

VEHICLE TRANSPORTATION POLICY

(Revised Fall 2018)

I. General Purpose:

The purpose of the Muhlenberg College Vehicle Transportation policy is to clearly provide acceptable usage for all College owned vehicles in order to ensure the highest degree of safety attainable for our students, faculty, and management staff. This policy will outline the proper procedures for various functions related to vehicle usage.

II. Applicability:

This policy applies to everyone associated with Muhlenberg College and on all College-related travel, all vehicles the College owns or leases, and to any rented vehicles for College related business.

III. Travel Destination:

a. Local Travel

Local travel is defined as the Lehigh Valley and surrounding area; not more than 15 miles one-way from the Muhlenberg campus.

General Parameters

1. Any trained and certified student, manager, faculty, staff, or approved College-hired driver may locally drive a vehicle in the college fleet (except 48 and 32 passenger buses, 12-passenger minibus and 12/15 passenger vans in certain instances addressed below).
2. No drivers shall transport more passengers in a vehicle than the vehicle is intended to haul. In most cases this is the same as the number of factory-installed seat belts.
3. All trips must be College related or sponsored.
4. Generally, only employees and students of Muhlenberg College may ride in the College vehicles, with the exception of students from other LVAIC colleges upon presentation of ID. Situations involving the transport of other non-Muhlenberg passengers must be reviewed by the Treasurer's Office before such a trip can take place. Under no circumstances will children under the age of 18 be transported in 12/15 passenger vans, whether College owned or rented.
5. It is the responsibility of the organization sponsoring the trip to secure a trained and certified driver.

b. Travel Outside the Lehigh Valley and surrounding area (in addition to General Parameters previously provided)

Parameters for 48 and 32-passenger bus and 12-passenger minibus

1. Only certified adult College drivers may drive the buses.
2. For travel in the buses, distance should be limited to no more than 70 miles one-way from Muhlenberg's campus. Moreover, while Philadelphia is an acceptable destination, New York City is not. If any questions about the destination arise, please contact the Campus Safety at extension 3110.
3. Drivers employed by the College through the Shuttle Service may provide transportation for Muhlenberg students and employees using the 12-passenger minibus up-to 175 miles from the Muhlenberg campus. Please contact the Shuttle Service Coordinator to request a driver.
4. Trip itinerary and roster must be provided to Campus Safety prior to departure (refer to the College Trip Policy).

Parameters for 15-passenger and 12-passenger vans

1. Any trained and certified manager, faculty, staff, or approved College-hired driver may drive the van.
2. The 15-passenger vans may have as many as 9 passengers (plus the driver). The 12-passenger vans may have as many as 11 passengers (plus the driver).
3. For travel in the 15-passenger and 12-passenger vans, distance should be limited to no more than 70 miles one-way from Muhlenberg's campus. Moreover, while Philadelphia is an acceptable destination, New York City is not. If any questions about the destination arise, please contact Campus Safety at extension 3110.
4. Drivers employed by the College through the Shuttle Service may provide transportation for Muhlenberg students and employees using the 12/15-passenger vans up-to 175 miles from the Muhlenberg campus. Please contact the Shuttle Service Coordinator to request a driver at extension 3449.
5. Trip itinerary and roster must be provided to Campus Safety prior to departure (refer to the College Trip Policy).

Parameters for 7-passenger vans and sedans

1. Any trained and certified manager, faculty or staff, or approved College-hired driver may drive the 7-passenger vans.
2. Students must meet the following additional criteria in order to be able to drive College 7-passenger vans or sedans. Students meeting all of the following criteria will be permitted to drive College 7-passenger vans and sedans up-to 40 miles.
 - a. Students must be at least at Junior rank or be able to prove they have at least 4 years of driving experience.
 - b. The Students MVR must not list any violations or preventable accidents.
 - c. Student must complete a driver safety program administered by the Campus Safety Office.

3. The 7-passenger vehicle and the sedan may have, in addition to the driver, as many as 6 passengers and 4 passengers, respectively.
 4. No driver may drive for more than 8 hours out of any 24 hour period.
 5. Trip itinerary and roster must be provided to Campus Safety prior to departure (refer to the College Trip Policy).
- c. International Travel
1. Travel abroad for credit programs should be coordinated through the Global Education Office.
 2. The Treasurer's Office should be consulted for all other international travel that is not part of a credit program.
 3. Public transportation must be used for all travel while abroad. Vehicles are not to be rented for travel while abroad. The only exception to this policy is for travel to Canada.

IV. Driver Training:

Policies related to 15-passenger, 12-passenger and 7-passenger vehicles

1. Employees wishing or needing to drive a College owned 15-passenger, 12-passenger or 7-passenger vehicle, must go through a formalized driver training program. If you have been driving the College's 15-passenger, 12-passenger or 7-passenger vehicles prior to the implementation of this policy, you must still go through the training and certification process. This also includes any non-College personnel employed by the College as drivers. Drivers must have a minimum of 6 years of driving experience in order to be considered for certification to drive these vehicles.
2. Students who are at least a Junior or can prove they have at least 4 years of driving experience may go through the Driver Certification Program in order to complete one of the steps necessary to be certified to drive the College's 7-passenger vans or sedans.
3. The Driver Certification Program is coordinated and scheduled through the Campus Safety Office. This training and certification is conducted exclusively by the Shuttle Service Coordinator.
3. There are three components to the Driver Certification Program. All must be successfully completed for Certification..
 - a. A record check of the individual's motor vehicle record (MVR) is required. A photocopy of your license must be provided to the Campus Safety Office to begin this process. Individuals with poor driving records may not be allowed to drive or may have restricted driving privileges. Parameters for determining a satisfactory record are defined in the MVR Policy.
 - b. Successful completion of a written driver's examination.
 - c. Successful completion of a driving skills aptitude test.

If any component of the Driver's Certification Program is not successfully completed, the individual will not be permitted to drive the College's 15-passenger, 12-passenger or 7-passenger vehicles. Students which fail to successfully complete all of the steps will not be allowed to drive any College vehicles.
4. The Campus Safety Office will notify the individual of their status once all components are completed.
5. Approval for driving all vehicles lasts for one school year. During the summer, each driver is subject to an MVR check. Upon verification of a satisfactory driving record, approval will be extended for the upcoming school year. Parameters for determining a satisfactory record are defined in the MVR Policy.

Policies related to sedans

In order for employees to drive the College owned sedans, a motor vehicle record (MVR) check must be completed. A photocopy of your license provided to the Campus Safety Office will begin this process. Approval for driving sedans lasts for one school year. During the summer, each driver is subject to a license check. Upon verification of a satisfactory driving record, approval will be extended for the upcoming school year. Parameters for determining a satisfactory record are defined in the MVR Policy.

V. Pre-Trip Driver Inspection:

1. Drivers should complete the Driver Pre-Trip Driver Inspection Checklist prior to departure.
 - a. Headlights
 - b. Brake lights
 - c. Windshield wipers
 - d. Tire pressure
 - e. All locks
 - f. Power windows (where applicable)
 - g. Seat belts (one for each passenger)
 - h. Fuel level

If a problem is discovered, it should be properly documented on paperwork provided by the Shuttle Service Coordinator. Furthermore, if the problem renders the vehicle unusable, then the driver should contact Campus Safety at extension 3110.

VI. Driver Responsibilities:

1. All drivers, upon completion of training and certification, will sign the agreement at the bottom of this Policy stating that he/she has read and understands the policies stated in this document, and that furthermore, he/she will provide the college with written notification of any and all changes to his/her state license status (i.e. the college is to be made aware of any tickets or accidents involving the college driver).
2. Each passenger must wear a seat belt.
3. Driver must follow all posted local and state laws.

4. Driver must ensure the safety of all passengers.
5. If an accident or other incident occurs, which causes harm to College students, staff, or property, the driver should immediately call Campus Safety at extension 3110. This will bring about an investigation report.
6. In the event of inclement weather, the following procedures must be followed:
 - a. **Prior to Departure**
 1. During normal business hours, the Shuttle Service Coordinator (Athletics Business Manager) will determine if the vehicle is to be used for that day or evening. After hours, the individual driving the vehicle must confer with Campus Safety in situations where he or she is unsure.
 2. If it is determined that the vehicle will not be operated, the trip must be cancelled or alternate means of transportation must be employed.
 - b. **During Operation**
 1. If during the course of the trip it is determined that conditions are unsafe for travel, a representative from Campus Safety Office will contact the driver and either ask them to return immediately or to cease operation of the vehicle and College representatives will come to assist.
 2. Since weather conditions may vary within a short distance, the driver should use their best judgment to determine driving conditions. If they feel unsafe at any time, Campus Safety should be contacted immediately.
 3. College drivers must not engage in activities that might divert their attention from driving. Examples of such activities include using a cell phone, texting, eating or listening to music through headphones.

VII. College Vehicle and Driver Reservation Process:

1. Reservations for College vehicles and/or certified College drivers must be made with the Shuttle Service Coordinator.
2. It is suggested that prospective users contact the Shuttle Service Coordinator as early as possible to help ensure that your reservation can be honored. Since there are only a limited number of vehicles, requests are filled on availability and first-come, first-served basis.
3. Keys and Driver Pre-Trip Driver Inspection Checklist are to be picked up in the Shuttle Coordinator's Office. At no point should a driver be talking or texting on a cell phone while in operation of the vehicle. If a situation arises where a call or text must be made, either the driver needs to pull the vehicle over to a safe spot off the road or ask a passenger to handle the call.
4. If a larger vehicle is needed, it is the responsibility of the Shuttle Service Coordinator to make the reservation.

VIII. Rental Vehicles

1. Approved drivers may rent vehicles for College business purposes. The Purchasing Department should be consulted for a list of preferred providers.
2. Contracts for rental vehicles must list Muhlenberg College as the renter with the employee's name listed as an approved driver in order to for College automobile insurance to apply.
3. Drivers are encouraged to consider whether it is more expensive to rent a vehicle or to drive their personal vehicle and seek reimbursement for mileage.
4. Drivers may be considered responsible for rental vehicles kept over weekends or after hours.
5. All other elements of the Policy also apply to rental vehicles.

IX. Payment and Billing

2. The billing of mileage and other associated costs will be handled through the Shuttle Service Coordinator . The payroll of college-hired drivers will be handled through the Campus Safety Office.
3. Students do not have to be on work-study to be eligible to be a driver.
4. If a work study is used as a certified driver, work study budget dollars can be used. However, because of the difference in pay, the student must contractually be listed as an office employee or a vehicle driver. The work-study budget line should be used for the check requisition.
5. The Shuttle Service Coordinator will directly bill the account number provided on the Vehicle Reservation Form for vehicle mileage.

X. Departmental Responsibilities:

1. Shuttle Service Coordinator
 - a. Receive all requests for vehicle usage
 - b. Distribute keys, cell phone, Driver Pre-Trip Driver Inspection Checklist
 - c. Determine, prior to trip, if vehicles will be used during inclement weather.
 - d. On-call person for emergencies.
 - e. Bill for mileage.
 - f. Provide Plant Operations a schedule of usage.
 - g. Contact Plant Operations for needed vehicle maintenance.
6. Plant Operations
 - a. Handle all service needs and requests of the vehicles.
 - b. Ensure that the vehicles are safely equipped and prepared for transportation.
7. Campus Safety
 - a. Payroll for College-hired drivers.
 - b. Discontinuing vehicle service during inclement weather.
 - c. The Shuttle Service Coordinator will handle all driver training and instruction.
 - d. The Campus Safety Office maintains a list of current certified drivers.

4. Campus Safety
 - a. Liaison to vehicle driver during trip.
 - b. Discontinuing vehicle service during inclement weather.
 - c. Provide transportation support if vehicle service is cancelled during trip due to inclement weather or emergency.
 - d. The department requesting vehicle services is responsible for the payroll of student drivers.

XI. Insurance Information:

The College maintains an automobile insurance policy for all College owned and College rented vehicles. Rented vehicle contracts must be in the name of Muhlenberg College in order to be covered under the College's automobile insurance policy.

XII. General Information:

1. Any time college-owned vehicles travel, the College Trip Policy must be followed. It provides specific directions for protocol, emergencies, and general guidelines with any trip.
 2. College Trip Policy is available through the Campus Safety Office and by visiting the Student Policy and Resource Guide at https://www.muhs.edu/main/aboutus/deanst/services/student_guide.html
3. Campus Safety must be provided a list of travelers, destination, time of departure and arrival, vehicle company if a larger bus is used, contact person and numbers—all prior to departure.
4. In the event of an accident or traffic violation, the driver's (student, faculty, staff, or other) driving status will be temporarily and immediately suspended until a full investigation of the incident has taken place. Once the investigation is completed, the driver will be notified of their driving status as it pertains to Muhlenberg College.
5. Local transportation companies we use include:
 - Levy Bus Transportation (610) 434-5110**
 - Trans-Bridge (610) 868-6001**
 - Bieber (610) 433-2227**

List of Important Names and Numbers

Shuttle Service Coordinator (Steve Goosley) Cell Phone (610) 442-0906
 Campus Safety – Emergency (484) 664-3110
 Campus Safety – Non-Emergency (484) 664-3112

College Driver Agreement

I have read the foregoing Vehicle Transportation Policy and understand it. Any questions that have arisen or occurred to me have been answered to my satisfaction.

I have executed this Agreement intending to be legally bound.

 Signature of Driver

 Driver's Name (Please Print)

 Date