



College Driver & Vehicle Policy

Driver Eligibility

- Faculty, staff, student or approved volunteer:
 - 18 years old – employee
 - 19 years old and a sophomore – student, student employee or student volunteer
 - 21 years old – approved volunteer
- Valid US Driver's License for at least 2 years – Transportation Services will photocopy driver's license for records.
- Driven at least 2,000 miles in the United States during last 2 years.
- Have no more than 5 traffic violation points under state law or converted from other states' point systems. Transportation Services will conduct Motor Vehicle Record (MVR) checks on all applicants.
- Have no chargeable accidents within past 24 months.
- Have no convictions (within past 5 years) from driving under the influence of alcohol or drugs or other major violations, such as reckless driving, hit and run, driving with a suspended license, or fleeing from a police officer.
- Drivers are required to immediately notify Transportation Services if the status of their MVR or driver's license has changed.
- Juniata College reserves the right to actively pull selected and/or all MVRs on active drivers.

Driver Training/Testing

- All College employees must complete driver training before driving on College business, whether they use College, rental, or personal vehicles (note: College insurance does not provide coverage for personal vehicles).
- College Driver and Vehicle Policy review is required for all drivers – email reminders are sent out annually to all approved drivers to review.
- Driver re-certification is required every 4 years.
- Annual driver training is required for drivers towing trailers.
- Road tests are required for drivers of vans and minibuses.
- Drivers must complete College Driver and Vehicle Policy review and necessary training/testing one week prior to driving vehicles. This is necessary to complete MVR check and to add names to insurance.
- Driver training and road tests will be scheduled by Transportation Services and announcements placed notifying the campus of upcoming training/testing dates/times – individual training/testing sessions will not be scheduled.

Vehicle Operation/Rules for College Vehicles and College Rented Vehicles

The following are not permitted for college vehicles and/or college rented vehicles:

- Used for personal or non-college business.
- Allowing minors as passengers unless previously approved by Facilities Services.
- Allowing family members as passengers unless previously approved by Facilities Services.
- Registered Student Organizations (RSOs) traveling without their advisor more than 200 miles one-way unless previously approved by Facilities Services.
- Driving more than 4 continuous hours without rotating drivers or stopping for a rest period.
- Driving more than 10 hours during any one day.
- Driving between midnight and 6 am unless previously approved by Transportation Services.
- Allowing passengers to operate the vehicle, unless the passenger is an approved driver. In case of a rental vehicle, the alternate driver will have to be approved by the rental agency.
- Smoking in the vehicle.
- Use of cell phones while driving.
- Radar detectors and/or radar jamming equipment.
- Animals, other than trained service animals, unless previously approved by Transportation Services.
- Under the influence (and consumption) of alcohol, illegal substances (i.e., drugs), or while using a prescription/non-prescription medication that has any warning of impairment, including a warning for drowsiness or not to use when operating heavy machinery.
- Hazardous materials or the transportation of such materials unless previously approved by Facilities Services.
- Firearms and other weapons or the transportation of such items unless previously approved by Facilities Services.
- Picking up hitchhikers.
- Driving with anything on top of the vehicle or with anything protruding from a window/door unless previously approved by Facilities Services.
- Pushing or towing any vehicle, trailer or equipment unless previously approved by Transportation Services.
- ***Note: All requests that need Transportation Services approval need to be submitted no less than 5 business days before the scheduled trip.

The following is an outline of what drivers are responsible for:

- Obeying and enforcing all rules, regulations, terms and conditions set forth in the Juniata College Driver & Vehicle Policy.
- Obeying all federal, state, and local traffic laws, as well as campus traffic rules and regulations – traffic tickets are the responsibility of the driver, not the college.
- Wearing of seat belts at all times – the number of operating seatbelts will determine the number of acceptable passengers in a vehicle.

- Determining if driving conditions are not appropriate for continuing the trip – weather conditions, vehicle conditions, or driver’s physical condition may determine whether to continue the trip or not.
- Turning off the vehicle, removing the keys and locking the vehicle when the vehicle is left unattended.

Vehicle Reservations

- RSOs must be in “active” status and have filed a trip plan with the Office of Student Engagement – Transportation Services will require a copy of the trip plan.
- Reservations should be made by the driver, coach, faculty or staff member – in the case of RSOs, the reservation should be made by the driver.
- When reserving a vehicle, the following information will need to be provided:
 - Name of Group/Organization
 - Purpose of Use
 - Destination
 - Length of Rental
 - Pickup Date/Time
 - Return Date/Time
 - Budget/Account Number
 - Driver/Passenger List
 - Number of Passengers
- If there is a need to cancel a reservation, drivers should notify Transportation Services at least 24 hours in advance.
- Rental Agencies:
- If the college does not have any appropriate vehicles available, vehicles can be rented through a rental agency.
- Only approved drivers should be renting vehicles on behalf of the college.
- The rental agency may have more stringent age requirements for drivers.
- 15 passenger vans will not be permitted for rentals.
- When renting a vehicle from a rental agency, drivers are still required to follow the Driver & Vehicle Policy.

Vehicle Pickups>Returns

- College vehicles **must** be signed out between 8:00 am – 4:30 pm, Monday – Friday during the academic year and 8:00 am – 3:30 pm, Monday – Friday during the summer, excluding holidays.
- Vehicles rented from the rental agency **must** be signed out during that agency’s normal business hours.
- A valid driver’s license will be required to sign out a college vehicle.
- Drivers must verify vehicle reservation information above if signing out a college vehicle.
- Prior to driving, drivers must conduct a vehicle inspection and report any existing damage to Transportation Services or rental agency, note the starting mileage, making sure that all emergency equipment/documents are present, and confirming that the following are operational and in good working order:
 - Brakes
 - Parking Brake

- Steering Mechanism
- Horn
- Windshield wipers/washers
- Rearview mirrors
- Lights (headlights and taillights)
- Tires/Wheels
- Drivers are responsible for returning vehicles in a clean condition – college vehicles that are left dirty will be cleaned and the RSO/Department that last used the vehicle will be charged – rental vehicles that are left dirty may result in additional charges from the rental agency.
- Drivers should return college vehicles to their assigned parking space in South Lot and rental vehicles to the rental agency.
- Drivers need to conduct a post-trip inspection of the vehicle noting any damage and/or safety concerns on the Vehicle Trip Report or to the rental agency – the ending mileage should be noted on the Vehicle Trip Report.
- Keys, gas credit cards and Vehicle Trip Report should be returned to Transportation Services at the Facilities building upon return of the college vehicle.

Accident Procedures

This information is also located on the laminated card found in the college vehicle glove box.

- Stop and secure the vehicle.
- Set out warning devices.
- Contact local law enforcement authorities.
- Get the following information from the other driver:
- First/Last Name
- Date of Birth
- Driver's License Number and State
- Phone Number
- Address
- Insurance Company and Policy #
- License Plate Number
- Make/Model/Year of Vehicle
- Damage to Vehicle
- Injury to Driver (if any)
- Date/Time
- Road/Weather Conditions
- Names and Phone Numbers of any Passengers
- Injuries to any Passengers
- Names and Phone Numbers of any Witnesses
- Get the investigating officer's first/last name, badge number, phone number and report number.
- Give the other driver your information and vehicle information.
- Obtain the names and addresses of all witnesses in the event that criminal and/or civil charges are filed against you.
- Do not make or sign any statements other than that required by law enforcement personnel.
- Express no opinion as to who was at fault – do not admit any liability.
- Take the time to draw a diagram of the accident.

- As soon as practical, notify Public Safety at (814) 641-3636.
- If the college vehicle is damaged and is not drivable, have it towed.
- Fill out the Juniata College Accident Report by the end of the day.
- In the case of a rental vehicle from a rental agency, drivers should also follow the procedures outlined on the rental agreement and/or posted in the vehicle.

Breakdown Procedures

This information is also located on the laminated card found in the college vehicle glove box.

- If a college vehicle breaks down, the driver should notify Public Safety at (814) 641-3636.
- Public Safety will notify Transportation Services to determine action to be taken – **the driver is responsible for making arrangements to carry out the repair.**
- **Call Enterprise for roadside assistance 1-800-325-8838**
- Any additional expenses incurred due to the abandonment of the vehicle (if not previously approved by Transportation Services), alternate transportation or lodging is the responsibility of the individual or the RSO/department.
- If a rental vehicle breaks down, the driver should follow the procedure outlines on the rental agreement – the driver should also report the break down to Public Safety at (814) 641-3636.