

GUIDELINE: 2-16

SUBJECT: UNIVERSITY VEHICLES

PURPOSE: TO PROVIDE INFORMATION TO BRENAU EMPLOYEES CONCERNING THE RESPONSIBILITIES ASSOCIATED WITH THE USE OF UNIVERSITY VEHICLES.

A. DRIVER ELIGIBILITY

1. The driver must possess a valid Georgia driver's license.
2. The driver must be at least 25 years of age.
3. The driver must complete and pass an MVR check (Form available in the Office of Human Resources, or the Office of the Senior VP for Administration/CFO).
4. The criteria for being approved to drive a university vehicle typically consists of having no more than three moving violations within the last three years, no more than two accidents within the last three years, and no DUI's within the last five years. A combination of incidents listed above may be a disqualifying event.
5. Anyone who operates a university vehicle must submit to a program of random drug testing (Refer to FSG 1-08 H for additional information).

B. DRIVER APPROVAL PROCESS

An MVR check must be completed through the Office of Human Resources or the Office of the Senior VP for Administration/CFO prior to driving a university vehicle. A copy of the proposed driver's valid Georgia driver's license must be presented to HR or Senior VP for Administration Office in order to initiate the request for MVR clearance. The decision as to whether or not the employee is eligible to drive will be directed to the employee's supervisor.

C. RESERVING A UNIVERSITY VEHICLE

Vans:

- University vans are limited to use within a 60 mile radius of the Gainesville campus.
- Students may not be transported in 15 passenger vans; this applies to university owned vans or rental vans. The University vans are designated for the transportation of cargo only.
- Inquiries regarding the use of university vans should be directed to the Director of Facilities or the Facilities Department Office Manager, via email. Vans are reserved on a first come-first served basis. If plans change and the vehicle is not needed, a cancellation should be sent to the Facilities Department Office Manager.

Passenger cars:

- Requests for the use of university cars should be directed to the Undergraduate Admissions Dept.

University owned buses:

- Requests for the use of university buses should be directed to the Athletics Department.
- Refer to Policy PO-ATH-200-17 on the Intranet "Brenau Policies" site for further details.

D. RESPONSIBILITIES OF THE DRIVER

1. Prior to trip departure the driver should conduct a pre-trip vehicle inspection to assure the vehicle is in a "ready" state. Substandard conditions should be corrected prior to departure. It is suggested that the vehicle be post-trip inspected upon returning.
2. Drivers should be well-rested and attentive to driving at all times. Mobile phone usage and texting by the driver is prohibited while the vehicle is in motion. Drivers should limit conversation with other passengers and drive time should be limited to eight hours per 24-hour

- period.
3. Drivers are required to drive at a safe speed based on driving conditions. Drivers should never exceed the posted speed limit. Drivers should always slow down if the roads are wet or icy.
 4. Students may not be transported in 15 passenger vans. The University vans are designated for the transportation of cargo only.
 5. The driver must notify all occupants of the requirement to wear seatbelts at all times.

E. SAFETY CHECKLIST:

A 16-point inspection of each university van is performed each week by the Brenau University Maintenance Office. The van's authorized driver should review the safety checklist (available in each university vehicle) to ensure all of precautions are being taken before, during and after a trip. Before leaving on the trip, the driver should direct questions about the vehicle to the Director of Maintenance. If the driver detects any problems with vehicle operations during the trip, such problems should be noted on the checklist when returning the vehicle. If a major problem occurs during the trip, the driver should take every reasonable precaution to protect passengers and the vehicle, then call Campus Safety and Security at 770-534-6202. Roadside assistance may be summoned by Security as necessary, and arrangements made to return everyone safely to campus.

F. TRANSPORTING STUDENTS

Each student transported in a university vehicle must complete and sign the *Permission and Release Form* prior to leaving campus. The driver of the university vehicle retains one copy of the form; a second copy is to remain on campus with the departmental Office Manager (or another designated member of the department responsible for the activity). Upon conclusion of the trip (assuming there are no incidents), the forms are to be destroyed. If an incident occurs, the forms must be delivered to the Office of the Senior VP for Administration/CFO along with a written report from the driver explaining the incident. (The form is available on the HR website under HR Forms and should be printed and duplicated as necessary. Select the form appropriate to the student's age. Students under age 18 must have a parent/guardian signature).

G. ADMISSIONS VEHICLES

University vehicles leased by the Admissions Department are designated for use in conjunction with new student recruitment. These vehicles are not generally available for use by other offices. For further information regarding these vehicles, contact the Office of the Sr. Vice President for Enrollment Management and Student Services.

H. ATHLETIC DEPARTMENT VEHICLES

The Athletic Department has vehicles used exclusively to transport athletic teams. The vehicles are generally not available for use by other departments, however, inquiries about their use may be directed to the Athletic Director. There is a charge for use of the vehicles, and special driver's skills/licenses are required in addition to those listed in this policy. Policy governing the transport of athletes in the athletic vehicles can be found on the *Brenau Policies* Intranet Website, listed under the Athletic Director.

I. RENTAL VEHICLES (Refer to FSG 2-10)

If it necessary to rent a vehicle for a university function, prior approval is required from the Departmental Budget Manager; the expense for vehicle rental will be charged to the department sponsoring the trip/event. The supplemental insurance offered by the car rental agency must be accepted at the time of rental. This expense is charged to the department sponsoring the event.

Only drivers who have been approved via the process outlined earlier in this document are authorized to rent a vehicle using university funds. Expenses for a rental car with an unauthorized driver will be declined by the university. Refer to FSG 2-10 for Travel Regulations and Reimbursements for additional information.

J. EMPLOYEES INVOLVED IN A VEHICULAR ACCIDENT

Employees who are involved in an accident while operating a university vehicle will be subject to drug screening under our drug-free workplace policy (Refer to FSG 1-08 C, J and FSG 4-02).

K. GOLF CARTS OPERATION & SAFETY

It is the policy of Brenau University to protect our employees, equipment, facilities, and grounds. Employees (including student employees) operating golf carts must be trained in the safe operation of the golf cart, authorized to drive the vehicle, and constantly be aware of others when driving in the workplace. Golf carts are to be used only for work related reasons on the campus of Brenau University. All university owned golf carts will be checked annually by the Dept. of Facilities & Logistics to assure that they are in good operating order and in compliance with State and local laws. Maintenance records will be maintained by the Dept. of Facilities & Logistics. Supervisors are responsible for designating which employees in their departments may seek authorization to operate golf carts, and for record keeping and the necessary updating of authorizations.

1. Only authorized employees (including student employees) may operate a golf cart on the Brenau campus. The Office of the Senior VP for Administration/CFO issues approvals to individuals seeking authorization to operate a university golf cart (Refer to A above).
2. Approval is granted to employees for the duration of employment; student employees must be approved annually.
3. Basic rules of operating and maintaining golf carts can be found on the Brenau Policies Intranet site (Policy # EVP-FL-700-05 under Facilities & Logistics).