



BETHEL
UNIVERSITY

Vehicle Pool Policies and Procedures

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The Bethel University Transportation Office operates a vehicle pool of about 12 vehicles. If no Bethel University vehicles are available for the desired date/time, Transportation Services can provide discount information for rental vehicle vendors.

These vehicles are available for use which is directly related to the academic or departmental activities of the University. Vehicles may be reserved only by University departments and Bethel Student Government (BSG) chartered and funded organizations.

Vehicle Pool Regulations

The Vehicle Pool Regulations apply to all Bethel-sponsored trips whether using a Bethel vehicle or a vehicle rented in Bethel's name.

Use of Vehicles

- Rentals to BSG-chartered and funded organizations and University departments only.
- Bethel vehicle users are required to follow the manufacturer's and NHTSA recommendation of a maximum occupancy load of people (including the driver) per vehicle. **No person is to ride in the area for luggage or without a seatbelt.**
- Pre-qualified drivers (see Driver Qualifications and Driver Responsibilities) must be identified before keys are given out.
- Minimum number of qualified driver(s) required per vehicle for all trips with the following mileages:

TOTAL MILEAGE*	MINIMUM # OF QUALIFIED DRIVERS	RECOMMENDED #
0-99 miles	1	2
100-499 miles	2	2
500-899 miles	3	3
900-1299 miles	4	4
1300+	5	5

- A maximum of 8 hours of continuous travel is allowable for a single driver.
- A maximum of 12 hours of continuous travel is allowable for a vehicle, after which a layover of at least 8 hours is required.
- No more than 800 miles may be traveled in one day.
- Vehicle operation is *highly discouraged* between midnight and 4:00 a.m.
- Detailed trip itineraries must be submitted for trips of 500* or more miles. Itineraries will be reviewed by the Transportation & Fleet Services Specialist. Review will include route, distance/time relationship, and programmatic goals/risk relationship. Denial of rental may occur with agreement of the above.

*One-way

- In the event of severe weather along the trip route or at final destination or other extenuating circumstances the University reserves the right to delay or cancel any trip.
- For all trips of 500 or more miles, the faculty or staff sponsor will either go along on the trip, or provide, in writing, acknowledgement of responsibility to serve as emergency contact here on campus. The sponsor must attest to the adequacy of trip leader training in issues of risk management.
- For all trips of 500 or more miles, the sponsor is responsible for providing to the Transportation Office a complete and accurate roster of all vehicle occupants immediately prior to departure
- Cargo trailers and car top units are prohibited.

Driver Qualifications

- All drivers must have a valid U.S. driver’s license.
- All drivers must be at least 18 years old
- To drive full-size vans (12 passenger) the driver must be at least 21 years old
- All drivers must be pre-qualified by the Transportation Office, including review of Motor Vehicle Record and classroom/video training. The Transportation Office will schedule safety training classes several times per year and maintain a list of approved drivers.
 - Students must attend defensive driving every school year, renewing after Memorial Day.
 - Employees must renew their defensive driving training every three years (from date of last completion) to remain on the approved driver list.
- A motor vehicle driving record check for the five previous years will be completed prior to a driver being eligible to drive.

Disqualifications

Drivers with the following violations will not be allowed to operate a Bethel vehicle:

<i>In the past 5 years:</i>	<i>In the past 3 years:</i>
<ul style="list-style-type: none"> • Reckless driving • Speed in excess of 25 MPH over the posted limit • Driving while intoxicated or under the influence • Refusing to take a substance test • Open container (alcohol) • Drag racing • Leaving the scene of an accident • License suspension • Vehicular homicide • Criminal-type conviction • Other similar violations 	<ul style="list-style-type: none"> • 3 or more moving violations • 2 or more at-fault accidents • Careless driving • Passing a stopped school bus

Driver Responsibility

Driving a vehicle loaded with people is a serious responsibility. The following are meant to assist drivers in taking necessary precautions to help keep all travelers safe.

- The driver will operate the vehicle in a safe manner, observing all federal, state, and local ordinances and laws pertaining to the operation of motor vehicles.
- The driver will announce at the beginning of each ride that passengers must use their seat belts. Seatbelts will be worn at all times by all occupants.
- Vehicle headlights will be turned on at all times while vehicle is in motion.
- A co-driver or navigator is required on all trips outside of the Twin Cities metro area.
- Vehicles must stop, at a safe location, on trips of more than 250 miles, at least once every 4 hours or 200 miles of operation for a driver change and a minimal vehicle check. (Walk around the vehicle, visually inspect tires and operation of all lights). This may be done more frequently if the driver wishes.
- The driver will not eat while operating the vehicle.
- The driver will NOT use a cellular telephone or other two-way communication device, including hands-free sets/devices, for any reason while the vehicle is in the path of traffic. If GPS is needed, it must either be set by someone other than the driver, or the driver must set it while the vehicle is parked out of the path of traffic.
- Vehicle load capacities must not be exceeded, including number of passengers, cargo weight or any combination thereof.
- Cargo trailers and car top storage units are prohibited. Vehicle occupancy may be reduced to accommodate baggage or equipment, if maximum vehicle weight is expected. Luggage and cargo storage height must be kept below the tops of seats.
- On long trips (overnight), the driver will check and maintain proper fluid levels, recommended tire pressure, and exterior lights at least once per day.
- The driver will ensure that all interior and exterior lights are turned off and all doors and windows are locked when the vehicle is parked.
- **The driver will record beginning, ending odometer readings, and total miles on the mileage record sheet for each vehicle on each trip.**
- Accidents must be promptly reported to civil authorities and Bethel University (see the accident report packet in the glove box).
 - For accidents resulting in injuries, the driver must call 911.
 - For accidents resulting in property damage greater than or equal to \$1000, a state accident report form must be prepared and submitted within 10 days.
- Fines resulting from traffic or parking violations will be the obligation of the driver. If citations are not paid, the sponsoring group will be charged for the fines.

Vehicle Pool Procedures

Costs

Vehicle rental rates are reviewed annually. Please use the current form online for up to date prices.

Vehicle rentals are charged to the department or organization budget number at the end of each month. This should appear in your budget ledger around the middle of the following month.

Fuel for trips using Bethel vehicles is paid for by the Transportation Office. A Bethel University fuel credit card may be checked out at the time keys are picked up. Any personal expenditure for fuel, engine fluids or other mechanical repairs for University vehicles will be reimbursed by the Transportation Office. All receipts for fuel or other fluid or mechanical purchases must be returned to the Transportation Office with the mileage record and keys.

Reservations

Bethel University employees can submit vehicle requests via Virtual EMS at <https://bsp-cmgsrv-h4.its.bethel.edu/VirtualEms/>. Vehicle reservation requests may also be made in writing on forms supplied by the Transportation Office or online at <http://www.bethel.edu/transportation/request/vehicle-request-form.pdf>

Completed vehicle reservation request forms should be returned to the Transportation Office well in advance of the desired travel date. All vehicles will be assigned by the Transportation Office on a first come, first serve basis.

No more than 4 vehicles may be used for a single-destination trip. Groups of 32 or more will be required to use buses with paid drivers. Contact the purchasing department for bus information.

Cancellations

Cancellation of a vehicle reservation must be called in to the Transportation Office at least 1 business day prior to the start of the reservation. There will be no charge for unavoidable cancellations, such as those due to poor weather conditions.

Key Pick Up, Parking, Key Drop Off

Vehicle keys are to be picked up at the Transportation Office during University business hours (8:00 a.m. – before 4:30 p.m., Monday-Friday); keys will NOT be available outside of these hours. Keys will be attached to a mileage record along with a fuel credit card if needed. **For trips of 500 or more miles one-way, an accurate passenger roster for each vehicle is to be given to The Transportation Office at the time of departure.**

Vehicle keys for evening, weekend, and holiday use are issued in advance, during office hours. However, the assigned vehicle may **NOT** be taken in advance. The same vehicle may be scheduled for several trips over a weekend, with each group having keys in their possession.

Vehicles may be taken **ONLY DURING THE RESERVED TIMES**. Vehicles returned late will incur a \$25 fee per vehicle per day. Exceptions may be made for extenuating circumstances, if the Transportation Office is notified.

At the conclusion of the trip, the vehicle, keys, and mileage record must be promptly returned to the Transportation Office, or the following business day by noon. Keys, mileage slips, and gas cards returned late will incur a \$5 fee per day. A fee of \$100 will be charged for lost keys.

Vehicles are to be parked in the reserved spaces in the east row of the Soho parking lot. Please double check your parking and make sure the vehicle is centered in the parking space and you are only using one parking space. **Unless otherwise noted, vehicles are NOT to be parked in any other lot at any time unless loading and unloading.**

Vehicle Maintenance

All vehicle maintenance will be the responsibility of the Transportation Office. Exceptions include long trips when it is the responsibility of the driver to check and maintain fluids and tire pressure as recommended by the manufacturer.

- Users are required to complete a 4-point walk around each time they use a vehicle
 - ✓ Visually check under the vehicle for fluid leaks which would indicate mechanical issues
 - ✓ Visually check tire pressure – tires that are low should be filled as soon as possible; tire gauges are in the glove box of each vehicle. **DO NOT drive on tires that are flat.**
 - ✓ Visually check vehicle for loose or broken parts that could pose a safety hazard
 - ✓ Check to make sure the vehicle starts
- On a trip, if the vehicle is damaged or needs repairs, an information sheet is provided in the glove box. Follow instructions listed to address maintenance issue(s).
- Users of University and rental vehicles are expected to clean the vehicle of all loose trash and excessive amounts of mud or dirt. A cleaning fee of \$10 will be charged for vehicles that are left excessively dirty.
- Users are required to report any mechanical issues to the Transportation Office. Issues related to safety should be reported immediately. Other issues can be reported on the mileage slip when it is returned at the completion of the trip.

Vehicle Trip Sponsor and Itinerary Form

Groups traveling 500 or more miles must submit a Vehicle Reservation Request Form and a Sponsor and Itinerary Form. The proposed trip must comply with the Bethel University Vehicle Regulations and Procedures. Completed forms for trips over 500 miles must be returned to the Transportation Office at least 2 weeks before the departure date.

DEPARTMENT/GROUP: _____

TRIP LEADER (S): _____ PHONE: _____

PLANNED ROUTE: _____

LAYOVERS and FINAL DESTINATION (8 hour layover required after 12 hours of travel)

Date/Time: _____

Date/Time: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Date/Time: _____

Date/Time: _____

Address: _____

Address: _____

Sponsor Agreement

- I agree to serve as the faculty/staff sponsor for this University trip.
- I have reviewed the trip plans for compliance with the rules contained in the Vehicle Pool Manual.
- I have discussed with the trip leaders potential hazards and safety issues that may arise during travel or at the destination, along with appropriate responses to any such situations.
- I hereby attest that the trip leaders are adequately trained in issues of risk management, and understand their responsibilities as leaders.

Check one:

- I am a trip participant.
- The trip participants will know how to reach me at all times in case of Emergency or for assistance with decision-making.

Sponsor Signature: _____ Date: _____

Phone: (day) _____ (evening) _____

Approved by:

Transportation & Fleet Services Specialist _____