

University Policy 700.03
MOTOR VEHICLES

Responsible Administrator: Vice President for Administration

Responsible Office: Office of Auxiliary Services

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure that University vehicles are operated in a safe and appropriate manner.

Statement of Purpose

This policy establishes consistent standards for persons who drive University-owned vehicles and for the vehicles themselves.

Applicability

This policy is applicable to persons 21 years of age or older who are affiliated with the University (employee or student), who have met the requirements of this policy including annual training and submittal of a Department of Motor Vehicle (DMV) report, both addressed below.

Definitions

1. Authorized Driver/Operator – An employee or student, 21 years of age or older, at Claflin University who has met requirements to drive/operate a University vehicle including annual training as well of submittal of an annual DMV report.
2. University-owned vehicles - vehicles titled to Claflin University including cars, sports utility vehicles, vans, and buses.
3. Motor Pool Office – the entity within Auxiliary Services that is responsible for administration of University vehicle rentals. *The Motor Pool Office is located at 1785 Russell Street.*

Vehicle Use

University vehicles are used only for University business. Personal use of vehicles is not authorized. In addition, smoking is not allowed in University vehicles.

Driver/Operator Requirements and Responsibilities

1. All persons who drive a Claflin University motor pool vehicle must possess a valid U.S. driver's license. Persons must immediately notify the *Motor Pool Office* if their driver's license has been suspended or revoked or has limitations otherwise.
2. Operators of University vehicles must observe all applicable motor vehicle laws and ordinances including those governing the use of seat belts and alcohol and drugs.
3. The Motor Pool Office must have the following information on file for any person driving a University vehicle:
 - The driver's name, license number, state of issue, expiration date of license, and driver's date of birth.
 - A current Motor Vehicle Record (MVR) report. This report must be updated on a yearly basis, corresponding to the University's fiscal year (July 1 to June 30). Individuals *will not be allowed* to drive a University vehicle until a current copy of the MVR driving report is on file.
4. Persons who operate a University-owned vehicle must receive annual safety training and pass an annual written safety test. These requirements are generally scheduled at the beginning of the *fiscal year* and then intermittently as needed throughout the year.
5. Drivers are responsible for traffic violations and fines including parking violations.
6. Operators of University vehicles are required to report all mechanical problems, including those that have not incapacitated the vehicle upon return of the vehicle. This communication will allow resolution of problems before the vehicle is dispatched for another trip.
7. **The driver shall ensure that the vehicle is fully fueled upon return.**
8. *Drivers shall not initiate or accept a telephone call or text message while driving. If a driver needs to place or receive a call or text a message, the driver shall identify a safe location and stop the vehicle before using the communication device, including listening to voicemail.*

Loss of Driving Privileges

The following incidents will result in the loss of driving privileges for one year.

- a. Operating a vehicle without a valid driver's license.
- b. Failure to report the suspension or revocation of a driver's license.

- c. Failure to report an accident involving a Motor Pool vehicle.
- d. Operating a Motor Pool vehicle while under the influence of alcohol or drugs.
- e. Violation of South Carolina law or University policy governing motor vehicles.

In addition, appropriate measures regarding the loss of driving privileges may be applicable for failure to obey University and other traffic regulations and/or operating a vehicle in an unsafe manner.

Bus/Van Requirements

The following requirements are applicable to University owned buses and vans.

- Section 56-5-195 of the South Carolina Code of Laws (Jacobs Law) requires an entity transporting 10 or more primary and secondary students, to or from a school related activity, to do so in a vehicle that meets federal school bus safety standards. In an effort to comply with this requirement, Claflin University does not allow transport of these populations in its 15 passenger vans.
- All drivers transporting at least 15 passengers (including the driver) must have a commercial driver’s license (CDL).
- Students cannot transport other students.

Vehicle Rates

The daily rental rates for Claflin University vehicles and drivers (as applicable) are detailed in the following table.

Vehicle Usage Charges				
	Daily Rate	Driver	Per Mile Charge	
Coach		\$ 150.00	\$1.25	
42 Passenger Bus		\$ 150.00	\$0.75	
29 Passenger Bus		\$ 150.00	\$0.50	
15 Passenger Van w/o Driver	\$ 60.00		Unlimited	
12 Passenger Van w/o Driver	\$ 50.00		Unlimited	
7 Passenger Van w/o Driver	\$ 40.00		Unlimited	
Escape w/o Driver	\$ 40.00		Unlimited	
Sedans w/o Driver	\$ 25.00		Unlimited	

Note: A daily rental is applicable to a car, a sports utility vehicle, and a van. A driver is generally not provided by the Office of Auxiliary Services for these vehicles; rather, the person renting the vehicle drives the vehicle.

Vehicle Check-In and Out

Information on vehicle use can be found at <https://claflin.agilefleet.com> regarding reserving, checking in and/or checking out of a University owned vehicle; for assistance, please call extension 5093.

Reporting Vehicle Trouble

Information about reporting vehicle trouble is provided in each University vehicle. Routine services including those such as battery service and tire repair, in addition to other services not considered routine are provided.

Reporting Vehicle Accidents

The following steps should be followed if a University vehicle is involved in an accident:

- Contact law enforcement;
- If needed, request medical assistance;
- Call the University's Motor Pool Office at (803)535-5093; after hours, the Campus Police at (803)535-5444. When possible, the driver must provide the Motor Pool Office with a written incident report. The Motor Pool representative will request a written report from law enforcement where the accident occurred;
- The Motor Pool Office shall inform Human Resources of the accident for insurance coverage purposes.

Use of Non-University Vehicles

The vehicles rates established by Claflin University are competitive. Staff is required to rent University vehicles rather than vehicles from outside entities when they are available. In an extenuating circumstance, such as a request for a particular vehicle for a special event, the Director of Auxiliary Services may exercise discretion in determining the need for an outside vehicle rental.

