



Transportation Procedures

Public Safety Department
Parking and Transportation

Lafayette College's Transportation Procedures are designed to protect travelers, bystanders, vehicles and property when activities of Lafayette College require transportation.

Members of the Lafayette College community engage in many activities requiring transportation to other locations. To accomplish this transport safely, the College owns and maintains a fleet of vehicles of various types, frequently rents or charters other vehicles, and allows employees to be reimbursed for the use of their personal vehicles. Because of the significant hazards such transportation activities represent, the following procedures have been instituted to protect both persons and property from harm during such usage and to provide equitable usage of the fleet. Individual College Departments may establish more, but not less, restrictive transportation policies for their own Departments. These procedures apply to the operation of any vehicle on college business, whether the vehicle being operated is College-owned, College-rented, or personally-owned.

Operating Instructions – All Drivers

General Regulations

1. Locales: Vehicles may NOT be operated outside the continental United States. The College's insurance only provides coverage for domestic travel. Vehicles may only be driven on paved roads and non-paved or gravel access roads, they may not be operated off-road.
2. Cell phones: Drivers will NOT use cell phones for phone calls or texting at any time while vehicles are in motion or waiting at stoplights, stop signs, traffic jams, etc. Cell phones are only to be used by passengers or by drivers who have pulled over and stopped in a safe location.
3. Headlights: All drivers will drive with the headlights on at all times, day or night.
4. Accidents must be reported to Public Safety immediately for any vehicle being used for College Business.
5. Speed Limit: All posted speed limits must be followed and adjusted for prevailing weather conditions, vehicle (and trailer, if applicable) response to such conditions, and familiarity with the route.
6. Vehicle top carriers: Vehicle top carriers or other carriers are not permitted.
7. Modifications: No modifications to vehicles (ski or bike racks, antennae, stickers, signs, tow hitches, seat removal, etc.) may be made except by Facilities Operations.
8. Smoking: Smoking in College owned or rented vehicles is prohibited.
9. Radar detectors: The use of radar, laser or other speed monitoring detection systems is prohibited.
10. CB and portable radios: If passengers are present, they and NOT the driver should operate any CB or portable radios used. (Exception: This regulation does NOT

apply to Public Safety and Facilities Operations personnel while executing job responsibilities.)

11. Driving Under the Influence: No drivers, before or during trips, will use alcohol, medications, or drugs, whether taken with or without a prescription, that may cause drowsiness or other physical or mental impairment.
12. Hitchhikers: Picking up hitchhikers is prohibited.
13. Cargo: Cargo may not be loaded above the height indicated on the stickers in van cargo areas of College vehicles. Illegal substances and items may not be transported.
14. Loads: Hauling loads is prohibited, unless the vehicle is specifically designed for such loads. Examples of potentially damaging loads include firewood, sod, lumber or gravel. If bulky, awkward or hazardous cargo must be hauled, drivers must consult with Facilities Operations to ensure cargo will be properly stowed and hauled.

Weather Conditions

Drivers and Departmental sponsors of student trips are responsible to obtain weather information before and during daily travel to determine if road or weather conditions present hazards along the planned travel route. If College vehicles are already on the road and weather conditions become hazardous, the driver assumes the responsibility of ensuring the safety of the passengers by stopping, delaying, or canceling travel planned for that day. At all times Facilities Operations, in consultation with the Treasurer, retains the right to immediately restrict all local travel including rental or charter vehicles, due to inclement weather or safety hazards.

Vehicles – Types and Classes

Types of vehicles – The following types of vehicles may be used for college business – see Section IV for instructions on how to reserve a vehicle.

1. Personal Motor Vehicles (only when approved by a supervisor and driver approval is on file)
2. College-owned vehicles

The College owns a variety of vehicles ranging from passenger vehicles dedicated to a specific department or driver to large service vehicles to non-licensed carts.

- The Procurement Office must approve and transact any purchases of new or used vehicles. Without the approval of the Procurement Office, the College’s insurance coverage will not be extended to such vehicles regardless of whether the driver is an authorized College driver.

As advised by the Business Office, the Treasurer’s Office maintains a centralized list of all vehicles owned by Lafayette College and advises the

insurance company of changes, as needed. The list is updated as necessary, and includes at least the following information:

- 1. Vehicle Type (private passenger, truck, tractor, etc.)
 - 2. Vehicle Year
 - 3. Vehicle Make
 - 4. Vehicle Model
 - 5. Vehicle Identification Number (VIN)
 - 6. Title Number (if vehicle is owned)
 - 7. Department responsible for ownership
 - 8. Driver(s) assigned (if dedicated vehicle)
 - 9. Purchase price/value at acquisition
 - 10. Scheduled replacement
- In compliance with the College's Sustainability Initiative, all vehicles considered for purchase are evaluated for environmental impact.
 - Safety features are given as much consideration as cost in the new and used vehicle purchasing process. The need for features such as airbags, backup mirrors, backup alarms, backup distance sensors, automatic headlight-ignition connections, and anti-lock brakes will be evaluated on a vehicle-by-vehicle basis.

Motor Vehicle classes – Class designations are determined by the Commonwealth of Pennsylvania:

1. Class I vehicles are described as light trucks, sedans or minivans.

2. Class II vehicles are designed primarily for cargo, not passengers, whose driver does not need a Commercial Driver's License. These vehicles are designed to carry cargo and are typically larger, heavier, and more unstable than Class I vehicles, with a wider turning radius and lengthier stopping distances required when loaded.

3. Class III vehicles are designed to carry from eight (8) to fifteen (15) passengers, but whose driver is not required to have a Commercial Driver's License. These vehicles are also larger, heavier, and less stable than Class I vehicles, with a wider turning radius and lengthier stopping distances required whether loaded to capacity or not. The performance characteristics of Class III vehicles require more driver skill and training than Class I or II vehicles. The Class III fifteen (15) passenger vehicles owned by the College are restricted for use by Facilities Operations and delivery services. Passengers may be transported in Class III twelve (12) passenger vans owned or rented by the College.

4. Class IV vehicles are large trucks, buses, etc., or have passenger accommodations for sixteen (16) or more persons and require the driver to have a Commercial Driver's License. These vehicles and drivers are generally leased or chartered by the College.

5. Unclassified vehicles are utility and golf carts. The College maintains a fleet of this type of vehicles to provide a method to transport people, equipment, and supplies across the paved walkway areas on campus where larger vehicles are prohibited from access except in emergency situations. Transportation Procedures must be followed while operating this type of vehicle.

The following priority list will be followed for college owned vehicle usage:

Departmental Vehicles – College owned vehicles that are reserved for regular use by specific departments. The following departments shall have appropriate numbers and types of vehicles assigned to them at all times:

- Athletics
- Biology Department
- Community Outreach
- Development
- Dining
- Geology Department
- Information Technology
- Facilities Operations
- Post Office
- President's Office
- Public Safety
- Reprographics
- Student Life
- Sustainability Department
- Lafarm
- EMS Club

Vehicle Rentals: (See more detailed information on page 16)

Short-term rental vehicles

Local short-term rental vehicles are available from Enterprise Rent-a-Car under a contract managed by the Purchasing Office. A national Enterprise contract has been negotiated and provides physical damage protection in the College's contract. Utilizing this preferred provider is advisable both locally and nationally due to this contractual protection. Utilizing other vendors (even at a seemingly lower rate) could potentially cost the College more since proper protection may be lacking.

****Please note that rentals outside of the Easton Enterprise office are subject to age restrictions.****

Rental College Owned Vehicles

Vehicle Usage & Reservations Procedures – All Drivers

A.General Information

College-owned or short-term rental vehicles are available for use by College Departments upon request for domestic travel.

College vehicles are not available for personal use. Personal use is only allowable for vehicles dedicated to one driver when use of the vehicle is a taxable event. College owned vehicles cannot be driven by visiting speakers, performers, lecturers, or similar guest

Long-term lease vehicles

The Purchasing Office must approve and transact any purchases or long-term leases of new or used vehicles. Without the approval of the Purchasing Office, the College's insurance coverage will not be extended to such vehicles regardless of whether the driver is an authorized College driver.

Personal vehicles

Employees should evaluate the most cost-effective means of transportation prior to operating their personal vehicles for College purposes and prior to submitting mileage for reimbursement. In most cases, a rental vehicle will be the most prudent method of transportation partly due to the insurance protection included in the contract, roadside assistance and other benefits allotted in the College's rental contract with Enterprise. A round trip of over one hundred twenty-five (125) miles per day is normally more cost effective using a rental.

- Employees may operate their personal vehicles for college purposes and submit mileage for reimbursement. Such reimbursement is intended to cover the cost of gas, wear and tear, insurance, and deductibles for the vehicle. Per Pennsylvania law, any accident will be filed under the ***employee's auto insurance*** with the College's liability policy acting as secondary coverage. Therefore, all restrictions listed in the Transportation Procedures apply while on College business when operating a personal vehicle.
- Students are discouraged from using personal vehicles while on college business due to the personal liability exposure. However, should a student

elect to use their personal vehicle, all restrictions listed in the Transportation Procedures apply while on college business. Permission to use a personal vehicle for college business or sports must be approved and a driver approval on file with Public Safety Parking and Transportation.

Non-licensed vehicles

Vehicles that are not licensed for road use may not be driven on public roads. All restrictions listed in the Transportation Procedures apply as appropriate.

Bus services

- Contact the Purchasing Office to arrange for charter or school bus service as necessary.
- A shuttle bus is provided by the College for students to use to Metzgar Fields & the Art's Campus off of 3rd Street. Current schedules can be accessed on the College's Public Safety website page by searching "LCAT" (Lafayette College Area Transportation).
- Information on public bus transportation can be found by searching the College's Public Safety website for LANTA (Lehigh and Northampton Counties Transportation Authority).

Aircraft Travel

Only scheduled commercial flights may be used for College-related travel unless approved by the President. Flights should be arranged in accordance with the College's purchasing methods which are fully described on the Purchasing Services website at <http://purchasing.lafayette.edu/purchasing-process/>.

Driver Records

Parking and Transportation Services will be responsible for maintaining the Approved Drivers List noting specific training completed as required. To verify driver approvals, appropriate offices will be granted access to the shared drive containing the most recent version of the Drivers List.

Usage Records

- Each department is responsible for verifying that drivers are authorized to operate College vehicles as reflected on the Approved Drivers List on the shared drive.

Driver Approval – Students

The vast majority of personal injuries, deaths, and property damages from motor vehicle accidents are directly attributable to driver error. Operating a college vehicle is a privilege bearing great responsibility, particularly when passengers are involved. For this reason, the College reserves the right to be highly selective in approving drivers to operate College vehicles. Only the approved student assigned to drive a college owned or rented vehicle may operate the vehicle. Student drivers of college owned or rented vehicles will be qualified in the following ways:

- **Driving Approval Process - Students**

Enrolled students seeking approval to operate a college owned or rented vehicle will only be added to the approved driver list after meeting the following requirements:

1. Possess a valid domestic driver's license
2. Have at least one (1) year of driving experience in the United States. *(Can not be a permit or provisional license)*
3. Complete the Driver Approval Request Form on the Public Safety website at <http://publicsafety.lafayette.edu/student-driving-of-college-insured-vehicles/>; obtain the necessary signatures indicated on the form, and forward it to the Public Safety Office with a copy of your driver's license via email at Borgoj@lafayette.edu at least one week prior to driving a vehicle.

The signed request authorizes the College to obtain a Motor Vehicle Record (MVR) on the applicant and attests that the applicant has read the Transportation Procedures document. Parking and Transportation Services will only notify the applicant if the MVR is unsatisfactory and they are NOT approved to drive. The Department Head that requested and approved the driver to apply can access the approved drivers list to see the status of the application and advise the student when they are approved.

4. Complete the training outlined in Section II.E., as appropriate.

- **Driver Disqualification – Students**

Driving privileges will not be granted to individuals whose history (in the time period indicated in each item) includes one or more of the following moving violation convictions:

1. Three or more speeding tickets during the past three years
2. Speed in excess of twenty-five miles per hour (25 mph) over the posted limit during the past three years
3. Two preventable accidents in a twelve (12)-month period during the past three years
4. Operating during a period of suspension or revocation during the past five years

5. Operating a motor vehicle without the owner's authority during the past five years
6. Permitting an unlicensed person to drive during the past five years
7. Reckless driving during the past five years
8. Failure to report an accident or a hit and run accident during past five years
9. Citing for driving while under the influence of alcohol or drugs (DWI/DUI) during the past five years
10. Underage alcohol consumption during the past five years
11. Negligent homicide arising out of the use of a motor vehicle during any time period
12. Using a motor vehicle for the commission of a felony during any time period
13. Possession of illegal substances or illegally possessing any weapon during any time period

It is the responsibility of each driver to notify Parking and Transportation Services if any infraction cited in the prior list (#1 through 13) occurs when operating any vehicle (whether privately owned, College owned, or College rented) subsequent to receiving approval to operate College owned or rented vehicles. Parking and Transportation Services reserves the right to deny an individual's driving privileges. The determination of the privilege to drive a college vehicle is at the discretion of Parking and Transportation Services.

Revocation of Privileges – Students

1. Driving privileges will be revoked if:
 - The approved driver loans the College owned or rented vehicle to any other individual. If additional drivers will be operating the vehicle, all drivers must be listed on the reservation AND listed on the approved driver list.
 - Any student driver involved in an accident while operating a College vehicle that results in an insurance claim will lose driving privileges until an investigation determines fault. If the student is not at fault for the accident, the student may apply to the Public Safety Office for reinstatement. However, reinstatement is at the discretion of the Parking and Transportation Assistant Director. All accidents found fault of the student driver will be reviewed and could result in a 1 year suspension of driving privileges.
 - Parking and Transportation Services reserves the right to revoke an individual's driving privileges should that individual exhibit poor judgment of any kind while

driving College vehicles. The determination of the privilege to drive a college vehicle is at the discretion of Parking and Transportation Services.

ACCIDENTS-

- All incidents will be designated as either “preventable” or “non-preventable” by actions of the College vehicle driver. The following are some of the criteria constituting “preventable” actions by the driver:
 - Failure to adjust speed to conditions of light, weather, road, or traffic
 - Failure to note dashboard warning lights that result in mechanical difficulties
 - Failure to recognize and adjust to driver’s own temporary physical, mental or emotional condition
 - Failure to adjust to clearance at top, sides, front or rear of vehicle
 - Failure to observe conditions at rear of vehicle while backing
 - Failure to yield right of way when necessary to avoid an accident
 - Failure to control speed to be able to stop within assured clear distance ahead
 - Failure to observe traffic laws and ordinances
 - Failure to observe Lafayette College’s Transportation Procedures

- **Duration of Driving Approval - Students**

Unless approval is revoked for reasons listed in the prior section, once approved, student driving privileges continue until the student is no longer enrolled, as long as an acceptable current Motor Vehicle Record continues. Students who have driven in the previous year may automatically continue to drive unless and until their Motor Vehicle Record (MVR) becomes unacceptable or their license expires. If a student’s driving approval has been revoked, he or she must wait at least three hundred sixty-five (365) days before applying for reinstatement.

Driver Training - Students

Basic training

- All student drivers are expected to be familiar with the operation of a motor vehicle and Pennsylvania motor vehicle law.
- In addition to submitting the Driver Approval Form referenced in Section II.A.3., all student drivers must:
 - Review the Driving Information for Students
<http://publicsafety.lafayette.edu/student-driving-of-college-insured-vehicles>
 - Obtain a score of 70% or more by completing the Student Driver
https://lafayettec.qualtrics.com/SE/?SID=SV_8B6KLRQala2bcBT

Specialized training

- Students who have attended two semesters may be authorized to operate twelve (12) passenger vans. However, students authorized to operate twelve (12) passenger vans can only operate the vehicle on campus, between main campus and Metzgar Fields, or while following a vehicle operated by a College employee off campus.
- First year students may train to operate large vehicles, but may only operate such vehicles after the completion of the Spring semester of their Freshman Year. To operate these vehicles, students must successfully complete the Large Vehicle Training course. Training can be scheduled by contacting Public Safety at extension 5330 or emailing Public Safety EHS at public-safety-ehs.group@lafayette.edu Public Safety EHS will notify Parking and Transportation Services of successful completion of the course.
- Drivers will always enter the driver's door only after walking around the rear of the vehicle to note potential obstacles and the distance to them.

If a driver is pulled straight into a parking spot or backing up the vehicle:

- a) The driver is not accompanied by passengers and safety permits; he/she must stop the vehicle and walk around it to observe obstacles and distances before backing into the space.
- b) The driver is accompanied by passengers; one passenger must disembark and direct the driver during backing operations if safety permits.

Preventive Maintenance

Fluid levels - It is the responsibility of the driver to maintain proper oil and coolant levels if the vehicle is being used for an extended time period or driven an extended distance.

Driver Approval – Employees, Subcontractors, Volunteers

The vast majority of personal injuries, deaths, and property damages from motor vehicle accidents are directly attributable to driver error. Operating a college vehicle is a privilege bearing heavy responsibility, particularly when passengers are involved. For this reason, the College reserves the right to be highly selective in approving drivers to operate College vehicles. Non-students or non-employees of Lafayette College are NOT permitted to drive College vehicles with the exception of volunteers and approved contractors who are:

- 1) donating their time to drive for Lafayette College activities AND
- 2) whose driving records have been reviewed and approved by Parking and Transportation Services.

Driving Approval Process – Employees, Subcontractors, Volunteers

All current employees and subcontractors or volunteers designated by Parking and Transportation Services, seeking approval to operate a College owned or rented vehicle shall:

- Possess a valid domestic driver's license
- Have at least one (1) year of driving experience in the United States.

Exempted from this requirement are full-time employees who operate College vehicles on a regular basis for their department. Such individuals may be hired on a probationary basis for ninety (90) days. Preventable accidents for which they are responsible or tickets they receive in that time may be grounds for termination if restrictions on operating College vehicles would hinder the employee's ability to perform his / her job. Such probationary employees may not operate Class III vehicles.

- Complete the Driver Approval Request Form on the Public Safety website at <http://publicsafety.lafayette.edu/student-driving-of-college-insured-vehicles/> and forward it to Parking and Transportation Services (901 Bushkill Dr) at least one week prior to driving a vehicle. The signed Request Form authorizes the College to obtain a Motor Vehicle Record (MVR) on the applicant and attests that the applicant has read the Transportation Procedures document. Parking and Transportation Services will only notify the applicant if the MVR is unsatisfactory and they are NOT approved to drive. Department Heads will have access to the driver approvals to check on the status of when an employee, volunteer or contractor are approved.
- Complete the training outlined in Section III.E. as appropriate.

Driver Disqualification – Employees, Subcontractors, Volunteers

Driving privileges will not be granted to individuals whose history (in the time period indicated in each item) includes one or more of the following moving violation convictions:

1. Three or more speeding tickets during the past three years
2. Speed in excess of 25 miles per hour (25 mph) over the posted limit during the past three years
3. Two preventable accidents in a twelve (12) month period during the past three years
4. Operating during a period of suspension or revocation during the past five years
5. Operating a motor vehicle without the owner's authority during the past five years
6. Permitting an unlicensed person to drive during the past five years
7. Reckless driving during the past five years
8. Failure to report an accident or a hit and run accident during past five years

9. Citing for driving while under the influence of alcohol or drugs (DWI/DUI) during the past five years

10. Underage alcohol consumption during the past five years

11. Negligent homicide arising out of the use of a motor vehicle during any time period

12. Using a motor vehicle for the commission of a felony during any time period

13. Possession of illegal substances or illegally possessing any weapon during any time period

It is the responsibility of each driver to notify Parking and Transportation Services if any infraction cited in the prior list (#1 through 13) occurs when operating any vehicle (whether privately owned, College owned, or College rented) subsequent to receiving approval to operate College owned or rented vehicles. Parking and Transportation Services reserves the right to deny an individual's driving privileges. The determination of the privilege to drive a college vehicle is at the discretion of the Public Safety Office.

Revocation of Privileges – Employees, Subcontractors, Volunteers

Driving privileges will be revoked if:

1.. The approved driver uses a college fleet vehicle on personal business not approved by a Department Head. Vehicles dedicated to one driver are exempt from this restriction when use of the value of the vehicle is a taxable event.

2. Any Employees, Subcontractor, Volunteer driver involved in an accident while operating a College vehicle that results in an insurance claim will lose driving privileges until an investigation determines fault. If the Employee, Subcontractor, Volunteer are not at fault for the accident, the Employee, Subcontractor, Volunteer may apply to the Public Safety Office for reinstatement. However, reinstatement is at the discretion of the Parking and Transportation Assistant Director. All accidents found fault of the Employee, Subcontractor, Volunteer driver will be reviewed and could result in a 1 year suspension of driving privileges.

3. The approved driver loans a college vehicle to any other individual. If additional drivers will be operating the vehicle, all drivers must be listed on the reservation and listed on the approved driver list.

4. The Public Safety Office reserves the right to revoke an individual's driving privileges should that individual exhibit poor judgment of any kind while driving College vehicles. The determination of the privilege to drive a college vehicle is at the discretion of Parking and Transportation Services.

ACCIDENTS-

- All incidents will be designated as either “preventable” or “non-preventable” by actions of the College vehicle driver. The following are some of the criteria constituting “preventable” actions by the driver:
 - Failure to adjust speed to conditions of light, weather, road, or traffic
 - Failure to note dashboard warning lights that result in mechanical difficulties
 - Failure to recognize and adjust to driver’s own temporary physical, mental or emotional condition
 - Failure to adjust to clearance at top, sides, front or rear of vehicle
 - Failure to observe conditions at rear of vehicle while backing
 - Failure to yield right of way when necessary to avoid an accident
 - Failure to control speed to be able to stop within assured clear distance ahead
 - Failure to observe traffic laws and ordinances
 - Failure to observe Lafayette College’s Transportation Procedures
- An employee whose job does not require regular driving – notation of the accident will be made on the Approved Drivers List. Two preventable accidents within a five-year period will result in the revocation of the employee’s driving approval.
- An employee whose job requires regular driving - notation of the accident will be made on the Approved Drivers List. If a driver has two preventable accidents within a one-year period or three preventable accidents in a two-year period, Parking and Transportation Services will work with the Department Head to evaluate alternatives and determine appropriate consequences.

Duration of driving approval – Employees, Subcontractors, Volunteers

Unless approval is revoked for the reasons listed in the prior section, once approved, employee, subcontractor, and volunteer driving privileges continue for the duration of employment, subcontracting assignment, or volunteer period, pending satisfactory subsequent Motor Vehicle Record reviews and submission of renewed driver’s license information in years of license expiry. If the expiration date is more the 4 years a Motor Vehicle Record check will be completed at the end of every 4 years.

Driver Training – Employees, Subcontractors, Volunteers

Basic training

All licensed drivers are expected to be familiar with the operation of a motor vehicle and Pennsylvania motor vehicle law.

Specialized training

- To operate twelve (12) and fifteen (15) passenger vans, sport utility vehicles and pick-up trucks, drivers must successfully complete the Large Vehicle Training course. Training can be scheduled by contacting Public Safety EHS at extension 5330 or by email public-safety-ehs.group@lafayette.edu . Public Safety EHS will notify Parking and Transportation Services of successful completion of the course. These large capacity vehicles may only be operated by employees of the College twenty-five (25) years of age and older.
- Specialized training is required for operators of unusual vehicles (e.g. vehicles towing trailers, vehicles transporting particularly hazardous cargo, vehicles encountering special hazards on particular routes, etc.) as determined by the Department overseeing the vehicle or the Public Safety Office.
- Drivers will always enter the driver's door only after walking around the rear of the vehicle to note potential obstacles and the distance to them.

If a driver is pulled straight into a parking spot or backing up the vehicle:

- c) The driver is not accompanied by passengers and safety permits; he/she must stop the vehicle and walk around it to observe obstacles and distances before backing into the space.
- d) The driver is accompanied by passengers; one passenger must disembark and direct the driver during backing operations if safety permits.

Preventive Maintenance

Fluid levels - It is the responsibility of the driver to maintain proper oil and coolant levels if the vehicle is being used for an extended time period or driven an extended distance.

RENTALS (non-college owned)

The Enterprise Office is responsible for:

- Requesting names of all drivers and verifying that drivers are authorized to operate rental vehicles;
- Recording College's BANNER General Ledger Number for each rental on monthly invoice; and

- Obtaining the group affiliation and contact information.
- Driver Records

DOMESTIC TRAVEL

Local Short-term Rental Vehicles Usage Procedures

The following procedures are to be used for rental of local Enterprise vehicles for College business. If a visiting speaker, performer, lecturer or other guest of the College is to be provided with rental transportation, the vehicle should be rented and paid in their name. Reimbursement to the guest should be requested by the hosting College Department using an expense report. The visitor may elect to accept or decline the liability and collision insurance coverage as they deem appropriate. **Regardless of the choice, the visitor is personally responsible for any damage or liability that may occur. College rented vehicles cannot be operated by such visiting speakers, performers, lecturers, or similar guests.**

Local Short-term Rental Vehicles

Local Short-term Rental Vehicles – Reserving the Vehicle

Determine the type of vehicle needed for the trip. If the type of vehicle requested is not available, Enterprise will upgrade the vehicle at no additional cost. Reservations made with less than 48 hours notice will not receive this accommodation and may be subject to higher rental charges.

(a) The local contract requires that drivers be eighteen (18) years of age or older to rent standard sized vehicles and restricts operation of rented large capacity twelve (12) and fifteen (15) passenger vehicles (*can not be operated by a student*) to college employees twenty-five (25) years of age or older.

(b) Rented twelve (12) and fifteen (15) passenger vans may only be operated in the continental United States.

Since these vehicles do not meet Federal Bus Safety Standards, they may not be used to transport children ages eighteen (18) or younger (Preschool through 12th grade).

Student Drivers are required to read the “Student Car Rental Policy” on the Public Safety website at <http://publicsafety.lafayette.edu/student-driving-of-college-insured-vehicles/> and complete/submit the “Enterprise Rental Car Approval for Student Drivers Form” (found in the same location) to the Student Life Programs Office, as directed by the form, prior to reserving a vehicle.

Contact Enterprise Rent-a-Car at 610-253-7599 at least forty-eight (48) hours in advance to reserve a vehicle. State that you are renting through the Lafayette College contract. You must provide Enterprise with the following information:

- (a) the BANNER number that will be charged,
- (b) the name of the department or organization using the vehicle,
- (c) the names of all individuals who will be operating the vehicle,
- (d) the length of time the vehicle is needed, and
- (e) the type of vehicle needed.

Enterprise will verify that all drivers appear on the College's Approved Driver List.

Local Short-term Rental Vehicles – Obtaining and Returning Vehicles

(1) The keys will be tagged with your and added to the key box at 901 Bushkill Drive First Floor outside the parking and transportation office. Vehicle will be parked in the Bushkill Commons Lot (901 Bushkill Dr. larger lot)

**** (YOUR NAME) on behalf of Lafayette College - If you do not use this phrase, your personal insurance will become the primary coverage if an accident occurs.**

(d) Retain the pink copy of the signed rental agreement (will be in the car); this copy will serve as the vehicle's registration during the rental period.

(2) At the completion of the rental, adhere to the following procedure:

(a) Vehicles must be returned to the parking spaces designated for Enterprise vehicles in Bushkill Commons Lot B.

(b) Inspect the vehicle and note any damage.

(c) Deposit the keys in the lock box located near the reserved parking spaces.

(d) Immediately notify Enterprise that the car has been returned at enterpriserentacar-5723@ehi.com. Failure to send this e-mail may result in additional rental charges to your department.

(e) Forward the pink copy of the signed rental agreement to your supervisor or advisor via interoffice mail to facilitate budget tracking.

Local Short-term Rental Vehicles – Invoicing and Costs

Since Enterprise is the College's negotiated local rental provider, invoices will be sent directly to the Purchasing Office for payment. Departments will be billed monthly for Enterprise rentals against the account number provided at the time of request. Drivers will NOT be reimbursed for local short-term rentals charged to personal or corporate credit cards or paid in cash.

(1) See Exhibit A for base amounts that will be charged to your department. These rates include the purchase of the Damage Waiver (DW), but do not include sales tax, transportation tax, or fueling costs. Base rates include unlimited mileage on daily rentals within the states of Pennsylvania, New York, New Jersey, Delaware, Maryland, Massachusetts and Connecticut and any other state approved by the local Enterprise office. While vehicles may be operated on non-paved or gravel access roads, they may not be operated off-road.

(2) Enterprise will re-fuel tanks at current market rates. It is not necessary to return the vehicle with a full tank.

(3) All tolls, parking and other incidental charges are the responsibility of the operating Department.

(4) All parking violations, moving violations or other traffic tickets or fines are the responsibility of the driver. Drivers must notify Public Safety of any traffic violations or accidents immediately upon return to the campus.

(5) Returning a vehicle with excessive wear and tear, in relation to cleanliness, will result in an additional charge to the Department that reserved the vehicle.

Domestic Non-Local Short-term Rental Vehicles – Reserving the Vehicle

The renter must provide the College’s national account number (DB57007) when reserving a vehicle to receive the reduced rates of the Enterprise national contract. You may reserve the vehicle through the Easton office or through the Enterprise location most convenient for your trip. All policies apply to domestic and local short term rentals.

Domestic Non-Local Short-term Rental Vehicles – Obtaining and Returning Vehicle

Adhere to the following procedure when obtaining the vehicle:

(1) Present your driver’s license to the rental representative for identification purposes.

(2) Inspect the vehicle for damage before signing for the vehicle.

(3) Sign the rental document using the following signature phrase:

******(YOUR NAME) on behalf of Lafayette College - If you do not use this phrase, your personal insurance will become the primary coverage if an accident occurs.**

(4) Retain the pink copy of the signed rental agreement; this copy will serve as the vehicle’s registration during the rental period.

At the completion of the rental, adhere to the following procedure:

(1) Inspect the vehicle and note any damage to the rental representative.

(2) Return the pink, signed copy to your supervisor to facilitate budget tracking.

Domestic Non-Local Short-term Rental Vehicles – Invoicing and Costs

Since the charges for non-local rentals will be captured on your credit card, submit the amount for reimbursement in accordance with the College's Expense Reimbursement Policy.

- a) Know the policies of the rental agency regarding fueling, taxes, cleaning, and insurance and verify that the correct charges are reflected on the bill. Do not purchase insurances offered; the costs will not be reimbursed under the College's Expense Reimbursement Policy.
- b) All tolls, parking and other incidental charges are the responsibility of the operating Department.
- c) All parking violations, moving violations or other traffic tickets or fines are the responsibility of the driver. Drivers must notify Public Safety of any traffic violations or accidents immediately.

INTERNATIONAL TRAVEL

International Short-term Rental Vehicles [less than thirty (30) days]

The College discourages employees from operating vehicles in foreign countries. Public transportation and hired drivers and vehicles should be used whenever possible. However, if such options are not available, the following regulations should be followed:

Drivers should contact the Risk Management Office (610-330-5132) to discuss the rental.

Drivers must be employees twenty-five (25) years of age or older.

Vehicles may only have a capacity of up to seven (7) passengers.

Vehicles may only be rented for up to thirty (30) days.

Purchase ALL insurances offered through the rental agency to avoid fines and penalties that may be levied by the country of rental should an accident occur.

Vehicles may not be rented in nations included in the Office of Foreign Assets Control (OFAC) sanctions list unless the required travel licenses have been obtained. Additional information regarding sanctioned nations can be found at <http://www.treasury.gov/ofac>.

International Short-term Rental Vehicles – Reserving the Vehicle

- a) Reserve the vehicle through the location most convenient for your trip.
- b) Purchase ALL insurances offered through the rental agency.

International Short-term Rental Vehicles – Obtaining and Returning Vehicle

Adhere to the following procedure when obtaining the vehicle:

Present your driver’s license to the rental representative for identification purposes.

Inspect the vehicle for damage before signing for the vehicle.

Sign the rental document using the following signature phrase:

(YOUR NAME) on behalf of Lafayette College - If you do not use this phrase, your personal insurance will become the primary coverage if an accident occurs.

Retain the pink copy of the signed rental agreement; this copy will serve as the vehicle’s registration during the rental period.

At the completion of the rental, adhere to the following procedure:

- (1) Inspect the vehicle and note any damage to the rental representative.
- (2) Return the pink, signed copy to your supervisor to facilitate budget tracking.

International Short-term Rental Vehicles – Invoicing and Costs

Since the charges for international short-term rentals will be captured on your credit card, submit the amount for reimbursement in accordance with the College’s Expense Reimbursement Policy.

- a) Know the policies of the rental agency regarding fueling, taxes, cleaning, and insurance and verify that the correct charges are reflected on the bill. While purchase of insurance on domestic rentals is not reimbursable, the College will reimburse for insurance coverage purchased through the rental agency for international rentals.
- b) All tolls, parking and other incidental charges are the responsibility of the operating Department.
- c) All parking violations, moving violations or other traffic tickets or fines are the responsibility of the driver. Drivers must notify Public Safety of any traffic violations or accidents immediately.

International Long-term Rental Vehicles [more than thirty (30) days]

The College discourages employees from operating vehicles in foreign countries. Public transportation and hired drivers and vehicles should be used whenever possible. However, if such options are not available, the following regulations should be followed.

Arrangement should be made through the Purchasing Office.

Drivers should contact the Risk Management Office (610-330-5132) to provide vehicle information to add the vehicle to the College's insurance policy.

Since the vehicle Drivers must be employees twenty-five (25) years of age or older.

Vehicles may only have a capacity of up to seven (7) passengers.

Vehicles may only be rented for up to thirty (30) days.

Purchase ALL insurances offered through the rental agency to avoid fines and penalties that may be levied by the country of rental should an accident occur.

Vehicles may not be rented in nations included in the Office of Foreign Assets Control (OFAC) sanctions list unless the required travel licenses have been obtained. Additional information regarding sanctioned nations can be found at <http://www.treasury.gov/ofac>.

International Long-term Rental Vehicles – Reserving the Vehicle

- a) Reserve the vehicle through the location most convenient for your trip.
- b) Purchase ALL insurances offered through the rental agency to avoid fines and penalties that may be levied by the country of rental should an accident occur.

International Long-term Rental Vehicles – Obtaining and Returning Vehicle

Adhere to the following procedure when obtaining the vehicle:

- (1) Purchase ALL insurances offered through the rental agency to avoid fines and penalties that may be levied by the country of rental should an accident occur.
- (2) Present your driver's license to the rental representative for identification purposes.
- (3) Inspect the vehicle for damage before signing for the vehicle.
- (4) Sign the rental document using the following signature phrase:

(YOUR NAME) on behalf of Lafayette College - If you do not use this phrase, your personal insurance will become the primary coverage if an accident occurs.

Retain the pink copy of the signed rental agreement; this copy will serve as the vehicle's registration during the rental period.

At the completion of the rental, adhere to the following procedure:

- (1) Inspect the vehicle and note any damage to the rental representative.

- (2) Return the pink, signed copy to your supervisor to facilitate budget tracking.

International Long-term Rental Vehicles – Invoicing and Costs

Since the charges for international short-term rentals will be captured on your credit card, submit the amount for reimbursement in accordance with the College’s Expense Reimbursement Policy.

- a) Know the policies of the rental agency regarding fueling, taxes, cleaning, and insurance and verify that the correct charges are reflected on the bill. While purchase of insurance on domestic rentals is not reimbursable, the College will reimburse for insurance coverages purchased through the rental agency for international rentals.
- b) All tolls, parking and other incidental charges are the responsibility of the operating Department.
- c) All parking violations, moving violations or other traffic tickets or fines are the responsibility of the driver. Drivers must notify Public Safety of any traffic violations or accidents immediately.

In College-owned or rented vehicles operated by a College approved driver:

1. Only Lafayette College employees, students, guests, and volunteers may be transported in vehicles operated by a College approved driver. Family and friends who do not fall in these categories may not be transported. Children ages eighteen (18) and younger (Preschool through 12th grade) may not be transported at any time. Vehicles dedicated to one driver are exempt from these restrictions when use of the vehicle is a taxable event. No drivers shall transport more passengers in a vehicle than the vehicle is designed to transport. In most cases this is the same as the number of factory-installed seat belts in the vehicle. Vehicles may NOT be used to transport persons or property for hire.
2. To transport passengers not included in section V.A.4.a) above, contact Purchasing to arrange for transportation by a third party vendor. The renting department must obtain a Certificate of Insurance naming Lafayette College as an Additional Insured from the vendor and provide the document to Purchasing.
3. Seatbelt Usage: All occupants of the vehicle must use the restraints as they were designed to be used at all times when the vehicle is in operation. Drivers shall not begin operation of the vehicle until all passengers have complied. Passengers must not remove their seat belts during travel. If a driver becomes aware of passengers who refuse to use the provided restraints properly, the driver may refuse that person further passage, unless such refusal would endanger their safety. An exception to this requirement is granted if an occupant presents a physician’s statement stating that compliance is not possible or would be harmful to that person (e.g., a medical device that would be compromised by a shoulder belt). The physician’s statement shall define its effective period.

4. Front Passenger Seat: On any trip with passengers, drivers should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. Drivers should remind this passenger that it is his/her responsibility to help the driver stay alert and to assist with directions and maps. A driver going off duty should not assume the responsibilities of the front passenger seat unless there is no other passenger who can serve in this capacity.
5. Sleep: Sufficient sleep is expected of all drivers prior to operating any vehicle, particularly on extended trips.

Trailers

Approval to pull trailers must be obtained from the Public Safety Office based on training specific to the impact of such trailers on vehicle handling. Trailers are only permitted on Class II and Class III vehicles. No trailers of any sort are permitted on Class I vehicles or Enterprise rental vehicles.

Operation of Carts

Approved drivers are subject to all Transportation Procedures while operating a cart and are reminded of the following in particular:

- Cart operators must obey all traffic rules and regulations.
- Operators must give pedestrians the right of way.
- Cart operators must know where they are permitted to drive the golf cart, verifying before use whether the cart is licensed for operation on public streets.
- Unlicensed carts are to cross streets at crosswalks only.
- Carts are not to be operated at speeds greater than fifteen miles per hour (15 mph). Operators must drive more slowly around turns and on hills.
- Operators will not overload the cart. Carts may carry only the maximum number of people the manufacturer permits; generally two (2).

All operators and passengers must comply with the following while the cart is in motion:

- wear safety belts and use hand grips, if available;
- remain seated;
- keep all body parts (e.g. arms, hands, legs, feet, etc.) inside the cart at all times;
- keep feet firmly on the floor of the cart.
- Headphones or earbuds may not be used while operating a cart.
- Operators may not leave the keys in the cart when unattended.
- Operators must set the brakes before leaving the cart.
- Operators will not drive a cart and passengers will not ride in a cart while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.

- Operators will report all incidents resulting in injury or property damage to the College's Public Safety Office (610-330-5330).

Athletic Events

Athletes participating in practices or competitions more than two hours driving time from campus may not operate a College owned, rented vehicle OR a personal vehicle to or from the event. Team members who will not or have not practiced or competed may drive if they are authorized drivers. All such drivers must notify the coach of their non-participation before operating the vehicle. Participating athletes are limited to two (2) hours driving time during daylight and one (1) hour driving time during night time travel.

Driving Time Limits

- Driving time limits for College approved drivers (other than athletes as cited in V.C. above) are three (3) hours at one time without a break during daylight and two (2) hours at one time without a break during nighttime travel.
- Within fifteen (15) minutes of reaching a driving limit, the driver should exit the highway to a safe rest area. The driver must take at least a fifteen (15) minute break before resuming driving, or another College approved driver (who has not been driving another vehicle on the same shift) must assume driving responsibilities. When the destination is expected to be reached within thirty (30) minutes beyond the appropriate driving limit, one driver may drive the entire trip without a break. However, if poor weather or heavy traffic threatens to lengthen the trip, the driver should exit the highway to a safe rest area within the normal driving limits.
- On trips beyond twenty (20) miles, no driver of College owned or rented vehicles may commence driving after 12:00 Midnight or before 5:00 a.m. Trips and events must be planned so that no drivers are expected or pressured to begin driving between these hours.
- No driver may exceed eight (8) total hours of driving time in any twenty-four (24) hour period.
- No trip segment shall exceed eighteen (18) hours including the mandatory breaks. After eighteen hours the drivers must stop for at least seven (7) hours. This rule is to be observed even if there are multiple approved drivers on the trip.

Repairs Service, Inspections, and Repairs

- Do not authorize anything but minor repairs (under \$300.00). Save the original receipt – reimbursement is only made with original receipts, photocopies are not acceptable. If the repairs required exceed \$300.00,

contact Facilities Operations (extension 5379) to coordinate repairs to the vehicle.

Alternate Transportation

- If you are stranded near the College's campus, contact Public Safety (extension 5330). Public Safety Officers will transport individuals in emergency situations.
- If you are stranded elsewhere, contact your Department Head during regular business hours for alternate transportation approval. After regular business hours, contact the Public Safety dispatcher (610-330-5330) and the appropriate individual will be contacted to approve alternate transportation. After approval, contact the local Enterprise office at 610-253-7599 during business hours or the national toll free number at 1-800-307-6666 after business hours.

If the vehicle is within one hundred (100) miles of campus, have the vehicle towed back to Facilities Operations. Otherwise, have the vehicle towed to the nearest repair facility.

- Departments managing vehicles will monitor mileage and time elapsed between service and notify Facilities Operations of maintenance needs dependent on these measures (e.g. oil changes)
- All maintenance and service for College owned vehicles will be coordinated by Facilities Operations. Vehicles will be serviced and inspected according to the College vehicle checklist for preventive maintenance, depending on usage as described in section VII.C.1. A vehicle will be removed from operation if repairs are necessary.
- Facilities Operations will coordinate Pennsylvania Department of Transportation inspections as required:
- Annually for vehicles weighing over 10,000 pounds and all vehicles that carry less than 16 persons
- Semi-annual inspections of fifteen (15) passenger vans used by Facilities Operations for campus work
- Other inspections as required.
- Records maintenance

Maintenance Records

Facilities Operations will be responsible for maintaining vehicle records. Written records of maintenance and inspections shall be kept in a separate file for each fleet vehicle. Records will include:

- Vehicle year, make, model, and identification number (VIN)
- College vehicle inventory number (if assigned) and Motor Pool number (MP #).
- The name, address, and phone number of the Department or individual responsible for the vehicle, if the vehicle is on permanent assignment
- Tire size, ply, type, serial number (if applicable), date of purchase, and mileage of vehicle when installed
- Special equipment or component parts involved
- Dates preventative maintenance was performed – to include the garage providing the maintenance
- For each inspection: items inspected, repairs made, date completed, mileage, and name of inspecting mechanic as well as the date/mileage for the next scheduled inspection
- The date and nature of any other service performed as well as the garage where the service was performed.

Procedure Management

The Transportation Program will be managed by the combined efforts of staff in the Treasurer's Office, the Office of Public Safety, Departmental Reservation Coordinators, Facilities Operations and Purchasing. Specific policies will be re-examined annually and revised as appropriate. **Current copies of these policies will be made available on Public Safety's website.**

Vehicle Records

Facilities Operations and Enterprise are responsible for the following

- Inspecting returned vehicles and assessing special charges;
- Maintaining vehicle service records; and
- Maintaining vehicle inspection records.