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 Villanova’s passenger van fleet.

II. SCOPE AND APPLICATION:

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

III. DEFINITIONS:

A. MVR – Motor Vehicle Record
B. Violation – Any motor vehicle driving infraction resulting in a citation, including those violations identified through the use of red-light cameras.
C. 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.
D. Agile Fleet - The web-based system used to manage the reservation and maintenance of the University’s Van Fleet.
E. Approved Driver – An individual who has been approved by the Villanova University Insurance & Risk Management Department to operate a Villanova 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 those vehicles managed through the Van Fleet program. Only Villanova University employees, students, and registered volunteers may operate or travel as passengers in a University Fleet Van.
   2. University Vehicles should only be used in furtherance of the purpose for which they are reserved. The intended use of University Fleet Vans is to transport Villanova University students, employees and registered volunteers to and from University sanctioned activities and events. Driving University Vehicles for personal use if prohibited.
3. Groups traveling out of town on overnight trips may keep the Fleet Vans for multiple days. All others are not permitted to keep Fleet Vans 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 Fleet Van 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 Fleet Van but do not pick after we rent vehicles from a Rental Agency will be billed the current rental daily fee which is $94.99 a day.

6. Groups wishing to use a Fleet Van that did not contribute a van or funding to the original van fleet program will be charged a fee of $25 per trip in addition to the customary charge for mileage.

B. Operator 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://www1.villanova.edu/content/dam/villanova/finance/insurance-risk/VehiclePolicy.pdf

2. All operators of University Vehicles including the Van Fleet must possess and maintain a valid U.S. driver’s license. If an individual who is an Approved Driver has his/her license suspended or revoked, the Insurance & Risk Management Office must be notified 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:
   https://www1.villanova.edu/content/villanova/finance/insurance/DrivingVillanovaVehicles_secure.html

4. All students, undergraduate and graduate, must complete the online Driver Safety Training course and submit their Transcripts from the Edu Risk Learning website along with their Motor Vehicle Consent Forms to the Insurance & Risk Management Office. Instructions for accessing and completing the online Driver Safety Training may be found https://www1.villanova.edu/content/villanova/finance/insurance/DrivingVillanovaVehicles_secure.html

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

5. In addition, any operator requesting the privilege of driving a Fleet Van must be a registered driver in the Agile Fleet system before they will be able to pick up a van for use, which can be found at https://villanova.agilefleet.com

C. Responsibilities of Operators: 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 vehicles managed through the Van Fleet program:
1. Operators of University Fleet Vans are required to drive in a safe manner and adhere to all traffic and parking laws at all times. Operators must practice road courtesy while obeying all traffic laws.

2. Operators who do not follow traffic rules may result in the loss of driving privileges as well as losing privileges for their group.
   
   **A. 1st Offense - Warning**
   
   **B. 2nd Offense - 2 Week Suspension**
   
   **C. 3rd Offense - Lose Driving Privileges**

3. Operators are prohibited from operating any Fleet Van they know or believe to be unsafe. Operators should report any mechanical problems as soon as possible, noting any issues found on the trip report.

4. Operators and all passengers are required to wear seat belts at all times.

5. Operators may not use a cell phone or other mobile device while operating a Fleet Van, even in “hands free” mode. Operators should find a safe place to stop prior to using a cell phone to talk or text.

6. Smoking is prohibited.

7. Animals may not be transported in a University Fleet Van.

8. Radar detectors and radar jamming equipment are not permitted to be used in Fleet Vans.

9. The operator is responsible for removing the keys from the ignition and locking the doors and windows at all times when the Fleet Van is unattended.

10. Student groups traveling without an advisor are not permitted to travel more than 300 miles one way.

11. Van Fleet Trip Itinerary must be submitted 1 month in advance for all trips over 300 miles one way for approval by the Director of Parking and Transportation or his/her designee. The itinerary must be completed and submitted prior to the van reservation being approved, and must provide details as to routes, travel times, drivers, and rest periods. Given the distance of travel, approval of the itinerary by the Director of Parking and Transportation is required prior to the van reservation being approved.

12. Operators of a Fleet Van 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 Fleet Van 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 Vehicle while under the influence of any controlled substance or alcohol; this includes but is not limited to prescribed medications that may hinder your ability to operate a vehicle. When in doubt, do not operate a vehicle.

15. **Illegal drugs are not permitted** in a University Fleet Van at any time. **Alcoholic beverages may not be consumed** inside a University Fleet Van, nor may any person under the age of 21 years be in direct or proximate possession of alcoholic beverages while inside a University Fleet Van.

16. In the event of inclement weather, the operator is responsible for determining if driving conditions become too dangerous to continue. The Parking Director or his/her designee can cancel vans due to driving conditions at any time.

17. Operators need not refuel vans prior to returning. **If fuel is needed during a trip,** the credit card in the glove box may be used. The engine must be turned off during refueling and all safety related fueling procedures must be followed. The receipt must be turned in if the credit card was used.
18. Fleet Vans may not be used to tow another vehicle or a trailer without prior approval from the Director of Parking or his/her designee. In addition, bike racks, roof racks, and similar items are not permitted to be installed or mounted on vans without prior approval from the Director of Parking or his/her designee. No equipment or property, including Athletics equipment, is permitted to be transported on the roof of a Fleet Van without prior approval from the Director of Parking or his/her designee.

19. The removal of seats for the transportation of excess cargo is prohibited.

20. 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 Vehicle. Any fines assessed to the University or notification of non-payment of a citation will be forwarded to the department that reserved the van to be handled directly with the operator of the University Vehicle. 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.

21. 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 credit card that is used for fuel purchases may also be used for minor repairs or for having the vehicle towed.

22. In the event that the van 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.

23. Operator Responsibilities in the event of an accident involving a fleet van:

**ON-CAMPUS ACCIDENTS ONLY:**

1. Dial x 96979 (610-519-6979) to report the accident to the Department of Public Safety no matter how minor you feel the damage is. Be prepared to give your name, the location of the accident, a brief description of the accident, a brief description of any injuries and your location at the time of call.

2. When Public Safety arrives, provide as much information as possible to the investigating officer. Be prepared to provide your driver license information. The investigating officer will complete all needed accident reports. If unsafe at scene, warn bystanders and withdraw to a safe distance to await responding officers.

**OFF CAMPUS ACCIDENTS ONLY:**

1. Contact the local police department by dialing 911 to report the accident if the accident involves another vehicle, no matter how minor you feel the damage is.

2. Do not admit fault.

3. Be prepared to give your name, a description of the accident location, cross-streets or local landmarks to help locate the scene, a brief description of the accident, a brief description of any injuries and the location from which you are calling. Remain calm and stay on the line – let the dispatcher terminate the call.

4. Exchange insurance information and driver license information with any other parties. The insurance card and vehicle registration are located in the glovebox.
5. As soon as possible, telephone the Department of Public Safety (610) 519-6979, 24 hrs. /day, 7 days/week to report the accident or gain assistance in completing any accident reports or paperwork.

24. Any accidents or damage to a University Vehicle must be reported to the Department of Public Safety upon return. For more information on accident reporting visit: https://www1.villanova.edu/content/dam/villanova/finance/insurance-risk/vehicle_emerg_info.pdf

All University Vehicles driven by Approved Drivers are insured by the University. The insurance card evidencing the current insurance policy is kept in the vehicle’s glove box.

25. The University’s insurance does not cover damages, loss or theft of personal belongings of driver or occupants.

26. Driving a University Vehicle is a privilege. Failure to abide by this policy may result in the revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action. Reckless operation or intentional damage may result in loss of driving privileges and/or a charge back to the responsible department or driver.

V. PROCEDURE:

A. Picking Up a Reserved Van:
   1. With a pre-approved reservation, keys can be picked up 24-hours a day from the Villanova University Department of Public Safety Headquarters in Garey Hall.
   2. The operator planning to drive the Fleet Van must be the same person who picks up the Fleet Van and MUST show a current/valid driver’s license every time a Fleet Van is picked up. The person dispatching the Fleet Van must confirm that the operator is an Approved Driver prior to supplying the keys to the operator. If a Department has multiple Fleet Vans going out, an Approved Driver must pick up each van. In other words, a lone Approved Driver cannot pickup multiple Fleet Vans.
   3. When picking up a Fleet Van prior to the time indicated on the reservation, keep in mind that the van may not be ready yet or may not have been returned.
   4. Operators are encouraged to double check the starting mileage indicated on the trip report. If there is a discrepancy, note the correct mileage on the report.

B. Returning a Fleet Van:
   1. All Fleet Vans 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 Fleet Vans shall be free of trash and/or debris. Departments who repeatedly return Fleet Vans that are excessively dirty will be assessed a fee for cleaning.
   3. When returning a Fleet Van, please secure the van by closing all windows, turning off all lights and locking all doors.
   4. Place the key along with the completed trip report and any fuel receipts in the Black Box located on the Upper Level of the North Campus Garage. It is important that the ending mileage be recorded on the trip report.
   5. Report any damage or mechanical problems and note any deficiencies on the trip report.
   6. Always notify the Van Coordinator or VUDPS dispatcher of any damage to the Fleet Van or any accidents the Fleet Van was involved in.