



VEHICLE USE POLICY

I. Purpose

This policy will set forth the safety requirements and procedures for all drivers of Marywood University vehicles and vehicles used for University business. The policy's primary purpose is to ensure the safety and well-being of faculty members, staff, and student drivers and passengers.

The proper utilization of University-owned vehicles and the safe operation of personal vehicles on University business could save lives, prevent injuries, minimize the University's transportation costs and reduce liability.

Driving a University vehicle is a privilege, which may be revoked or denied at any time should a driver violate applicable law or the terms of this policy.

Any questions concerning this policy should be directed to the employee's department supervisor, area supervisor, or the University's Fiscal Services Office.

II. Scope and Application

This policy applies to all Marywood University employees, students, or approved volunteers who operate or ride in a University vehicle or a vehicle used for University business.

III. Definitions

University vehicle means any vehicle owned or leased by the University whose primary use is for University business. This definition also includes, but is not limited to, University vans and carts.

University Van Fleet is comprised of 12-passenger vans which the Athletics and Maintenance Departments and Operations manage. These vans are made available for Athletics, Mission Services, Faculty, Staff, and Student Organizations.

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University Carts include any small, motorized utility vehicle, including but not limited to, golf carts, carryalls or ATVs. These vehicles will collectively be referred to as carts.

University Approved Driver is an individual who has successfully completed the minimum driver qualifications and is approved to operate a University Owned Vehicle.

IV. Minimum Driver Qualifications for University Owned Vehicles A.

University Driver Requirements:

1. A current valid state-issued driver's license with appropriate classification for the type of vehicle that will be operated by the driver.
2. .Must be at least 19 years of age and have at least two (2) years driving experience or;
3. Have at least six (6) years driving experience to operate a University vehicle with greater than a seven-passenger capacity (examples are University fleet vans).
4. Have an "acceptable" driving record, as defined by the Motor Vehicle Record Grading criteria.

B. Documentation Requirements:

1. A copy of a current driver's license must be submitted at time of application and a copy will be retained in the driver's personnel driving file by the University's Insurance Liaison. The driver's license must be a valid state issued operator's license as required to operate that assigned vehicle.
2. For Pennsylvania licensed drivers a "Pennsylvania MVR Consent" form must be completed in its entirety and on file with the Manager of Fiscal Services.
3. Motor Vehicles Reports (MVRs) are required for all employees or students operating a University owned vehicle. MVRs produce a history of traffic violations and will help ensure that safe and responsible

individuals are operating vehicles on behalf of the University. The report will be run at the time of driver application and will be retained in the driver's personnel driving file by the University's Insurance Liaison.

4. The "Marywood University Authorized Driver Application and Agreement"

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form must also be completed at the time of application and will be maintained in the driver file while driving privileges are in place.

C. MVR Grading Criteria and Requirements:

1. MVRs will be examined prior to granting of driver privileges and run subsequently every two (2) years thereafter (or at time of driver's license renewal, whichever comes first) to ensure driver's license validity and driver history. This includes but is not limited to employees such as coaches, admissions counselors, faculty members, shuttle drivers, facilities staff members, staff, and students.
2. Applicants who refuse to submit to an MVR screening and/or do not return a completed "Pennsylvania MVR Consent" or other state required MVR consent form will automatically be denied approval to operate any University vehicle. No exceptions will be granted.
3. Any job offer for a position with driving duties shall be contingent upon an MVR meeting the required standards. Continued employment in a position with driving duties also requires an MVR meeting the same standards.
4. Driver applicants with multiple moving violations and/or at-fault accidents will not be approved for University driving privileges. Additionally, no driver will be authorized with "borderline" or "poor" MVR results.
5. Employees/Students with existing driving privileges (not driver applicants), who are discovered through the MVR renewal screening process or self disclosure to have multiple moving violations and/or at-fault accidents, may be subject to progressive- corrective action including but not limited to counseling, mandatory participation in a driver-training program, and loss of the right to operate a University vehicle.
6. If a driver's license is revoked (lost) or suspended for any reason at any time, the employee/student must notify their direct supervisor and the University's Insurance Liaison immediately. The loss or suspension of an employee's driver's license, where driving is an essential function of the job, may result in disciplinary action up to and including termination of employment.
7. The University may consult its automobile insurance carrier on an as needed basis concerning MVR results. The University reserves the right to

refuse approval to any person to drive a University vehicle or a personal vehicle for University business and/or the right to revoke previously granted approval based upon instructions from the University's automobile insurance carrier.

8. Successfully completing the above requirements will provide the individual with the status of a University Approved Driver for two (2)

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years, assuming affiliation with the University maintains and the Driver remains in good standing (see #6 above).

D. Driver Training

In order to understand the responsibilities and techniques for safe driving, all drivers must complete the Driver Safety program videos at time of hire or initial authorization. To maintain driving privileges thereafter, each driver will be required to complete any applicable courses annually. The University reserves the right to assign additional driving courses as needed. The Human Resources Department in coordination with Fiscal Services Department will oversee the course programs and completion.

V. Operation of University-Owned and Rented Vehicles

The following requirements apply to drivers of University-owned and rented vehicles:

1. University Vehicles cannot be loaned, leased or rented to others outside of Marywood University and/or without the explicit approval and permission of Marywood University.
2. Drivers may not tow other vehicles or transport unauthorized passengers.
3. Drivers must observe all applicable traffic laws, ordinances and regulations and use safe driving practices at all times.
4. Drivers must use seat belts and require their use by all passengers in accordance with state law.
5. University Vehicles must not be taken off public roads unless the vehicle is designed for such use.
6. Smoking and/or use of tobacco products is prohibited in University vehicles (Smoke Free Policy).
7. Possession or use of illicit drugs or alcohol while driving, or as a passenger in a University vehicle is prohibited.

8. Drivers shall immediately pull over when directed to do so by a law enforcement official.
9. Drivers shall assume sole financial and legal responsibility for all fines or traffic violations arising out of the operation of a vehicle while on University business.
10. Use of mobile cell phones while driving for texting, emailing, or any

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similar form of communication whatsoever by drivers of a University vehicle or rental vehicles is strictly prohibited.

11. Drivers must remove keys, lock and secure the University vehicle when it is to be left unattended.
12. Valuable equipment/items must be stored in the trunk of the University vehicle; or, if there is no trunk, must be hidden to the extent possible.
13. Drivers involved in accidents must follow the procedures stated in Section VIII of this policy. Drivers must promptly report all collisions, thefts, or vandalism involving University Vehicles to the appropriate law enforcement agency. Upon return to campus, notify their department head and the University's Fiscal Services Office at (570)-348-6283.
14. Drivers must return University vehicles to the assigned location designated by the Maintenance Department.
15. Violations of this policy by any student may be reported to the Dean of Students for appropriate disciplinary action.

A. University Vans

Vans may be provided for primary use by departments (i.e. Campus Ministry, Athletics and Recreation) with ongoing transportation needs. Department heads will be responsible for ensuring that vans are issued for University business only and operated in accordance with this policy. While other University groups may reserve a University Van, but their use will be scheduled according to the following established priorities.

1st Priority- Student Life Experience, -, athletics, Mission Services, Residence Life, Clubs and Organizations.

2nd Priority- Academic Groups- This group includes uses for field trips and off-site classes that require transportation of Marywood University students.

3rd Priority- Other Departments and University Activities

Fiscal Services and Human Resources Department have joint responsibility to receive and review Van License Applications, approve, and authorize University staff, and faculty to drive any University Van.

In order to schedule and use a University Van, the requesting party must be a University Approved Driver (See Section IV) with no less than 6 years driving

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experience. This includes University vans, leased or rented.

- Students are ineligible to drive any University van, leased or rented.
- First-time University Van drivers must complete the Van UE Training prior to reserving the van. To complete this training please contact Human Resources. Front passenger seat should be designated to assist the driver
- Trips should not exceed 250 miles one way in order to reduce driver fatigue.
- No roof-top loads or luggage should be allowed. In—the vehicle, luggage and equipment should not be stored above sea level and should be relatively lightweight.
- The van cannot be used to pull trailers
- All occupants must wear seat belts.

B. Personal Vehicles Used for University Business

Students, staff and faculty using personal vehicles for University business should also observe all the requirements and guidelines within this *Vehicle Use Policy*.

Faculty members, staff, and students have a duty to ensure that a personal vehicle is not being used when the vehicle requires maintenance that affects the safety of drivers and/or passengers or when the maintenance issue violates laws for motor vehicle operation. It is the University's policy that vehicles should be removed from the road when required maintenance either affects the safety of the driver and/or passengers, or when the maintenance issue violates laws for motor vehicle operation and that such vehicles should not be used for University business.

The University does not carry insurance on personal motor vehicles and assumes no responsibility for any damage to an employee's personal motor vehicle, even when it is used on behalf of the University and/or for University business. It is the employee's responsibility to secure and maintain automobile liability, collision and property damage insurance coverage on their personal vehicle when used on behalf of the University and/or for University business.

The minimum personal auto coverage required for a faculty member, staff and/or student using a personal vehicle for University business is:

- a. \$100,000 of bodily injury coverage per person;
- b. \$300,000 of bodily injury coverage per accident;
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- c. \$50,000 of total property damage coverage; or
- d. \$300,000 Combined Single Limit (CSL) of bodily injury coverage and property damage coverage per accident; and e. collision coverage.

C. Carts

Carts are sometimes used to move people and materials around campus or to other campus facilities. The following rules must be observed when operating, or a passenger in, a University cart:

1. The number of passengers in a cart must not exceed the cart's seating capacity. When the cart has seat belts, they must be used.
2. Whenever possible carts should be operated on sidewalks to avoid street traffic. The appropriate speed limit for carts in these locations is 5 mph. In high traffic areas, speed should not be faster than pedestrians walking in the same area.
3. Do not park carts where they block regular traffic paths, building exits, fire department connections, wheelchair ramps or curb cuts, or any other location that may present a hazard.

D. Motor Vehicle Inspections and Maintenance

The Maintenance Department must ensure that all respective University motor vehicles are regularly inspected and receive required maintenance. Approved drivers should

also inspect University vehicles prior to use and upon return to the Maintenance Department for mechanical needs or concerns. Drivers are required to keep the University vehicle clean and in safe operating condition at all times.

1. University vehicles will be maintained in accordance with the requirements of the Pennsylvania State Vehicle Inspection requirements.
2. All University-owned and leased motor vehicles must be inspected prior to use. University vehicles should be removed from the road when required maintenance either affects the safety of the driver and/or passengers, or when the maintenance issue violates laws for motor vehicle operation

VI. Distracted Driving

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Distracted driving is a complex and ever-increasing risk to public safety on roadways. Drivers' use of electronic devices significantly diverts human attention resources away from the driving task. Distracted driving can have a direct relationship with the increased likelihood of vehicular accidents.

Distracted driving activities, include but are not limited to, utilizing a cell phone or other mobile technology, reading, typing, locating directions, eating, drinking, smoking, and/or searching for belongings. Drivers, of University vehicles or while driving on behalf of the University, are strongly encouraged to avoid these activities.

No pets are permitted to be in any University vehicle (unless otherwise permitted by law) and/or personal vehicle being used for University business while the vehicle is being driven.

Drivers are to use good judgment when driving on behalf of the University.

Driver fatigue should be monitored closely, and driving should be adjusted accordingly if a driver is too fatigued to operate a motor vehicle responsibly.

VII. Mobile Technology Use While Driving A University Vehicle or a Personal Vehicle on University Business

Use of mobile technology devices such as cell phones, laptops, personal digital assistants, smart watches, navigation systems, and portable digital audio and video players have been shown to distract drivers and increase the risk of motor vehicle accidents.

Anyone using a motor vehicle for University business should abide by these guidelines:

1. Employees/students should comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones. [The Governors Highway Safety Association maintains a list of state and local restrictions on cell phone use (www.ghsa.org).]
2. Use of cell phones, either hand-held or hands-free is discouraged while driving.
3. Reading or responding to text messages or emails, viewing television, videos or DVDs and inputting data into laptop computers or personal digital assistants is strictly prohibited while driving.
4. Unless necessary to make an emergency call, avoid using a cell phone to make calls until the vehicle is parked or have a passenger use the cell phone. If it is necessary to make an emergency call, please make every

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effort to park the vehicle in a safe location before making the call.

VIII.Accidents

In the event of an accident involving a University vehicle and/or involving a personal vehicle being driven on University business, the driver should adhere to the following procedures with the understanding that failure to stop at an accident scene in which a University vehicle or a personal vehicle on University business is involved in a criminal offense:

1. Call police no matter how minor the incident and request the issuance of a police report.
2. Be honest and truthful in responding to questions from the investigating police officer.
3. In the event of medical injuries, call for medical help and/or 911.
4. Do not leave the vehicle except in an extreme emergency.
5. Drivers may not assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.
6. Report the accident to the Campus Safety Department (570-348-6242) and the head (or designee) of the department as soon as possible.

7. When possible, pictures should be taken and the vehicle not moved until police arrive.
 8. As much information as possible should be obtained at the scene.
 9. Statements regarding an accident should not be given to anyone other than police or University officials.
 10. Regardless of circumstances, admit nothing, promise nothing and do not argue with the other persons involved in the accident.
 11. Do not offer or agree to make any payments for the accident or offer any admission of fault.
 12. When providing information for the insurance report, be specific as to location, time, extent of injuries and/or damage to vehicles and the location and phone number where the driver can be contacted.
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13. Refer all inquiries from any lawyers, parties to the accident, or insurance representatives to the Manager of Fiscal Services.
 14. Secure names, contact information of all witnesses, and provide that information to Campus Safety. If witnesses refuse to give their names, list license numbers of their vehicles where available. If witnesses are not present, obtain names and addresses of the first people to arrive at the scene.
 15. Complete a Vehicle Accident Form, available from Campus Safety, the following business day after return.
 16. MVRs may be verified on a post-accident basis at the discretion of the University.

Resources:

[MVR Form](#)

To view the Accident Report Form, visit Marywood's Form's [Page](#)

History of the Policy:

5/6/2022: The President of the University approved the establishment of this policy as recommended by the Policy Committee of the University at their May 6, 2022

meeting.

5/15/2023: The President of the University approved the establishment of this policy as recommended by the Policy Committee of the University at their May 12, 2023 meeting.

MARYWOOD UNIVERSITY

POLICIES AND PROCEDURES

**Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General
Counsel**

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