

**VEHICLE USE HANDBOOK  
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## GENERAL VEHICLE USE

### Philosophy Statement

The purpose of the *Vehicle Use Handbook* is to provide guidelines for safe, efficient and accessible transportation to the Luther College campus community.

### Vehicle Use

Driving for the college is a special privilege. As a representative of Luther College, there are responsibilities and safety standards that accompany that privilege. Persons are expected to exercise responsible judgment regarding their conduct. Faculty, staff and students traveling on college business are expected to adhere to applicable college policies and procedures as well as traffic laws. The primary goal is to provide safe transportation for college drivers and passengers. The privilege of driving a college-provided vehicle or a personal vehicle on college business is granted to employees who have and maintain acceptable driving records and follow the provisions found in this policy.

### College Vehicles

The college currently maintains a vehicle fleet of five-passenger cars, mini-vans that carry seven persons and full-sized, 12-passenger vans. All of these vehicles are for use on college business and for college programs.

College-owned fleet vehicles are not available for personal use.

College vehicle drivers are required to have access to a cell phone in the vehicle. Cell phones are available for checkout from Facilities Services if the driver does not have or wish to use a personal cell phone. **Cell phone use is not recommended while driving.**

College vehicles are available for use by academic, athletic and administrative departments for college business. Certain student organizations may be allowed to use college vehicles for legitimate college-sponsored functions with prior authorization of their staff or faculty advisor. Every effort will be made to accommodate vehicle needs by the campus community. During heavy use, reservations are made on the date of application (first-come, first-served). If a college vehicle is not available, Facilities Services will e-mail the driver indicating that a college vehicle is not available. The driver should attach a copy of this e-mail to her/his expense report in order to be reimbursed at the IRS rate.

Another available option is to rent vehicles from a rental agency.

Approved college faculty, staff or student drivers may drive college-owned cars and mini-vans. Spouses of faculty, staff or students can drive college vehicles only by filling out a Driver Application and Agreement Form and having approval by Facilities Services. Children of faculty, staff or students are not allowed to drive college vehicles unless they are a Luther College student or employee approved through Facilities Services.

**Smoking**

All Luther College vehicles are smoke-free.

**Animals**

Animals are not allowed in college vehicles at any time. Pets and other animals are prohibited because they pose potential health problems including allergies, diseases, bites, scratches or stings. They can also cause maintenance and aesthetic problems including stains, odors and damage to college and personal property. Exceptions to this policy are animals assisting handicapped persons.

## USE OF COLLEGE VEHICLES

### **Reserving Vehicles**

Faculty and staff should schedule vehicle reservations with Facilities Services by sending an e-mail to [driveit@luther.edu](mailto:driveit@luther.edu) or call ext.1010. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The sponsoring academic or administrative office should include the dates, times, destination, account number and type of vehicle needed for the trip. The sponsoring academic or administrative office should make reservations for student groups or individual students.

## USE OF COLLEGE VEHICLES

### Faculty and Staff

Eligible drivers for cars and mini-vans must

- be at least 18 years old
- have a valid U.S. driver's license, which has been in effect for at least two years
- complete a Driver Application and Agreement Form annually
- not be classified as a "high risk" driver as defined in the *Vehicle Use Handbook*

First-time driver applicants must watch a defensive driving video located at <http://facilities.luther.edu> and return test result page to Facilities Services.

Staff volunteer drivers (non-paid) should provide proof of personal and medical insurance to the Fleet Administrative Assistant at the Facilities Office.

International staff with a valid international driver's license, which has been in effect for at least two years, must also complete a road test with Security.

Eligible drivers for full-sized vans, in addition to the above, must be at least 20 years old and complete a van safety orientation and road test with Security. However, if the driver can verify that he/she has previously driven one of the Luther full-sized vans, the certification can be waived. Facilities Services will be responsible for arranging the training.

At times college visitors may be granted driving privileges. Their sponsor or department must first approve the driving request to Facilities Services. Facilities Services may approve the driver application based on the above driver guidelines.

An itinerary and roster of travelers must be provided to Facilities Services before or at the time the driver picks up the vehicle keys. Information required on the itinerary consists of departure and return dates and times, name of the group, name of the Luther person accompanying the group, event, name of the driver, location, lodging information and cell phone number. The roster will provide contact information for the driver and each passenger that includes their name and Luther identification number.

## USE OF COLLEGE VEHICLES

### Students, Spouses and Other Drivers

Eligible drivers for cars and mini-vans must

- be at least 18 years old
- have a valid U.S. driver's license, which has been in effect for at least two years
- complete a Driver Application and Agreement Form annually
- not be classified as a "high risk" driver as defined in the *Vehicle Use Handbook*
- provide proof of medical insurance

First-time driver applicants must watch a defensive driving vide located at <http://facilities.luther.edu> and return test result page to Facilities Services.

International students, spouses or other drivers with a valid international driver's license, which as been in effect for at least two years, must also complete a road test with Security.

Eligible drivers for full-sized vans, in addition to the above, must be at least 20 years old and complete a van safety and orientation and road test with Security. However, if you can verify that you have previously driven one of the Luther full-sized vans, the certification can be waived. Facilities Services will be responsible for arranging the training.

Approved students may use college cars and vans to travel a long distance if authorized by a staff or faculty member and travel is for a legitimate college-sponsored function.

Students may travel without a staff or advisor accompanying them if the trip is less than 200 miles (one-way). An approved staff or faulty member must accompany students traveling more than 200 miles. Facilities Services must receive approval for any trip before keys are issued. The following process should be followed:

- Students and student groups must contact Facilities Services to reserve a vehicle(s) for a specific trip by indicating the organization, destination and purpose of the trip.
- If vehicles are available, the staff or faculty advisor must send an e-mail to [driveit@luther.edu](mailto:driveit@luther.edu) authorizing the trip and including the appropriate account number for the vehicle charges.

An itinerary and roster of travelers must be provided to Facilities Services before or at the time the driver picks up the vehicle keys. Information required on the itinerary consists of departure and return dates and times, name of the Luther person accompanying the group, event, name of the driver, location, lodging information and cell phone number. The roster will provide contact information for the driver and each passenger that includes their name and Luther identification number.

Students must follow all guidelines previously stated for staff and faculty.

## Vehicle Check-Out

The following procedures should be used to check out a college vehicle:

Review the guidelines as outlined in the *Vehicle Use Policy* that is provided by Facilities Services or available on the Luther website at <http://facilities.luther.edu>.

Keys, vehicle checkout form, gas cards and a cellular phone (if required) can be picked up at the Facilities Services Office during office hours. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. For non-business hours, contact Luther College Welcome Center/Information at ext. 2000, to arrange a pickup with Security.

Drivers should familiarize themselves with the assigned vehicle. Some vehicles have special procedures for filling the tank with gasoline, removing keys from the ignition, locating light switches, etc. For more information, contact Facilities Services at ext. 1010, or Welcome Center/Information, ext. 2000.

Use of safety belts is required at all times by all vehicle occupants.

The vehicle should be returned to the appropriate fleet parking area at the arranged time. It is important to return vehicles in a timely manner. Please be sure the gas tank is at least three-quarters full and the interior clean when the vehicle is returned.

The keys, credit card, mileage form, gas receipts and cell phone should be returned to the Facilities Service Office in the envelope provided. If it is after hours, returns can be made at Welcome Center/Information.

The charges for vehicle use are billed at 32 cents per mile for sedans, 35 cents per mile for mini-vans and 40 cents per mile for the full-sized passenger vans. Additional charges can be assessed for failure to remove trash, failure to refill gasoline tank or late return of vehicles.

Drivers shall not drive for more than 10 hours per day without taking the proper rest periods as necessary. If driver is not able to arrive at the destination before 2:00 a.m., prior arrangements must be made for an overnight stay. **Driving all night is never permitted.** If rest becomes necessary while driving, be sure car is pulled off the road into a roadside rest area or auto plaza.

## **Use of Personal Vehicles**

If a college vehicle is available, but the driver wants to combine a business trip with a personal trip either before or after the meeting, conference, etc., the driver must use his/her personal vehicle. The Luther fleet rate will be paid for actual business miles only. For example, an employee is traveling to Minneapolis to attend a conference. At the end of the conference the employee plans to drive to Duluth to visit his/her family. In this situation, a personal vehicle should be driven.

If a college vehicle is not available for college business requiring the use of a personal vehicle, Facilities Services will provide an e-mail to the driver indicating a college vehicle is not available. The driver will attach the e-mail to her/his expense report and will be reimbursed at the IRS rate.

If a college vehicle is available for college business but the driver prefers to drive their personal vehicle, the driver will be reimbursed at the Luther fleet rate for actual business miles.

Personal vehicles used for college business must be in good mechanical condition and all safety-related systems must be functional.

Drivers who use a personal vehicle must have a valid driver's license. The vehicle owner must have adequate insurance and is liable in the event of any injury, loss or damage to passengers and/or the vehicle including the payment of deductible.

- Adequate insurance is defined as having \$100,000 per person bodily injury, \$300,000 per accident bodily injury and \$50,000 property damage liability, or, a combined single limit of \$300,000. The owner's insurance is primary and the college's insurance is secondary.
- A proof of insurance and vehicle registration form must be in the vehicle at all times.

If a college guest such as a consultant, speaker, etc., uses her/his personal vehicle, the college will reimburse at the negotiated rate but not more than the IRS rate.

## Identification of High Risk Drivers

The driver will be classified by the college as a “high-risk driver” if the Motor Vehicle Record (MVR) check indicates, or if it is otherwise determined, that the driver has any of the following violations within the most recent three-year period:

- conviction for an alcohol and/or drug-related driving offense
- refusal to submit to a Blood Alcohol Center (BAC) test
- conviction for reckless driving
- any combination of three or more moving violations or chargeable (at fault) accidents
- citation for leaving the scene of an accident
- at fault in a fatal accident
- felony, assault or homicide arising out of operation of a motor vehicle
- license suspension or revocation within the past three years
- personal auto insurance is high risk, as classified by an insurance carrier
- failure to stop or report when involved in an accident

## Management Control for High Risk Drivers

The college will not grant a high-risk driver driving privilege for college-owned vehicles.

## Driver Reporting Responsibilities

Drivers are required to notify their supervisor/advisor and Facilities Services immediately of:

- Any illness, injury, physical condition or use of medication, which may impair or affect the ability to safely drive a college-provided vehicle or a personal vehicle on college business.
- Any accident involving a college-provided vehicle or a personal vehicle being used on college business. (Refer to *If Driver Has An Accident* for additional responsibilities)
- Any charge of a moving violation by an employee, which might result in being classified as a “high-risk driver” according to this program.
- The suspension, revocation or administrative restriction of the employee’s driver’s license. If this occurs, the employee must discontinue use of the college-provided car and/or driving a personal car on college business. Otherwise college-driving privileges will be permanently revoked.

### **If Driver Has An Accident**

- When conditions and/or regulations permit, move onto shoulder or side of roadway to prevent further damage/hazards. Place warning signals promptly.
- Ask someone to summon police and medical assistance if anyone is injured. Repeat after five minutes if help hasn't arrived.
- Keep calm. Be courteous. Don't argue. Make no statement concerning the accident to anyone except a police officer. Get the officer's name and badge number. Do not accept responsibility. Law enforcement and/or insurance claim adjusters will determine fault.
- Complete accident report, located in the glove compartment, at the scene. Fill in all information.
- Obtain the names and addresses of all persons injured regardless of how minor the injury. Try to learn where injured parties are treated.
- Do not administer first aid, unless qualified to do so.
- Report the accident immediately to Security Services 800-258-8437 or 563-387-2111. Security is staffed 24 hours-a-day, 7 days-a-week.
- Before leaving the accident scene, driver should check to see that he/she has all the facts.
- The accident should be reported as soon as possible to the driver's supervisor.

### **If The Vehicle Breaks Down**

Do not try to change a flat tire in an unsafe place. Drive slowly to a safe place well off the roadway. A driver's safety is more important than a tire.

- Pull vehicle as far to the side of the road as possible and turn on the vehicle's flashers. The driver should use the cell phone (college will provide, if needed) to call for help if he/she cannot safely change a flat tire or if there are mechanical problems. These numbers are programmed into the college-provided phones:
  - Welcome Center/Information 563-387-2000
  - Security 563-387-2111
  - Facilities Director 563-380-7842
  - Emergency 911
- If a driver is in an unsafe area, turn on the vehicle flashers and do not leave the car. Lock the doors and windows, call for help and wait for the police.

## **SAFETY PRINCIPLES**

### **Safety Belts**

The driver and all passengers are required to wear safety belts while occupying college-provided vehicles. All child restraint laws must be followed. Safety belts are the best protection against death or injury in an accident. Buckling up reduces chances of death or injury. Air bags do not replace safety belts – safety belts need to be fastened.

### **Cell Phones**

College vehicle drivers are required to have access to a cell phone in the vehicle. College-owned cell phones will be provided if needed. College-owned cell phones are for emergency use only and are pre-programmed with four emergency contact numbers. Information on the use of college-owned cell phones is provided with the phones.

Cell phone use is not recommended while driving.

Mobile phones can ignite fuel or fumes. Mobile phones should not be used in filling stations. Do not allow phones to rest on the trunk or hood of the vehicle.

### **Substance Free**

No person may drive when his/her ability to do so is impaired in any way (such as being affected, impaired or influenced by alcohol, illicit drugs, medication, illness, fatigue or injury). If a driver has any doubt about his/her ability to drive safely, he/she should not drive. The driver must, at all times, maintain a substance-free vehicle. If a driver discovers someone has an unauthorized substance, stop the vehicle and ask to have the substance removed. If the driver is refused, consider it an emergency and call Security Services, 563-387-2111.

### **Drive Defensively**

Drivers are required to keep speed within legal limits and obey all traffic signs. Be aware of road and weather conditions and slow down when necessary. Leave enough time to drive to the destination safely. Follow at an assured, cleared distance and watch for other drivers and pedestrians.

### **Hitchhikers**

Picking up hitchhikers is never permitted.

## **Hazardous Road Conditions**

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 can be accessed at [http://www.crh.noaa.gov/lot/winter/road\\_reports.php](http://www.crh.noaa.gov/lot/winter/road_reports.php).

**Luther College  
Driver Application and Agreement**

Name: \_\_\_\_\_ SPO \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License No \_\_\_\_\_

State Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Department(s) Driving For \_\_\_\_\_ Supervisors/Coaches \_\_\_\_\_

Have you had a valid driver's license for the last two consecutive years? Yes No

Has your license ever been suspended or revoked? Yes No

If yes, why? \_\_\_\_\_

Have you been previously certified to drive Luther's full-sized vans? Yes No

Do you have experience driving in snow and icy conditions? Yes No

If yes, how many years? \_\_\_\_\_

Do you have a medical condition or are you taking any medications that would impair your driving?  
Yes No

Do you have personal auto insurance? Yes No

If so, are you classified as a high-risk driver? Yes No

Please explain: \_\_\_\_\_

Do you have personal medical insurance? Yes No

If yes, provide proof of medical insurance (students, spouses and non-staff only).

1. Eligible drivers for cars and mini-vans must (1) be at least 18 years old, (2) have a valid U.S. driver's license, which has been in effect for at least two years, (3) complete a driver application annually, (4) not be classified a "high risk" driver as defined in the *Vehicle Use Handbook*, (5) provide proof of medical insurance (students, spouses and non-staff only).
2. First-time driver applicants must watch a defensive driving video located at <http://facilities.luther.edu> and return result page to Facilities Services.
3. International staff and students with a valid international driver's license, which has been in effect for at least two years, must also complete a road test with Security.
4. Eligible drivers for full-sized vans, in addition to the above, must be at least 20 years old and complete a van safety orientation and road test with Security. However, if the driver can verify that he/she has previously driven a college full-sized van, the certification can be waived. Facilities Services will be responsible for arranging the training.
5. Safety belt use is required of drivers and all passengers.
6. Fleet vehicles should be used for authorized college business only.
7. Drivers shall not drive for more than 10 hours per day while taking the proper rest periods as necessary. If you are not able to arrive at the destination before 2:00 a.m., arrangements must be made for an overnight stay. **Driving all night is never permitted.**
8. A list of drivers and passengers must be provided to Facilities Services for each trip. Only authorized passengers may be transported and Luther certified drivers are to be the only drivers of Luther vehicles.
9. Obey all traffic laws and use safe driving practices at all times. Drive the vehicle at speeds appropriate for road conditions, especially in winter driving.
10. Weather conditions should be monitored. Driving should be modified accordingly to the conditions, i.e., delay or cancel a trip as necessary.
11. The driver assumes all responsibility for fines related to any traffic violations with the use of a college-owned vehicle.

12. Drivers must be substance free while driving. The vehicle must be substance free at all times.
13. Immediately report all accidents to Security Services at 800-258-8437 or 563-387-2111. Security Services are staffed 24 hours per day, seven days a week. If drivers do not have access to personal cell phones, college phones will be provided for emergency use. Personal cell phone numbers will be requested when keys are picked up.
14. If drivers have an accident, follow procedures as set forth in the *Vehicle Use Handbook*. Do not discuss who is at fault with other persons at the scene. Law enforcement authorities and/or insurance claim adjusters will determine fault.
15. Drivers are expected to know and understand the information included in the *Luther College Vehicle Use Handbook*. *Vehicle Use Handbook* is available for review on the Luther website at <http://facilities.luther.edu>.
16. The driver will return the college vehicle with the gas tank at least a 3/4 full, free of trash and in the same clean condition as checked out. If not, charges can be assessed to the responsible department. The driver will indicate any deficiency or defect on the provided mileage form.

I have been informed of the risks and know the safety procedures to follow that are inherent in this travel or driving activity. I have been told how to handle potentially dangerous situations and know the emergency procedures to follow during this travel and driving activity.

I certify that I have read the above vehicle procedures and safety rules. I will drive the Luther College vehicle observing all safe driving rules stated above and in our *Vehicle Use Handbook* and comply with all college procedures and policies. I understand that any violation of any part of this agreement may result in the suspension of my Luther College Fleet driving privileges. I authorize Luther College to order a Department of Motor Vehicle report of my driving record.

I certify that I have personal medical coverage and agree to use my personal insurance as a primary medical coverage if an accident or injury occurs. In consideration of being allowed to participate in Luther College driver activity, I hereby release, hold harmless and forever discharge the Board of Regents and Luther College along with all other auxiliary organizations of Luther College and each and every officer, agent and employee of each of the above referenced entities from all claims, causes of action, or demands of every kind which I may have in the future against any of them by reason of any injury to person or property, or death, in connection with my participation in any Luther College driver activity. Further, I agree to indemnify each and every one of them for liability arising solely from my tortious acts or omissions, and I assume the risk of traveling to and from the site of the activity.

I have read this release, and understand the terms used in it and their legal significance. This release is freely and voluntarily given with the understanding that rights to legal recourse against Luther College, the Board of Regents, and all other auxiliary organizations of Luther College are knowingly given up in return for allowing my participation in the travel activity.

Furthermore, I certify that all information provided on this form is true and complete to the best of my knowledge.

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Signature

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Date