REINHARDT COLLEGE
VEHICLE USE POLICY

INSURANCE COVERAGE FOR VEHICLES

College-Owned or Long-Term Leased Vehicles

To ensure insurance coverage, it is imperative that departments contact the Finance and Administration Office (FAO) whenever a vehicle is purchased or leased on a long-term basis with the following information: year, make, and model of the vehicle; date of acquisition; amount paid or value of vehicle; vehicle identification number (VIN); license number; and if leased, the leasing agent. The department should also notify FAO whenever a vehicle is transferred to another department, sold, or returned to the leasing agent.

Short-term Rentals

If departments or organizations have a need to rent vehicles on a short-term basis, the Finance and Administration Office (x5515) should be contacted prior to arranging for the rental. The rental must be in conjunction with a College-sponsored event. Driver insurability must be determined prior to renting the vehicle through a Motor Vehicle Record (MVR) check (see Motor Vehicle Record (MVR) Checks below). Please contact FAO x5515 for details. Allow at least three days for processing. All drivers are required to complete a College-sponsored Defensive Driving Course.

Other Rentals

An employee renting a vehicle for business travel not arranged through the FAO, i.e., at an airport, should rent the vehicle in his/her name as well as REINHARDT COLLEGE, i.e., Name/REINHARDT COLLEGE. The College's insurance coverage is primary and the employee's coverage is secondary. Rental insurance need not be purchased.

Personal Vehicles Used for College Business

The vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The College's coverage is secondary for liability coverage. There is no comprehensive collision, or other physical damage coverage provided for the employee’s vehicle.

International Vehicle Use

If departments or organizations have a need to rent vehicles for approved College functions or business on a short-term basis from a rental agency in a foreign country, the vehicle should be rented in the name of the College. If a driver's name is required on the rental form, it should be entered as "REINHARDT COLLEGE/(driver's name)." Because there are differences in insurance requirements in foreign countries, the insurance provided by the rental agency should be purchased.
DRIVER REQUIREMENTS

Employees

Employees may be authorized to operate College-owned, leased, and/or rental vehicles on a regular basis as part of their job requirements under the following conditions: they are at least 21 years of age, have a valid Georgia driver's license for the class of vehicle they will be operating (MVR check), have reasonable experience driving the type of vehicle used, and complete a College-sponsored Defensive Driving Course.

Students and Others

Students (whether volunteers or paid) and others (volunteers and non-employees) are eligible to operate a college-owned, leased and/or rented vehicle only under very specific circumstances. The need for students and/or volunteers to operate such vehicles must be approved in advance by both the FAO and the Vice President or equivalent administrative department head over the unit requesting such approval, and all of the conditions specified under Employees above must be met by the driver in question. Normally such approvals will be granted for on-campus driving only. This restriction applies to all types of college vehicles including golf carts. Student and volunteer drivers approved under this provision will be required to read and sign a waiver confirming their understanding of the insurance coverage if the use of private vehicles is involved.

Motor Vehicle Record (MVR) Checks

In January of each year, departments are required to submit a list of those individuals who will be driving College vehicles on a regular basis with license information to FAO. The MVR check must be completed prior to allowing the employee to drive the vehicle. Throughout the year, to add employees to their approved driver list, departments should contact FAO. MVR checks are performed yearly for all employees who are authorized to operate College-owned, leased, and/or rental vehicles on a regular basis.

Insurability

All drivers must meet the insurability standards mutually set between the College and its insurance provider. FAO determines driver insurability by reviewing the person's driving record. If an employee is required to drive a College vehicle as part of their job duties and is determined to be uninsurable, the employee may be subject to disciplinary action leading up to and including termination. Violations that affect insurability are:

- Driving under the influence of alcohol or drugs
- Vehicular homicide/involuntary manslaughter
- Operating a vehicle during a period of suspension or revocation
- Using a vehicle in the commission of a felony
- Flee/elude police officer
- Drag racing
- Hit skip/leave scene
- Driving without owner consent
- Accumulating more than four points in a 24-month period
Defensive Driving Courses

After an MVR check is completed and the employee has met the guidelines, the employee is required to complete the College-sponsored Defensive Driving Course. The employee must contact FAO at x 5515 to set up the training.
VEHICLE USAGE GUIDELINES

These guidelines pertain to any leased, owned or rented vehicles when used in conjunction with College-sponsored events such as field trips, athletic events, and educational related travel, etc.

1. Occupancy is limited to the number of seatbelts available. The driver and occupants are required to wear seatbelts at all times.

2. Use of 15-passenger vans is prohibited because of the propensity for rollover.

3. The driver must be at least 21 years old and hold a valid Georgia driver's license for the class of vehicle they will be operating. A Motor Vehicle Report (MVR) is required as well as the College-sponsored Van Defensive Driving Course for all drivers.

4. No person is to drive under the influence of alcohol or drugs, including prescribed and/or over-the-counter medications that could impair driving ability or cause drowsiness.

5. A team of two or more drivers should be assigned for trips exceeding 400 miles or eight hours of driving time. At least two drivers must stay awake while on duty. The team should be replaced every few hours. No driver should operate the vehicle for more than eight hours in a 24-hour period. A ten-minute break should be taken for every three hours of driving. Travel between the hours of Midnight and 6:00 a.m. should be discouraged.

6. All cargo must be secured inside of the van but should not overload the open space. No items are to be placed on the roof of the vehicle. The hauling of trailers or external cargo is prohibited unless it is essential to fulfillment of the academic or other programmatic mission in which case only compact 4' x 8' or smaller can be used.

7. Talking on a cell phone, text messaging, or engaging in other distracting activities such as eating or taking notes while transporting passengers is prohibited.

8. The vehicle must be turned off, locked and the keys removed, whenever it is left unattended.

9. No unauthorized passengers such as hitchhikers, family or friends are to be transported in the vehicle without the advance permission of the Vice President or equivalent department head over the unit requesting the travel.

10. With the exceptions of official business, mechanical failure, or serious (life or death) emergencies, College-owned vehicles are to be operated in College areas only. Vehicles may not be used for personal use or errands.

11. Any changes in driving status or driver license validity must be reported to the FAO.