

The College of Wooster Transportation Policies

This policy statement covers the three primary aspects of the College's transportation system:

- (a) The use or rental of cars and vans, in the ordinary business of the College, and
- (b) The transportation requirements that arise from Airport pickup and delivery of persons doing business with the College.
- (c) Non College drivers and student drivers

Objectives of the College's Transportation policy:

- (a) To provide superior service at a reasonable cost.
- (b) To maintain a good working relationship with the College's contracted rental agency.
- (c) To promote safety.
- (d) To minimize the need for College owned vehicles.

COLLEGE VEHICLE RENTALS

A. Hours of Operation

The Transportation Department will be staffed Monday thru Friday from 7:30 a.m. to 4:00 p.m. We are located in the Service Center, 580 East Wayne Avenue. Call Ext. 2164 or Ext. 2143.

Vehicles may be picked up Monday through Friday between 8:00 a.m. to 4:00 p.m. Enterprise charges one day on a 24 hour clock, with that in mind, extended vehicle pick-up hours are available Monday thru Saturday by request.

B. Authorized Personnel

College rented vehicles are reserved for use by authorized personnel and approved student organizations that are conducting official College business or are engaged in College sponsored activities. They are not available for personal use.

Authorized personnel and student organizations shall be defined as follows:

a. all College faculty, administrators, and employees who require vehicles for official College business or activities

b. college students, with approval of Department Chairperson, for purposes related to the academic programs of the college (student teaching, music lessons, etc.)

c. College student organizations approved by the Dean of Students include:

(1) Activities that require vehicles for purposes associated with College programs planned for the College community (speakers, concerts, art exhibits, etc.)

(2) Trips which offer opportunity for cultural enrichment (lectures, museums, Cleveland Symphony, concerts, etc.)

(3) Activities which require vehicles for recreational and entertainment purposes that will directly benefit only those students participating in the program (camping, canoe trips, Cedar Point, shopping, etc.)

There may be situations where it is in the College's best interest to permit an individual who is neither a College of Wooster student nor employee to drive a College vehicle for College related functions. The following requirements must be satisfied prior to permitting such an individual to drive a College vehicle:

- a. The purpose of the vehicle use must be clearly related to College business to assure that the College's property and liability insurance is in effect.
- b. A request/explanation of the proposed vehicle use by the individual must be submitted in writing and approved by the appropriate Vice President or President. A copy of this approval must be sent to the Fleet and Materials Manager.
- c. The individual must present a valid Ohio driver's license to the Fleet and Materials Manager and authorize a request for a current Motor Vehicle Report from the Ohio Bureau of Motor Vehicles at least three weeks prior to the proposed driving date. The individual will be denied College driving privileges if, in the College's judgement, the Motor Vehicle Report discloses unsatisfactory information about the individual. This unsatisfactory information may relate to driving status, restrictions, or unsatisfactory driving history.

C. Driving Safety Course

All Students who will be driving College vans must take the Driving Safety course that is offered periodically throughout the academic year. Students must be

twenty-one (21) years old and have a valid driver's license.

Students who will be driving for the **Wooster Volunteer Network** program need to be nineteen (19) years of age and are eligible **ONLY** to drive the Network van to and from their volunteer program destinations that are in the local area (Wayne and Holmes County). Contact the Transportation Dept. at Ext. 2164 or Ext. 2143 for details.

D. Student Responsibilities

All students intending to use College-rented vehicles for academic purposes must obtain permission from the Department Chairperson and the Dean of Students.

Students must also have the proper paperwork filled out prior to the use of the vehicle. Permission forms can be obtained from Santha Schuch, Facilities Scheduling Coordinator, in Lowry Center.

In situations where the College is sponsoring an educational field trip, practicum, or social activity and students have volunteered to drive other students using their personal vehicles, the following requirements must be satisfied prior to permitting the student drivers to participate in the College-sponsored activity:

1. The individual must present a valid driver's license to the Fleet and Materials Manager (located in the Service Center) and authorize a request for a current motor vehicle report through the Ohio Bureau of Motor Vehicles at least three weeks prior to the proposed driving date. The individual will be denied driving privileges if, in the College's judgment, the motor vehicle report discloses unsatisfactory information about the individual. This unsatisfactory information may relate to driving status, restrictions, or unsatisfactory driving history. For students who will be driving on more than one occasion, a motor vehicle report will be required once each academic year. At the time of the initial authorization, student drivers will agree in writing to inform the Fleet and Materials Manager of any subsequent driving violations.
2. The individual must present to the Fleet and Materials Manager evidence of current liability insurance coverage for the vehicle.

E. Vehicle Availability

Buses and cars/vans are scheduled on a first come-first serve basis. Fifteen passenger vans are not available to rent. The use of 15 passenger vans obtained in

any manner is prohibited per College policy

College cars/vans are rented through an outside rental agency. In most cases, the rental agency can accommodate any number of rental vehicles needed. Vehicles are to be picked up at the Transportation Department in the Service Center.

In the case of the College bus, reservations should be made well in advance to insure availability. If the College buses are not available for a trip, it is the department's responsibility to contact a charter bus company. Assistance can be given by calling the Transportation Department at Ext. 2164.

All vehicle rentals are to be scheduled through the Transportation Department to insure proper insurance coverage and authorized drivers.

Buses MUST be scheduled at least one week in advance. This is to insure that the Fleet and Materials Dept. can schedule a driver for the trip. All groups using the bus for out of state overnight trips MUST file a travel itinerary with the Fleet and Materials Dept. at least one week prior to their departure. This is to insure that operation of the bus is in compliance with all state and federal laws in regards to driver's hours. There can be no exceptions to this policy. If an itinerary is not filed within the allotted time, the trip is subject to cancellation. Itineraries can be faxed to the Fleet and Materials Dept. at Fax #2515.

Persons who need ground transportation in conjunction with air transportation while doing business in other cities should make their own arrangements through the College's rental agency to insure discounted rates.

F. **Requests for Vehicles**

Requests for vehicles should be scheduled at least on week in advance. Due to vehicle availability last minute requests may not be honored. All requests for vehicles should be directed to the Transportation Assistant at Ext. 2164.

All students requesting the use of College-owned vehicles must obtain a **permission slip** from the Facilities Office.

- a. The permission slip is to be completed in full by the Dept. Chairperson and the student.
- b. Students must present the permission slip to the Transportation Dept. **before** commencing on the planned trip.

G. **Billing**

Departments will be charged the actual rental fee for the type of vehicle they have used plus gas.

There will be a \$25.00 fee for vehicles not picked up or vehicles cancelled less than 24 hours prior to the scheduled pick up time.

If scheduling dictates that a Transportation Dept. driver must work overtime, the department serviced during overtime hours will be billed back the total costs associated with services rendered.

Departments using the airport service will be billed for the actual cost incurred by the College for transporting an individual group to or from the airport (labor, mileage, parking, meals, etc.).

H. Rates

All rates for rental vehicles are negotiated by the rental agency and the Department of Purchasing and Contracts. The contract is updated twice a year (Feb. 1st and August 1st) and is subject to change. The current rates are listed below:

Bus	\$1.00 per mile
Bus Driver	\$14.00/hr for first 8 hours; \$21.00/hr after 8 hours
Van Driver	\$12.00/hr for first 8 hours; \$18.00/hr after 8 hours
Car Rental	\$41.99 per day plus fuel
Van Rental	\$51.99 per day plus fuel (minimum 2 day rental on weekends; \$38.00/day = \$76.00 total) (4 hr. rate = \$30.00 plus fuel)

AIRPORT SERVICES

A. Reservations

Reservations should be made at least **five** working days prior to the scheduled departure date. When making reservations make certain to include:

- Passenger name
- Airport
- Airline and flight number
- Arrival and/or departure times
- Departure and/or connecting city

B. **Pickup Points and Times**

Passengers from Wooster will be picked up at a location on campus or a local Wooster address.

Passengers arriving at Cleveland Hopkins Airport should meet the College driver on the baggage claim (lower) level, EXIT door # 6, curbside.

Passengers arriving at Akron/Canton Airport will be picked up outside in the vicinity of the main entrance/exit door.

Passengers arriving at the Columbus Airport will be picked up on the baggage claim level outside the middle exit door.

Passengers arriving at the Wayne Co. Airport will be met at the waiting area in the office.

C. **Use of Personal Vehicles**

Individuals who use their own vehicles to travel to and from the airport will be reimbursed at a rate of .375 cents per mile plus expenses for up to 5 days of parking. The mileage figure for a round trip from Wooster to Cleveland Hopkins and Akron/Canton airports equals 100 miles. Requests for reimbursement should be submitted directly to the Business Office.

However, if you use your own vehicle, you must be covered by your own insurance.

Appendix

1. **General Regulations**

Anyone using a College-rented vehicle must read and sign the Rental

Authorization Form or RAF.

The person(s) signing the RAF is responsible for the vehicle during the trip.

All person(s) driving must sign the RAF.

Vehicles may not be used for trucking purposes. Luggage racks are prohibited.

The number of persons in the vehicle **may not** exceed the manufacturer's normal rated capacity for the vehicle.

Operation of the vehicle must be in compliance with state motor vehicle laws, general road courtesy, and the approved use of the vehicle. Loss of rental privileges will result from the operation of a College vehicle in a reckless or abusive manner, from failure of the driver to follow the established rules and regulations, or if the driver has a chargeable accident.

ALCOHOLIC BEVERAGES ARE NOT TO BE CONSUMED BEFORE OR WHILE DRIVING COLLEGE VEHICLES, NOR ARE THEY PERMITTED IN THE VEHICLE.

The driver is responsible to pay all traffic and parking tickets.

Vehicles should be kept locked when parked and when returned to the Service Bldg. Make sure all lights are turned off, including dome lights, and windows are secured.

Smoking and animals are strictly prohibited from all vehicles. Additional charges may apply if this policy is not adhered to.

2. Instructions Before Commencing Trip from the College

The driver shall read and sign the RAF before commencing the trip.

A copy of the RAF is to be placed inside the **Trip Envelope** that will accompany the driver and vehicle throughout the trip.

A **valid driver's license** must be presented each time a vehicle is picked up.

Make sure that "Departure Date", "Departure Time", and "Old Odometer" reading are properly filled in on the RAF.

Check fuel gauge (it should register full). If fuel gauge does not register full, inform

the attendant at the Service Bldg.

3. Instructions When Returning

Return vehicle to Service Building parking lot (Van lot to the East - sedans may be parked closer to the building. **Be careful not to park in restricted areas.**)

NOTE: A surcharge of \$25.00 will be added to the billing of any group that returns a vehicle without first removing **all** debris from the interior or those who do not return the vehicle with a **full** tank of gas.

Record time of return and New Odometer reading on the "Trip" ticket. Keep trip ticket in envelope and place keys, credit cards, and receipts for purchase of fuel and oil inside "Trip" envelope.

Place "Trip" envelope in "**Trip Ticket Deposit Box**" located near the entrance door of the Transportation Dept.

4. Purchases

Retain **all** receipts for purchases of gasoline, oil, and any required maintenance work necessary for safe operation of vehicle during the trip.

Place **all** receipts in "Trip" envelope.

Credit cards are to be used for vehicle necessities **only**. Purchases for soda pop, snacks, etc. are not permissible.

The Transportation Dept. will compute and charge gas usage for lost receipts.

5. Accidents

Notify the police immediately. **(No matter how minor!)**

Notify the College **immediately:**

Call Campus Security at 1-800-654-9698. Explain to the person answering the call that you are affiliated with The College of Wooster and have been involved in an accident while operating a College owned or rented vehicle.

If accident occurs during a scheduled working day, call the Transportation Dept.

at Ext. 2164 or Ext. 2143.

If after hours, call Doug Laditka, Fleet and Materials Manager, at 330-264-4815 or 330-201-3205.

Do not leave the scene of the accident until excused by proper authorities.

Do not make any statement regarding the accident **except** to police.

Fines: Parking fines and traffic violations are the responsibility of the driver.

Required Drug Testing – As soon as practicable (but within 12 hours) the driver must have a drug/alcohol test following a vehicle accident.

For the purposes of this Policy, an Accident is defined as an incident involving a College-owned or College-rented vehicle in which there is

- 1) a fatality,
- 2) an injury treated away from the scene, and/or,
- 3) a vehicle is required to be towed from the scene.

Testing Procedures

Local

If the accident is in a location that permits the driver to return to Wooster within 12 hours for the test, contact the Center for Occupational Medicine by telephone to arrange an appointment at the Wooster Community Hospital Emergency Room or at the Center (if during 9am- 5 pm weekdays). Call 330/263-7270.

Nation-wide

If the accident occurs further from Wooster, the driver will arrange for drug testing at the site of the accident by following these instructions:

The Center for Occupational Medicine has established an after hours collection procedure that will enable drivers to telephone for nation wide collection sites. The Center's after-hours technician, who serves client collection needs, will provide this service. The technician is available from 5pm to 8am (Monday through Friday) and during the weekend from 5 pm Friday continuously to 8 am Monday. Follow these instructions:

Dial 330/263-7270

Leave message, including your telephone number, with the answering service.

The after-hours technician will return your call ASAP.

Explain your situation, and give the following information to the technician

- The Driver's location – including the city and state

- The Driver's name and the name of The College of Wooster

The technician will find a location and telephone again with the following:

- The testing location name and address
- The telephone number
- The contact person

Test Results – Instruct the testing location to communicate the results to The Department of Human Resources, The College of Wooster (FAX 330/263-2403).

6. **Breakdowns**

Contact the Transportation Department if during regular daytime hours - 7:30 a.m. to 5:30 p.m. - Monday thru Friday or 9:00 a.m.-11:00 am on Saturday - Ext. 2143 or Ext. 2143. If breakdown occurs after hours or on the weekend, call Security at 1-800-654-9698 and give full information to be passed on to Fleet and Materials personnel or call personal numbers listed on the "Trip" envelope.

Be prepared to give some information about condition of the vehicle, vehicle license number, and location of breakdown. **Always leave a phone number where you can be contacted.**

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