

TRANSPORTATION POLICY

LINFIELD UNIVERSITY

December 1, 2020

Revision #7

MISSION STATEMENT

To create mechanisms to assist Linfield University in selecting qualified drivers to operate fleet vehicles in a safe and courteous fashion that reflects positively on the University. To provide transportation for faculty, staff, and students in the performance of their official duties for the University. To fulfill this mission, transportation services will work to achieve the following goals:

- Direct our policies and procedures to reflect customer needs while reducing risk to the University.
- Ensure the safety of all occupants of University-owned or rented vehicles.

POLICY AND PROCEDURES

Transportation risk management policies and procedures are developed in conjunction with [Finance and Administration](#), [Environmental Health and Safety \(EH&S\)](#), [Human Resources](#), and [Facilities Services](#).

I. PROGRAM ADMINISTRATION

Fleet Services of the Facilities department administers the Transportation Program, which includes:

- In-person training and management of the Certified Driver Program.
- Communication with Human Resources for completed online Driver Training, by Safe Colleges.

Fleet Services administers the following through the Facilities Services office at Fleet@linfield.edu

- Maintain Certified Drivers Status list for Driving Privileges.
- Application for Drivers Privileges
- Annual license revalidations for Students, Temporary Employees, Volunteers, Faculty and Staff
- Coordination and scheduling of fleet vehicles.
- Coordination of reporting, investigation and claims management of all fleet accidents with [EHS](#)
- Vehicle inspections and maintenance.
- Preparation of reports, monitoring and reporting of violations that may affect individual program eligibility.

II. VEHICLE ASSIGNMENT, RESERVATION, AND USE POLICIES

The University's motor pool is provided, for activities sponsored by the University and may only be used for official school functions.

- Motor pool vehicles shall not be used, by non-Linfield University groups, and are not for personal use.
- Vehicles shall not be driven, out of the country without prior approval in writing.
- Vehicles are reserved on first-come, first-served basis.
- During periods when all University vehicles are in use, the Facilities Services Office will attempt to procure rental vehicles but does not guarantee one will be available.
- Drivers must meet the rental agency's age requirements to operate rental vehicles.
- Only University faculty, employees, registered Linfield students, and authorized passengers are to be passengers in University fleet vehicles. Drivers are not allowed to pick up or transport unauthorized passengers. Authorized Passengers would be guests, spouses or volunteers traveling with staff, involved with a University event.
- Authorization of Passengers is done, by emailing Fleet@linfield.edu for approval by the Facilities Services, Fleet staff.

Visiting speakers, performers, lecturers, or guests

- The vehicle should be **rented from an outside agency** in the visitor's own name.

- The charges should be reimbursed to them by the hosting University department.
- The visitor is responsible for damages or liability that may occur while the vehicle is in their possession.

Commercial bus – may be required under the following circumstances.

- For travel by a department with a professional driver
- When more than three (3) passenger vans are requested for any single destination trip.
- Facilities Services will invoice the cost for the bus rental back to the renting department.

Travel Authorization

- Only Faculty, Staff, Volunteers, Students and Temporary Employees who have been granted Certified Driver Status will be permitted to drive University vehicles.
- Certified Drivers need budgetary approval by their department head to use the motor pool.

Student Clubs, Organizations and Residence Halls

- Activities must be approved by Director of University Activities for use of Fleet vehicles before a reservation will be finalized.
- [Student Activities](#) requesting to use Fleet vehicles can be requested 7 to 60 days ahead of time.

Written requests are required to Fleet@linfield.edu

Verbal requests cannot be accepted.

- Travel must be within a radius of 400 miles (800 miles round trip).
- Overnight trips require a Full-time or part-time faculty or University employees over the age of 21 must accompany student overnight trips.

Reservation Policy

- All reservations for departmental use are made through the online “Trip Request” form on the [Facilities Services](#), Linfield University website with at least 72 hours’ notice.
- For multiple vehicle reservations on the same trip, please fill out the online form and make comments in the box provided at the bottom of the form regarding multiple requirements.

Vehicle Pick Up and Drop Off

The keys, vehicle trip ticket and manifest forms for reserved vehicles may be picked up from the Facilities Services Department, **8:00 am – 4:30 pm, Monday through Friday.**

- University vehicles are frequently used multiple times on any given day; they cannot be picked up before nor returned later than the times specified on the reservation form unless approved in advance by the Facilities Services, Fleet staff.
- Keys for vehicles used on weekends, must be picked up at Facilities Services before 4:30 pm on Friday.
- Please arrange with Facilities Services for key pick-up if leaving before 8:00 am next business day.
- When returning a fleet or rented vehicle to Facilities Services:
 - Please fill out both the beginning and ending mileage figures on the Trip Ticket and return it along with the keys and gas receipts.
 - After hours, place keys, Trip Ticket, and receipts for fuel in the night key drop box located beside the Facilities Services front door. Leave vehicle packets in vehicles unless it is an Enterprise rental, then return packet and credit cards to drop box.
- Trip Manifest Requirements
 - Each Certified Driver or requesting department is required to provide a Trip Manifest (list of passengers) for the Facilities Services Department **prior** to leaving campus.
 - The manifest will be available to Linfield Public Safety in case of an emergency.
- Maintenance and Mileage Records — any expenses incurred during a trip, for repairs or maintenance, must be presented to the Facilities Services office immediately upon return.
- Insurance and Registration Records — Each vehicle is provided with a packet containing documents including the vehicle’s registration and insurance card. Please do not remove these documents from the vehicle unless necessary.
- Late returns will not be allowed except in the case of an **emergency**:
 - **In an emergency** with approval from the Facilities Services, Fleet staff by calling 503-883-2227.
 - **In an emergency** on weekends and nights by calling Linfield Public Safety at 503-883-7233.
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Cancellations and No Shows

- If a vehicle is reserved and not picked up, the requesting department will be charged a minimum of \$25.
- Severe weather conditions that limit driving are excluded with approval of the Facilities Services, Fleet Staff at 503-883-2227.

Usage Fees - Departments and Student Clubs/Organizations

Sedans	\$18/day
Minivans	\$30/day
12 Passenger Vans	\$30/day

(Fees are subject to change without notice to reflect increased expenses.)

Billing

- University vehicle usage charges will be processed monthly with bills sent out on the 1st.
- Charges will be sent to the accounting department on the 5th of each month.

Fuel Costs

- Fuel costs are included in the day charges.
- Fleet and rented vehicles are supplied with gasoline Credit cards for fuel.
- **All receipts for fuel must be returned to the Facilities Services Office with Trip Ticket and keys.**
- Vehicles will be returned with a **Full tank** of gas. Vehicles returned with **less than Full tank** will be charged.
- **Rental Agency vehicles require a FULL tank upon return.**

Tolls, Tickets, and Fees - All tolls, parking, tickets, and other incidental charges are the responsibility of the individual driver or department.

Fines

Fines may be assessed for noncompliance with the stated policies and it is the responsibility of the sponsoring department that their drivers read and abide by this policy.

Accidents or Required Information:

Failure to report an accident	\$100
Accident or damages – departments are responsible for damages during use up to University’s deductible, whole cost, or damage.	Cost of damages
Not providing required manifest	\$50

Other:

No Show, Vehicle taken early/returning late fine (Daily rate may be charged if vehicles were not available to other users)	\$25 minimum
Vehicle returned that requires Extraordinary cleaning	\$25 each vehicle
Vehicles returned with less than Full tank of gas	\$25
Not returning materials (Credit cards, keys, paperwork, safety Equipment)	\$25
Incidental charges will be applied for damages or cleaning required upon return.	\$25 and up

All questions or concerns regarding procedures or their implementation should be addressed to Facilities Services at 503-883-2223 or email fleet@linfield.edu .

Long Term Assignment of Vehicles

University fleet vehicles may be rented for up to ten (10) days.

- Request for long-term rentals must be made **in writing to fleet@linfield.edu** and include justification of the need, where the vehicle will be driven, by whom, and for how long.

III. DRIVER QUALIFICATION PROCESS AND TRAINING

Certified Driver Program

- All Faculty, Student, and Staff drivers must have Certified Driver status before a motor pool vehicle or cart may be used.
- Unless a driver’s record changes, clearances are good for one year for students, volunteers, and temporary employees, and for duration of employment for faculty and staff.

- Three Levels of Certification for Drivers: After successfully completing the training program(both in person and online, and possession of a clear or acceptable driving record, students, volunteers, temporary employees, faculty, and staff may be granted Certified Driver Status for one of the following levels of Driver Approval.

	Age Restrictions	Safety Training Requirements
Non-Licensed & Carts	18 years of age	Cart Training
Passenger Vehicles/Mini Van	18 or as required by Rental Agency	Cart & Vehicle Training Online distracted driving module
12 Passenger Vans/SUV	19 or as required by Rental Agency	Cart, Vehicle & 12 Passenger Van Training Online distracted driving and van driving modules

To obtain Certified Driver status, all drivers must:

- Be an active employee or complete a Student Employment Referral form and have it on file in HR prior to start of the driver selection process.
- Complete the “Application for Driving Privileges” form and turn it in to Facilities Services office.
 - Volunteers and Temporary employees – will fill out an application in HR and a background check will be done at that time.
 - Driving record of applicant will be requested from University’s provider within 3 working days of receipt of application.
 - ✓ Possess a valid U.S. driver’s license for one (1) year.
 - ✓ No international or foreign licenses are accepted.
 - ✓ Please allow 1-2 weeks processing for Oregon licensed drivers
 - ✓ 3-6 weeks for out of state licensed drivers.
- Have an evaluation score of 5 or less points on the “MVR Records Evaluation Form” for acceptable driving privileges. (Points values are increased by a factor of 1.5 for licensed commercial drivers.)
- MVR records are confidential and kept in a locked cabinet.
- Driving records will be checked annually for all faculty, staff, volunteers, temporary employees, and student drivers.
- Once an acceptable MVR has been obtained, the driver is referred to online and in person driver training.
- All Students, and Employees 25 years or younger are required to have University Driver Training both in person for vans and online for all vehicles to qualify to be a Certified Driver.
- All Students, new Employees, and Employees 25 years or younger are required to take the Safe Colleges distracted driving and van driving courses prior to certification.

Driver Responsibility and Disqualification

Each operator of a University vehicle is responsible for the following:

- Operation of University vehicles in compliance with University, local, State, and Federal regulation.
- Report all unsafe vehicle conditions immediately to the Facilities Services office.
- Prompt and accurate submission of all required vehicle reports to the Facilities Services office.
- CDL drivers are required to provide a copy of their current medical certificate and CDL license to Facilities Services.
- Certified Drivers are to follow the [Transportation Policy](#) and maintain a satisfactory driving record.
- Based upon the discretion of the Director of Facilities Service, the Director of [EH&S](#), a Drivers Certification may be revoke.
- If a faculty, staff, student, temporary employee, or volunteer member’s Certified Driver Status is revoked for any reason, applicant must wait at least **one year** before applying for reinstatement.

Certified Driver Status Disqualification

- The prospective driver has an evaluation score of 6 or more points on the “MVR Records Evaluation Form”, driving privileges will be denied. (The points values are increased by a factor of 1.5 for CDL.)
- Drivers with Commercial Drivers Licenses, who do not provide a current medical certificate, will be denied driving privileges for the University.
- Driving without proper certification status.
- Falsification or omission of personal or fleet information, including experience, accidents and driving violations.

The department director, driver and Office of Human Resources will be notified in writing at any time a fleet vehicle driver's operating status is withdrawn or negatively impacted.

Driver suitability is evaluated over a **three-year period** and includes the nature, frequency, and circumstances of any accident or violation. Driving record information is strictly confidential and the individual's privacy is of paramount importance. Further questions should be directed to the Facilities Services, Fleet Staff at 503-883-2227.

Duration of Certified Driver Status - Unless revoked for reasons identified through current driving records, Certified Driver status will be valid as follows:

Students, Volunteers and Temporary Employees

- Annual Renewal of license - by completing an "Application for Driving Privileges" form and signing the form stating that he/she has read, understands, and agrees to abide by the University's [Transportation Policy](#).
- Duration is until he/she is no longer enrolled as a student at Linfield University.
- Prospective driver has an evaluation score on the "MVR Evaluation" of 5 points or less.

Faculty/Staff

Current Certified Driver Status for faculty and staff will be effective through the duration of their employment with Linfield University with the following conditions:

- If their current MVR record is acceptable with a score on the "MVR Evaluation" of 5 points or less.
- A copy of the "Application for Driving Privileges" is on file with the Facilities Services office.

Records Maintenance

The Facilities Services Department will be responsible for maintaining driver and vehicle records as follows:

Driver Records - A file for individuals to whom driving privileges are granted will contain:

- Signed "Application for Driving Privileges" form.
- MVR report
- Accident reports
- Complaints about driving.

IV. USER RESPONSIBILITIES – for all vehicles, including utility carts.

General Regulations

- **Passenger Capacity** — No driver shall transport more passengers in a vehicle than the vehicle is designed to hold (the number of seatbelts provided in the vehicle) and at the most 12 passengers.
- **Private Vehicles** - All persons, when using their privately-owned vehicle in conjunction with University-related business, will adhere to Oregon State laws regarding automobile insurance.
- If an employee has an accident while driving his or her own vehicle on University business, the **employee's insurance is the primary coverage**. If an employee has an accident while driving a University owned vehicle, the University's insurance is primary.
- **Seatbelt Usage** — all occupants of the vehicle must have their seat belt on and buckled before the vehicle moves, per state law.
- **Front Passenger Seat** — on any trip with one or more passengers, drivers should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. Front seat passengers have the responsibility to help the driver stay alert and to assist with directions, cell phone usage, etc. (Not applicable to utility carts.)
- **Speed Limit** — Drivers **must** comply with all speed limit laws **without exception**.
- **Modifications** — No modification to a fleet vehicle (ski racks, bike racks, any roof mounted loads, antennas, stickers, signs, tow hitches/trailers, seat removal, etc.) shall be made **except by the Facilities Services Department**. The use of radar or other speed monitoring detection systems is not permitted.
- **Cell Phones** — Cell phones are an easy means of communication in case of an emergency, mechanical failure, or adverse driving conditions.
- Drivers **will not** use handheld cell phones, iPods or similar devices that require hand control 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. Texting is not allowed while driving. Only wireless hands-free devices are allowed.
- No use of headphones or any other device that can reduce hearing ability.

- **Drugs** — Drivers, before or during trips, shall not use any medications, alcohol, drugs, or other substances that may cause drowsiness or other physical or mental impairment.
- **Tobacco Products** — there shall be no tobacco products in University fleet or rented vehicles at any time.
- **Cleanliness** — Vehicles must be returned clean, trash removed and in the same condition received. If the vehicle is returned in an excessively dirty condition, there will be a \$25 cleaning fee for the inside and \$25 for the outside.
- **No pets** are allowed in University vehicles except service animals.
- Please turn off the ignition, interior/exterior lights, remove the keys, and lock the vehicle when it is left unattended even for just a short period of time.
- **Golf/Utility Carts – Drivers must comply with the following guidelines.**
 - Cart operators are responsible for the security of ignition keys during the time that a cart is assigned to them. Any time a cart is unattended, the ignition will be turned off, and the key will be removed from the ignition and kept in the possession of the authorized operator. The cart will be locked to prevent unauthorized use.
 - All passengers must be in seats designed for such use. No passengers can be transported in the truck beds or on the sides of carts.
 - Carts may operate on University roadways but must adhere to posted speed limits. This would include limited driving on Linfield Avenue and Davis Street. The speed limit for carts off standard roadways is 15 mph.
 - Operators are prohibited from operating carts on roadway outside the boundaries of the University.
 - All traffic laws must be followed. Pedestrians/bikes and skateboards have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
 - Cart operator should avoid parking in heavily traveled pedestrian areas as much as possible. Carts should not block emergency equipment, pedestrian aisles, doorways, intersections, or the normal traffic flow.
 - Personally, owned carts are prohibited from operating on Linfield University property. However, special consideration will be given to individuals who request to use personal transportation carts as an ADA accommodation.
 - Carts operated by vendors (ex. For events) must:
 - ✓ Register with Conference and Event Planning
 - ✓ Must read and sign off that they will adhere to this [Transportation Policy](#)
 - Ladders, pipes, or freight on vehicles must be properly strapped down and flagged or otherwise marked at ends which extend beyond the vehicle body.
 - All occupants in the cart shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion, except as necessary for the driver to indicate turning movements.
 - An operator shall perform a per-operation safety check on the cart, at least once each day that the cart is used. If any repairs are needed, the cart must be taken out of service and sent to Facilities – Transportation.
 - Supervisors shall assure that each employee in their department, who operates a cart, is properly advised of the [Transportation Policy](#).
 - Carry the proper number of passengers and do not overload the cart.
 - Carts used between dusk and dawn shall be equipped and operated with working break and headlights.
 - They are to be operated on service drives and roadways whenever possible, rather than sidewalks and must not impede or interfere with normal pedestrian or vehicular traffic flow.
 - Carts may not be driven or parked on any landscaped areas or on steep slopes.
 - Carts shall not be parked in: Fire Lanes, DMV Disabled Parking spaces, Reserved Parking spaces, or within 10 feet of any doorway.

Driving Time Limits

- Driving time limits for all certified licensed drivers are as follows:
 - Daytime travel **Three (3)** hours at one time without a break
 - Night-time travel **Two (2)** hours at one time without a break
- No trip segment shall exceed twelve (12) hours (includes work time and travel time). After twelve hours, the driver(s) must stop for at least eight (8) hours of rest. This rule may be waived when a professional driver is hired.
- Van trips over four hours must have two qualified drivers.

- University-owned or rented vehicles and privately-owned vehicles used for University business are **recommended** not to be driven between the hours of 2:00 am and 6:00 am. Trips that require a departure before 6:00 a.m. or when a professional driver is hired are exempt.

Emergencies

- All University fleet vehicles are equipped with basic safety items such as first aid kits, flashlights, road triangles, tire chains (weather conditions), and jumper cables.
- During winter weather, snow tires are available on **some but not all fleet vans**.
- If your fleet vehicle breaks down:
 - An emergency roadside assistance phone number is in the vehicle packets.
 - ✓ National Automobile Club
 - ✓ Acct #8500632
 - ✓ Phone: 1-800-328-7272
 - During normal business hours, call the Facilities Services office at **(503) 883-2227**.
 - After hours, please call Linfield Public Safety at **(503) 883-7233 to notify them of the accident**.
 - If a rented vehicle has any problems, contact the renting agency at the phone number listed on the accompanying rental agreement in the packet.

V. ACCIDENTS AND REPORTING POLICY

Vehicle operators are responsible for reporting ALL accidents to the Facilities Services Department as soon as possible. This includes completing the accident report that is in the vehicle packet provided in the vehicle and turning it into Facilities Services when vehicle is returned. Facilities Services is responsible to report all accidents to EH&S for investigations as circumstances permit and is required to submit reports to the insurance carrier. **The University's insurance carrier requires notification and reporting of accidents within 72 hours.**

Any accident in a University vehicle or a privately-owned vehicle on University business that involves a serious injury or fatality:

- **Call 911 and get emergency help.**
- **Report to Linfield Public Safety IMMEDIATELY (503) 883-7233.**
- **Contact Facilities Services at (503) 883-2227 as soon as possible.**

Accident Investigations

Linfield Public Safety will investigate all accidents that happen on campus when reported. If possible, the accident site will be examined.

Maintenance and Repair

Operators shall provide timely notification of safety and maintenance concerns to the supervisor of the department and then notify www.myschoolbuilding.com of repairs and maintenance needed.

Temporary COVID-19 Transportation Addendum

Mask Policy

- If only the driver is present, then masks are not required. Otherwise, masks are required for the trip duration by driver and passengers.

Vehicle Capacities

**Numbers below include the driver. (capacities are based on OHA transportation guidance, Yamhill County Public Health advice, and a survey of regional institutional policies)

- Truck 2 persons (masked)
- Sedan (and small SUV) 2 persons (masked)
- Mini-van 3 persons (masked)
- 12 passenger Van, 5 persons (masked) for trips over 15-20 minutes.
- 12 passenger Van, 6-7 persons (masked) for trips under 15-20 minutes with the windows open.

Vehicle Disinfection

Users are required to wipe down interior surfaces and exterior handles after trip use.