

Villanova University Fleet Policy

Effective Date: September 2011

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I. PURPOSE:

The purpose of this policy is to set forth operating procedures for all drivers of Villanova University owned, leased, or rented vehicles. This policy is intended to enhance the safety of operators and passengers, and establish procedures for reserving, operating, and returning the University Fleet Vehicles.

II. SCOPE AND APPLICATION:

This policy applies to all Villanova University employees, students, or registered volunteers who operate or ride in University Fleet Vehicles as well as those involved in the reservation process.

III. DEFINITIONS:

- A. MVR – Motor Vehicle Record
- B. University Vehicle – Any vehicle owned, leased, or rented by the University for University business intended to be insured by the University’s automobile insurance policy.
- C. University Fleet Vehicle- Any University Vehicle managed by the Van Fleet Program.
- D. Agile Fleet - The web-based system used to manage the reservation and maintenance of the University Fleet Vehicles.
- E. Approved Driver – An individual who has been approved by the Villanova University Insurance & Risk Management Department to operate a University Vehicle.
- F. GPS Units - Fleet tracking and routing, fuel management and control, asset management and scheduling, driver behavior and safety, and fleet analytics and alerts.

IV. POLICY:

- A. Use and Authorization:
 - 1. Only University Approved Drivers are authorized to operate any University Vehicle, including University Fleet Vehicles. Only current Villanova University employees, students, and registered volunteers may operate or travel as passengers in a University Fleet Vehicle.
 - 2. University Fleet Vehicles should only be used in furtherance of the purpose for which they are reserved. The intended use of University Fleet Vehicles is to transport current Villanova University students, employees, and registered volunteers to and from University sanctioned activities and events. Driving University Fleet Vehicles for personal use is prohibited.
 - 3. Groups traveling out of town on overnight trips may keep the University Fleet Vehicle for multiple days. All others are not permitted to keep University Fleet Vehicles overnight or retain them for multiple days without prior approval from the Director of Parking and Transportation or his/her designee.
 - 4. Groups who reserve a University Fleet Vehicle but do not pick it up will be assessed a fee of \$10 for a no call/no show within a 12-hour period. This will be automatically charged to the Group’s budget used for mileage charges.
 - 5. Groups who reserve a University Fleet Vehicle but do not pick after the University rents vehicles from a rental agency will be billed the current rental daily fee which is \$94.99 a day. This will be automatically charged to the Group’s budget used for mileage charges.
- B. Operator (Driver) Qualifications:
 - 1. All operators of University Vehicles must meet the criteria outlined in the Villanova University Motor Vehicle Record Policy for Drivers of University Vehicles. The Policy may be found by accessing [the](#) [below](#) [link](#):

<https://villanova.policytech.com/dotNet/documents/?docid=1295>

2. All operators of University Vehicles must possess and maintain a valid U.S. driver's license. If an Approved Driver has his/ her license suspended or revoked, the Approved Driver must notify the Insurance & Risk Management Department immediately.
3. As addressed in the Villanova University Motor Vehicle Record Policy for Drivers of University Vehicles, any prospective driver must submit a copy of his/her driver license along with the completed Motor Vehicle Consent Form to the Insurance & Risk Management Department no less than five business days prior to the trip. The Motor Vehicle Consent Form may be found by accessing the below link:
4. All students and interns, undergraduate and graduate, must complete the online Driver Safety Training course prior to submitting the Motor Vehicle Consent Form to the Insurance & Risk Management Department.

Instructions for accessing and completing the online Driver Safety Training may be found

[https://www1.villanova.edu/content/dam/villanova/finance/insurance-risk/Student_Driver_Safety_Training_Instructions.pdf](https://www1.villanova.edu/content/dam/villanova/finance/insurance/risk/Student_Driver_Safety_Training_Instructions.pdf)

Please note MVR checks will not be conducted prior to successful completion of the Driver Safety Training course.

5. In addition, Approved Drivers requesting the privilege of driving a University Fleet Vehicle must be a registered driver in the Agile Fleet system before he/she will be able to pick up a University Fleet Vehicle for use, which can be found at <https://villanova.agilefleet.com>.
 6. No driver should feel pressured or forced to drive a University Fleet Vehicle. If at any time a driver feels uncomfortable driving a University Vehicle, the driver must contact the Director of Parking and Transportation or his/her designee prior to driving a University Vehicle.
- C. Responsibilities of Operators (Drivers): Operators are responsible for knowing and abiding by the Villanova University Motor Vehicle Record Policy for Drivers of University Vehicles, administered by the Insurance & Risk Management Department. In addition, the following rules and regulations apply specifically to operating University Fleet Vehicles:
1. Operators of University Fleet Vehicles are always required to drive in a safe manner and adhere to all traffic and parking laws. Operators must practice road courtesy while obeying all traffic laws.
 2. Operators who do not follow traffic rules may lose driving privileges of University Fleet Vehicles as well as privileges for their groups.
 - A. **1st Offense - Warning**
 - B. **2nd Offense - 2 Trip Suspension for the group**
 - C. **3rd Offense - Lose Driving Privileges of University Fleet Vehicles for the group**
 3. Operators are prohibited from operating any University Fleet Vehicle they know or believe to be unsafe. Operators should report any mechanical problems as soon as possible. Contact Public Safety for mechanical issues, (brakes, transmission, flat tire) **24 hrs./day, 7 days/week at (610) 519-6979**. For minor issues like wiper blades, wiper fluid, etc. please call the Parking and Transportation Office or make a note when returning the keys to the kiosk.
 4. Operators and all passengers are always required to wear seat belts.
 5. Operators may not use a cell phone or other mobile device while operating a University Fleet Vehicle, even in "hands free" mode. Operators should find a safe place to stop prior to using a cell phone or other mobile device.
 6. Smoking is prohibited.
 7. Animals may not be transported in a University Fleet Vehicle.
 8. Radar detectors and radar jamming equipment are not permitted to be used in University Fleet Vehicles.

9. The operator is responsible for removing the keys from the ignition and locking the doors and windows at all times when the University Fleet Vehicle is unattended.
10. For trips **over 200 miles up to 300 miles** one way, the itinerary, including at least two (2) Approved Drivers, must be completed and submitted for approval by the Director of Parking and Transportation or his/her designee prior to the reservation being approved.
11. For trips **over 300 miles** one way, the itinerary, including at least two (2) Approved Drivers and the name of the group's advisor who will be traveling with the group and his/her contact information, must be submitted to the Director of Parking and Transportation or his/her designee for approval prior to the reservation being approved.
12. Operators of a University Fleet Vehicle are not permitted to drive for more than ten (10) hours during any one day and no more than four (4) continuous hours without rotating drivers or stopping for no less than one (1) hour for a rest period.
13. Operating a University Fleet Vehicle between the hours of 12am and 6am is not permitted without prior approval from the Director of Parking and Transportation or his/her designee.
14. At no time may a person operate a University Fleet Vehicle while under the influence of any controlled substance or alcohol; this includes but is not limited to prescribed medications that may hinder the ability to operate a vehicle. When in doubt, do not operate a vehicle.
15. **Illegal drugs are not permitted** in a University Fleet Vehicles at any time. **Alcoholic beverages may not be consumed** inside a University Fleet Vehicle, nor may any person under the age of 21 years be in direct or proximate possession of alcoholic beverages while inside a University Fleet Vehicle.
16. In the event of inclement weather, the operator is responsible for determining if driving conditions become too dangerous to continue.
17. The Director of Parking and Transportation or his/her designee can cancel University Fleet Vehicle reservations due to driving conditions or other safety concerns at any time.
18. Operators need not refuel University Fleet Vehicles prior to returning. **If fuel is needed during a trip**, the credit card in the glovebox may be used. The PIN for the gas credit card is 1908; this information is also located on a sticker inside each of the University Fleet Vehicles. The engine must be turned off during refueling and all safety related fueling procedures must be followed. The receipt must be turned in when returning the University Fleet Vehicle. The receipt can be placed in the box for Gas Receipts located next to the kiosk.
19. University Fleet Vehicles may not be used to tow another vehicle or a trailer without prior approval from the Director of Parking and Transportation or his/her designee. In addition, bike racks, roof racks, and similar items are not permitted to be installed or mounted on University Fleet Vehicles without prior approval from the Director of Parking and Transportation or his/her designee. No equipment or property, including athletic equipment, is permitted to be transported on the roof of a University Fleet Vehicle without prior approval from the Director of Parking and Transportation or his/her designee.
20. The removal of seats for the transportation of excess cargo is prohibited.
21. In the event of a **parking ticket or traffic citation**, the operator is responsible for the prompt payment of the fine. Villanova University is not responsible for traffic or parking fines incurred by operators of a University Fleet Vehicle. Any fines assessed to the University or notification of non-payment of a citation will be forwarded to the department that reserved the University Fleet Vehicle to be handled directly with the operator of the University Fleet Vehicle. All citations must be paid within five (5) days. If a second notification is issued, driving privileges of University Fleet Vehicles may be revoked. Any further notices of non-payment or additional parking or traffic citations will be reviewed by the Director of Parking and Transportation or his/her designee and may result in the loss of driving privileges of University Fleet Vehicles.
22. In the event of a **vehicle breakdown**, contact the Department of Public Safety at (610) 519-5800. Be prepared to give the dispatcher your location, the number of passengers, and the

nature of the problem. Operators may also seek minor repairs, such as replacement of windshield wipers and burnt out lights, from a qualified mechanic while travelling. The Wrights Express card that is used for fuel purchases may also be used for minor repairs or for having the University Fleet Vehicle towed. Additional information can be found in the Vehicle Emergency Information and Accident Reporting Procedure:

https://www1.villanova.edu/content/dam/villanova/finance/insurance-risk/vehicle_emerg_info.pdf.

23. In the event that the University Fleet Vehicle is involved in a **traffic collision**, the operator may not prematurely leave the scene of the collision except temporarily to summon police or medical assistance.
24. In the event of an accident involving a University Fleet Vehicle, information can be found in the Vehicle Emergency Information and Accident Reporting Procedure: https://www1.villanova.edu/content/dam/villanova/finance/insurance-risk/vehicle_emerg_info.pdf. A copy of the Vehicle Emergency Information and Accident Reporting Procedure is located in the University's Fleet Vehicle's glove box. All University Fleet Vehicles driven by Approved Drivers are insured by the University. The insurance card evidencing the University's current insurance policy is also kept in the University Fleet Vehicle's glovebox.
25. The University's insurance does not cover damage to, or loss or theft of personal belongings of operator or passengers and the University will not be responsible for such damage, loss, or theft.
26. Driving a University Fleet Vehicle is a privilege. Failure to abide by this policy may result in the revocation of driving privileges of University Fleet Vehicles, as well as disciplinary action. Reckless operation or intentional damage may result in loss of driving privileges of University Fleet Vehicles and/or a charge back to the responsible department or driver of damages.

V. PROCEDURE:

A. Picking Up a Reserved University Fleet Vehicle:

1. With a pre-approved reservation, keys can be picked up 24-hours a day using the automated kiosk located in the S-4 Law School parking garage. The kiosk is located on the same level where the University Fleet Vehicles are parked awaiting pick up.
2. The operator may check out the University Fleet Vehicle by logging into the automated kiosk using his/her VU user ID and password. Once logged into the kiosk, the operator can select the current reservation to checkout or input the confirmation number if the reservation does not appear. The keys can be accessed through the lock box next to the kiosk that will unlock upon completion of the checkout process. **All operators must have previously created an Agile Fleet user account and been approved to be able to log into the kiosk.** The operator must be the one who checks out the University Fleet Vehicle via the kiosk, as that person is now responsible for that University Fleet Vehicle for the duration of the reservation.
3. When picking up the University Fleet Vehicle, the kiosk system allows a half an hour window prior to scheduled pick up time. The University Fleet Vehicles are used by multiple groups throughout the day, this allows time for the University Fleet Vehicle to be returned by a previous group and/or prepared for the next group.
4. Operators are encouraged to check the starting mileage once inside the University Fleet Vehicle. All University Fleet Vehicles are equipped with GPS tracking units that record mileage. If a discrepancy is noticed, the operator will be able to note that upon return.

B. Returning a University Fleet Vehicle:

1. All University Fleet Vehicles must be returned on time; however, if an operator is running late, please notify the Van Coordinator at 610-519-7038 or the VUDPS dispatcher at 610-519-5800 as soon as possible.

2. When returned, all University Fleet Vehicles shall be free of trash and/or debris. Departments who repeatedly return University Fleet Vehicles that are excessively dirty will be assessed a fee for cleaning.
3. When returning a University Fleet Vehicle, please secure the University Fleet Vehicle by closing all windows, turning off all lights and locking all doors. Also, please make sure to take all personal items at that time.
4. The University Fleet Vehicle can be checked back in by using the same kiosk procedure as when checked out.
5. Report any damage or mechanical problems, and/or discrepancies in odometer mileage upon check in under the "Notes" section on the check in screen. This allows for any pertinent information to be communicated to the Van Coordinator.
6. Always notify the Van Coordinator or VUDPS dispatcher of any damage to the University Fleet Vehicle or any accidents the University Fleet Vehicle was involved in.