The number of passengers may not exceed the manufacturer's normal rated capacity.
11. Extended Trips:  
Trips longer than eight hours require two college authorized drivers per trip.
12. Responsibility for Fines:  
Authorized drivers are responsible for fines incurred while in possession of a college vehicle. Citations/violations must be reported to Facilities Operations on the Rental Agreement when returning the vehicle.
13. Vehicle Requests:  
All work orders for rentals must adhere to the following template:
  - a. Type of vehicle (<https://www.enterprise.com>)
  - b. Date and time of departure
  - c. Date and time of return
  - d. FINAL DESTINATION CITY/STATE
  - e. First and Last Name of MVR approved driver/s
  - f. Department and phone number
  - g. FOAP to charge (Submit SFC form if the FOAP starts with "90000")

One work order per vehicle. The template can also be found at this [link](#).

**Driving Oberlin College vehicles is a privilege, and authorization may be suspended, denied, or withdrawn at the college's discretion.**

## **DRIVER AUTHORIZATION**

Only employees and students who have received authorization through Facilities Operations, or in some cases, through Human Resources may drive Oberlin College owned/ leased and rented vehicles.

To become an authorized driver an individual must:

1. Submit required information for a Motor Vehicle Record (MVR) check.
2. Be at least eighteen years old.
3. Hold a valid license issued by state or territory within the United States or Canada.
4. Hold a valid specialized license or certification for vehicles that require it (e.g. CDL).
5. Have fewer than six (6) points on their driving record (see Table A on page 6).
6. Have no chargeable accidents in the last 24 months (see Table A on page 6).
7. If multiple drivers are necessary, all drivers must be authorized.
8. Students possessing a valid license NOT from the State of Ohio must complete (2) Vector video trainings and submit the completion certificates to Facilities Operations at [FacilOps@oberlin.edu](mailto:FacilOps@oberlin.edu).

**Student and employee drivers must be re-authorized annually.** Motor Vehicle Records will be reviewed annually. Drivers must allow at least ten (10) business days for authorization to be completed prior to arranging for a rental vehicle.

Please note the following regarding the Motor Vehicle Records (MVR) check:

This Driver Authorization process is subject to change at any time at the sole discretion of the college.

### **MOTOR VEHICLE RECORD (MVR) POLICY**

To meet the Insurance Company's requirements, all students seeking "Authorized Driver privileges" must submit an online application at least ten (10) business days before their departure date. This allows time for the Motor Vehicle Record check (MVR) to be completed.

Oberlin College policy mandates that all drivers of college vehicles, for college-approved business, undergo a Motor Vehicle Record check (MVR). These checks occur before employment begins and annually at the start of each academic year.

1. MVRs will be examined when applying for college driving privileges as a student, and annually thereafter, at the beginning of each academic year.
2. MVRs, when renting a vehicle from Facilities Operations, will be done by Human Resources.
3. MVR requirements/standards are subject to revision by the Insurance Company and/or the College at any time. Current standards may be reviewed with Facilities Operations as needed. (Reference Table A in Section 4)
4. MVRs shall be conducted by the Department of Human Resources on behalf of Facilities Operations for all College Employees requiring Driver Authorization.
5. MVRs for Students drivers requiring Authorization shall be conducted by Human Resources.

**Table A:** MOTOR VEHICLE RECORD GRADING CRITERIA (last three years)

Number of Minor Violations	Number Of at Fault Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Borderline	Poor	Poor
2	Acceptable	Poor	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

Any Major Violation	Poor	Poor	Poor	Poor
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Minor Violation: Any minor violation other than a major except:	Major Violations
<ul style="list-style-type: none"> <li>-Motor vehicle equipment, load, or size requirement</li> <li>-Improper/failure to display license plates</li> <li>-Failure to sign or display registration</li> <li>-Failure to have ' 'driver's license in possession (if valid license exists)</li> </ul>	<ul style="list-style-type: none"> <li>-Driving under influence of alcohol/drugs</li> <li>-Failure to stop/report an -accident</li> <li>-Reckless driving/speeding contest</li> <li>-Driving while impaired</li> <li>-Making a false accident report</li> <li>-Homicide, manslaughter, or assault arising out of the use of a vehicle</li> <li>-Driving while license is suspended/revoked</li> <li>-Careless driving</li> <li>-Attempting to elude a police office</li> </ul>

## PERSONAL VEHICLE USE

To maintain safety and reliability standards, all Oberlin College employees and students are strongly encouraged to utilize college vehicles for College-related business.

The college does not bear any responsibility for the operation or operating condition of personal vehicles. Drivers are expected to comply with applicable local, state, and federal laws.

Individuals choosing to use their personal vehicles for Oberlin College or for commuting to and from college activities are required to carry at least the minimum automobile liability limits required by state law. They are also assuming responsibility for their safety and the safety of their passengers. In the event of an at-fault accident, primary liability coverage is provided by the owner's personal automobile insurance.

## VEHICLE USE FOR STUDENTS AND EMPLOYEES

1. Rental Service:  
Oberlin College provides a vehicle rental service for students, approved student organizations, faculty, and staff for official College business or College-sponsored activities. Personal use of college vehicles is not permitted.
2. Authorization Process:
  - a. All drivers, including students and employees, must be authorized by Facilities Operations.
  - b. The authorization process includes verifying a valid driver's license and completing a motor vehicle record (MVR) check annually. (Refer to the Driver Authorization section for the complete process.)
3. Reservation Process:
  - a. Students and student organizations are required to submit a work order requesting a vehicle to Facilities Operations via [Top Desk](#) at least three (5) business days prior to the intended use date, following MVR approval.
  - b. For student organizations, the Student Finance Committee Treasurer must authorize the expense with a written approval (SFC fillable form) completed with billing and trip information at the time of reservation. Reservations will not be accepted without meeting these requirements.
4. Employee Use:
  - a. Oberlin College-owned vehicles or those available for rent are designated for college business use by employees only.
  - b. All drivers, including faculty and staff, must be authorized by the college through Facilities Operations.
  - c. Being an authorized driver of Oberlin College is a privilege, and the college reserves the right to deny or withdraw authorization for any reason.
  - d. Faculty and staff may rent vehicles for personal use through the negotiated contract with Enterprise Holdings, Inc., using the personal contract link. Please reach out to Facilities Operations to obtain the link. All rentals must be made in the employee's name using personal financial information and insurance.

## RENTAL VEHICLES

Rental vehicles may only be secured by employees authorized to drive college vehicles. They should be obtained when deemed cost-effective, in the absence of a college fleet vehicle, or for college business or activities. Rental vehicles must be registered in the name of the college. The rental agency may require the driver's name on the

Rev. 5/08/2025

rental agreement; in such cases, append "for College" after your name. Only authorized drivers who meet the rental agency's age requirements are allowed to operate rental vehicles.

Before departing from the rental company, a physical inspection of the vehicle must be conducted. Any defects should be noted on the rental agreement and acknowledged in writing by the rental agency. Upon returning the vehicle, a final inspection must be conducted. The authorized driver from the college renting the vehicle must immediately report any pre-existing damage not noted during the initial inspection; charges from the rental company for such damage will be the responsibility of the driver.

All rental agreements must be submitted to the Facilities Operations Office for record-keeping.

#### 1. Domestic Vehicle Rental

The College's auto liability and physical damage coverage extends to commercial rental cars secured by an employee traveling for college business or activities, at a legitimate rental car company within the United States and Canada. An ID card can be obtained from the Facilities Operations Department to provide proof of insurance coverage to the rental car company.

#### 2. Foreign Vehicle Rental

When renting a vehicle from a foreign commercial car rental company for approved college business or activities, employees must purchase the following auto insurance coverage in the country where the vehicle is rented:

- a. Liability
- b. Collision damage
- c. Comprehensive damage

Students and volunteers are not authorized to lease or rent vehicles on behalf of the college.

### ACCIDENTS & DAMAGES

In the event of an accident while using a college vehicle, adhere to the following protocol:

1. Immediately notify the police, regardless of the accident's severity.
2. Notify Facilities Operations and/or Oberlin College Safety & Security. Clearly state your affiliation with Oberlin College and explained that you have been involved in an accident.

\*\*\*During normal business hours (8am-4:30pm Mon-Fri); contact Facilities Operations at (440) 775-8445. After normal business hours; call Oberlin College Safety at (440) 775-8444. \*\*\*

3. Do Not leave the scene of the accident until authorized by proper authorities.
4. Refrain from making any statements regarding the accident except to police.
5. Employees must complete any required Drug/Alcohol Testing as soon as practicable (but within 12 hours following the accident) the driver may be required to have a drug/alcohol test based on reasonable cause following a vehicle accident.

6. The driver is responsible for paying fines associated with any traffic or parking tickets incurred while in possession of the college vehicle.

## BILLING POLICY

Rental Fees for vehicles can be obtained by contacting Facilities Operations, either in person on the first floor of the Service Building or via phone at (440) 775-8445.

Rental Vehicle reservations require the use of a FOAP to ensure proper debiting and credit of departmental or organization budgets.

Cash rentals are not accepted through Facilities Operations.

Student Organizations requesting reservations must obtain written approval from the Student Finance Committee, which must include billing and trip information. Please obtain an SFC form.

**If a vehicle reservation must be canceled, please provide at least 24 hours' notice to Facilities Operations at (440) 775-8445. For weekend rentals, cancellations must be made by Thursday to avoid being billed. Failure to cancel within the specified timeframe will result in the rental being charged to the sponsoring Department or Organization.**

**Vehicles that are rented for pick up or drop off over a weekend will be charged for the entire weekend.**

When picking up/signing out vehicle keys, drivers must furnish basic rental vehicle information to Facilities Operations. Additionally, a current, valid driver's license must be presented. This process must be completed each time keys are picked up.

## INQUIRY CONTACTS

For inquiries regarding the Vehicle Use policy, please contact Facilities Operations located on the first floor of the Service Building at (440) 775-8445 or [facilops@oberlin.edu](mailto:facilops@oberlin.edu).

For questions related to insurance matters, please direct inquiries to Jennifer Donaldson at (440) 775-8401 or [jdonalds@oberlin.edu](mailto:jdonalds@oberlin.edu).

For inquiries regarding Motor Vehicle Record checks on college employees, please contact the Department of Human Resources at (440) 775-8430. All other drivers should direct questions regarding MVR checks to Facilities Operations at (440) 775-8445 or [facilops@oberlin.edu](mailto:facilops@oberlin.edu).

Facilities Operations reserves the right to cancel any trip, in its sole discretion, for reasons including but not limited to concerns of national security, severe or adverse weather conditions, safety or loss of use of vehicle due to unforeseen circumstances.

Rev. 5/08/2025