Department of Public Safety

COLLEGE POOL VEHICLE PROCEDURES

OVERVIEW:

Purpose of Pool Vehicles:

Due to the limited number of pool vehicles, Anna Maria College is unable to provide vehicles at every request. Pool vehicles are available for the exclusive use of academic and administrative departments in order to facilitate essential College business.

- **Reserving a Pool Vehicle:**

1. All pool vehicle reservations are made by contacting Physical Plant during normal business hours at **ext. 463 or workorder@annamaria.edu**. In order to serve the needs of the community with this limited resource, all reservations should be made with 5-7 days advance notice.

2. Vehicles generally may be reserved for a maximum period of 24 hours. In exceptional circumstances, reservations for a longer term will be accommodated.

3. A Faculty Member or an Administrator must make reservations. Reservations may never be made at the request of a student.

4. For the purposes of clarification, this policy includes all pool vehicles regardless of ownership inclusive of vehicles owned by Physical Plant and Athletics. Vehicles typically reserved by members of the college community are the 12 passenger van, the 7 passenger van, the Ford Taurus and the Ford Fusion.

- **Conditions for Use:**

1. Departments and student organizations that use pool vehicles shall identify the driver, the vehicle's intended destination and the purpose for the trip. This information shall be recorded on the College Vehicle Usage form.

2. The driver of the vehicle must be listed on the Certified Drivers List and is the only person allowed to pick up the vehicle keys. The keys are generally kept at Physical Plant; however special after hour's accommodations may be arranged with Public Safety with at least 48 hours advanced notice.

3. All college pool vehicles are parked on the Freshman Parking lot side of Fuller Gym, and must be returned to that location upon completion of the trip. Failure to return any vehicle on time and to the proper location may result in the loss of pool vehicle driving privileges.

4. The driver must be credentialed and complete the College Vehicle Usage form. The driver must conduct a preventative maintenance and safety check of the vehicle prior to departure.

5. After use, the driver must fuel the vehicle and record the number of gallons on the College Vehicle Usage Form. The sheet, with the amount of fuel put into the vehicle, must be turned in to Physical Plant when returning the keys. The vehicle should be left with no less than one half tank of fuel.

6. Permission to operate College vehicles can be temporarily suspended by Public Safety, Student Affairs, Residence Life and a Department Supervisor pending an investigation into the violation of the Pool Vehicle policy, a motor vehicle accident, or any violation of college policy.

7. Should weather be inclement, or forecasted to be inclement, to the point that travel becomes dangerous, travel shall be suspended on and off campus for pool vehicles. The determination of inclement weather will be made by the Chief of Public Safety in advance when possible. Should weather conditions change rapidly and become inclement, the Public Safety Department senior officer-in-charge will make the decision. Indications that travel has become dangerous may include snow covering on roadways, icy conditions, heavy sleet or rain.

8. Pool vehicles may not be used for personal business or pleasure.

- **Driver Qualifications:**

1. A driver must have a valid (not expired) license, and be an Anna Maria College employee or student.
2. All potential Drivers must successfully complete a College Vehicle Certification Test at least one week prior to requesting the use of a pool vehicle.
3. Drivers must complete a Drivers Credential form obtained through the Public Safety Office and consent to having their driving records checked with motor vehicle registry records. The Anna Maria College reserves the right to refuse driving privileges based on driver history. Furthermore, an employee or student will be required to pass a practical driving exam (i.e. cones, backing, etc.) conducted by at the discretion of the Public Safety, before being allowed to operate a pool vehicle.

4. All drivers must read and adhere to the College's "Vehicle Operation Guidelines". A copy will be provided upon application to drive.

- **<u>Vehicle Operation Guidelines:</u>**

1. **Preventative Maintenance and Safety Check Sheet** – The Preventative Maintenance and Safety Check Sheet must be completed prior to driving a pool vehicle. The amount of fuel put into the vehicle after use must be noted on the sheet and the sheet must be turned Physical Plant when returning the vehicle and keys. Failure to do the inspection or turn it in may result in loss of driving privileges. Vehicle deficiencies found in the inspection shall be reported to Physical Plant.

2. **Accidents** – See Paragraph VI for what to do in case of an accident. If an accident is found to be the fault of the operator of the College vehicle, permission to drive in the future may be terminated.

3. **Speed** – The maximum speed for College Vehicles is the posted speed limit. The speed limit on campus is 20 mph.

4. **Drugs and Alcohol** – Drugs and alcohol must not be consumed or transported in College vehicles. Any student or employee found operating a vehicle under the influence of alcohol, medication that induces drowsiness, or drugs will have their driving privileges revoked and may face criminal charges. A driver shall not consume alcohol 12 hours prior to driving an Anna Maria College pool vehicle.

5. **Occupancy** – Total occupancy, to include the driver, shall not exceed the number of seat belts. Up to 15 passengers may be transported with a Class D License; otherwise, a Class C License is necessary.

6. **Cargo** – Baggage and equipment should be kept in the trunk or as far back in the vehicle as possible to prevent them from becoming dangerous projectiles.

7. **Seat Belts -** Massachusetts has a mandatory seat belt law and the College requires that all occupants must use their seat belts. The driver must ensure all passengers of the vehicle are wearing seat belts. The seat belts must remain fastened until the driver has reached the destination. The driver should visually check as well as verbally inform the passengers.

8. **Distractions** – There should be no loud music, throwing of objects, or other driver distractions. Mobile telephones to make calls or text messaging may not be used by the driver when the vehicle is in motion

9. **Signals** – Turn and lane change signals must be used to signal the driver's intentions.

10. **Speed bumps and pot holes –** The driver must slow down and use caution when driving over speed bumps or pot holes. A van should be brought to a complete stop before proceeding over a speed bump. This will avoid damage to College vehicles as well as preventing jolts to passengers in the rear of the vehicle where the jolt is five times greater than in the front.

11. **Forward / Reverse Motion –** Most vehicle accidents occur while traveling in reverse. Avoid backing whenever possible, such as by choosing pull-through parking spaces. When reverse travel is necessary, proceed slowly and use the assistance of your passengers. Whenever possible, use a ground guide to assist you while backing and while moving through pedestrian areas.

12. **Weather Conditions –** If it is raining, it is recommended that you lower your driving speed under the posted limit. Roads are most slippery at the start of rain. Surface oil and grease form slick films that are not washed away until after 20-30 minutes of hard rain. Strong winds also make steering difficult. In such conditions, speed should be decreased, the driver should have both hands on the steering wheel, and be alert for other vehicles swerving into his/her path. The driver may opt to pull over until adverse conditions have passed.

13. **Trips -** When there is more than one vehicle traveling to the same destination, the "excursion coordinator" (coach, professor, director, etc.) will be in the last vehicle. Each driver should keep track of the vehicle traveling with him/her. When three or more vehicles are traveling together, and the driver detects that the driver to his rear is missing or has developed problems, the driver in the forward vehicle must immediately turn on hazard flashers, flash his headlights on and off, and sound his horn to the vehicle in front to signal a problem, then pull over to a safe location (note: a curving exit ramp or an area of low visibility is not a safe location). The driver should have passengers get out of the vehicle and away from the road. This procedure should be repeated for all vehicles. NEVER BACK UP ON A HIGHWAY. Determine the nature of the problem and take appropriate action. Finally, when arriving at the destination or returning to campus, all drivers must wait and check in with the excursion coordinator or sign in at a location pre-designed by the excursion coordinator.

a. It is recommended that the excursion coordinator bring a first aid kit as College vehicles are not equipped with such.

b. Prior to any excursion that exceeds a fifty-mile round trip, the excursion coordinator with assistance shall conduct an inspection of lights, directionals, seat belts, wipers, mirrors, and horn, as well as testing brakes and steering.

14. **Mechanical Problems** – All actual or suspected mechanical problems must be reported immediately to the Anna Maria College Physical Plant. There is also a College owned AAA card in the glove box of each vehicle for situations that may be remedied in that manner.

15. **Seat Removal** – Only the Physical Plant is permitted to remove or replace seats due to liability reasons.

NOTE: Any person found using a vehicle improperly may have their privilege to drive pool vehicles revoked.

- **Accidents:**

A. For all accidents:

1. Safely stop at the scene. If there is an emergency, call "911," or the local police department. Have passengers get out of the vehicle and away from the road, exiting from the side away from traffic if possible.

2. Remain as calm and courteous as possible.

3. When safe to do so, notify Anna Maria College Public Safety at (508) 849-9010. All accidents, no matter how minor, must be reported on a College incident report form. Copies of these forms are available at Public Safety and Physical Plant.

4. Do not discuss the accident with anyone other than police and College Officials except to obtain driver, vehicle, insurance carrier, and witness information.

5. Acknowledge only facts to the other driver and avoid telling the other driver that you or the College is at fault for the accident. Be courteous and avoid confrontational language like "fault" and "blame." Be sure to provide Anna Maria College Public Safety with your written report when you return to campus. They will in turn notify the Director of Physical Plant and the Insurance Office.

6. In the event of bodily injury…

a. Make absolutely certain that police are informed that there are injuries.
b. Keep the injured warm and still. Never move a person unless life threatening conditions exist.
c. If the injured is taken from the scene for medical treatment, find out where and by whom.
d. Notify Anna Maria College Public Safety at (508) 849-9010 so that the injured party's family can be contacted.

- **Breakdown Procedures:**

A. If the vehicle should break down on the road, the driver should:

1. Notify the Anna Maria College Public Safety Officer On Duty (508) 849-9010

2. Make arrangements to have the vehicle towed to the nearest garage.

3. Make arrangements for alternate transportation or lodging.

4. If the vehicle has been in accident, the driver must follow the procedures outlined above, in the Accidents section.

B. The Anna Maria College Department of Public Safety:

1. The Senior Officer on Duty should also notify the Chief of Public Safety or, if unavailable, the Director of Physical Plant as soon as possible.

2. The Senior Officer on Duty, after conferring with the Chief of Public Safety, may authorize payment for towing and alternate transportation.

3. Senior Officer on Duty should notify the Director of Campus Life, Dean of Students, and/or other college officials as necessary depending on the circumstances surrounding the incident.

4. Senior Officer on Duty shall file a complete report of action taken and submit report to the appropriate parties per department policy. If the vehicle has been in an accident, the Senior Officer on Duty should contact the Chief of Public Safety as needed. The Senior Officer on duty should also insure that the Director of Physical Plant is notified the following working day. The Director of Physical Plant or his/her designee shall:

a. Make contact with the garage where the vehicle was towed and evaluate the problem. He/she may authorize repairs up to $1000.

b. Make arrangements for the pick up of the vehicle.

c. Make a complete written evaluation of the vehicle with recommendations for future use.

d. If the vehicle has been in an accident, the mechanic must contact the Director of Physical Plant before authorizing repairs.

- **Student Drivers:**

Since students customarily have less driving experience than College employees, the students will be required to sign a form acknowledging that they have read the "Vehicle Operating Guidelines" contained in the Application to Operate Anna Maria College Motor Vehicles and that they agree to abide by these guidelines. The form will also ask the student to record the details of any moving violations or accidents in which he/she has been involved. Based on the information contained on this form and contained on the MVR report (if one is obtained), the student may or may not be authorized to drive a College vehicle.