

**POLICY INVOLVING VEHICLE USE ON OFFICIAL COLLEGE BUSINESS  
AUTOMOBILES & OTHER MOTORIZED VEHICLES  
November 07, 2008**

**INTRODUCTION:**

Rollins College has many faculty, staff and students whose responsibilities require traveling and properly operating automobiles and other motorized vehicles, which include but are not limited to automobiles, trucks, golf carts and all terrain vehicles. The purpose of this policy is to define the process by which individuals are approved to operate a vehicle in connection with their responsibilities, to address certain aspects of the operation of those vehicles, and to provide further information and direction as set forth herein. Failure to comply with the policy may result in the withdrawal of driving or use privileges, or other disciplinary action.

In many cases, the College's automobile insurance policy will provide primary insurance coverage for College owned vehicles and rental vehicles used on College business, unless the damages result from an intentional act or gross misconduct on the part of the individual driving the vehicle. **Please be advised that whether or not there is coverage under the College's automobile insurance policy for any particular damage or loss will be determined by the language and meaning of the policy. The College cannot predict in advance whether any particular damage or loss will be covered, and all statements made herein are subject to this limitation.**

**USING ONE'S OWN PERSONAL VEHICLE FOR COLLEGE BUSINESS**

**Faculty and Staff**

By using your own personal vehicle for College business, you understand, acknowledge, and agree that at most your personal automobile will be covered under the College's insurance policy for **liability only**, subject to the language of the policy contract. The College's insurance policy may cover damages to other vehicles or property involved in the accident and liability of bodily injury to others, in most cases. The College does not provide insurance covering damage to your personal vehicle or for injury to you, which might occur (which may be covered under your primary insurance PIP (Personal Injury Protection) provision of your own insurance policy).

**Students**

If a student **is required** to use his or her personal vehicle as part of academic course work to travel outside of the College, and use their personal vehicle, the College's insurance policy will be the primary coverage at most for **liability only**, in many cases, subject to the language of the policy contract (see above Faculty and Staff paragraph). The College does not provide automobile insurance of any type or coverage for vehicle use which is not **required** as part of the student's academic course work.

## **COLLEGE OWNED VEHICLE POLICY**

### **Driver Approval**

For individuals to be considered for the College's Drivers List they must be at least 21 years of age and must possess a valid drivers license. Frequent drivers of college vehicles and student drivers must contact Human Resources/Risk Management Department (see MVR Guidelines) to initiate the MVR process. By seeking to be placed on the College's Drivers List you agree and consent to the MVR and to the College obtaining information from law enforcement or other sources which is relevant to your driving history. International students are not permitted to drive College vehicles or vehicles rented by or for College purposes.

### **Vehicle Use**

1. College vehicles shall be used only for College business in accordance with the policies and procedures outlined herein or other specific written authorizations or guidelines fully approved by the College. Personal use of College vehicles is not authorized or allowed unless the vehicle is provided as part of the person's job responsibility.
2. Vehicles may not be driven to and from an employee's home except as specifically authorized by policies outlined herein.
3. The College is not responsible for the protection and safe operation of the vehicle; the operator of the vehicle, individually, is responsible for the protection and safe operation of the vehicle. The operator must observe all traffic laws and rules for safe driving. The operator is responsible for traffic violations and fines including parking violations.
4. The operators of College vehicles are required immediately to report any observed mechanical problems or problems with the operation of the vehicle to their respective departments.
5. Drivers who are Students are limited to operation of a vehicle within a 100-mile radius of the College unless accompanied by a College faculty or staff member who has been authorized by the department head to approve a student driver, and the appropriate form approving the Student as Driver for this purpose has been received and approved by Risk Management.
6. All operators are required to report any damage to the vehicle immediately. Failure to do so will result in withdrawal of driving privileges.
7. International Students are prohibited from operating any College vehicle or vehicles rented by or for College purposes.
8. Any person charged by the Dean of Students or convicted in court of any violation of state or federal law or College policies governing underage possession, underage consumption, public display of alcoholic beverages, public drunkenness, DUI, or drug offense will be ineligible to operate a College vehicle for one (1) year from the date of the discipline or

conviction. If the person is charged with these or similar offenses by law enforcement or other authorities outside the College, then driving privileges hereunder will be suspended until resolution of those charges.

9. Consumption or possession of alcohol in College vehicles or vehicles rented by or for College purposes is prohibited unless specifically authorized by the College, in writing (for example, the College might authorize, on request, transportation of unopened beverages to a location for an officially approved College function). A violation of this rule will result in withdrawal of driving privileges. Florida Law prohibits open containers of alcohol beverages in motor vehicles.
10. Overnight retention - If an employee is required, by reason of College duties, to return from a trip after working hours, he/she may retain the vehicle at home overnight, provided the vehicle is returned to the College without delay the following day. Students may not retain College vehicles overnight without prior written permission of the College.
11. The College will not pay any fines, penalties, or such charges you may incur while driving a College vehicle or a personal vehicle while on College business.
12. No vehicle may be operated unless all passengers are seated in passenger seats and are wearing seat belts.

## **ACCIDENTS**

Drivers of College vehicles involved in an accident must notify local law enforcement officials of any accident involving death, personal injury or property damage.

If you become involved in an accident while driving a College vehicle:

First, do not make any statement other than providing your name and driver's license information, and information regarding your insurance, and the College's insurance, prior to contacting the Campus Security Department.

1. Do not leave the scene. Wait for a police officer to arrive. Remain at the scene until released to do so by the police or other authorities at the scene.
2. Get names and addresses of all witnesses and passengers.
3. If someone is injured, get names and addresses and be able to briefly describe the nature of any injuries.
4. Get names and addresses of the owners or the cars involved, and the drivers' license numbers of the drivers involved, along with their insurance information.
5. Do not write down any details of the accident, including description of injuries or damages to other cars, if any, except on the form discussed in item 7 below.

6. Contact the Campus Security Department before filing any type of accident reports.
7. Complete an “Accident Claim Form”, which is either located inside the vehicle or the Campus Security Department. Campus Security will notify the Human Resources/Risk Management Department in order to coordinate insurance activities.
8. In the event of an accident while using your personal auto, in addition to the above steps, notify your Personal Auto Carrier immediately.

## **OTHER VEHICLE USE POLICY**

### **Drivers Licenses Required**

In order to drive any College vehicle, an employee of the College must have a valid driver's license, which allows the individual to operate the type or category of vehicle to be driven, as required by the Florida Department of Motor Vehicles. Student drivers must have a valid license from their home state allowing them to operate the type or category of vehicle to be driven.

### **Rental Car Information**

When renting a vehicle for College business, if at all possible, rent the vehicle in the College's name rather than in your name; if you cannot, add (Rollins College) beside your name in the rental contract. Contact the Human Resources/Risk Management Department and we will provide you with a Certificate of Insurance for you to present to the Rental Agency. When you rent a vehicle in the College's name, Collision Damage Waiver Insurance should be declined on the rental agreement. If you take personal side trips in a rental vehicle and an accident occurs it is likely that the College's insurance will not provide coverage under these circumstances. Drivers of a rental car involved in an accident must immediately notify the rental company where you rented the auto. In addition, promptly notify the Campus Security Department and complete an “Accident Claim Form”. Campus Security will provide all pertinent information to Human Resources/Risk Management Department in order to coordinate all insurance activities. . In addition, follow the procedures set forth in the “Accident” section above.

### **USE OF SEAT BELTS**

No College vehicle or vehicle rented by or for College purposes may be operated unless all passengers are in passenger seats intended for that purpose and are wearing seat belts. Children must be in safety restraints appropriate to their age, height, and weight.

### **USE OF CELL PHONES**

Many states and municipalities have passed ordinances that prohibit the use of cell phones while the vehicle is moving. You are obligated to comply with federal, state and local laws at all times. Although it is not illegal in the state of Florida to utilize a cell phone while driving, for safety purposes, you should refrain from doing so while driving any college vehicle. Contact Human Resources and Risk Management at 407-646-2003 if you have any questions.