

CAMPUS MOTOR VEHICLE POLICY AND PROCEDURES		
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Objective

- It is the policy of Case Western Reserve University (CWRU) to operate and maintain its motor vehicle fleet in a manner that is safe, cost efficient and in compliance with all applicable federal, state and local laws and regulations. The motor vehicle fleet is defined to include all vehicles owned, leased or rented in the CWRU name and will be officially known as “university vehicles.”

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Vehicles Owned by the University

1.0 Vehicle Acquisition Process

- All vehicle acquisitions shall be approved in accordance with the University's financial approval guidelines for equipment acquisitions.
- Specifications for vehicle purchases shall be reviewed by the Vehicle Maintenance Office (located in plant services) and the Offices of Safety Services before they are accepted by the Purchasing Department. Their recommendations for special equipment, vehicle modification and/or operator training related to the safe and legal operation of the vehicle must be included in the final specifications.
- **All passenger seats must be equipped with seat belts.**
- The Purchasing Department shall obtain proper title, registration and license plates. University vehicles may not be operated without proper license plates, evidence of current registration and proof of insurance.
- Ohio law requires drivers to show proof of insurance upon request. An insurance identification card, issued by the Department of Facilities Management and Operations, must remain in the vehicle. Failure to show proof of insurance can result in suspension of driving privileges and monetary fines by the state of Ohio
- The CWRU Vehicle Maintenance Office will inspect newly acquired vehicles to insure they meet all appropriate specifications. All expenses related to the vehicle preparation process shall be charged to the department (known as the "operating department") which will be operating the vehicle.

2.0 Drivers' Authorization

- Position descriptions, job requisitions, considerations for transfer and other human resources and student employment documents shall include information regarding required potential use of University vehicles.
- All drivers must meet the following minimum requirements:
 - A current driver's license
 - A commercial driver's license with applicable endorsements if required
 - An acceptable driving record
 - Evidence that the authorized driver is 18-years-old

- a. For positions where vehicle use is a job requirement, these are the conditions of employment. All authorized drivers shall remain in good standing on *all* four items. Drivers may periodically be asked to present a current driver's license with proper endorsements.
 - b. The University may require that drivers be re-authorized at any time to assure that drivers remain in good standing on all four items. Drivers are obligated to promptly report, to the University, any change in their good standing as to those four items or any other issue that may affect their driving privileges or their ability to operate CWRU vehicles safely and lawfully.
- As part of the job orientation process, CWRU standards for operating University vehicles will be reviewed with new employees. The CWRU Environmental Health and Safety Department (EHS) shall be responsible for providing the Driver Safety Awareness Program training.
 - Circumstances in which authorized drivers that have or are regarded as having an impairment which may affect their ability to safely operate a vehicle will be addressed by EHS and the Office of Affirmative Action/Equal Employment Opportunity.

3.0 Safe and Authorized Use of Vehicles

- The State of Ohio Law requires **all vehicle occupants** to wear seat belts while the vehicle is being operated.
- In accordance with University policy, at no time shall a University vehicle be:
 - Operated by a person who is under the influence of drugs or alcohol
 - Used to transport illegal substances
 - A location for drugs or alcohol
- University vehicles may only be used with prior authorization to perform tasks for which they are designed and equipped.
- Transportation of chemicals, radioactive material, gas cylinders, medical waste and other hazardous materials shall be in strict compliance with the Department of Transportation, Environmental Protection Agency, Ohio Department of Health, Nuclear Regulatory Commission and other applicable regulations. The Department of Occupational and Environmental Safety must approve all such activities in advance.

- University vehicles shall be turned off and locked when unattended. Leaving a running vehicle unattended is a violation of Cleveland Ordinance 451.06 and section 45111.661 of the Ohio Revised Code.
- CWRU vehicles are to be operated for University business purposes only.
- Eating, drinking or smoking is prohibited in University vehicles.
- Unless otherwise posted, the speed limit in parking lots and on private roads in University Circle is 10 MPH, conditions permitting.
- When passing a cyclist, a minimum of three feet of space between the car and the bicycle must be given in accordance with Ohio law.
- Ohio Motor Vehicles Laws makes it illegal to send or receive TEXT messages while operating a motor vehicle.
 - Some activities, such as texting, take the driver's attention away from driving more frequently and for longer periods than other distractions.
 - Younger, inexperienced drivers under the age of 20 may be at increased risk. They have the highest proportion of distraction related fatal crashes.
 - Nearly half of all U.S. high school students aged 16 or older text or email while driving.

4.0 Maintenance and Loss Prevention

- The vehicle maintenance officer and EHS have the authority to restrict or prohibit the use of any University vehicle for reasons of safety or reliability. It is the responsibility of the operating department to enforce such a restriction until the condition is corrected.
- The operating department is responsible for performing routine minor vehicle maintenance, such as adding oil, changing windshield wiper blades and checking tire inflation. Upon request, the Vehicle Maintenance Office can offer advice in these matters.
- The motor vehicle fleet represents the image of the University. Operating departments shall keep University vehicles clean, both inside and outside.
- The vehicle maintenance officer will schedule a preventive maintenance check for each University vehicle.
- Each operating department is responsible for maintaining appropriate records for their department concerning its vehicles.

- Problems requiring service should be promptly reported to the Vehicle Maintenance Office. All work performed on University vehicles shall be charged to the operating department.
- The location of the keys for University vehicles must be known and approved by CWRU security. A full backup set of keys for each University vehicle shall be maintained at the University key shop. These keys may only be signed out by the operating department, the Vehicle Maintenance Office or CWRU security.

5.0 Vehicle Insurance

- University vehicles are insured through the Department of Facility Management and Operations. Departments may not purchase insurance for University vehicles.
- Operating departments will receive an insurance charge on an annual basis for their vehicles. Insurance premiums are non-refundable.

6.0 Citations Issued to Drivers of University Vehicles

- It is the responsibility of each driver to know and obey the law. All citations received in University vehicles must be reported promptly to the driver's supervisor. Citations are the responsibility of the driver and must be settled promptly. University funds may not be used to pay for citations.
- In unusual cases, a department may elect to appeal or pay for parking violations when an employee has been instructed to park a vehicle where it may be subject to ticketing. However, citations cannot be paid with grant funds.
- Drivers who feel that operating a University vehicle may result in a citation due to a vehicle's condition, load or other reasons beyond the driver's control, should not operate the vehicle and immediately report the situation to their supervisor. If the supervisor fails to take action, the driver may appeal such a situation to the Vehicle Maintenance Office, EHS or the Department of Human Resources/Employee Relations as appropriate. Drivers may not be penalized for reporting such conditions.

7.0 Vehicle Incidents

- A vehicle incident is any event in which a University vehicle is involved, whether it is in motion, temporarily stopped, parked, being loaded or unloaded or being towed which results in personal injury, property damage or loss, regardless of where it occurs, who or what is hurt (including domestic or wild animals), what property is damaged or who is responsible.

- When an incident involving a University vehicle occurs, the driver must follow procedures as outlined in the vehicle incident procedure.
- After an incident has taken place, the vehicle must be inspected and pronounced safe by the vehicle maintenance officer or his appointed designee before the vehicle can be driven.

8.0 Disciplinary Action

- Any violation of the Motor Vehicle Fleet Policy and Procedures may result in disciplinary action against the driver.
- Situations involving University drivers that require disciplinary action shall be resolved through consultation with the driver's supervisor and the Department of Human Resources/Employee Relations. In addition, situations involving facility drivers shall be resolved in consultation with the appropriate dean. Similarly, some situations involving student drivers may require action by student affairs.
- Any vehicle incident which is not promptly reported, involving personal injuries, property damage, a hazardous materials release or a moving violation may be grounds for termination.

9.0 Disposal of University Vehicles

- After receiving approval to dispose of a University vehicle from an officer of the corporation, the operating department shall complete a Surplus Property Disposal form.
- If the vehicle is to be sold to an individual or an outside organization, it shall first be decommissioned by the Vehicle Maintenance Office. All decommissioning costs are the responsibility of the operating department.
- Sales of vehicles to individuals or outside organizations shall be performed with a contract approved by the University Attorney's Office. Only an officer of the corporation may sign the sales contract and the vehicle title.

Vehicles Rented or Chartered by the University

1.0 Rental Vehicle Acquisition

- Renting a vehicle is governed by the CWRU Travel Policy.
- Please Note:

State law requires that drivers operating a vehicle carrying more than 15 individuals (including the driver) must possess a commercial driver's license.

- The chartering of buses requires a contract review by the University Attorney's Office and approval by the Department of Facilities Management and Operations in accordance with the procedures outlined by the University attorney. This includes events sponsored by CWRU involving such vehicles even if CWRU is not directly renting the vehicles.
- Individuals who rent vehicles for University business should follow the procedures outlined in the CWRU Travel Policy to ensure adequate insurance.
- Prior to leaving the rental agency with the rental vehicle, a physical inspection must be made. Any defects must be noted on the rental agreement. Charges made by the rental agency for pre-existing damage that was not noted by the department renting the vehicle will be borne by that department.

2.0 Driver Authorization for Rental Vehicles

- Driver authorization for rental vehicles shall be governed by the Motor Vehicle Fleet Policy and Procedures, the University Travel Policy and by the rental agreement. The most restrictive requirements of any of these documents shall apply.
- As with drivers of University owned vehicles, drivers of rental vehicles be requested to provide evidence of a valid driver's license and an acceptable driving record upon request. (The University's insurance underwriters require this type of audit from time to time.) In some instances, drivers of rental vehicles may also be required to take the Driver Safety Awareness Program offered by EHS. These classes are offered monthly and are pre-scheduled. Pre-registration is required by phone by calling, 216.368.2907.

3.0 Safe and Authorized Use of Rental Vehicles

- All parts of this policy also apply to rental vehicles.
- Drivers of rental vehicles are responsible for adhering to the rental contract.
- Generally, only persons traveling on CWRU business should drive University rental vehicles.

4.0 Rental Vehicle Insurance

- The use of rental vehicles in the United States is covered by the University's automobile insurance policy. Travelers ***should not*** pay for liability, theft, or collision coverage when renting passenger vehicles in the United States for approved University business travel.
- Note:
Traveler renting vehicles outside of the United States should purchase liability and physical coverage offered by the rental company.

5.0 Citations Issued to Drivers of University Rental Vehicles

- Citations issued to drivers of University rental vehicles will be treated according to *Vehicles Owned by the University, Section 6.0* of this policy.

6.0 Disciplinary Procedures Involving Rental Vehicles

- Disciplinary procedures involving rental vehicles will be handled according to *Vehicles Owned by the University, Section 8.0* of this policy.

Vehicles Leased by the University

1.0 Leased Vehicle Acquisition Process

- Departments must adhere to the University's contract approval process prior to leasing a vehicle.

2.0 Leased Vehicles are Considered to be Owned

- All vehicles leased in the University's name are considered owned vehicles. All of the procedures listed under this policy apply to these vehicles except where they are limited by the terms of the lease.

Non-University Vehicles

1.0 Insurance

- Vehicle insurance is the responsibility of the vehicle owner. Drivers using non-university vehicles do so at their own risk and should maintain personal automobile insurance coverage adequate to address those risks.
- Non-university vehicles used as CWRU business, must carry insurance meeting the limits mandated by the state of Ohio (or the state of registry) for liability, uninsured motorists or other required coverages.

Exceptions to the Motor Vehicles Fleet Policy and Procedures

1.0 Exceptions

- Exceptions to this policy and its procedures must be approved by the Vice President of finance and administration.

Case Western Reserve University Vehicle Insurance Request Form

In order to obtain insurance coverage for University vehicles, the following information must be provided to the University's automobile insurance carrier.

Please type or print clearly.

Case Vehicle Number _____

License Plate Number _____

Vehicle Year and Make _____

Body Type _____

Model _____

Vehicle Identification Number (VIN) _____

Purchase Price (If leased, Capitalize Cost) _____

Department _____

Account Number for Insurance _____

Garage Location _____

Number of Seats _____

Weight (If commercial) _____

Region Driven _____

**PLEASE RETURN COMPLETED FORMS TO:
LAURA CORRIGAN
RISK MANAGEMENT
ADELBERT HALL – ROOM #4
Location Code 7016
216.368.4394**

Case Western Reserve University Automobile Incident Procedure

The following procedures should be used as appropriate:

1. Stop at once. Do not create a hit and run situation.
2. Take steps to prevent further accidents – park safely, turn on flashers and pull off to the side of the road if possible.
3. Notify emergency services (911). If needed, notify emergency medical services, the police and/or fire departments. If in the University Circle area, call CWRU protective services, 216.368.3333. Be sure to get the names and badge numbers of the officers responding for your written report.
4. Obtain the license plate numbers of other vehicles involved, the insurance information of the other driver(s), the driver's license information and the VIN.
5. Protect your passengers, your vehicle and/or your cargo.
6. Tactfully, obtain names, addresses and phone numbers of all witnesses. Get the names of all occupants of other vehicle(s) involved.
7. Give other driver(s) your name, license plate number, insurance information, your driver's license information and the VIN.
8. DO NOT admit fault or liability! DO NOT sign anything except the police report. Discuss the specifics of the accident only with the police or your supervisor.
9. Make sure to gather as much information as possible for your written report which you will have to submit once you are back on campus, e.g. road conditions, weather and other factors.
10. In cases involving injury or serious damage, contact your supervisor by phone as soon as possible.
11. Submit a written report to your supervisor as soon as possible. A copy of the report needs to be forwarded to EHS.

Police Report Information

Accident/Incident Reported to Police? Yes No

Were there citations issued? Yes No

Officer's Name _____ Badge# _____

City _____ State _____ County _____

Police Report # _____ Contact Phone# _____

Other Vehicle Info – Party #1

Other Vehicle Info – Party # 2

Driver's Name:	Driver's Name
Owner's Name	Owner's Name:
Address:	Address:
Contact Phone #:	Contact Phone #:
Vehicle Make:	Vehicle Make:
Model: Year:	Model: Year:
License Plate #: State:	License Plate #: State:
Damage to Vehicle:	Damage to Vehicle:
Occupants' Names, Addresses and Phone #'s	Occupants' Names, Addresses and Phone #'s
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
List injuries (If any)	List Injuries (If any)

Witness Information

Name:	Name:
Address:	Address:
Phone #:	Phone #:
Comments:	Comments:

Center for Civic Engagement & Learning

Van Use Procedures

CCEL Certification

CCEL Van Certification Process

The following steps must be taken and completed before a Center for Civic Engagement and Learning (CCEL) van may be reserved or driven. Those certified to drive the vans must abide by all van use regulations as outlined in the Van Use Packet below.

1. Attend CWRU Van Safety Training conducted by EHS. EHS schedules one-hour driver trainings typically on the first and third Thursday of the month at 9 a.m. and 1 p.m. Please call 216.368.2907 to pre-register for the training. Directions to the EHS office can be found on their website. ***Be sure to keep a copy of the form you are given by EHS upon completion of the training.***
2. Download a copy of the CCEL Van Use Packet and read the material thoroughly. This packet includes information about the van reservation process, the van usage rates, automobile incident procedures and the van use contract.
3. Watch the following CCEL Van Training video.
4. Complete the online CCEL Van Certification Test. This is an open book assessment, so you are welcome to refer to the packet and video to answer the questions.

Upon completing the CCEL Van Certification Test, you will be contacted by the CCEL staff to confirm your score and notify you of your CCEL van certification status.

Van Use Regulations

- The CCEL has three vans. The vans were purchased to be used for group community service or service learning projects. Priority for usage is given to CCEL service projects, service learning courses and student groups engaged in community service. When the vans are not in use for service projects, they may be rented for other group activities by CWRU academic departments, University offices and recognized student organizations.
- CCEL vans may be driven only by CWRU students, staff or faculty, all of whom must have completed the certification process below. Those certified to drive the vans must have completed CWRU's driver safety awareness training and CCEL's practice driving session. Drivers must abide by all CCEL van use regulations.

- CCEL vans may only be used to transport CWRU affiliated students, staff, faculty and/or alumni. Multi-day trips must be accompanied by at least two CCEL certified drivers.
- All drivers must follow van safety rules outlined in the contract, including obeying speed limits, rotating drivers on longer trips, no driving between midnight and 6:00am, no cell phone use (talking or texting), and no driving during severe weather conditions.
- The mini-vans can transport seven passengers (including the driver). CCEL vans are not permitted to transport non-CWRU participants (e.g. service site clients or program youth) in the vans.
- The CCEL vans may be operated only by permanent employees of the University and by CWRU students all of whom meet the following criteria:
 - Have a valid driver's license
 - Are at least 18 years of age
 - Have completed CWRU's driver safety training and been certified by the CWRU Department of Occupational and Environmental Safety
 - Have completed the CCEL driver certification process, including the practice driving session
 - Have completed, signed and returned the associated paperwork

Van Reservations

- As mentioned above, priority is given to community service-related requests made by faculty, student service departments and recognized student organizations. Requests for van use for service projects will be accepted beginning at the start of each semester on a first come basis. In the case of scheduling conflicts, priority will be given to:
 - CCEL's ongoing programs
 - Service learning activities linked with academic coursework
 - Service projects
 - Service projects with the largest number of anticipated passengers
- Requests for van use for non-service-related trips must adhere to the following schedule:
 - Advance reservations cannot be confirmed until CCEL has confirmed service learning course for the semester.
 - Reservations for non-service trips that are occurring within the following five days can be confirmed immediately.
 - Reservations for multiple or on-going uses will not be confirmed until the third week of the semester.