

TRANSPORTATION POLICY

Policy

Chapman University's fleet consists of eleven (8) person capacity vans. Described in this policy are the requirements, regulations and steps to take to reserve and use a university vehicle.

Vehicles shall be used for official university business only. No personal use is permitted.

Fees

1. There is a \$25.00/day or 40 cent per mile user fee, whichever is greater.
2. University vehicles are required to be returned with a full tank of gas, or if the tank is not full when the vehicle is received, to replace the gas that is used. A fee of \$10 per gallon will be charged for all vehicles returned without a full tank of gas or without the gas being replaced.
3. Departments returning vehicles without cleaning out excessive dirt and trash; or that violate the no food and/or drink policy will be charged a \$50 cleaning fee.
4. Departments using university vehicles are responsible for any necessary repairs due to damage that occurred during operation.

Regulations

1. Vehicles may *only* be used for official university business. Personal use is prohibited and will result in denial of insurance benefits should an accident occur.
2. All drivers *must* be authorized to drive university vehicles.
3. Drivers *must* be 21 years of age or have three years licensed driving experience
3. Driving, operating, or using a university vehicle by anyone who has consumed or ingested alcohol, any controlled or illegal substance, or drug that impairs driving ability, is strictly prohibited.
4. The possession of alcoholic beverages, firearms, or illegal drugs is prohibited inside university vehicles.
5. Seat belts *must* be worn at all times by all occupants.
6. The use of cell phones or personal listening devices while driving is prohibited.
7. The use of tobacco in any form is prohibited in university vehicles.
8. Cleats are not permitted to be worn in university vehicles.
9. Food and/or beverages other than water are not permitted to be consumed in university vehicles.
10. Trash, debris and personal belongings are to be removed at the conclusion of each trip. Also, windows must be closed, doors locked and lights off when the vehicle is not in operation. Failure to do so may result in a fine.
11. Drivers must obey all local and state traffic rules, laws and regulations at all times. Chapman University will not be responsible for any moving violations or parking citations received by the driver.
12. No animal or pet may occupy a university vehicle without authorization.
13. Seats may not be removed from university vehicles.
14. Driving off paved road-ways must be authorized prior to the trip. Any damage incurred is the responsibility of the department using the van.

Other Information

Parking & Transportation Supervisor (714) 997-6560
Public Safety (714) 997-6763

Forms and Authorization

Vehicle Request Form

All departments/persons who wish to use a campus vehicle must submit a **Vehicle Request Form** to the Parking & Transportation Supervisor for vehicle scheduling and confirmation of the reservation. (The Parking & Transportation Supervisor can be contacted at Public safety, ext. 6560.)

It takes a minimum of 48 hours to process driver authorization requests for new drivers; each new driver must be cleared and authorized to drive University Vehicles. If you are not sure whether a driver has been cleared or not, contact the Parking & Transportation Supervisor at ext. 6560.

In order to clear a new driver the individual seeking clearance must come to the Transportation Office and complete the necessary paperwork. There is a fee for this service so a budget number must be included on the form. For California License holders, a **California Drivers License Employer Pull Notice Addition Form** must be submitted. It is a two-sided form that cannot be processed unless it is completed in full. For Out-of-State License holders, an **Out-of-State Drivers License Pull Notice Addition Form** must be submitted. It is a two-sided form that cannot be processed unless it is completed in full. Out-of-State license holders will not be authorized if they are employed in any capacity by the university. Fees to process authorizations for individuals with Out-of-state Licenses are charged back to the department requesting clearance. The fees vary by state. Please contact the Parking & Transportation Supervisor with questions.

The Vehicle Request Form is divided into three sections.

1. The top part of the form requests the date, department name, and phone ext. and contact person.
2. The middle part of the form includes all the detailed information to process the vehicle request. The information needed is described as follows:
 - a. Dates Needed. Include the dates that the vehicle will be required. Please note that campus vehicles normally will not be issued for more than three days.
 - b. Time Needed. Include the time that the vehicle will be required.
 - c. No. of Passengers. List the total number of passengers including the driver.
 - d. No. of Vehicles Needed. List the total number of vans requested.
 - e. Destination. Indicate the trip destination.
 - f. Driver Information. All individuals who will be driving must list their name, date of birth and driver's license number. Only those individuals listed at the time of the request will be authorized to drive unless the Parking & Transportation Supervisor is contacted prior to departure.

g. Department Number. The department budget number will be indicated on this line. Any charges incurred will be billed to this number.

h. Department Head Name. Print full name of department head.

i. Department Head Signature. No vehicle will be checked-out without the signature of the Department Head. By signing this form the department head assumes responsibility for any damages or charges that are incurred by the group using the vehicle.

3. The bottom portion of the form is used by Transportation to record the date the request was received, whether approved or denied and vehicle assigned. Once the form has been received and processing has begun, the Parking & Transportation Supervisor will contact the requestor either by mail or by phone to confirm whether a vehicle is or is not available on the days that were requested. If for some reason the vehicle will not be needed, a 24 hour notice of cancellation is requested to allow for maximum usage of all vehicles.

Vehicle Trip Report Form

A *Vehicle Trip Report Form* will be given to the driver with the vehicle keys on the day the vehicle is taken. The driver will return this form with the keys on the day that the vehicle is returned.

The form will be filled out as follows:

1. Date. The date the vehicle is being used will be written on this line.
2. Vehicle. The ID number for the assigned vehicle will be written here.
3. Driver. The persons authorized to drive the vehicle will be written here.
4. Department Name/No. The department responsible will be written here.
5. Destination. Write down the vehicle destination.
6. Beginning Mileage. Write down the starting mileage of the vehicle. The starting mileage will be verified by the Parking & Transportation Supervisor.
7. Ending Mileage. Write down the vehicle mileage at the time the vehicle is returned. The ending mileage will be verified by the Parking & Transportation Supervisor.
8. Pre-trip and Post-trip Safety Inspection. The driver is responsible for completing the inspection which includes checking lights, brakes, horn, windshield wipers, mirrors, tires, body damage, cleanliness and fuel level.
9. Remarks. List any damages that were incurred while operating the vehicle or any other information you would like to relay to the Parking & Transportation Supervisor.

10. Fuel Purchase. List the amount of gallons of gasoline purchased and the cost.
11. Driver's Signature. The driver must sign the form before returning it with the keys.

The vehicle key, *Vehicle Trip Report Form*, and *Trip Manifest Form* will be picked up and returned to the Public safety office. ID is required at the time of vehicle pickup. The *Trip Manifest Form* must be submitted to Public Safety prior to university vehicles being driven off university property. The vehicle key and *Vehicle Trip Report Form* must be returned at the conclusion of the trip.

All vehicles must be returned to the designated parking area behind the Bhathal Student Services Building and the Law School or the Student Health Lot, by the evening of the day the vehicle was reserved, not the next morning. The only exemption is for those vehicles checked out for trips that require an overnight stay at the place of destination. Vehicles are to be returned to the numbered space that corresponds to the van number.

Emergency Service

1. If a mechanical problem should arise after the vehicle has been checked out and is enroute or returning from a scheduled trip destination, contact the Parking & Transportation Supervisor at (714) 997-6560 (or Public safety at (714) 997-6763 if after hours). You must receive authorization from the Transportation Department prior to any purchases for repairs to a university vehicle. If the vehicle is unable to be driven, the department using the van would be responsible for transporting the passengers back to the university.
2. If an accident occurs enroute or returning from a scheduled trip destination, immediately contact the Parking & Transportation Supervisor at (714) 997-6560 (or Public safety at (714) 997-6763 if after hours).

A *Driver's Accident Information Kit* is located with the vehicle registration in the glove box. Please refer to the Driver's Accident Information Kit for instructions on Accident Reporting Guidelines. Follow these instructions and be sure to document the accident with photos taken by the camera inside the accident kit. The department using the vehicle at the time of the accident is responsible for providing transportation back to the university for all passengers. The department responsible for the vehicle at the time an accident occurs is responsible for damage to the vehicle. If a claim is made against Chapman University's insurance carrier, the responsible department will be charged for the deductible. The deductible amount is \$1,000.00. If the damage amount is less than \$1,000.00, the department responsible for the damage will pay the full amount of the cost of repairs.