



## YORK COLLEGE OF PENNSYLVANIA DEPARTMENT OF CAMPUS SAFETY

441 Country Club Road  
York, PA 17405  
Business Line: 717.815.1403  
Dispatch/CIC: 717.815.1314

### Fleet Vehicle Operations Policy and Driver Certification Program

After careful consideration by the College's administration, a risk management assessment and in accordance with policies of the College's insurance carrier, the Fleet Vehicle Safety and Driver Certification program has been established to aid the College in reducing the number of accidents involving York College fleet vehicles (vehicles owned, and/or rented by York College), and to insure the health and safety of the College community in the use of the College's general use fleet of vehicles. This program is designed to provide drivers with a better understanding of college policy regarding fleet vehicle use; to aid drivers by refreshing their knowledge of defensive driving tactics, and to build driving skills in the use of College Fleet vans.

The Driver Certification program involves a one hour fleet safety (classroom) session in which drivers will view and discuss a video presentation, and review the College's policies regarding the use of fleet vehicles. In addition, drivers will attend a road course training session. The road course is designed to build basic driving skills, such as maneuvering around fixed objects, proper use of mirrors, and backing in confined spaces.

This program is required for all students, and non-college personnel who will be driving College vehicles; the program is open to all College employees, and all are encouraged to attend. Currently, college employees are not required to be "Certified" in order to drive fleet vehicles, but, as with all drivers of College vehicles, employees are required to provide operator's license information, are subject to periodic motor vehicle records checks, and must maintain a good driving record to retain authorization to drive a College vehicle. Student driver history checks are conducted annually, usually on the anniversary of the initial check. Driver history checks for faculty and staff are valid for three years.

More information regarding this records check may be found at <http://bit.ly/FleetVehicleServices>.

Sign up for the Driver Certification program at <http://bit.ly/YCPDriverCert> . Please note that classes are limited to six persons. Program offerings are indicated on the form.

The following provisions and policies, in addition to the basic defensive driving skills and techniques used by all good drivers, have been established to reduce the potential of accidents and injuries to members of the College community and those we interact with. All users of College fleet vehicles are to know and abide by the policies and provisions included in this program.

enc: Fleet Vehicle Operations Policy

# Fleet Vehicle Operations Policy

## Policies on Use

### *Policies Governing the Use of College Fleet Vehicles (Overview):*

1. Only authorized / certified drivers may operate College vehicles.
  - a. Must be currently employed by or enrolled at York College of Pennsylvania.
2. All drivers of College vehicles must be familiar with, and abide by, the motor laws of the Commonwealth of Pennsylvania, other states being driven in, and York College policies governing the use of College vehicles.
3. All persons traveling in a College vehicle must wear / use seatbelts at all times.
4. Vehicles are to be secured / locked when left unattended.
5. Smoking, the use and/or possession of alcohol, and the use and/or possession of illicit drugs is not permitted in College vehicles.
6. The use of “RADAR” detectors or other form of speed enforcement detection equipment is prohibited in College vehicles.
7. The use of “Cellular” mobile telephones (of any form or type) by the driver while operating (driving) a College vehicle is prohibited.
8. Trips over 150 miles (one way) from campus are strictly prohibited.
9. Drivers are required to correctly complete all paperwork as specified in the general provisions for use of a College vehicle.
10. Vehicles are to be returned to campus upon completion of authorized/official use, parked in the specified parking lot, and readied for use as specified in the general provisions.
11. **Contact Dispatch at 717-815-1314 and request an Officer to meet you at the van to complete final inspection. Any issues found should be remedied at once or additional fees and/or sanctions may be levied.**
12. Drivers are required to immediately contact the Department of Campus Safety in the event of any accident or mechanical difficulty involving a College vehicle.
13. Drivers are required to notify the Department of Campus Safety upon return to campus of any parking violations, traffic/moving violations, or “minor” damage to/or involving College vehicles.

Failure to comply with these policies may result in driving privileges being revoked.

## Driver Qualification Standards:

1. Current, State issued (or equivalent) operators license.
2. Drivers must be no less than 18 years of age (Due to legal liability, and Federal labor laws – where applicable).
3. Students: Completion of College Fleet Vehicle Safety and Driver Certification program, to include the successful completion of road course (if applicable).
4. Motor vehicle records check (MVR, driver history check).
  - a. Annual check for students.
  - b. Every three years for faculty and staff.
5. Behavior of the driver during certification testing and subsequent use.
6. Behavior and Social Conduct of the driver, both on and off campus.

## **Fleet Safety Responsibilities:**

Drivers of College fleet vehicles are responsible for the following:

1. Properly complete all associated paperwork.
2. Conduct inspection of the vehicle for general condition and safety prior to use.
  - a. Pre-Trip Checklist
3. Follow College policy regarding the fueling of vehicles.
4. Promptly report any and all traffic/moving and parking violations, and damage to the vehicle.
5. Immediately report any accidents, and mechanical problems.
6. Follow College policy regarding the use of fleet vehicles.
7. Insure that vehicle is readied for use upon return.
  - a. Post-Trip Checklist

## **General Provisions**

### *Procedures for Reserving a College Fleet Vehicle:*

Check the online schedule to see if a vehicle is available on the date and time required.

- <http://bit.ly/vanSchedule>

If a vehicle is available, complete the online fleet vehicle request form.

- <http://bit.ly/vanRequestForm>

Please note: Please make vehicle reservations as early as possible, for vehicles will be assigned on a first-come basis.

In the event that a reserved vehicle is found not to be needed, users are to contact the CIC **as soon as possible** so that the vehicle can be rescheduled for others to use. Due to the demand for College fleet vehicles the policy of canceling reservations of unneeded vehicles is mandatory and failure to do so may result in a fine / penalty being assessed. *See Appendix A*

## **Procedures for pickup**

### *Procedures for Picking up a College Vehicle:*

On the day the vehicle has been reserved, the authorized driver is to come to the Campus Information Center (CIC), located in the Student Union lobby to collect keys and related paperwork. CIC personnel will issue the driver:

1. College Vehicle Trip Log
2. Pre and Post Trip Checklist
3. Vehicle keys
4. 1 **EXXON** credit card for fuel purchase.

Unless directed otherwise, College fleet vehicles will be parked on the main campus in the parking lot between the tennis courts and Tyler Run creek. After locating the assigned vehicle, the authorized driver will:

1. Complete Post-Trip Checklist
  - a. Complete a general inspection of the vehicle, checking for general condition (dirt both inside and outside, trash, personal items, etc.)
  - b. Fuel level
  - c. Mechanical problems or damage
    - i. Basic safety check of tires
    - ii. Lighting and turn-signals
    - iii. Mechanical/system warning lights.
  - d. Ensure that vehicle registration and insurance documents are in the glove box or center console of the vehicle.

*Any comments on the condition of the vehicle should be noted on the trip log. Any and all mechanical problems or damage must be reported to Campus Safety immediately so that repairs can be made or a replacement vehicle can be assigned, if available.*

Prior to departing for the trip, the authorized driver must enter the beginning mileage (odometer reading), date, and his/her name on the trip log. This information must be recorded in a legible manner. Failure to complete this information will result in a fee assessment. *Refer to Appendix A.*

**Fueling the Vehicle** – The **EXXON** gas card issued to the authorized driver by the College are to be used for fueling the vehicle. These cards may only be used for purchasing fuel (regular, unleaded gasoline) at an **EXXON** station. Drivers are to record on the back of the gas receipt, the vehicle # and odometer reading. All receipts must be turned in with the Trip log upon returning to campus.

**Maintenance and Mechanical** -- Fleet vehicles are maintained and serviced by the College on a regular basis, but problems may arise while in use. All mechanical problems must be reported to Campus Safety immediately to arrange for repairs or to provide a replacement vehicle, if available. The authorized driver should not make any repairs or contract for services. If a driver would make a repair, and an injury or accident would occur due to that repair, all financial and/or legal liability would fall solely on the driver.

**Accidents** -- In the Commonwealth of Pennsylvania there are legally two types of motor vehicle accidents: *Reportable and Non-Reportable*. A reportable accident involves physical injury to a person, and/or damage to property (in the case of damage to a vehicle - the vehicle must be damaged to such a degree that it cannot be driven safely from the scene). Motor laws of the Commonwealth require that all parties remain at the scene and that the local police be notified immediately; failure to do so will result in criminal charges being filed against the driver. A non-reportable accident is just the opposite; involving no injuries or serious damage to property (a vehicle can be driven from the scene safely). Here, legally, the local police need only be notified if the damage to property has occurred without the owner's knowledge (owner/operator not present).

In the event of an accident, no matter how limited, College policy requires that the driver **must** contact the local police (or other law enforcement agency covering the area) and the Department of Campus Safety immediately. This policy has been put in place so that there is no confusion about reporting requirements for the driver, and to ensure that the College and its insurer will be provided with all necessary information. In the event of a non-reportable accident, where the local police cannot come to the scene due to workload or other constraints, the driver is to notify Campus Safety and then complete an Accident Report form (located in the vehicle with the registration and insurance paperwork). This form must then be submitted to Campus Safety upon returning to campus or as otherwise specified.

**Traffic / Moving Violations** - All traffic and/or moving violations (i.e. tickets) will be the responsibility of the driver AND must be reported to the Department of Campus Safety upon returning to campus. This information, including circumstances, location, violations and citation information should be as specific as possible, and be directed to DCS for review. Failure to report traffic/moving violations will result in the immediate loss of driving privileges and other sanctions.

**Parking Violations** - In the event that the driver of a College vehicle commits a parking violation (receives a parking ticket), it is the responsibility of the driver to pay any and all parking fines and fees. The driver must also notify the Department of Campus Safety of this violation upon return to campus; failure to promptly report such a violation will result in sanctions being assessed.

**Use of Cellular Telephones** - The use of cellular (or similar) telephones by the driver of a College vehicle, while the vehicle is in motion, is strictly prohibited due to numerous local, county and state ordinances and laws, as well as several studies that have shown that such use significantly increase the risk of accidents. While the College/DCS encourages drivers to maintain/possess a “cell phone” as a means of convenience and added safety, drivers are required to pull off of the roadway and park to use these devices.

## **Returning Vehicles to Campus**

### *Returning Vehicles to Campus:*

Upon the completion of use of a College vehicle, the vehicle is to be returned directly to the proper parking lot and space, and prepared for its next use. **The driver is responsible for completing all required paperwork and for the condition of the vehicle upon its return and must insure the following:**

1. The driver must record the ending mileage (odometer reading) on the trip log. Failure to complete odometer readings will result in a fine/penalty being assessed. *See Appendix A below.*
2. The vehicle is to have not less than one half (1/2) of a tank of gasoline. Failure to return vehicle without a full tank of gas will result in a fee being assessed. *See Appendix A below.*
3. All trash and personal items have been removed from the vehicle. Failure to return vehicle in clean condition will result in a fine/penalty being assessed. *See Appendix A below.*

4. All dirt is brushed from the interior of the vehicle. If this condition can not be cleaned by the driver, it is to be noted on the trip log so that the vehicle can be professionally cleaned and readied for its next use.
5. Any mechanical / system warnings are to be noted on the trip log.
6. Any minor damages or maintenance needs are to be noted on the trip log.
7. **Contact Dispatch at 717.815.1314 and request an Officer to meet you at the van to complete final inspection. Any issues found should be remedied at once or additional fees and/or sanctions may be levied.**
8. The driver must place all completed paperwork, gas receipts, credit card(s), and keys and associated information with the trip log form, and place it in the drop box located at the CIC immediately upon returning to campus.
  - a. This procedure has been established to insure that the driver limits his/her liability for the vehicle, and to insure that the vehicle will be available and ready for its next use.

Failure to complete any of the required procedures will result in additional fees and/or sanctions.

# Appendix A: Fee Schedule

**Table 1: Fee Schedule**

<b>Description</b>	<b>Fee</b>
1. Failure to return vehicle in clean condition.	\$15.00
2. Failure to complete or turn in required paperwork, receipts, credit cards, key, etc.	\$20.00
3. Failure to complete odometer readings.	\$25.00
4. Failure to cancel reservation.	\$25.00
5. Failure to return vehicle without full gas tank.	\$50.00
6. Maintenance and Misuse Fine (i.e., leaving lights on, draining vehicle battery, leaving vehicle unsecure, other vehicle damage, and other occurrences not specified.	\$50.00

## Appendix B: Quick Reference Guide

Table 2: Quick Reference Guide

Step	Location/Instruction	Additional Info
1. Complete required motor vehicle records check	Deliver to Campus Information Center, located just inside the lobby of the Student Union.	Background check takes from two weeks up to 30 days to complete. Drivers will not be authorized to operate any of the fleet vehicles until this step is completed.
2. Register for Van Certification Course	Campus Safety Webpage under Services and Programs / Services / Fleet Vehicle	Schedule is posted Campus Safety Fleet Vehicles webpage.
3. Complete a Van Reservation form	May be obtained at the Campus Information Center	Return to the Campus Information Center
4. On the day of the trip, visit the Campus Information Center	<ol style="list-style-type: none"> <li>1. Obtain and complete the trip ticket.</li> <li>2. Obtain vehicle keys and gas card.</li> </ol>	Complete contact and trip location information on the trip ticket. Tear off yellow copy and give to dispatcher.
5. Inspect vehicle	Conduct a basic safety check of the tires, lighting and turn-signals, and mechanical/system warning lights.	Mechanical issues or damage must be reported to Campus Safety immediately.
6. Record Odometer Reading	Record the odometer reading on the vehicle trip ticket prior to departing.	Failure to record odometer readings will result in a \$25 fine being assessed to your bill.
7. Upon returning:	<ol style="list-style-type: none"> <li>1. Fill up the gas tank</li> <li>2. Record trip ending odometer reading.</li> <li>3. Ensure that all garbage and belongings have been removed from the vehicle.</li> </ol>	<ol style="list-style-type: none"> <li>1. Failure to refuel the vehicle will result in a \$50 fine being assessed to your bill.</li> <li>2. Failure to record odometer readings will result in a \$25 fine being assessed to your bill.</li> <li>3. Failure to return the vehicle in clean condition will result in a \$15 fine being assessed to your bill.</li> </ol>
	Contact Dispatch at 717-815-1314 and request an Officer to meet you at the van to complete final inspection	Any issues found should be remedied at once or additional fees and/or sanctions may be levied.
8. Return all paperwork, vehicle keys, and gas card to the Campus Information Center	Finish completing the vehicle trip ticket	Failure to complete paperwork and return all keys and gas cards will result in a \$20 fine being assessed to your bill.



## **PRE-TRIP CHECKLIST**

<input type="checkbox"/>	■ General inspection – Note condition of vehicle if dirty, etc.
<input type="checkbox"/>	■ Fuel Level – Note level of fuel if less than ½ of a tank.
<input type="checkbox"/>	■ Note mechanical issues or damage
<input type="checkbox"/>	○ Basic safety check of tires
<input type="checkbox"/>	○ Lighting and turn-signals
<input type="checkbox"/>	○ Mechanical/system warning lights
<input type="checkbox"/>	■ Ensure vehicle registration and insurance documents are in glove box or center console.
<input type="checkbox"/>	■ Record odometer reading (beginning mileage for your trip).

## **POST-TRIP CHECKLIST**

<input type="checkbox"/>	■ Vehicle returned to proper parking lot and space.
<input type="checkbox"/>	■ Record ending odometer reading.
<input type="checkbox"/>	■ Fuel Level – Not less than ½ of a tank.
<input type="checkbox"/>	■ All trash and personal items have been removed.
<input type="checkbox"/>	■ All dirt brushed from the vehicle.
<input type="checkbox"/>	■ Note any mechanical issues or system warning lights on trip log.
<input type="checkbox"/>	■ Contact Dispatch at 717.815.1314 or final inspection...do not leave the vehicle.
<input type="checkbox"/>	■ Turn in keys, trip log, EXXON credit card, and any receipts to the CIC.