

Oberlin College Facilities Transportation Policy

Rev. 03/29/2019

This policy governs the use of owned and rented vehicles by Oberlin College employees and students in carrying out both the educational mission and normal business of the College. This policy is intended to ensure the safety and well-being of Oberlin's students, its employees and the College community, while furthering the mission of the institution. Failure to comply with this policy may result in discipline, up to and including termination or dismissal from the College as appropriate.

All Oberlin College employees and students are strongly encouraged to use vehicles that are owned or rented by the College for College-related business, rather than to use their personal vehicles.

Employees and students should be aware that if they choose to use their personal vehicles on Oberlin's behalf, their auto insurance will provide the primary liability coverage in the event of an at-fault accident, and Oberlin's insurance will provide only secondary coverage.

The College's Transportation Policies are outlined as follows:

1. Rules and Regulations for all campus owned/ leased and rented vehicles.
2. Student Use Policy
3. Employee Use Policy
4. Driver Certification
5. Accidents & Damages
6. Citations & Violations
7. Motor Vehicle Record (MVR) Policy
8. Billing Policy

Any questions relating to the application of these general Transportation Policies should be addressed to Facilities Operations on the first floor of the Service Building (440-775-8445 or facilops@oberlin.edu).

Any questions relating to Insurance issues should be addressed to the Department of Purchasing and Auxiliary Services in the Service Building (440-775-8440).

Any questions relating to Motor Vehicle Record checks on College employees should be addressed to the Department of Human Resources at (440-775-8430); other drivers should address questions relating to MVR checks to the Department of Purchasing and Auxiliary Services in the Service Building at (440-775-8440).

Facilities Operations, in its sole discretion, reserves the right to cancel any trip, 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.

1. RULES & REGULATIONS FOR ALL CAMPUS OWNED/ LEASED/ RENTED VEHICLES.

THE DRIVER OF THE VEHICLE IS RESPONSIBLE FOR ENSURING OPERATION IN COMPLIANCE WITH ALL APPLICABLE LAWS AND POLICIES GOVERNING THE USE OF COLLEGE OWNED OR COLLEGE RENTED VEHICLES. FAILURE TO COMPLY WITH THESE LAWS CAN LEAD TO SUSPENSION OF AN INDIVIDUAL'S DRIVING PRIVILGES.

Driving while impaired, or while "under the influence" is not be permitted nor tolerated at any time.

Alcoholic beverages may NOT be carried in or on the vehicle.

Cell phone usage while operating a motor vehicle is prohibited.

Smoking is not permitted in any College rented/owned vehicle.

Two (2) approved drivers are required for each vehicle on all trips lasting longer than eight (8) hours. The number of persons permitted as passengers in the vehicle may not exceed the manufacturer's normal rated capacity for the vehicle.

All fines resulting from violations or citations incurred while in possession of the vehicle are the sole responsibility of the authorized driver. The driver is obligated and required to report these citations/violations to Facilities Operations on the Rental Agreement when returning the vehicle.

Driving Oberlin College vehicles is a privilege and the College reserves the right to deny or withdraw authorization for any reason.

All work orders for rentals must adhere to the following template: *Please copy/paste in the description field of your work order vehicle request:*

- *Type of vehicle - **Compact/Economy Car, Mid-Size Car, Full-Size Car, 7-Passenger Minivan, Mid-Size SUV, Full-Size SUV, Large SUV.** (<https://www.enterprise.com/en/car-rental/vehicles/us.html>)*
- *Date and time of departure:*
- *Date and time of return:*
- *FINAL DESTINATION CITY/STATE:*
- *First and Last Name of MVR approved driver/s:*
- *Department and phone number:*
- *FOAP to charge (Submit SFC form if the FOAP starts with "90000")*

ONE WORK ORDER PER VEHICLE - This template can also be found at this [link](#).

2. STUDENT USE POLICY

THE DRIVER OF THE VEHICLE IS RESPONSIBLE FOR ENSURING OPERATION IN COMPLIANCE WITH ALL APPLICABLE LAWS AND POLICIES GOVERNING THE USE OF COLLEGE OWNED OR COLLEGE RENTED VEHICLES. FAILURE TO COMPLY WITH THESE LAWS CAN LEAD TO SUSPENSION OF AN INDIVIDUAL'S DRIVING PRIVILEGES (please see "Rules and Regulations" in Section 1).

Oberlin College provides a vehicle rental service for students and approved student organizations for use on official College business or in College-sponsored activities. For insurance reasons, personal use of College vehicles is not permitted.

All drivers must be certified by Facilities Operations. The Student Driver Certification process includes among other things, verification of a valid driver's license and complete a motor vehicle record (MVR) check annually. If multiple drivers are necessary for a long trip all drivers must be certified. (See Driver Certification in Section 4 for the complete process)

Students and Student Organizations, are required to submit a work order requesting a vehicle to Facilities Operations via myschoolbuilding.com at least three (3) business days prior to the date of intended use, but after Oberlin College has received MVR approval.

For Student Organizations: the Student Finance Committee Treasurer must authorize the expense with a written approval (SFC 3-part form) completed with billing and trip information, at the time the reservation is placed.

Reservations will NOT be accepted without these completed requirements.

Being an authorized driver of Oberlin College is a privilege, and as such, the College reserves the right to deny or withdraw authorization for any reason.

3. EMPLOYEE USE POLICY

THE DRIVER OF THE VEHICLE IS RESPONSIBLE FOR ENSURING OPERATION IN COMPLIANCE WITH ALL APPLICABLE LAWS AND POLICIES GOVERNING THE USE OF COLLEGE OWNED OR COLLEGE RENTED VEHICLES. FAILURE TO COMPLY WITH THESE LAWS CAN LEAD TO SUSPENSION OF AN INDIVIDUAL'S DRIVING PRIVILEGES (please see "Rules and Regulations" in Section 1)

Oberlin College-owned vehicles or those available for rent are to be used by College employees for College business only.

All drivers must be certified by Facilities Operations. Certification process includes among other things, verification of a valid driver's license and having completing a motor vehicle record (MVR) check annually.

Being an authorized driver of Oberlin College is a privilege, and as such, the College reserves the right to deny or withdraw authorization for any reason.

Oberlin College faculty and staff may rent vehicles for personal use through our negotiated contract with Enterprise Holdings, Inc using contract account #XZ38140. All rentals made using this code must be made in the employees name using their personal financial information and their insurance. More detailed information is available in the "[Business and Personal Travel](#)" document through the College- Related Vehicle Rentals section of the Facilities Operations webpage.

4. DRIVER CERTIFICATION

Only employees and students who have received certification from the College's insurance carrier (through Facilities Operations, or in some cases, through Human Resources or Purchasing and Auxiliary Services) may drive Oberlin College owned/ leased and rented vehicles.

In order to become certified an individual must:

- Submit the required information for a Motor Vehicle Record (MVR) check.
- Be eighteen years of age or older.
- Possess, and present to Facilities Operations, a valid driver's license issued by state or territory within the United States or Canada.
- Have fewer than six (6) points on their driving record (see Table A on page 6).
- Have no chargeable accidents in the last 24 months (see Table A on page 6).
- If multiple drivers are necessary, all drivers must be certified.
- Employees or students in possession of a valid license NOT from the State of Ohio must take and pass a written examination on the Digest of Ohio Motor Vehicle Laws. These are available for study/review online at: <http://www.publicsafety.ohio.gov/links/HSY7607.pdf>

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

Please note the following in regard to the Motor Vehicle Records (MVR) check:

This Driver Certification process is subject to change at any time at the sole discretion of the College.

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

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

5. ACCIDENTS & DAMAGES

For the purposes of this Policy, in the event of an accident while using a College owned or rented vehicle notify the police immediately no matter how minor!

Notify Facilities Operations and/or Oberlin College Safety & Security immediately. Explain to the person answering the call that you are affiliated with Oberlin College and have been involved in an accident while operating a College owned or rented vehicle.

If an accident occurs during normal business hours (8am-4:30pm Mon-Fri); contact Facilities Operations at (440) 775-8445.

If accident occurs after normal business hours; call Oberlin College Safety at (440) 775-8444.

- **DO NOT** leave the scene of the accident until excused by proper authorities.
- **DO NOT** make any statements regarding the accident except to police.
- Complete 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.

The driver is responsible to pay the fines on any traffic or parking tickets incurred while in possession of the vehicle

6. CITATIONS & VIOLATIONS

Operation of the vehicle must be in compliance with all applicable laws and policies governing College owned and College rented vehicles.

Loss of College driving privileges shall result from the following:

- Operation of a College vehicle in a reckless or abusive manner, or while under the influence of a controlled substance.
- Failure of the driver to follow the established rules and regulations governing the use of College owned or College rented vehicles.
- Driver having an accident resulting in a criminal conviction.

This is a non-exhaustive list and the College in its sole discretion may determine to suspend driving privileges for other reasons. The Driver is required to report any Citations/Violations incurred while in possession of the vehicle to Facilities Operations on the Rental Agreement when returning the vehicle.

All fines resulting from Violations or Citations incurred while in possession of the vehicle are the responsibility of the Authorized driver.

7. MOTOR VEHICLE RECORD (MVR) POLICY

Given the following requirements of the Insurance Company, it is imperative that all Students requesting “Authorized Driver privileges” must submit an online application at least ten (10) business days prior to their departure date to allow the Motor Vehicle Record check (MVR) to be completed by the Insurance Company.

As directed by the Insurance Company, Oberlin College policy is that every driver of a College-owned or rented vehicle, or employees using personal vehicles in the course of College approved business, is subject to a Motor Vehicle Record check. (MVR). MVRs will be examined prior to the start of employment, and annually thereafter, at the beginning of each academic year.

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

8. BILLING POLICY

Rental Fees for vehicles are available by contacting Facilities Operations on the first floor of the Service Building, (440-775-8445) or on our [website](#).

Rental Vehicle reservations require the use of a FOAP so that the appropriate departmental or organization budgets can be debited and credited properly.

There are no CASH rentals through Facilities Operations.

Student Organizations requesting reservations must have the Student Finance Committee's written approval complete with billing and trip information, at the time the reservation is placed. Please obtain [SFC form](#).

Individuals scheduled to drive a properly authorized and reserved vehicle must provide at least 24 hours' notice of cancellation to Facilities Operations at (440) 775-8445. A weekend rental must be cancelled on Thursday to not be billed. Failure to call and cancel will result in the billing of that rental to the sponsoring Department or Organization.

Drivers must furnish basic rental vehicle information to Facilities Operations at the time of the vehicle key pickup/sign out. A current, valid Driver's License must be presented to the Administrative Assistant issuing keys. This **MUST** be done each time keys are to be picked up.