



HOBART AND WILLIAM SMITH  
COLLEGES

## **Transportation Policies and Procedures**

### **Guidelines for Hobart and William Smith Colleges Fleet, Lease and Rental Vehicles**

#### **Overview**

The Colleges vehicles are available on a charge-back rental plan for the following types of institutional uses:

1. Educational/Departmental Trips, which are part of students' current course work, departmental professional development activities, or for business trips.
2. Athletic Trips to scheduled athletic events for team members.
3. Established Clubs/Groups, which are part of the development activities, community service activities, enhancement of Student Engagement.

The Colleges Fleet consists of nine (12 passenger) vans and five (5-8 passenger) vehicles and two (4 passenger) vehicles.

The Colleges appreciate your understanding and acceptance of these procedures and policies to maintain a well-kept, attractive, safe, and usable vehicle pool for institutional use.

These policies and procedures apply to all faculty, HWS and contracted staff, and students of the Colleges'.

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## Completing the Certified Driver Program

All prospective drivers must complete the Certified Driver Program which includes the Department of Motor Vehicles (DMV) background screening and a road test. **Additionally, the applicant must be 18 years of age or older with at least 2 years' driving experience.** The process to become a certified driver for the Colleges may take up to 2 weeks, so please plan accordingly.

### Department of Motor Vehicle background screening process

Please note: The cost of the DMV background screening ranges from \$10.00 to \$30.00 per person and may be charged back to the requesting department.

- A department head/professor/advisor must send an email to Pam Pietrusinski, [pietrusinski@hws.edu](mailto:pietrusinski@hws.edu), to request a new certified driver and state the following:
  - Prospective driver's name
  - Department name
  - Name of department contact person
- Applicants/potential drivers will need to present their driver's license to the Finance Office located in Coxe Hall, 2<sup>nd</sup> floor. **The Finance Office will submit the applicant's information to our third-party verification firm, Simpliverified.**
- The applicant/potential driver will receive an email from Simpliverified with a request to complete the DMV Screening Application.
- Simpliverified reviews all application materials and sends email notification to the Finance Office of the screening status, either "Clear" or "Alert".

### Road Test Process

Once your MVR has arrived, it will be reviewed by 3 parties of HWS Personnel.

- Applicants who receive a "Clear" status will receive an email from Pam Pietrusinski, Van Fleet Coordinator at [pietrusinski@hws.edu](mailto:pietrusinski@hws.edu) about scheduling a road test. The Buildings & Grounds Department administers the test and requests at least one (1) weeks' notice for scheduling.
- Applicants who receive an "Alert" status will receive an email from Pam Pietrusinski, Van Fleet Coordinator at [pietrusinski@hws.edu](mailto:pietrusinski@hws.edu) concerning more information about the "Alert". Further information may be requested to make a determination to move forward or not with the certification process.

### Approved Driver Notification

The Van Fleet Coordinator will notify applicants of driver approval status once the documentation review is complete.

Once the potential drivers become certified drivers for the Colleges, they must agree to have their Motor Vehicle Record (MVR) driver background checked annually. The driving test will only need to be successfully completed once. They will receive an email from Simpliverified when the driver background check is to be completed again. Failure to complete the recertification process as directed by Simpliverified may result in the loss of driving privileges.

All certified drivers must immediately notify the Van Fleet Coordinator of any changes to their driving record, including but not limited to moving violations or vehicle crashes. Updated information will be reviewed and may impact the status of the driver's certification standing up to and including loss of driving privileges. Drivers are responsible for all fines, violations and court costs. Drivers must have no more than one conviction or at fault accident within the last year and no consistent pattern, or accidents or convictions.

Should an accident occur in a HWS Vehicle, the incident will be reviewed, and the certified driver may be required to complete the certification process again, up to and including completion of a driver's course and road test.

### Reasons/results to be warned or removed as Approved Drivers

- **Warning verbal/written**, - illegal parking, equipment violation, obstructing traffic, failure to display driver's license
- **Warning verbal/written plus defensive driving course**, -speeding, improper lane change, failure to yield, running stop lights & signs. Note: these can be removed after 5 years of clean record. No fault accidents can also be removed after 5 years of a clean record.
- **Privileges revoked**, -speeding second offense, 2<sup>nd</sup> accident, DWI, DUI, OUI, reckless driving, manslaughter, hit & run, eluding police, any felony, drag racing, driving on a suspended license.

**Driver Acceptability Matrix – Acceptable Driving Record vs. Unacceptable Driving Record**

Number of Moving Violations Within Past 5 Years	Number of Accidents Within Past 5 Years				Number of DUI or DWI Within Past 5 Years
	0	1	2	3	1 or More
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Borderline	Motor Vehicle Report will be checked every 6 months; insurability <u>subject</u> to no deterioration in the record.
Prohibited	<u>Employer</u> must prohibit <u>driver</u> from driving company vehicles or using personal <u>vehicle</u> on company business.

**Driver Selection**

The Driver Certification Program is selective in nature to limit risk exposure to Hobart and William Smith Colleges. The Colleges’ vehicles are only to be reserved and used by those drivers who are qualified and officially certified to drive. The potential driver must be employed by the Colleges or sponsored by a faculty or staff member.

## Drivers' Restrictions – Please read & acknowledge before driving vehicles

### The Following Activities are PROHIBITED:

- Driving under the influence of alcohol or impairing drugs
- Smoking or vaping while in the vehicle
- Vehicles are not to be used to transport furniture or large pieces of equipment; the seats must not be removed.
- Vehicles are not to be used to travel to wineries and/or breweries.
- Food, beverages or pets are not allowed in vehicles. Abusers will incur a \$200 cleaning charge.
- A Colleges vehicle should not be left at an airport or train station parked overnight awaiting the return of the driver. The vehicle pool is too small to have vehicles tied up in the matter.
- Cell phone usage in any way while driving is prohibited. If cell phone access is needed, pull off the road in a safe location.
- Vehicles are not to be used for any type of personal use by employees/students or outside acquaintances.
- Vehicle use is limited to the specified time period and destination listed in the reservation. **The driver shall return the vehicle at the designated reserved time.**
- Travel for student drivers must occur between the hours of 6:00 am and 10:00 pm. There is no exception to this rule, per the insurance.
- Only the driver that is approved and listed on the reservation is to be driving the vehicles.
- All drivers of a colleges vehicle, a leased vehicle or a rental vehicle, are required to adhere to the vehicle pool policies and procedures, HWS Community Standards, State Federal and Local Laws. Drivers reported or seen driving recklessly will have their driving privileges reviewed and possibly revoked.
- Anyone violating the vehicle pool guidelines, Community Standards or Federal, State and Local Laws during a college sanctioned trip will be subject to Colleges' discipline.
- Drivers who receive a ticket for failure to follow motor vehicle laws will be responsible for the payment of the violation.
- If damage occurs to the vehicle, the department will be held responsible and the department will incur a charge, starting at the deductible and/or service and repair invoicing.
- Seatbelts are required.

- For HWS Student drivers for long trips, longer than 5 hours, the group must have at least two (2) fully approved drivers per vehicle. Drivers must rotate driving every 3 hours. An individual driver can only drive a maximum of 8 hours a day.

### **Vehicle Reservation Process**

The Van Fleet Coordinator manages the vehicle reservation process.

#### **Reservation:**

- Complete/Submit the reservation request form at least two (2) weeks prior to trip departure: <https://www.hws.edu/office/conferences/van.aspx>
- Include the approved driver's name for each vehicle reserved.
- Requests are processed on a first-come, first-served basis.
- Requests are to be made by the advisor/professor, no requests should come from students.

**Cancellation:** Contact Van Fleet Coordinator at 315-781-4034 or [pietrusinski@hws.edu](mailto:pietrusinski@hws.edu)  
Notice of cancellation must be received at least one (1) day prior to the reserved time.

Failure to provide timely notification will result in a charge to the department's account.

**Vehicle Return:** Please be mindful of the vehicle return time as another group may have the same vehicle scheduled for use upon return.

**Note:** If for some reason a reserved vehicle is not available for mechanical reasons, the Van Fleet Coordinator or the Head Mechanic will identify an alternative vehicle if available.

### **Vehicle Pick-Up Process**

- **Keys:**
- Only authorized drivers are eligible to pick up the key at the Campus Safety Office on the day and time that the vehicle is reserved.
- Drivers picking up keys are responsible for the vehicle at all times during the vehicle reservation.
- Driver must show a college ID, sign for the key, and record the "out date and time" on the vehicle sign-out sheet.
- **Damage inspection:** Vehicles are inspected daily and any damage found is noted. Drivers are responsible for checking the vehicle before leaving the parking spot. Inform

Campus Safety of any damage before use of the vehicle and they will make note of the damage on the sign-out sheet.

### **Vehicle Return Process**

- **Gas:** Vehicle must be returned with a full tank of gasoline. See “how to Use on Campus Gasoline Pump” details below. If not returned with a full tank, a \$60 fee will be added to the rental cost.
- **Keys:** Keys should be returned to the Campus Safety Office; they will record the “in date and time” on the vehicle sign-out sheet. If the keys are not returned, lost or damaged, the department will be responsible for the cost of replacement.
- **Vehicles must be clean:** When returning a vehicle, please remove all personal or group belongings. Anything left in the vehicle will be discarded. There will be a \$250.00 cleaning fee if left dirty.
- **Parking:** Please back the vehicle into the assigned parking space in Medbery Parking lot, close, lock and secure all windows and doors.
- **Note:** Each vehicle signed out must be returned at the end of the day and time reserved, or an additional daily charge will be added to the rental charge.

### **How to use ON Campus Gasoline Pump:**

1. Insert and remove your fuel key (fuel key is on key ring with vehicle key)
2. Enter your Personal ID Number (PIN) PIN is given to driver when they become certified
3. Enter the current mileage of the vehicle you are refueling
4. Enter 1 for gas, (if diesel is needed, please refuel off campus with highway grade fuel)
5. Take down nozzle
6. Fuel the vehicle
7. Replace the nozzle
8. For problems with the pump, notify Campus Safety at 315-781-3656 or Pam Pietrusinski at [pietrusinski@hws.edu](mailto:pietrusinski@hws.edu)

### **Vehicle Usage Rates:**

- **Round trip mileage LESS than 100 miles:** The rates for vehicles use are \$30/half day (4 hours or less) or \$50/full day (over 4 hours); plus, the cost of refueling gas on campus.
- **Round trip mileage MORE than 100 miles:** The rate is \$0.40 per mile in lieu of the half-day or full day charge; plus, the cost of refueling gas on campus.

- **Fueling charges are placed on your bill.**
- **Non-fueling fee:** If a vehicle is not returned with a full tank of fuel, the department will be charged an additional \$60.00.
- **Cleaning fee:** If a vehicle is returned with a dirty interior, the department will be charged an additional up to \$250.00
- **Future use of the vehicle may be suspended if problems occur more than once.**

### **Vehicle Rental Process**

- All HWS Representatives and/or employees, when renting a vehicle from Enterprise or any other vehicle rental company must use their HWS Corporate Card if one has been issued. If you book on behalf of another person, please request an invoice to be sent to your department for payment via Unimarket. Please return all rental vehicles with a full tank of gas to avoid additional refueling fees. Please contact the Finance Department for further instructions on booking with Enterprise.

## **In Case of Accident OFF-Campus**

### **Step 1: STOP**

- If possible, move vehicle to a safe place.
- Call 911 or local authorities. Give precise location of accident.
- Complete Police Report and ask for a copy of the report.
- Complete accident form provided in the folder in the vehicle to guide exchange information. Give that form to Campus Safety upon return to campus.

**Step 2: Immediately call Campus Safety at 315-781-3656** to report your location, any injuries and vehicle status. You must file a report with Campus Safety. Take photos of vehicles involved or object struck.

NO MATTER HOW MINOR THE ACCIDENT!

**Step 3:** Campus Safety must complete a report with photos for insurance purposes and contact:

- Head Mechanic, Owen Wagner
- Pam Pietrusinski, Van Fleet Coordinator

Campus Safety must complete the accident report and submit to the Finance Office immediately because the accident must be reported within 24 hours of accident.

## **In Case of Accident ON-Campus**

### **Step 1: STOP**

- **Immediately call Campus Safety at 315-781-3656** to report your location, any injuries and vehicle status. You must file a report with Campus Safety.

### **Step 2:**

- Use accident form provided in the folder in the vehicle to guide exchanging information

**Step 3:** Campus Safety must complete a report with photos for insurance purposes, and contact:

- Head Mechanic, Owen Wagner
- Pam Pietrusinski, Van Fleet Coordinator

### **In Case of Vehicle Breakdown**

**Step 1: STOP** – if possible, move vehicle to a safe place. If there are injuries, call 911 or local authorities.

**Step 2: Immediately call Campus Safety at 315-781-3656** to report your location, vehicle status and breakdown issue. Have Campus Safety contact the Head Mechanic, Owen Wagner.

**Step 3:** There is a Roadside Assistance card in each vehicle, please call 1-800-238-6225 and press 3 on card for assistance

**Step 4:** Call Department contact to notify them of incident.

**Step 5:** Wait for further instructions from Campus Safety or Buildings & Grounds.

## **HWS CONTACTS**

Campus Safety	Main Number 315-781-3656
Buildings & Grounds	Office 315-781-3660
Owen Wagner, Head Mechanic	Cell 1-585-703-3934
Ed Collins, B&G	Cell 1-315-719-2850
Pam Pietrusinski, Finance, Van Fleet Coordinator	Office 315-781-4034

## **IF NEEDED!**

**There are Roadside Assistance cards placed in all vehicles!**

The driver would need to call the Business Insurance Claim phone number of 1-800-238-6225 and press 3. The authorized service provider will arrange for roadside assistance. The policy number is listed on the card in each vehicle.

