



Rowan College of South Jersey

Administrative Procedure: 5007
USE OF COLLEGE VEHICLES

Definition

For purposes of this 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 the employee's license; and
- the employee's name entered on the list of eligible drivers maintained by the Associate Vice President, Financial Services.

The Supplemental Driving Information Form and accompanying required information is to be returned directly to Human Resources.

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 at the Gloucester Campus and the Operations Office at the Cumberland Campus.

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 on the Gloucester Campus and the Information Desk on the Cumberland Campus 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 on the Gloucester Campus and Parking Lot B on the Cumberland Campus.

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 vehicle is left 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 incurred while operating a College vehicle to the local police department, immediate supervisor, and department or unit vehicle representative. A copy of the Vehicle Accident Report Form must be in all vehicles.

When an accident occurs, the employee driver must:

1. Get immediate medical aid, if 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 the employee’s portion of the Vehicle Accident Report Form and forward as soon as possible to the employee’s immediate

supervisor. Upon completion by the supervisor, the copy is then sent to the Associate Vice President, Financial Services, for the Gloucester Campus and Cumberland Campus' Director of Security; and

9. The Associate Vice President, Financial Services for the Gloucester Campus and the Controller for the Cumberland Campus will file all necessary paperwork with the insurance company.

Area: Facilities
Approved: 07/01/19
Revised: 03/18/25

President's Authorization: Frank Keating

References:

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