

**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 fleet consists of 20 sedans, three mini-vans, eight full-sized vans (12 passengers) and one 35-passenger bus. Vehicles are for college use only. A college account number must be provided when a vehicle reservation is made. With the high volume of request for these vehicles it is imperative that late cancellations be controlled. It is realized there will be some changes in schedules beyond our control that cause last minute cancellations or non-use of the college vehicle.

Sedans, Van Cancellations

Two types of fees

- Late cancellation of vehicle – four working days or less before scheduled use – \$5.00
- No cancellation/vehicle not used – \$50.00

College Bus Cancellations

Two types of fees

- Late cancellation of vehicle – four working days or less before scheduled use – \$75.00
- No cancellation/vehicle not used – \$225.00

Typical exceptions to the above would be weather conditions that make it unsafe to drive, event cancelled by sponsoring group or host, etc.

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

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. The sponsoring academic or administrative office should include the dates, times, destination, account number, driver(s) and type of vehicle needed for the trip. If a trip is associated with a class, provide the class number. This information needs to be provided to finalize the reservation. **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 person requesting the vehicle that one is not available. Facilities Services will work with the department to meet their

needs. If college vehicles are not available, an option for the department is to contact Decorah Rental. Facilities Services has negotiated an agreement with Decorah Rental for departments to use their cars and vans. They will require Luther's approved driver application and Luther's insurance will cover their vehicle. This does not apply to personal use. Another option if vehicles are not available is to drive 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 their expense report and will be reimbursed at the IRS rate.

The college also offers another option for car rental. Contact <http://www.ucarshare.com/> for more information.

College vehicle drivers are required to have access to a cell phone while using a college 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 a college vehicle. Texting will not be permitted** while driving a college vehicle; most states have enacted laws banning texting. If texting is necessary, stop the vehicle in a safe place.

Approved college faculty, staff or student drivers may drive college-owned cars and mini-vans for College purposes only, except for the use of a college truck after business hours as provided in the faculty and staff handbooks. 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.

Van Rental

If the situation ever presents itself and a passenger van needs to be rented from a leasing/rental agency it is strongly advised that a 12 passenger van(s) be requested. Avoid renting 15 passenger vans. These vehicles have been discussed at length by the NTSB for having high incidences of rolling over and the dangers associated with them. In limited cases use of 15 passenger rental vans may be the only option when renting in other parts of the United States or in another country. If this situation occurs there are a few things that can be done to minimize the risk of rollover from these vehicles.

- Do not allow the use of the last seat in the van (removal if possible).
- Do not allow cargo to be stored in the back of the van.
- Do not allow trailers to be towed behind vans.
- Do not allow items to be transported, or strapped to, the roof of the vehicle.
- Check and re-check tire pressures are correct throughout the trip (In these vans the rear pressure is different than the front pressure).

Smoking

All Luther College vehicles are smoke-free.

Pet Policy

Pets 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 used as service animals.

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 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, driver(s) and type of vehicle needed for the trip. If a trip is associated with a class, provide the class number, dates, times, destination, account number and type of vehicle needed for the trip. This information needs to be provided to finalize the reservation. The sponsoring academic or administrative office should make reservations for student groups or individual students.

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.

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 video 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 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 and 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.

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 faculty 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 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, and the 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.

Luther College Bus

Drivers of the college bus must meet the Department of Transportation (DOT) regulations to be able to drive our college bus: The DOT requires the following; 1) a valid CDL Commercial Class B license with Passenger and Air Brake endorsements. 2) Annual Motor Vehicle Record (MVR) 3) Medical physical and potential drug testing 4) the driver will be required to maintain a drivers log and comply with DOT regulations regarding hours of driving, etc

The college bus driver must comply with and provide documentation as required by the DOT for hours driven. According to the DOT, a driver may drive a maximum of 10 hours after eight consecutive hours off duty or may not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off-duty time is not included in the 15-hour period. Because of driver hour limitations and the potential for a bus break down, the college bus will not be used for extremely long trips. There may be limits on the length of a one-day round- trip event.

Meals and housing expenses for the driver will be the responsibility of the department being charged for using the bus. The hourly salary for the driver’s time will be included in the bus mileage rate.

There is only one bus in the vehicle fleet. Therefore, Facilities Services has made accommodations with two local bus companies and the Decorah School system for unforeseen circumstances that may occur while the bus is on a college trip. The Decorah School system will provide transportation in case of a mechanical problem on the way home from a college event. Hawkeye Stages and the Prairie Du Chein Bus Company will assist if there are scheduling or mechanical problems with the college bus. Facilities Services will pay the costs associated with mechanical problems that may occur before or on a college trip. However, there may be last minute event cancellations or postponements by a department that results in additional costs by needing to use one of the local bus companies. In general, if a scheduling change occurs that results in additional charges for the trip or that affect another department, these additional costs will be charged to the department responsible for the change in scheduling.

Examples:

1. A department using the college bus for a one day trip to Des Moines is unexpectedly extended for an additional day. Another department has the college bus reserved for that additional day extended by the previous department. The original department extending the trip would be charged for the second day at the cost of the replacement bus and the other department would be charged the Luther bus rate.
2. A department (X) has scheduled an event and the event is postponed until a later date. The college bus has been reserved by another department (Y) on the same day as the rescheduled event. Therefore, an outside bus will need to be scheduled for the original department (X). The original department (X) will be responsible for the charges by the outside bus provider and the college bus rate will be charged to the other department (Y).
3. A department (X) has scheduled the bus for a one-day trip and find out upon arrival at the event it has been postponed until the next day. Another department (Y) has already scheduled the bus for an extended trip. In this scenario the Luther College bus would return to campus to provide transportation for the extended trip department (Y). A local bus company would be contacted to provide transportation for the original department (X) whose event was postponed. That outside bus rate will be charged to the original department (X).
4. Facilities Services has college bus maintenance that was not scheduled that renders the bus unavailable for a scheduled department trip. A local bus company would provide transportation and Facilities Services would be responsible for the additional cost of using an outside transportation resource. The department will be charged the Luther charge rate for the trip.

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 Luther College Safety and Security. An itinerary and roster of travelers must be provided to Facilities Services before or at the time the driver picks up the vehicle keys. A form requiring the driver's name, a cell phone number, the time and date of return and departure, and a signature of the individual picking up the keys will be required to be filled out at that time.

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. Drivers

should also check the lights, blinkers, windshield wipers and tire inflation before departing for any trip. Please report any problems to Facilities Services immediately. If there appears to be problems, please report them to Facilities Services immediately. 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 Luther College Bus is an exception from passenger seat belt requirements. Seat belts are not required because of the general safety rating of the bus.

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. Many events and activities are scheduled at specific times and punctuality is very important. 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, keys can be returned to the drop box at the Facilities Office entrance.

The charges for vehicle use are billed at:

- \$.32 per mile for sedans
- \$.35 per mile for mini-vans
- \$.40 per mile for the full-sized passenger vans
- \$ 2.25 per mile for the college bus (The minimum daily charge is \$ 225).
- A \$25 per hour cleaning fee will be assessed if vehicles are returned in unsatisfactory condition.
- A \$25 non refueling fee will be assessed for not refueling a vehicle.
- A \$50 per day fee will be assessed for not returning a vehicle on the specified day.

Sedan, mini-van and full sized passenger van driver(s) shall not drive for more than 10 hours per day without taking the proper rest periods. If the driver(s) 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 not permitted.** If rest becomes necessary while driving, be sure the vehicle 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, the employee will need to drive his/her personal vehicle, utilize Luther's U-Share Car Program, or rent a 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. The sponsoring department will be responsible for insurance deductibles, not to exceed \$1,000.00.

- 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

Drivers 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 privileges 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)
 - Welcome Center/Information 563-387-2000
 - Luther College Safety and Security 563-387-2111
 - Director of Facilities Services 563-380-7842
 - Emergency 911
- 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 a Driver Has an Accident

- When conditions and/or regulations permit, move onto shoulder or side of roadway to prevent further damage/hazards. Turn on the vehicles 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.
- 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.
- Please note that if you are the driver of a Luther College vehicle and are involved in an accident, you **must** be an approved driver. If you are not an approved driver, the department that has reserved the vehicle will be responsible for the insurance deductible.

If the Vehicle Breaks Down

Pull the 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. 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.

In the case of a severe mechanical breakdown, Facilities Services will assist in making arrangements to transport passengers. These numbers are programmed into the college-provided phones:

- | | |
|--------------------------------------|--------------|
| • Luther College Safety and Security | 563-387-2111 |
| • Director of Facilities Services | 563-380-7842 |
| • Emergency | 911 |
| • Welcome Center/Information | 563-387-2000 |

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.

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

GPS Devices

There will be a limited number of GPS devices available. Contact Facilities Services regarding availability.

I-PASS

College vehicles traveling east on toll roads in Illinois, Indiana, and Ohio should request an IPASS device. This results in a reduced toll fee and allows continuance without stopping at toll booths. These costs will be billed to the department on the vehicle charge sheet.

Substance Free

Driving impaired is not allowed. 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 Luther College Safety and Security Services, 563-387-2111 or the Director of Facilities Services, 563-380-7842.

Drive Defensively

Drivers are required to drive 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 not 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.

**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 in all college sedans and vans.
6. Texting is not permitted while driving a college vehicle; most states have enacted laws banning texting. If texting is necessary, stop the vehicle in a safe place.
7. Fleet vehicles should be used for authorized college business only.
8. Drivers shall not drive for more than 10 hours per day while taking the proper rest periods as necessary. If the driver(s) is not able to arrive at the destination before 2:00 a.m., arrangements must be made for an overnight stay. **Driving all night is not permitted.**
9. 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.
10. 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.
11. Weather conditions should be monitored. Driving should be modified accordingly to the conditions, i.e., delay or cancel a trip as necessary.

12. The driver assumes all responsibility for fines related to any traffic violations with the use of a college-owned vehicle.
13. Drivers must be substance free while driving. The vehicle must be substance free at all times.
14. Immediately report all accidents to Security Services at 800-258-8437 or 563-387-2111. Luther College Safety and 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.
15. 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.
16. Drivers are expected to know and understand the information included in the *Luther College Vehicle Use Handbook*. The *Vehicle Use Handbook* is available for review on the Luther website at <http://facilities.luther.edu>.
17. 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 the *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 tortuous 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.

Signature

Date