

To: Methodist University Faculty/Staff/Students

Ref: Methodist University Vehicle Operator's Policy

All faculty/staff/students and volunteers who wish to apply for authorization to operate a vehicle owned, leased, or controlled by Methodist University **must have at least 5 years of driving experience and be at least 21 years of age**. The application process includes filling out the below listed forms and submitting them to the Public Safety Office:

- Driver's Obligation Form
- Driver's History Form
- A copy of your driver's license
- Medical Certification Exam Card (when applicable)

Request for the use of University vehicles must be approved by the appropriate Administrative Committee Member and sent to the Maintenance Department, Attn: Vehicle Operations. You should contact the Maintenance Department to sign for the vehicle and receive your keys. If your pick up time is after 3:30pm, (Monday-Friday) or on weekends/holidays, you should contact the Public Safety Office at 910-630-7098. Vehicles will be returned in the same manner.

*All faculty, staff, and/or students who desire to operate a Methodist University vehicle must first be placed on the University Vehicle Operators' list. In order to be placed on the list, you must complete this packet in its entirety and return it to the Public Safety Department for processing.

Definition of Terms

Driver- A community member or a non-community member, either a volunteer or an employee who is authorized to operate a Methodist University vehicle.

Vehicle- Any vehicle that is owned, rented, leased or borrowed by Methodist University or used for any Methodist University business or function, including but not limited to cars, vans, trucks, buses, and construction/landscape vehicles.

NOTE: Methodist University reserves the right to deny any requests to drive a university-owned or controlled vehicle.

Driver's Qualifications

A. UNIVERSITY -OWNED PRIVATE PASSENGER VEHICLES

1. Must have a **valid** driver's license, be at least **21 years of age**, and have a **minimum of five (5) years driving experience**.
2. Must complete a driver history questionnaire form.
3. Must complete a Driver Obligation form.
4. Must complete online training.
5. Must agree to a yearly review of your driving history from the Department of Motor Vehicles.
6. Must not have any at-fault accident/violations, no excessive traffic violations, or a combination thereof within the last 24 months.

7. Must not have any violations of driving while under the influence of drugs or alcohol; reckless driving, excessive speed violations, or have a reinstated license in effect less than one (1) year after the revocation.
8. Must agree to report any motor vehicle violations or citations to the Campus Safety Officer within 48 hours of its occurrence; regardless of whether you are operating a university owned or leased vehicle or **your privately owned vehicle**.

B. VANS/MINI-BUSES (9-15 passengers)

1. Must satisfy all qualifications under Section A.
2. Student drivers must have a Methodist University faculty or staff member in the van when operating the van. (Only exception is that a faculty/staff must be in the **lead** vehicle when in a caravan arrangement.)
3. Must complete online training program and vehicle familiarization session.
4. Persons who have experience driving vans are required to provide documentation (reference letters, certifications etc).
5. Submit to a physical examination. Receive a medical certification card.
6. Submit to drug and alcohol screening test.
7. If involved in an accident, you must submit to an alcohol test within 8 hours of the accident and a drug test must be conducted within 32 hours of the accident. (If in a university vehicle and the accident results in fatal injury.)

C. ACTIVITY BUSES (capable of carrying 16 or more passengers)

1. Must satisfy all operator conditions listed in Section A.
2. Have a valid Class C-Commercial Driver's License with a P-endorsement for vehicles carrying passengers.
3. Submit to pre-employment Alcohol/Drug testing and random re-testing.

D. CONSTRUCTION/LANDSCAPING VEHICLES

1. Must satisfy all conditions in Section A.
2. Must satisfy conditions of Section B, if applicable.
3. Must use the vehicle only for assigned tasks.

E. TRANSPORTATION OF POLLUTANTS AND HAZARDOUS WASTE

It must be understood that whether the university chooses to transport hazardous waste in its own vehicles or through an outside contractor, as the owner/generator of the hazardous material, the university would be liable for any such waste released during an accident.

No faculty, staff member, student, or volunteer is authorized to transport hazardous waste to or from Methodist University under any circumstances.

Should the University choose to hire an outside contractor to deliver and/or remove hazardous materials from Methodist University, a University representative or department head should request that Methodist University be added as an additional insured to the transportation company's liability policy.

It should also be realized that the transportation company is licensed and insured to provide said services, and their personnel should be properly trained in all of their responsibilities.

A copy of the company's liability insurance policy must be on file with the office of the Vice-President of Business Affairs.

F. RESERVING A VEHICLE

1. Go to MUNET. Forms and Documentation, Maintenance, Vehicle Request Information
2. Request a Sedan, Van, or Bus as far in advance as possible of your trip. Send the Vehicle Request Form to Vehicle Maintenance by fax @ 7501, by email @ vehmaint@methodist.edu, or hand deliver to the Vehicle Operations office located in the Maintenance Building. (As soon possible, vehicles will be assigned on a first come first served basis.)
 - a. You will be notified of the availability of the vehicle you requested by email. The email will be sent to the person listed in the point of contact and the approving administrative committee member.
 - b. In the case there is no available vehicles, there is the option of renting a vehicle. For questions concerning rentals, please contact your Department Chair or call 7011.
 - c. If the need arises to cancel you reservation, please call 7267 immediately.

G. SIGNING OUT A VEHICLE

1. Between the hours of 6:30a-3:30p Monday-Friday, you will sign out the vehicle from the Vehicle Operations office, located in the Maintenance building.
2. If after/before the above hours or on weekends, you should contact Security at 7098 to meet you at the Vehicle Operations office.

H. RETURNING A VEHICLE

1. Please return keys and paperwork to the drop box located outside of the Vehicle Operations office.
2. Be on time returning the vehicle. Vehicles should be returned as soon as you return to campus.
3. Refuel before returning (vehicle should be full)
4. Clean out vehicle to the best of your ability. Remove large trash items.
5. Record your mileage on the envelope provided. Insert keys and any additional paperwork into the drop box.

I. BREAKDOWN/MECHANICAL ISSUES

1. Look above the sun visor for emergency numbers/information or contact:
 - a. Public Safety: 910-630-7098
 - b. Donna Douglas: 910-988-2554 (910-630-7267) (vehmaintenance@methodist.edu)
 - c. Richard Croom Sr: 910-759-9181

METHODIST UNIVERSITY DRIVER'S OBLIGATIONS

The driver agrees that he/she will:

- Have a valid driver's license of the type required and with all proper endorsements for the vehicle being driven.
- Be advised and acknowledge that Methodist University will at least annually conduct a review of the driver license records of all approved drivers. This review will check for license validity and enforcement actions (suspensions, revocations, citations, or arrest and involvement in collisions).
- Use school vehicles for authorized business only.
- Not permit any unauthorized person to drive the vehicle.
- Use seatbelts or other available occupant restraints and require all occupants to do likewise in accordance with state law.
- Number of passengers will not exceed the number of seat belts.
- Operate the University vehicle in accordance with University regulations, know and observe all applicable traffic laws, ordinances and regulations and use safe driving practices at all times.
- Assume all responsibility for any and all fines and traffic violations associated with his/her use of a University vehicle or privately owned vehicle on University business.
- Not drive under the influence of drugs or alcohol.
- Not transport unauthorized passengers such as hitch-hikers, family members or friends.
- File a travel plan if taking an out of town trip.
- Turn off the vehicle, remove keys, and lock the vehicle when unattended.
- Drive the vehicle at speeds appropriate for road conditions.
- A driver will not drive more than 7 consecutive hours or more than 10 hours in a 24 hour period. Any trip that will require more than 10 hours will require two (2) drivers.
- Not drive the vehicle "off-road" unless it is made for that use.
- Before leaving the parking area, inspect the vehicle for safety concerns, checking tires, wipers, lights, and other safety equipment for observable defects. Report any defects immediately to the prescribed authority to determine if the vehicle is safe to operate.
- Immediately report all accidents or violations to the prescribed authority.
- Be subject to applicable University disciplinary procedures for violations of University policy or rules.
- Submit to random Alcohol/Drug testing at the direction of the faculty/staff member in charge.

DRIVER'S NAME _____

DRIVER'S
SIGNATURE _____ DATE _____

METHODIST UNIVERSITY DRIVER'S HISTORY

NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY #: _____

DRIVER'S LICENSE #: _____

STATE: _____

- 1. Have you had your driver's license for 5 years or more? _____ Yes _____ No
- 2. Do you have a previous driver's license number? _____ Yes _____ No (If yes, Number: _____ and State: _____)
- 3. Have you as a driver of a vehicle, been involved in a traffic accident? _____ Yes _____ No If yes, when? _____ (Explain below)
- 4. Do you have any violations within the last two years? _____ Yes _____ No
- 5. Have you ever been charged/convicted of any moving violations? _____ Yes _____ No
- 6. Have you ever been charged/convicted of reckless driving? _____ Yes _____ No
- 7. Have you ever been charged/convicted of multiple speeding violations or excessive speed (10 or more over)? _____ Yes _____ No
- 8. Have you ever been charged/convicted of driving while impaired? _____ Yes _____ No
- 9. Have your driving privileges ever been revoked or suspended? _____ Yes _____ No (If yes, when? _____ (Explain below)

Explain all items answered "YES". Identify each item by using the number of the question. Use the back of this paper if necessary. _____

I authorize Methodist University to obtain an accurate copy of my driving history form the Department of Motor Vehicles. I hereby certify that each and every statement made on this form is true and complete. I understand that any misstatement or omission of information will subject me to disqualification or dismissal.

Signature: _____

Date: _____