

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Facilities Services
Subject:	Vehicle Use Procedures for Fleet and Personal Vehicles
Date Issued:	January 17, 2006
Date Revised:	December 29, 2008; October 1, 2011; February, 2016
Approved By:	Reviewed by Cabinet; Approved by President

I. Policy

This policy sets forth the guidelines for use of Luther College fleet vehicles. Faculty, staff and students must use college fleet vehicles for conducting college business unless otherwise permitted or prohibited to do so. While in use, the department or student group will be responsible for the care and well-being of the vehicle as well as the costs incurred to operate it. Users of Luther College fleet vehicles will be charged a rate per mile as determined by Facilities Services. Please refer to the *Fleet Vehicle and Auto Use Handbook* for more detailed information. Copies of the handbook are available at Facilities Services, ext. 1010, or on the Facilities Services' website.

If a fleet vehicle is not available or there are extenuating circumstances which prohibit the use of a college vehicle, it may be necessary for the employee to use their personal vehicle for college business. Please refer to the *Fleet Vehicle and Auto Use Handbook* for information pertaining to the use of personal vehicles for college business.

II. Scope

This policy applies to all faculty, staff, students and volunteers who travel for Luther College business purposes and use the College fleet and/or personal vehicles.

III. Terms and Definitions

- Fleet vehicle – a motor vehicle that is owned by Luther College and available for use by faculty, staff, students and volunteers to conduct College business. Refer to the *Fleet Vehicle and Auto Use Handbook* for a listing of authorized fleet vehicles.
- Personal vehicle – a motor vehicle that is owned and maintained by an individual person
- Luther fleet rate – an amount charged back to the department or student group on a per mile basis for use of a college vehicle. This rate is calculated by Facilities Services based on the actual fleet cost incurred by the College.
- LC personal rate – the mileage reimbursement rate used when a college fleet vehicle is available but circumstances warrant the use of a personal vehicle to conduct Luther College business. Reimbursement to the individual on a per mile basis is the same as the Luther fleet rate.
- IRS personal rate – the mileage reimbursement rate used when a college fleet vehicle is not available and a personal vehicle is used to conduct Luther College business. Reimbursement to the individual on a per mile basis is based upon the Internal Revenue Service (IRS) standard mileage rate and is subject to change by the IRS.
- Driver – any person designated and authorized to operate a fleet vehicle including faculty, staff, students and volunteers.

IV. Procedures and Guidelines

A. Reservations for a fleet vehicle

- Should be made by completing the on-line vehicle reservation request form available on the Facilities Services' web page (<http://www.luther.edu/facilities>).
- Emergency requests may be made by contacting Facilities Services, ext.1010, during normal business hours Monday through Friday; 8:00 a.m. to 5:00 p.m.
- Require the driver to review the guidelines as outlined in the *Fleet Vehicle and Auto Use Handbook*.
- Require the driver to complete the *Driver Application and Agreement*, found on the last two pages of the *Fleet Vehicle and Auto Use Handbook*.
- Must include the date(s) a vehicle is needed, the driver(s) and the trip itinerary.
- Must include contact information for all drivers and passengers including names and Luther identification numbers.

B. Vehicle check-out and return

- A vehicle check-out packet including car keys, a vehicle checkout form, gas cards and a cellular phone (if needed) can be picked up at Facilities Services during business hours. For non-business hours, contact Luther College Security, ext. 2111, or Welcome Center/Information, ext. 2000.
- Make sure the driver is familiar with the vehicle in order to properly use the lights, windshield wipers, turn signals, etc.
- Seat belt use is required for all drivers and passengers at all times.
- Provide the itinerary and roster of all passengers
 - If there is no roster submitted, keys will not be distributed.
 - If more than one vehicle is leaving with a group, a main roster is sufficient. It is not necessary to know the exact passenger list in each individual vehicle.
 - Any changes in the roster must be sent to Facilities Services or Welcome Center/Information Desk as soon as possible.
- Return the vehicle with a full tank of gas and a clean interior as stated in the *Fleet Vehicle and Auto Use Handbook*.
- Return the vehicle checkout packet including the keys, vehicle checkout form, gas card and gas receipts to Facilities Services during regular business hours. During non-business hours, return the packet to the Facilities drop off box located to the left of the Facilities Services entrance.

C. Authorized Drivers

- For the privilege of being allowed to participate in travel and/or drive a Luther College vehicle, all approved drivers will be required as part of the driver application form to sign a waiver of liability and hold harmless agreement.
- Drivers will need to show proof of personal medical coverage and must use their personal insurance as the primary medical carrier if an accident occurs. The College's insurance only covers the driver for medical coverage up to \$5,000. This is standard procedure with all insurance carriers.
- Drivers may be required to watch a defensive driving video at the Facilities Services' office to assist them in handling potentially dangerous situations.
- Information is available in all vehicles and on the vehicle mileage form outlining appropriate procedures in the event of an emergency during travel.
- When college-owned vehicles are on the road and weather conditions become hazardous, the driver/advisor should use their discretion to stop the trip, delay or cancel travel plans to ensure the safety of all passengers and drivers.
- Drivers should exercise good judgment at all times when the driving conditions are hazardous. This includes, but is not limited to, fog, heavy rain, snow or icy conditions.
- Links and phone numbers for current road and weather conditions are available from the National Oceanic & Atmospheric Administration.

D. Authorized Vehicle Use - Students

- Students and student groups may use college cars and vans if authorized by a staff member or faculty advisor and the travel is for a legitimate college-sponsored function.
- Students may travel without a staff member or advisor accompanying them if the trip is less than 200 miles (one way). Approval for the trip must be received by Facilities Services before keys are issued. The following process should be followed:
 - Students and student groups must contact Facilities Services for vehicle availability for a specific trip indicating the name of the sponsoring department, the name of the organization, the destination and purpose of the trip.
 - If fleet vehicles are available, a staff member or faculty advisor must follow the procedure for reserving vehicles as described in section IV, item A.
 - Student drivers must abide by the rules outlined in the *Fleet Vehicle and Auto Use Handbook* and the *Driver Application and Agreement*.
 - A staff member or faculty advisor must authorize the trip and provide the appropriate departmental account number for the vehicle charges.
 - A roster of travelers must be submitted as per section IV, item B above.
- Students traveling more than 200 miles (one way) for an authorized college function must be accompanied by a current member of the faculty or staff authorized with driving privileges.
 - Approval for the trip must be received by Facilities Services before keys are issued and reservation protocol as described in section IV, item A must be followed.

E. Use of Personal Vehicles for College Business

- A personal vehicle may be used if:
 - The vehicle is in good mechanical condition and all safety-related systems are functional.
 - The driver has a valid driver's license as outlined in the *Driver Application and Agreement*.
 - The vehicle registration is current.
 - The driver has adequate insurance coverage as outlined in the *Fleet Vehicle and Auto Use Handbook* and a proof of insurance certificate or an insurance card is in the vehicle.
 - A college fleet vehicle is available, but the driver plans to combine a business trip with a personal excursion either before or after the meeting or conference.
 - The driver understands that the Luther College personal rate will be paid for actual business miles only.
- A personal vehicle may be used if a college fleet vehicle is not available
 - Facilities Services will notify the driver via email if a fleet vehicle is not available.
 - The IRS personal rate will be paid for the actual business miles incurred.
 - The driver must attach a copy of the email for verification to authorize reimbursement at the IRS personal rate.
 - A payment voucher signed by the vice-president signifies approval of the payment using the IRS personal rate.
- A personal vehicle may be used if an exception has been granted under special circumstances such as:
 - Entertaining alumni, donors or friends of the College.
 - When approved by the driver's vice-president or president.
 - Reimbursement rates under special circumstances must be negotiated and approved by the driver's vice-president.
- If college guests such as consultants, speakers, lecturers, artists, musicians etc., use personal vehicles, the College will reimburse at a negotiated rate but not more than the IRS personal rate.

V. Confidentiality and Record

The College maintains a fleet of vehicles to deter faculty, staff and students from driving personal vehicles for College business. If an employee or student drives a personal vehicle, the insurance liability falls to the owner of the vehicle and not to the College. Therefore, if the employee is involved in an accident involving a personal vehicle, their insurance coverage and deductibles are applied first. The mileage reimbursement rate determined by the IRS is meant to cover the cost of fuel, vehicle maintenance, depreciation, insurance and general wear and tear on the vehicle.