



Elizabethtown College

## **Rental Fleet Vehicle Policy**



Elizabethtown College

Facilities Management

Revised 11/15

## COLLEGE VEHICLE DRIVER PROGRAM

### Criteria

Before operating a college owned vehicle, drivers must meet the following criteria:

- a. Must be 18 years old;
- b. Must be on official college business and have the approval of the departmental chairperson/director;
- c. Must present a valid driver's license;
- d. Must have a U.S. driver's license for at least three years

### MVR

If the above criteria are met, prospective drivers (students and employees) must have a Motor Vehicle Record (MVR) run. To do this, the individual will have to complete a form giving the College permission to run the MVR. This form will be used to run an MVR check online by a third party (First Advantage ADR). To begin the certification process, please contact Human Resources at extension 1109.

The MVR must pass the rating system (see below). If it does not, the individual will not be permitted to drive college vehicles. If it does, employees will be approved to drive, and students must then successfully complete the training detailed below before being approved to drive. MVRs for approved drivers will be re-run every two years to determine if the individual can continue to drive college vehicles.

### MVR Rating System

Individuals who accumulate ten or more points may not drive a college owned vehicle.

• <u>Driving with a suspended license</u>	<u>10</u>
• <u>Driving while impaired</u>	<u>10</u>
• <u>Refusal to submit to chemical testing</u>	<u>10</u>
• <u>Operating vehicle without permission</u>	<u>10</u>
• <u>Careless/reckless driving; leaving accident scene</u>	<u>10</u>
• <u>Speeding greater than 25 mph over the posted speed limit</u>	<u>10</u>
• <u>Speeding 15-25 mph over the posted speed limit</u>	<u>7</u>
• <u>Open intoxicants in vehicle</u>	<u>7</u>
• <u>All at-fault accidents</u>	<u>5</u>
• <u>All other moving violations</u>	<u>4</u>
• <u>Failure to comply with yearly vehicle inspections</u>	<u>3</u>

**The College reserves the right to deny driving privileges to persons based on the MVR rating system and training program.**

## **FAILURE TO OBSERVE STATE LAWS, THE COLLEGE POLICY, OR OTHER SAFE DRIVING PRACTICES MAY RESULT IN YOUR DRIVING PRIVILEGES BEING REVOKED IMMEDIATELY.**

If an employee who is required to drive College vehicles as part of his/her job reaches a total of 7 points on the MVR Rating System (see attachment #2), the employee is required to inform his/her manager of this but is still approved to drive. If the employee reaches 10 points or more on the MVR Rating System, he/she is no longer approved to drive College vehicles; the Manager of HR & Safety will inform the employee and the employee's supervisor that the employee is no longer approved to drive College vehicles.

Employees and students who are approved to drive college vehicles are required to inform the Manager of HR & Safety if there is any change in their driving record (i.e. they were in an accident, stopped by the police, etc.).

### Training Components

*Note: Employees driving college vans do not have to attend this training; they must simply have a successful MVR check.*

Because our goal is to have exceptionally well trained student drivers to drive college vehicles, we prefer to work with a smaller number of students. Consequently, we encourage employees to select prospective student drivers carefully.

Training for prospective student drivers of college owned vehicles includes:

- Online training
- 30 minutes of hands-on training

The online training consists of video instruction, scenarios, and quizzes. Each student must master a comprehensive test at the end of the training.

The 30-minute hands-on training requires the student to successfully demonstrate his/her ability to drive a college van on the road. The training will include driving on back roads, town roads, and the highway. The student will have to successfully merge onto the highway, navigate four-way stops and traffic lights, park the van, and turn from a turning lane.

A list of all drivers who are approved to drive college vehicles (students and employees) are listed in an Excel spreadsheet that can be viewed by all members of the college community. This approved drivers list is located in the College Network folders at: "homedirs", "Faculty & Staff Shared Folders", "Human Resources", "Public".

For the complete "Mobile Equipment Policy" visit the safety website ([www.etown.edu/safety](http://www.etown.edu/safety)) and click on Policies.

If you have any questions, please contact Human Resources at extension 1406.

## **RENTAL FLEET VEHICLE POLICY**

Elizabethtown College maintains a fleet of four (4) eight passenger vans, two (2) seven passenger mini-vans for use by faculty, staff and students for athletic trips, and to conduct college business for approved departmental activities. To meet the college wide needs for rental vans, departments will be limited to renting a maximum of three vans per event when classes are in session. Departments requiring more than three vans for an event can rent additional vans through Enterprise. When classes are not in session, departments may at the Facilities Management Director's discretion, rent more than three vans for an event. The vans may be reserved on a first-come basis by calling the Facilities Management office at 361-1408 Monday through Friday between the hours of 7am - 4pm.

## **RESERVATION GUIDELINES**

When reserving a vehicle, you will need to provide the date, departure time, destination, return time and department account number for mileage charges. Students may make a tentative reservation, but the reservation will not be confirmed until approval is received from the sponsoring department.

Keys and trip ticket can be picked up the day of, or the day before the trip depending on departure schedule. Keys are only available Monday through Friday 7am to 4pm at Facilities Management in the Brown Building. Please note for weekend trips you must pick up the vehicle keys by 3:30pm on Friday.

All vehicles are parked on the south side of the Brown Building. The trip ticket requires you to record your beginning and ending mileage. You must return the completed trip ticket, keys and folder to the Facilities Management Office or place them in the key drop box on the east side of the Brown Building if the vehicle is returned after hours.

A fleet fuel credit card is located in every vehicle. Instructions for the use of the card are located in the black folder you receive with the keys and trip ticket. If you return between the hours of 7am - 4pm, you may refuel at the college gas pump located outside the Brown Building. If you return after hours or on a weekend, please use the fuel card provided.

## **MILEAGE & ADDITIONAL FEES**

- Vans are billed at the rate of \$.50 per mile.
- A fee of \$10.00 will be charged to your department if the vehicle is returned without a full tank of gas.
- A cleaning fee of \$20.00 will be charged to your department if the interior of the vehicle is not cleared of trash, etc.
- Vehicles returned without completion of the trip ticket will result in a \$10.00 surcharge to the requesting department.
- The college has a non-smoking policy in all vehicles. If these policies are not followed and a van requires detailed cleaning to remove residual smoke odors, the renting department will be charged a \$100.00 cleaning fee.
- If a reserved vehicle is not picked up it inconveniences other renters and creates unnecessary work for Facilities Management staff. Departments who do not use a reserved vehicle without notifying Facilities Management twelve (12) hours in advance more than two times during each fiscal year will be assessed a \$25.00 charge each time they reserve and do not pick up and use a vehicle.
- Departments which do not return vehicles as they are reserved will be assessed a \$35.00 per day charge until the vehicles are returned.

## **VEHICLE ACCIDENT REPORTING REQUIREMENTS FOR COLLEGE OWNED VEHICLES**

The college insurance policy includes both physical and liability coverage.

An owner's card and insurance card are located in the glove compartment of every vehicle. Should you have an accident, you must complete all onsite responsibilities such as information exchange and/or police report, and notify Campus Security at 361-1263, so that an internal accident report can be filed. Finally, you must notify Facilities Management, 361-1408, so that insurance and repairs can be addressed immediately.

Although all College vehicles are well maintained, mechanical difficulties can still arise. Should you experience any problems, please report them on the vehicle trip ticket to Facilities Management or call (717) 361-1408, so mechanical problems can be corrected.

Should you experience a mechanical breakdown or accident rendering the vehicle un-drivable, contact Facilities Management, (717) 361-1408 between 7am-4pm Monday-Friday. At other times contact Campus Safety at (717) 361-1263.

### **REQUESTER RESPONSIBILITIES**

Employees reserving vehicles for themselves or students have the responsibility to:

- Select drivers who are able to carry out the duties of a driver responsible for the safety of passengers and the vehicle.
- Select vehicle schedules and routes that provide a safe driving environment.
- Evaluate weather conditions and adjust vehicle schedules as needed to avoid driving in severe weather conditions. Facilities Management reserves the right to restrict the use of vans when the weather is hazardous or predicted to be hazardous.
- Schedule travel times to provide adequate time to drive to the event.
- Select drivers for the return trip who are not fatigued or otherwise temporarily impaired in their abilities.
- Report vehicle problems so they can be repaired before the next trip.
- Ensure that vehicles are fully cleaned of ice and snow prior to driving.
- Be alert to changing conditions and adjust vehicle operation as needed to provide safe operating conditions.
- Drivers are required to complete an inspection (seat belts, windshield wipers, lights, brakes and tires) before leaving every trip.

### **SAFETY PRECAUTIONS**

- Commercial transportation (buses) should be used when it is practical to do so.
- Capacity restrictions on the number of passengers and weight must be observed.
- Drivers must not be pressured into operating vehicles they are not comfortable or competent operating.
- Drivers and passengers must be in seat belts at all times.
- Materials hauled in vehicles must be held in place by mechanical means.
- Drivers may not pick up hitchhikers.
- Drivers must notify the local police, Campus Security and Facilities Management in the event of an accident.
- Drivers may not operate motor vehicles while under the influence of alcohol or medication.

- Drivers' license must be carried when operating a motor vehicle.
- The maximum distance a vehicle can be driven without special approval is 350 miles one way. Trips in excess of 350 miles can be made after approval of a trip plan that provides documentation showing qualified drivers, trip route and overnight lodging to allow adequate rest periods for drivers. Documentation for trips in excess of 350 miles must be submitted to the Director of Facilities Management with recommendation for approval by the Department Chair or Director.

### **EXECUTIVE COACH BUS RENTAL GUIDELINES**

The college has a full service (with driver) contract with Executive Coach to provide buses and a 29 passenger mini-bus equipped with restroom facilities. Departments can make arrangements with Executive Coach by calling (717) 464-2767. Executive Coach will quote rates and bill departments directly for their services.

## **ENTERPRISE VEHICLE RENTAL GUIDELINES**

Elizabethtown College has contracted with Enterprise to provide rental vehicles to college faculty, staff and students for use to conduct college business. Enterprise vehicles can be rented by faculty and staff nationwide for personal use by showing your college ID card and giving the rental agent Enterprise Contract #57AW941.

To obtain the below rates on the Enterprise website you will need to use the 3 digit pin# **ELI**.

<b>ENTERPRISE RATES</b>			
<b>Vehicle Type</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Compact	\$33.00	\$165.00	\$650.00
Midsize	\$38.00	\$190.00	\$750.00
Full Size	\$42.00	\$210.00	\$800.00
Premium	\$47.00	\$235.00	\$900.00
Minivan	\$55.00	\$275.00	\$960.00
Cargo Van	\$55.00	\$275.00	\$1,000.00
Pickup Truck	\$55.00	\$275.00	\$1,000.00
Midsize SUV	\$55.00	\$275.00	\$1,000.00
Large SUV	\$65.00	\$325.00	\$1,200.00
12 Passenger Van	\$99.00	\$495.00	\$1,600.00

*The above rates are subject to change.*

## **ENTERPRISE RENTAL FEES**

\*\* Mileage: Rates include 300 miles per day up to 1,200 miles per week and 2,500 miles per month. Excess miles are charged at \$.20/mile.

\*\* Insurance: The rates quoted by Enterprise in this document do not include charges for insurance. The College's commercial insurance program includes liability, comprehensive and collision coverage for vehicles rented for use while participating in official college activities. Therefore, it is not necessary

to purchase the additional insurance offered by Enterprise when renting Enterprise vehicles for official college activities.

\*\* Airport Travel: For airport travel outside of PA, book your car rental reservation online at [www.enterprise.com](http://www.enterprise.com). Enter your travel information (dates, airport location, type of car), your corporate account number and our three digit pin # ELI. You will receive a 5% discount at any airport location in the U.S. and Canada.

\*\* Fuel Policy: Departments may pay for fuel purchased with college fuel cards, or "P" cards for Enterprise rental vehicles. Drivers without a college credit card should charge to a personal credit card and submit to their department for reimbursement. Fuel will be charged by Enterprise at the current market rate for vehicles returned without full tanks, and the fuel charge will appear on the Enterprise invoice sent to the department.

\*\* Taxes: Departmental invoices will not include taxes as Enterprise has the college exempt number allowing them not to charge tax for official college use.

\*\* 24-hour Roadside Assistance: Roadside Assistance is available for any customer who experiences problems with the vehicle they are renting from Enterprise. During business hours, a replacement vehicle will be provided within the hour, depending on the availability of the vehicle needed. After business hours, employees can call (1-800-736-8222) for roadside assistance where you will be connected to someone 24-hours a day for any vehicle problems.

\*\* Reservation Notice: For all planned trips, reservations must be made 24 hours in advance. You must request vans two (2) weeks prior to the date vans are needed. For immediate need with less than 24 hours notice, Enterprise guarantees the availability of one of their vehicles, however, a rate may not be guaranteed. Certain vehicles may not be available depending on time of year requested.

\*\* Rate Guarantee: Enterprise will guarantee the rate quoted for all vehicles where the reservations are made with at least a twenty-four (24) hour notice. If the vehicle reserved is not available at the time of the delivery, Enterprise will provide an upgrade to the next available size class vehicle at no additional charge.

**Students and college employees must be on the College's approved list of drivers to rent Enterprise vehicles for College business.**

**Fifteen (15) passenger vans are not permitted to be rented from Enterprise due to restrictions by the College's insurance carrier.**

**Those who can rent a vehicle from Enterprise for official college business are as follows:**

√ Any faculty or staff member

√ Any student driving on official college business who meets all the following criteria:

- Possesses a valid US drivers license with three years of driving experience;
- Has appropriate departmental approval - the department must make the request to Enterprise for the vehicle to be driven by a student employee;
- Has successfully completed vehicle safety training as approved by the College's Safety Department. To set up a training session, contact Human Resources at 361-1406. Enterprise will check the College approved drivers list prior to renting a vehicle for College use.

## RENTAL PROCEDURES

### 1. Contact Enterprise for Reservation

- Call the Enterprise Office to make a reservation at 717-533-3099 OR go to the web site [www.enterprise.com](http://www.enterprise.com). To reserve a vehicle on the Enterprise website you will enter:
  - Elizabethtown College
  - College's account # 57AW941
  - Your department account #
  - College's 3 digit pin # ELI
  - Your name, home phone and business phone
  - Driver's license #
  - Type of vehicle

**Vans cannot be reserved at the Enterprise Website**, but may be reserved by calling Enterprise directly at 717-533-3099 and providing the following information:

- Name and Driver's license number: All rental contracts will go under the name "Elizabethtown College." The driver of the rental will be listed in the additional driver section of the rental contract.
- Date/Time for delivery of vehicle: **The vehicle will be delivered to the campus location indicated by the requestor.** The requestor must inspect and sign for the car. You will need to show your driver's license to ensure your name matches the name on the contract, and in the case of a student driver, they must be on the approved driver's list maintained in Human Resources. Vehicles may also be picked up after 4:00pm or on Saturdays 9am-12pm at the Enterprise Office Hershey Lodge, W. Chocolate Avenue & University Avenue, Hershey PA.
- Department Name: Department name must be given for billing purposes.
- Length of time you will need the vehicle: If you need to keep the vehicle longer than originally requested, simply call to let the Enterprise office know.

### 2. Delivery of the Rental Vehicle

- The Enterprise Representative will deliver the vehicle to a designated campus location at the agreed upon day/time.
- You must inspect and sign for the vehicle.
- The employee/student will need to show their driver's license to ensure the person picking up the car matches the name on the rental contract.

If the driver is a student, the student must be on the list of approved drivers maintained in the Human Resources Department. The individual shown on the Rental Agreement as the authorized driver(s) is (are) the only individuals permitted to drive the vehicle.

### 3. Return of the Rental Vehicle

- When returning an Enterprise vehicle, drop the car and the keys at the Brown Building. During office hours, 7am - 4pm, return keys to the Facilities Management Office in the Brown Building. For after hours, use the Enterprise drop box located on the south side of the Brown Building.
- Call the Enterprise Office to inform them of the return of the vehicle at 717-533-3099. Charges will be stopped as soon as Enterprise receives your phone call. Enterprise has voice mail when their offices are closed, and your voice mail stating the vehicle was returned will stop the rental charges. If you fail to call Enterprise to report return of the vehicle, charges will continue and the renting department will be responsible for the additional charges.

Enterprise will pick up the keys and car from Facilities Management within one (1) business day. Charges for the vehicle will not continue after Enterprise is notified of the vehicle return, no matter how long it takes the rental office to pick up the car from the College.

#### PERSONAL RENTAL OF ENTERPRISE VEHICLES:

Enterprise has agreed to offer Elizabethtown College employees and students (over 21 years of age) the corporate rate given to the college when renting vehicles for their personal use. Employees and students (over 21 years of age) should call the Enterprise Office at 717-533-3099 and identify themselves as Elizabethtown College employees. Enterprise staff will ask to see a college identification card to verify relationship to the college.

Elizabethtown College insurance does NOT cover vehicles rented for personal use. Thus, you must make a decision whether your auto insurance covers your use of rental vehicles, and if not, you are required to purchase insurance coverage from Enterprise. You will also be required to pay applicable taxes for personal vehicle rentals.

You may also rent Enterprise vehicles for personal use nationwide under the personal use terms of this contract by giving the Enterprise rental agent Enterprise contract # 57AW941.

#### **VEHICLE ACCIDENT REPORTING & ROADSIDE ASSISTANCE PROCEDURES FOR VEHICLES RENTED FROM ENTERPRISE**

##### Non-injury Accident or Vehicle Disability

- You should insure vehicle and passengers are in a safe location, and then contact Enterprise.
- **If an accident occurs during business hours** Monday-Friday 8am-6pm, Saturday 9am-12pm (local offices), you should follow these procedures:
  - Call **1-800-736-8222**
  - Choose option #1 to be connected to the closest Enterprise location.
  - Explain your situation to the Enterprise Representative.
  - Arrangements will be made to have the rental car repaired and back on the road, and the rental car is not repairable, a replacement vehicle will be provided at no additional cost.

**If an accident occurs outside business hours:**

- Call Enterprise toll-free Roadside Assistance Hotline at **1-800-736-8222**.
- Enter the area code and phone number listed on your rental contract (reference the pink copy of the rental agreement).
- An Enterprise Roadside Assistance Representative will locate the nearest vendor or service location to address your specific problem. Enterprise has a sixty (60) minute time frame to reach your location, more if extenuating circumstances exist (usually weather-related).
- You need to remain with the vehicle at all times!
- If the vehicle is unable to be repaired and put back on the road safely, the Enterprise Roadside Assistance Representative will arrange for overnight accommodations, and alert the nearest Enterprise rental location to bring a replacement vehicle the next business day.

Accident involving other motorist (injury or non-injury):

- Move all vehicles and people to a safe location whenever possible.
- Call 911 for local police support; **a police report must be completed for insurance liability purposes.**
- Follow the same procedures listed above to contact Enterprise.

Roadside Assistance Includes:

- All towing and other applicable vendor charges. (vehicle should be towed to nearest Enterprise location)
- A no-charge replacement vehicle if the original vehicle rented cannot be safely put back on the road in a reasonable amount of time during business hours.
- No-charge overnight accommodations, if the original vehicle rented cannot be safely put back on the road outside of business hours.

Enterprise will pay for all roadside assistance services involving an Enterprise vehicle in any situation. Enterprise will then pursue the relevant parties at-fault for these costs, such as the covering Insurance Company or renting Company or Customer. If the vehicle breaks down, and there are no contract violations, Enterprise agrees to internally pay for any and all maintenance and roadside assistance costs.

Enterprise will compensate reasonable costs associated with the breakdown or disablement of an Enterprise vehicle. Enterprise agrees to reimburse reasonable itemized charges associated with getting you and your passengers safely back on the road. Reasonable itemized charges will be defined by mirroring current College policies (for example, if College policy allows a specific reimbursable amount for a hotel room, Enterprise will reimburse that amount.)

More information is available at the Facilities Management website:

[www.etown.edu/Facilities](http://www.etown.edu/Facilities) Vehicle Rental Policy

or by contacting Facilities Management at (717) 361-1408.