

**VEHICLE USE HANDBOOK  
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## GENERAL VEHICLE USE

### Philosophy Statement

The purpose of the Vehicle *Use Handbook* is to manage risk, promote safety, and provide guidelines for vehicle use while performing college business.

### Vehicle Use

As a representative of Luther College there are safety standards and responsibilities that must be completed in a professional manner. All those traveling on college business are expected to adhere to applicable college policies and procedures as well as traffic laws. Drivers of college fleet are not allowed to accept gratuity payments. The ability to drive a college vehicle, or any other vehicle, on college business is granted to drivers who maintain acceptable driving records and follow the provisions found in this handbook.

### College Vehicles

The college fleet consists of five-passenger cars, mini-vans, 12-passenger vans (including driver) and a 35 passenger bus. All of these vehicles are for use while performing college business. College fleet vehicles are not available for personal use. Any lost keys or fobs will be charged to the department requesting the vehicle.

College vehicle drivers are required to have access to a cell phone for emergency purposes. Cell phones are available for checkout from Facilities Services if needed. **Cell phones or other hands-free devices are prohibited to be used while driving a vehicle on college business.** Texting is never permitted while driving a vehicle for college business.

College fleet vehicles are for use by academic, athletic and administrative departments for college business. Student organizations may be allowed to use college vehicles with prior authorization of their faculty or staff advisor. Every effort will be made to accommodate vehicle requests by the campus community. **Reservations are made on the date of application (first-come, first-served).** If a college vehicle is not available, the requestor will receive notification. Facilities will work with departments to meet their needs. If a college vehicle is not available, the person requesting the vehicle should contact a rental agency such as Decorah Rental, Hertz, U-Car Share, etc. or use their personal vehicle.

Luther College automobile liability insurance applies to all vehicles owned, leased, borrowed, or rented by the college. However, for personal vehicles, Luther College insurance is secondary.

Faculty, staff and students may operate college-owned cars, mini-vans and 12-passenger vans based on the following criteria:

- Complete the driver's application.
- Authorize a Motor Vehicle Records report (MVR).
- Not be classified as a high-risk driver.
- Read the Vehicle Use Handbook.

In addition, spouses of faculty and staff may drive college vehicles after receiving approval from the appropriate vice president and completing the criteria described above.

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## **Smoking and Tobacco**

Forms of prohibited smoking include:

Cigarettes, cigars and other forms of tobacco, pipes, hookahs and other smoking devices such as e-cigarettes or vapor cigarettes are also prohibited.

## **Animals**

Animals, other than service animals, are not allowed in college vehicles at any time. This is due to potential health problems for passengers or future vehicle users. Animals may cause problems including stains, odors and other damage to college and/or personal property.

## **USE OF COLLEGE VEHICLES**

### **Reserving Vehicles**

Faculty and staff must complete the on-line reservation request form. The form is available on the Facilities Service web page (<http://www.luther.edu/facilities>). Select the Vehicle Reservation Request form. The reservation request form can be accessed at any time; however, it is only checked during regular office hours Monday – Friday, 7:00 a.m. - 5:00 p.m. Any questions can be directed to ext. 1010. The sponsoring academic or administrative office must include specific information on the form and it must be fully completed to submit the request. Information required includes:

- The type and quantity of vehicle.
- The driver or drivers' names.
- Destination.
- The day and time of departure.
- The day and time of return.
- The account name and number to charge the trip.
- Student only trip. Additional information required includes the distance the students will be traveling. If greater than 200 miles one-way, a faculty or staff member must accompany the group, and their name must be provided.
- A roster of travelers must be provided.

The college offers the use of an enclosed cargo trailer. The trailer may be requested when filling out the reservation form. It is required that a trailer training video be viewed by the driver of the vehicle. This video can be watched at the Facilities Services office prior to towing the trailer. It is imperative that the driver has knowledge about all aspects of towing a trailer i.e. hooking up, checking lights, remembering that it is behind you, etc. Students will not be allowed to drive a college vehicle while towing a trailer.

### **Faculty and Staff**

Eligible drivers for cars and mini-vans must:

- Must be at least 18 years old.
- Must have a valid U.S. driver's license, which has been in effect for at least two years.
- Annually complete a Driver Application and Agreement Form.
- Not be classified as a high-risk driver as defined in this *Vehicle Use Handbook* on page 7.

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First-time driver applicants may be asked to watch a defensive driving video. This video may be viewed in the Facilities Services office.

Staff volunteer drivers (non-paid) must provide proof of personal medical insurance at the Facilities Office.

International faculty/staff with a valid international driver's license, which has been in effect for at least two years, must also complete a road test with Campus Safety and Security.

In order to be eligible to drive 12-passenger vans, applicants must additionally:

- Be at least 20 years old.
- Complete a van safety orientation with Campus Safety and Security.
- Complete a road test with Campus Safety and Security. If the driver can verify they have driven a 12-passenger van, the certification may be waived.

Facilities Services will arrange the training with Campus Safety and Security.

At times college visitors, such as visiting professors, may be granted driving privileges. The sponsoring department must first obtain approval from the appropriate vice-president. Facilities Services may approve the driver application based on the above driver guidelines.

If there is a fee charged to the passenger(s) for shuttle type services, the driver must have a D3 endorsement on their license.

### **Student, Faculty/Staff Spouses and Volunteer Drivers**

Student, Faculty/Staff spouses and Volunteer drivers for cars and mini-vans must:

- Be at least 18 years old.
- Have a valid U.S. driver's license, which has been in effect for at least two years.
- Annually complete a Driver Application and Agreement Form.
- Not be classified as a high-risk driver as defined in this *Vehicle Use Handbook* on page 7.
- Provide proof of medical insurance.
- All volunteer drivers must be preapproved by the appropriate cabinet member.

First-time student, faculty/staff spouses and volunteer driver applicants must watch a defensive driving video. The video may be viewed at the Facilities Services office.

International students and faculty/staff spouses with a valid international driver's license, which has been in effect for at least two years, must also complete a road test with Campus Safety and Security.

In order to be eligible to drive 12-passenger vans, applicants must additionally:

- Be at least 20 years old.
- Must complete a van safety orientation with Campus Safety and Security.
- Must complete a road test with Campus Safety and Security.

Facilities Services will arrange the orientation with Campus Safety and Security.

In addition, student drivers will have the following restrictions:

- Cessation of driving privileges due to disciplinary sanctions which might reflect negatively on the students' ability to drive safely.
- Will not be permitted to transport visitors to and from campus if acting as a "taxi" service.

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- Students will not be allowed to drive a college vehicle while towing a trailer.

If there is a fee charged to the passenger(s) for shuttle type services, the driver must have a D3 endorsement on their license.

Students may travel without a faculty or staff advisor accompanying them if the trip is less than 200 miles (one-way). A faculty or staff member, who is also an approved driver, must accompany students traveling more than 200 miles (one-way). The process is as follows:

- A faculty or staff member must contact Facilities Services via the on-line reservation form to reserve a vehicle(s) for a specific trip by indicating the group traveling, destination, responsible department and account number, time and date for departure and return, driver(s) and the list of those traveling.
- If vehicles are available, the staff or faculty advisor must fill out the reservation request form. The form can be found on the Facilities Services web page (<http://www.luther.edu/facilities>) and then clicking Vehicle Reservation Request.

### **Vehicle Check-Out**

The following procedures should be used to check out a college vehicle.

Review the guidelines as outlined in the *Vehicle Use Handbook* that is available on the Luther website at (<http://www.luther.edu/facilities>).

Keys, vehicle checkout form, fuel credit cards and a cellular phone (if needed) should be picked up at the Facilities Services Office during office hours. Office hours are Monday - Friday, 7:00 a.m. to 5:00 p.m. For non-business hours, contact the Luther College Welcome Center/Information at ext. 2000 to arrange a pickup with Campus Safety and Security.

Drivers should familiarize themselves with the assigned vehicle and perform an exterior inspection of the vehicle, i.e. check the tires, inspect for damage, etc. Some vehicles have special procedures for accessing the fuel tank fill port, removing keys from the ignition, locating light switches, etc. For more information, contact Facilities Services at ext. 1010.

The vehicle should be returned to the appropriate fleet parking area at the time specified on the reservation. It is important to return vehicles in a timely manner as they may have multiple users per day. Please be sure the gas tank is full and the interior clean when the vehicle is returned. The following additional charges will be assessed:

- Failure to remove trash \$25.00
- Failure to return a clean interior \$25.00 minimum
- Failure to return with a full fuel tank \$75.00
- Late return or failure to return to the proper lot \$75.00
- An excessively dirty exterior will be assessed and charged accordingly

The keys, credit card, mileage form, gas receipts and cell phone should be returned to the Facilities Services Office in the envelope provided. For after-hours return there is a slot to the left of the Facilities Services Office door.

The charges for vehicle use are billed at:

- \$ .32 per mile for cars
- \$ .35 per mile for mini-vans
- \$ .40 per mile for the 12-passenger vans

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Car, mini-van and 12-passenger van drivers shall not drive for more than 10 hours per day without taking proper rest periods. Multiple drivers may not exceed more than 16 hours per day. **Driving all night is never permitted. Fatigued driving is very similar to driving while impaired.** When rest breaks are necessary, be sure the vehicle is pulled off the road at a safe location.

### **General Principles for the Luther College Bus**

The college bus drivers must comply with and provide documentation as required by the DOT for hours driven. According to the DOT a driver may drive a maximum of 10 hours after 8 consecutive hours off duty or may not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off-duty time is not included in the 15-hour period. The college has placed an approximate 200 mile one-way travel limitation to allow a single driver to complete a trip. Longer trips may be scheduled, as long as the department is aware the trips may be multiple days, with overnight stays.

The costs associated in the event the bus does not return as planned will be determined on a case by case basis. Weather, scheduling, availability and unforeseen circumstances will all be considered.

If there is a postponement or cancellation of a scheduled event, the department who has reserved the college bus will not be charged if the bus remains in Decorah. If the college bus leaves Decorah, the department that has reserved the bus will be charged \$2.25 per mile traveled.

The mileage fee for the Luther College bus is \$2.25 per mile (minimum daily charge of \$225.00 if the miles traveled are less than 100 miles).

Seat belt use is required of the driver at all times. **The driver is prohibited from using a cellular phone or any other hands-free device while driving the bus.** The seats for the passengers do not have seat belts.

### **Use of Personal Vehicles**

If a college vehicle is available, but the driver wishes to combine the business trip with a personal trip, the driver must use his/her personal vehicle. The Luther fleet rate will be paid for actual business miles only.

If a college vehicle is not available for college business, options are renting a vehicle or use of a personal vehicle. Facilities Services will provide an e-mail to the driver indicating a college vehicle is not available and the driver should contact a rental agency or use their personal vehicle. If the driver uses a personal vehicle, they will be reimbursed at the current IRS rate.

If a driver prefers to drive their personal vehicle and a fleet vehicle is available, the driver will be reimbursed at the Luther fleet rate for actual business miles. The personal vehicle used for college business must be in good mechanical condition and all safety-related systems must be functional.

**The college strongly recommends that a college-owned vehicle be used when on college business. Drivers choosing to use their personal vehicle will do so at their option and at their risk.**

Drivers must have a valid driver's license. The vehicle owner must have adequate insurance. Their liability insurance is primary in the event of an accident. They will be responsible for payment of any deductible.

- Adequate insurance is defined as:
  - \$100,000 per person bodily injury
  - \$300,000 per accident bodily injury
  - \$50,000 property damage liability

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- A combined single limit of \$300,000
- Proof of insurance and the vehicle registration form must be in the vehicle at all times.

If a college guest such as a consultant, speaker, etc., uses her/his personal vehicle, the college will reimburse at the negotiated rate but no more than the current IRS rate.

### **Identification of High Risk Drivers**

A driver will be classified by the college as a high-risk driver if the Motor Vehicle Record (MVR) report indicates or if is otherwise determined, that the driver has any of the following violations within the most recent three-year period:

- conviction for an alcohol and/or drug-related driving offense
- refusal to submit to a Blood Alcohol Center (BAC) test
- conviction for reckless driving
- any combination of three or more moving violations or chargeable (at fault) accidents
- citation for leaving the scene of an accident
- at fault in a fatal accident
- felony, assault or homicide arising out of operation of a motor vehicle
- license suspension or revocation within the past three years
- personal auto insurance is high risk, as classified by an insurance carrier
- failure to stop or report when involved in an accident

### **Management Control for High Risk Drivers**

The college will not grant a high-risk driver driving privileges for college-owned or rented vehicles.

### **Driver Reporting Responsibilities for Everyone**

Drivers are responsible for and required to notify their supervisor/advisor and Facilities Services immediately of:

- Any illness, injury, physical condition or use of medication, which may impair or affect the ability to safely drive a college-provided vehicle or a personal vehicle on college business.
- Any accident involving a college-provided vehicle or a personal vehicle being used on college business. (Refer to If Driver Has an Accident for additional responsibilities.)
- Any charge of a moving violation by an employee, which might result in being classified as a high-risk driver according to this program.
- The suspension, revocation or administrative restriction of the employee's driver's license. If this occurs, the employee must discontinue use of the college-provided car and/or driving a personal car on college business. Otherwise college-driving privileges will be permanently revoked.
- Any citations issued via traffic cameras.

### **If Driver Has an Accident**

- Conditions and/or regulations permit, move onto the shoulder or side of roadway to prevent further damage or potential accidents. Turn on the hazard lights.
- Summon police and medical assistance if necessary. Keep calm. Be courteous. Don't argue. Make no statement concerning the accident to anyone except a police officer. Get the officer's name and badge number. Do not accept responsibility. Law enforcement and/or insurance claim adjusters will determine fault.
- Obtain the names and addresses of all persons injured regardless of how minor the injury.

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- Do not administer first aid, unless qualified to do so.
- Report the accident immediately to Campus Safety and Security at 800-258-8437 or 563-382-2111. Security is staffed 24 hours-a-day, 7 days-a-week.
- Before leaving the accident scene, the driver should check to see that he/she has all the facts. The accident should be reported as soon as possible to the driver's supervisor.
- The responsible department will be required to pay a deductible for any at fault accident or damage to a vehicle.

### **Vehicle Breakdown**

Pull vehicle as far to the side of the road as possible and turn on the vehicle's hazard lights. The driver should use a cell phone to call for assistance if unable to change a flat tire or if there are mechanical problems.

Campus numbers to use when calling for assistance are:

- Campus Safety and Security                      563-387-2111
- Facilities Director                                      563-387-1012
- Emergency    911

If a driver is in an unsafe area, turn on the vehicle hazard lights and do not leave the car. Lock the doors, roll up the windows, call for help and wait for the police.

## **SAFETY PRINCIPLES**

### **Seat Belts**

The driver and all passengers are required to wear seat belts while in college-provided vehicle. All child restraint laws must be followed. Seat belts are the best protection against death or injury in an accident. The driver is responsible for ensuring the number of occupants does not exceed the number of available seats and that each occupant is using the provided seat belt.

### **Cell Phones**

College vehicle drivers are required to have access to a cell phone for emergencies. Cell phones are available for checkout from Facilities Services if needed. Cell phones or other hands free devices are prohibited to be used while driving a vehicle on college business. Texting is never permitted while driving a vehicle for college business.

### **Substance Free**

No person may drive when his/her ability to do so is impaired in any way. This includes, but not limited to, being affected, impaired or influenced by alcohol, illicit drugs, medication, illness, fatigue or injury. If a driver has any doubt about his/her ability to drive safely, he/she should not drive. The driver must at all times maintain a vehicle free of alcohol and other illicit substances. If a driver discovers someone has an unauthorized substance, stop the vehicle and ask to have the substance removed. If the passenger does not comply, consider it an emergency. Call the authorities or Campus Safety and Security at 563-387-2111.



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### **Drive Defensively**

Drivers are required to obey speed limits and all traffic signs. Drivers need to be aware of road and weather conditions and adjust speed as necessary. Follow at an assured, clear distance and watch for other vehicles and pedestrians. Plan your trip to allow enough time to arrive at your destination safely.

### **Hitchhikers**

Picking up hitchhikers is never permitted.

### **Hazardous Road Conditions**

When college-owned vehicles are scheduled to leave and weather conditions are hazardous, the driver/advisor should use their discretion to delay or cancel travel plans to ensure the safety of all occupants.

If drivers should encounter hazardous conditions while traveling, they must exercise good judgment at all times. Hazardous conditions include, but not limited to, fog, heavy rain, snow and icy conditions.

Links and phone numbers for current winter road and weather conditions can be accessed at:

- [http://www.crh.noaa.gov/lot/winter/road\\_reports.php](http://www.crh.noaa.gov/lot/winter/road_reports.php)
- phone in Iowa: 511(outside of IA 800-288-1047)
- phone in Minnesota: 511 (outside of MN 800-542-0220)
- phone in Wisconsin: 511 (outside of WI 866-511-9472)



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10. A list of drivers and passengers must be provided during the reservation process for each trip.
11. Obey all traffic laws and use safe driving practices at all times.
12. Weather conditions need to be taken into consideration before any trip. Driving should be modified according to the conditions, i.e., delay or cancel a trip if necessary.
13. The driver assumes responsibility for fines related to traffic violations while using a college vehicle or any vehicle for college business. This includes citations issued by traffic cameras.
14. No person may drive when his/her ability to do so is impaired in any way. Includes, but not limited to, being affected, impaired or influenced by alcohol, illicit drugs, medications, illness, fatigue or injury. The driver, must at all time, maintain a vehicle free of alcohol or other illicit substances.
15. Immediately report all accidents to Campus Safety and Security at 800-258-8437 or 563-387-2111, 24 hours per day, 7 days per week.
16. If a driver has an accident, follow procedures as set forth in the *Vehicle Use Handbook*. Do not discuss who is at fault with persons at the scene. Law enforcement authorities and/or insurance claim adjusters will determine fault.
17. Drivers are expected to know and understand the information included in the *Vehicle Use Handbook*. The *Vehicle Use Handbook* is available for review on the Luther website (<http://facilities.luther.edu>).
18. The driver will return the college vehicle free of trash and with a full tank of gas. A department will be charged for a vehicle that is returned late, to the wrong lot, not full of gas, not free of trash or excessively dirty inside or outside.
19. The driver will indicate any deficiency or defect they notice on the provided mileage form.

I certify that I have read this Driver Application Agreement and the **Vehicle Use Handbook** I will drive the Luther College vehicle, or any another vehicle while on college business, observing all safe driving rules and comply with all college procedures and policies. I understand that any violation of any part of this agreement may result in the suspension of my Luther College driving privileges. I authorize Luther College to order a Department of Motor Vehicle report of my driving record.

I have read this release and understand the terms used in it and their legal significance. This release is freely and voluntarily given with the understanding that rights to legal recourse against Luther College, the Board of Regents, and all other auxiliary organizations of Luther College are knowingly given up in return for allowing my participation in the travel activity.

If the driver is not a paid employee of Luther College, they will need to sign a waiver of liability at Facilities Services.

Furthermore, I certify that all information provided on this form is true and complete to the best of my knowledge.

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Signature

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Date

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