



## **Rowan College of South Jersey**

Administrative Procedure: 5007  
**USE OF COLLEGE VEHICLES**

### **Definition**

For purposes of this policy and administrative procedure, drivers are defined as full-time and part-time employees of the College who have:

- Completed a Supplemental Driving Information Form (available from Human Resources);
- a valid driver's license with no Driving Under the Influence (DUI) convictions or moving violations;
- consented to a Department of Motor Vehicles (DMV) check of his/her license; and
- has his/her name entered on the list of eligible drivers maintained by the Executive Director, Financial Services.

Any change in driver license status must be reported to the employee's supervisor.

### **General**

Availability is based on a first-come, first-served basis with prior notice as required below.

Use of vehicles on an overnight basis must have prior approval by the issuing office.

Drivers are expected to return the College vehicle in the same condition as found. Maintenance of all College vehicles is the responsibility of the issuing office. Any vehicle malfunction should be reported immediately upon return to the Facilities Office.

## **Automobiles**

Requests are made 24 hours in advance through the Facilities Office where keys and the travel log are maintained.

## **Vans**

Requests are made at least one week in advance by completing a Request for College Vans Form through the Office of the Athletic Director where keys and the College credit card are maintained. Priority assignments will be made for previously scheduled athletic events.

A maximum number of 15 people (including the driver) may ride in each van. Seat belts must be worn by the driver and all passengers.

Vans are to be left locked and parked in the area adjacent to the Physical Education Center.

## **Proper Vehicle Use: The Driver's Obligations**

The following conditions apply to all drivers who use College vehicles. Drivers should read these obligations carefully before operating a College vehicle.

◆ **Caution:** The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations.

The driver must:

1. Have a valid driver's license;
2. Use College vehicles for official College business only;
3. Complete the department log for off-campus trips, recording number of miles driven and business purpose;
4. Wear a seat belt when driving or occupying a College vehicle;
5. Assume responsibility for all fines or traffic violations associated with use of a College vehicle;
6. Never drive while under the influence of drugs or alcohol;
7. Never transport passengers such as hitchhikers, family members, or friends for unauthorized use;

- ◆ **Caution:** Unauthorized usage exposes the College to great risk, especially in the event of an accident.
8. Turn the vehicle ignition off, remove the keys, and lock the vehicle when you leave it unattended;
  9. Never drive the vehicle at speeds that are inappropriate for road conditions;
  10. Never drive the vehicle “off-road” unless an exception has been granted;
  11. Report all accidents;
  12. Not smoke or allow smoking in the vehicle; and
  13. Never use a cellular telephone while driving, unless hands-free technology is utilized, and never send or read text messages while driving.

### **Reporting of Accidents and Damage**

Immediately report any accidents or damage you incur while operating a College vehicle to the local police department, your supervisor, and your department or unit vehicle representative. A copy of the Vehicle Accident Report Form must be in all vehicles.

When you have been in an accident, you must:

1. Get immediate medical aid, if you are injured;
2. Keep calm;
3. Make no statements concerning guilt or fault;
4. Never agree to make payments for the accident;
5. Notify the police. A police report may be necessary for some insurance claims;
6. Discuss the accident only with police officers or a College official;
7. Record as much information as possible about the other party(ies) to the accident. This information may include the following: name of the insurance company(ies), name(s), license number(s), plate number(s), make(s), model(s) and year of car(s), how accident happened, witnesses (with addresses and phone numbers);
8. The employee must complete his/her portion of the Vehicle Accident Report Form and forward as soon as possible to his/her supervisor. Upon completion by

the supervisor, the copy is then sent to the Executive Director, Financial Services;  
and

9. The Executive Director, Financial Services will file all necessary paperwork with the insurance company.

Area: Facilities  
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J" and "K".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *5007 Use of College Vehicles*

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