NORTH PARK UNIVERSITY
FLEET VEHICLE POLICY

The North Park University Fleet Vehicle Policy is based on the conviction that the well-being of our employees and students must be one of the major considerations in all of our operations and University functions. Our employees and students are our most important asset, and their safety is one of our greatest responsibilities. Our Fleet Vehicle Policy is put in place to prevent accidents and to insure the personal safety of our people.

Every employee and student who accepts the responsibility to operate a motor vehicle owned, leased or rented by North Park University should consider safety as a fundamental part of his/her responsibility.

North Park University maintains a fleet of vehicles that are available for use by authorized employees and students for official North Park University business only. Smoking is prohibited in North Park University vehicles. Pets are not allowed in University vehicles.

1. The driver of a University vehicle is responsible for the vehicle and its occupants. The driver should be familiar with the principles of the safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving privileges.

2. University owned vehicles along with leased and rented vehicles being used for University business are to be driven only by "registered" North Park employees and students. To qualify, faculty, staff and students must be registered with the Office of Campus Security.

NORTH PARK DRIVER REGISTRATION

To drive a car or mini-van:

- You must have a valid driver's license.
- Provide a certified copy of your motor vehicle driving record from your home state (must be obtained annually). Our insurance carrier will obtain driving records for faculty and staff.

To drive a full size van:

- You must have a valid driver's license.
- Provide a certified copy of your motor vehicle driving record from your home state (must be obtained annually). Our insurance carrier will obtain driving records for faculty and staff.
- Pass the North Park University on-line driver safety test.
- Pass the North Park University road test.

Freshmen are not allowed to drive a University vehicle unless they are working in a paid position on campus.

Driver registration and testing is handled by the Office of Campus Security.

PROCEDURES FOR CHECKING OUT AND USING A UNIVERSITY VEHICLE

Reserving a fleet vehicle can be made by contacting the Campus Security Magnuson Office and filling out a reservation form. All reservation forms must be signed by a Department Director prior to approval.

In order to assure a high level of customer satisfaction on a consistent basis, it is important for each user of a University fleet vehicle to use the following management procedures:

- Make reservations as far in advance as possible and ONLY request the size vehicle that you will need. With the price of fuel, you will only be allowed to use a vehicle that will safely accommodate the number of passengers in your travelling group. Special consideration will be given to groups that will have baggage or equipment.

- Pick-up the mileage card and your set of keys at the Campus Center Desk.

- Visually check the vehicle exterior (body, tires) and interior. Report all damage and broken/missing equipment. You are responsible to return the vehicle in the same condition in which you found it.

After Starting:
- Allow engine to warm up.
- Free all windows of ice and snow if necessary.
- Record odometer reading on the mileage card (observe the decimal point).
- Sign your name on the card as the driver.
- Place account number on card.
- Familiarize yourself with the dashboard controls.

Before Driving:
- Adjust seat and mirrors.
- Fasten seat belts.
- Check fuel gauge and fuel if necessary at the designated North Park gas station/ return tank with no less than a ½ tank of fuel.

While Driving:
- Drive safely and defensively.
- Use turn signals.
- Watch your blind spots when driving a full size van.
- Maintain a safe following distance.
- Allow for differences in acceleration, braking and suspension when driving a loaded full size van.

PROCEDURES FOR RETURNING A UNIVERSITY VEHICLE

- Park vehicles in the Anderson Hall parking lot, along the back fence in the designated spot. Remove all personal items, turn off all lights and lock doors.
- Follow all instructions on the checklist shown on the mileage card.
- Drop keys and mileage card at the Campus Center Desk.

HIGH RISK DRIVERS

In the event a person is or becomes a High Risk Driver as determined by the Office of Campus Security, that person's driving application will be denied. If the person is already registered, the privilege to operate a University vehicle may be suspended for a period of time or terminated permanently. A High Risk Driver is a person who has committed one or more of the following violations:

- Conviction for any alcohol and/or drug related driving offense.
- Refusal to submit to a Blood Alcohol Content (BAC) test.
- Conviction for Reckless Driving.
- Any combination of three or more moving violations, "at fault accidents," or "preventable accidents," within the last three years.
- Suspension, revocation or administrative restriction within the last three years.
- Leaving the scene of an accident as defined by the state law where the accident occurred
- At fault in a fatal accident.
- Felony committed involving a vehicle.
- One property damage claim to a University owned, leased or rented vehicle in a twelve-month period.
- Failure to pay tolls while driving a University vehicle.
- Two or more red light violations while driving a University vehicle.

VIOLATIONS AND FINES

The vehicle mileage card shows a checklist of violations, which carry a $10 fine. Please take note of them.

1. Failure to use a scheduled vehicle.
2. Failure to keep mileage or enter correct mileage.
3. Failure to take and return the vehicle within the leaving and returning time frame indicated on the schedule sheet.
4. Failure to notify Physical Plant of vehicle damage.
5. Failure to indicate necessary repairs on the mileage card.
6. Failure to leave interior clean.
7. Failure to lock doors, close windows, or turn off all lights (especially dome lights).
8. Failure to give cancellation notice of at least 24 hours.
9. Your account will be charged of $25 if you fail to return the vehicle on time and another person is scheduled to use that vehicle or if you fail to cancel 24 hours prior to your scheduled use and someone else was denied the use of the vehicle.
10. Your account will be charged $25 if you fail to return the card and key immediately after using.

MECHANICAL PROBLEMS

Campus Security should be notified by calling **(773) 244-5600.** All repairs need to be approved by Campus Security. Unauthorized repairs will not be reimbursed. If a vehicle develops mechanical difficulties, rendering it unsafe to drive, Campus Security must be notified immediately in person or calling the number listed above.

SEAT BELTS

All drivers and passengers are required by law to comply with state regulations in the use of safety belts while riding in a University owned, leased or rented vehicle. In addition, it is the policy of North Park University that all passengers regardless of placement in the vehicle wear safety belts while the vehicle is in motion. All drivers are given the responsibility to make sure all passengers comply with this regulation.

AUTHORIZED PASSENGERS
It is the responsibility of the driver to assure that those passengers being transported are affiliated with the University; i.e. faculty, staff, students and guests.

ALCOHOL AND DRUGS
The consumption of alcohol and use of drugs while placed with the responsibility of operating a motor vehicle owned, leased or rented by North Park University is strictly prohibited.

VEHICLE ACCIDENTS
An accident is defined as any event, which causes any damage to a vehicle or property, or injury to a person. In the event of an accident, follow the instructions (Insurance info) found in the glove compartment or the pull out compartment on vans. This includes calling the police, and obtaining all the necessary information from the other party involved. Admit no liability and make no statement to anyone except the police. When time permits, you should then notify Campus Security at one of the numbers provided above. You will also be responsible for completing the necessary insurance forms as soon as possible at the Business Office. Campus Security will review all accidents involving University vehicles. Determination of future eligibility for drivers involved in accidents will be made on a case-by-case basis.

TICKETS
All drivers are expected to notify Campus Security of any moving violation tickets received while driving a University vehicle. All moving violation tickets and parking tickets are the responsibility of the person driving the vehicle at the time of the violation. Moving violation tickets, including speeding tickets, may result in revocation of the driver's University Driving Permit, depending on the circumstances and nature of the violations.

TOLL/I-PASS VIOLATIONS

- You are responsible for all toll way fines plus and additional $25 handling fee for each violation
- After 3 violations your driving privileges will be revoked for the school year

Fines can be avoided by either paying the tolls or using your personal I-Pass

PERSONAL USE
No driver may ever use a University vehicle for personal use, even if possessing temporary custody of the vehicle as driver for a University Department. Likewise, a driver may not loan a vehicle in use by one department to a friend or to another department. Violation of these rules will result in revocation of the Driver's University Permit.

EXTENDED TRIPS
If the trip will require an overnight stay or more than six hours of driving to reach the destination, the following requirements apply:

- Driver's must attend a "pre-trip" safety meeting with Campus Security
- You must have at least two registered drivers.
- Rotate drivers after 4 hours behind the wheel.
- The front seat passenger shall be designated as the Navigator/Driver Assistant to assist by reading maps, caring for passenger needs, dealing with the radio, cell phones, etc.

Cell phone and texting by the driver is prohibited

WEATHER

When there is a state-issued traveler advisory in effect due to a storm warning, no travel will be allowed. Keys will not be issued for reserved vehicles and everyone traveling in University vehicles should seek shelter until driving conditions improve and all traveler advisories have been lifted.