

President's Office

Driving a University vehicle is a privilege. The driver assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times, and following this Vehicle Fleet Policy in all respects. The Vehicle Fleet Policy will be administered by the Assistant Vice President of Operations.

Provost's Office

Middle States Self-Study

Vehicle Fleet Purpose

Point Park University vehicles are provided to support University activities and events and are to be used only by qualified and authorized students and/or employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicles laws of the jurisdiction in which they are driven and with the utmost regard for their care and safety of the passengers.

Athletics

Business Office

University vehicles may not be used for business activities of other companies (See Outside Organizational Use of Vehicles). They are to be utilized for PointParkUniversity purposes.

Director's Council

Enrollment and Admissions

University vehicles may not be driven outside the United States unless authorized by the Assistant Vice President of Operations. Special consideration may be required due to immigration rules and regulations for all person(s) traveling outside the United States.

Faculty & Staff

Faculty and Staff Bulletin Board

Driver Licensing

Point Park University drivers and/or anyone authorized to drive University vehicles must have a valid driver's license issued in the state of driver's residence for the class of the vehicle being operated. The driver must be competent to drive the vehicle. Obtaining a driver's license is a personal expense.

Human Resources

Information Technology

Driver Qualifications

The driver must demonstrate compliance with the following qualifications.

Institutional Research

1. Authorized employee or student of PointParkUniversity
2. Must be at least 21 years of age.
3. Have at least one year of experience in the class of vehicle to be operated and/or demonstrate competent operation of the class of vehicle to be operated.
4. Must meet state licensing requirements.
5. Must attend all training sessions, including but not limited to the following:
 - On-the-road driver's training
 - Safety classes
 - All other mandatory classes
6. The driver will not qualify for a Point Park University vehicle if, during the previous 36 months, the driver:
 - Had been convicted of a felony.
 - Had been convicted of sales, possession, or use of drugs.
 - Had had automobile insurance cancelled, declined or not renewed by a company.
 - Had been convicted of an alcohol or drug-related offense while driving.
 - Has had driver's license suspended or revoked.
 - Had been convicted of two or more speeding violations or one or more other moving violations.
 - Had been involved in two or more chargeable accidents.

Library

Online Forms

Physical Plant

- Conference and Events Services
- Security
- Operations
- Transportation
 - Transportation Schedules
 - Policies/Procedures
 - Personal Vehicle Usage
 - Van Request Form
 - Van Driver Request Form
 - Bus Rental Request Form

Program Guides

Review of Driver's Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used to verify the driver's history. MVRs will be obtained and reviewed at least annually by PointParkUniversity and/or PointParkUniversity's insurance carrier. If the applicant would like to obtain a copy of the Department of Motor Vehicle Report, this may be requested via a State Driver's LicenseCenter (copies are not provided through the Physical Plant Department). Driving privileges may be revoked or suspended and/or PointParkUniversity vehicles removed from any driver not meeting the requirements of this Policy. In addition, appropriate disciplinary action may be taken. Applicants for driving privileges must submit in writing a list of each and every state in which the driver has ever obtained a driver's license.

Procurement and Business Services

Registrar's Office

Outside Organizational Use of Vehicles

PointParkUniversity vehicles are provided primarily for University purposes, however, occasional use to support an outside organization may be permitted. Use of University vehicle in support of an outside organization is a privilege that must be authorized in advance by the Assistant VP of Operations. This privilege will only be extended to an authorized driver from the Physical Plant Department. PointParkUniversity may withdraw the privilege of using a University vehicle in support of an outside organization at any time without notice.

Schools

STARS

Student Financial Services

The following rules apply to use of PointParkUniversity vehicles in support of an outside organization:

Student Life

1. Only an authorized PointParkUniversity employee may drive.
2. "School Age Children" are not permitted to utilize the 14-Passenger van service.
3. Personal trailers, boats and recreational vehicles are not to be pulled with University vehicles
4. University vehicles are not to be driven while under the influence of alcohol or any controlled substance.
5. Possession, transportation, or consumption of alcohol or illegal drugs by anyone in a University vehicle is strictly prohibited.
6. The driver and all passengers must wear personal restraints.
7. The driver must report any accident immediately, both to the police and the Assistant to the Director of Facilities (Physical Plant Department, Transportation Division).

University Advancement

Any exceptions to these rules require advance, written approval from the Assistant Vice President of Operations (Physical Plant Department, Transportation Division). Violations of these rules will result in disciplinary action ranging from revocation of driving privileges up to and including discharge. University vehicles are not to be used for personal use such as stopping at convenience stores or other personal reasons.

Maintenance

Authorized drivers are required to maintain their University vehicles properly at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventative maintenance such as regular oil changes, lubrication, tire pressure and fluid checks determine to a large extent whether you have a reliable, safe vehicle to drive and support work activities. You should perform preventive maintenance on the University vehicle as required in the owner's manual. This service should be done at one of the following:

- Duquesne Light Company Transportation, North Side, Pittsburgh, PA
- Lieberth Dodge in Oakmont, PA
- Bill Gray Volvo, Pittsburgh, PA
- Pittsburgh Detail and Supply/Detail Zone, Pittsburgh, PA

The invoice for preventive service should be submitted with your University expense account.

Vehicle repairs or service in excess of \$50 must have prior approval by the Assistant to the Director of Facilities (Physical Plant Department, Transportation Division).

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. Should a driver of a University vehicle receive a summons for traffic or parking violation, the driver is solely responsible for the summons. The University will neither condone nor excuse ignorance of traffic citations that result in court summonses being directed to the University as owner of the vehicle.

The driver is required to report all moving violations to the Assistant Director of Facilities (Physical Plant Department, Transportation Division) within 24 hours. This requirement applies to violations involving the use of any vehicle (University, personal or other) on University business. Failure to report violations will result in appropriate disciplinary action including but not limited to revocation of driving privileges.

Please be aware that traffic violations incurred during non-University business (personal use) hours will affect your Department of Motor Vehicle Report and are subject to University review.

Any and all traffic violations and/or tickets are the financial responsibility of the driver.

Accidents Involving University Vehicles

In the event of an accident:

1. If anyone is injured, call for medical assistance immediately.
2. Do not admit negligence or liability. Do not sign any written statements.
3. Do not attempt any settlement, regardless of how minor.
4. Get name, address and phone number of injured person(s) and any available witness.
5. Exchange vehicle identification, insurance company name and policy number with the other driver.
6. Investigate the extent of damage to the University vehicle.
7. Take a photograph of the scene of the accident, if possible.
8. Call the police if injury to you and/or others is involved. **DO NOT LEAVE THE SCENE OF THE ACCIDENT IF THERE ARE INJURIES.** You may want to call the police even if there are no injuries. Cooperate fully with law enforcement authorities.
9. Complete the accident report form located in the vehicle.
10. Turn all information over to the Assistant Director of Physical Plant Department (Physical Plant Department, Transportation Division) within 24 hours.
11. Notify the Physical Plant Department and Security by telephone immediately.
12. Any situation that involves damage must be reported.

Criteria for Suspension or Revocation of Driving Privileges

- Where student driver is involved in an accident involving a University vehicle with recent suspension pending a complete investigation.
- Where driver receives one or more moving violation(s) while operating a University vehicle.
- Where driver receives two or more moving violations while operating a personal vehicle.
- Where driver is involved in one or more chargeable accidents (as described above) while operating a University vehicle.
- Where driver is involved in two or more chargeable accidents (as described above) while operating a personal vehicle

Criteria for Revocation of Driving Privileges

- If any of the criteria for Suspension of driver qualifications applies.
- Conducting and/or allowing passengers in the University vehicle to act in an improper and/or offensive manner.
- Any driver accumulating 10 or more points over the previous three years is subject to management action.
- Driving with a suspended license-10 pts
- Driving while impaired-10 pts
- Refusing to submit to chemical testing-10 pts
- Operating vehicle without permission or outside scope of intended use-10 pts
- Careless/reckless driving, leaving accident scene, open intoxicants in the vehicle -7 pts (regardless whether charged or convicted)
- Speeding greater than 20 mph over the posted speed limit-7 pts
- Speeding greater than 15 mph in a 35 mph zone-7 pts
- All other moving violations-4 pts
- All at-fault accidents-5 pts
- All at-fault Safety First Calls-5 pts
- Failing to complete pre-trip inspections-3 pts
- Failing to follow scheduled maintenance-3 pts
- Any other situation that may involve the safety and security of passengers will be assessed by the Assistant Vice President of Operations (Physical Plant Department, Transportation Division)

Probation

- All drivers will be placed on a one-year probation when first granted University driving privileges.
- If a driver is involved in an accident, the driver will be placed on a one-year probationary period pending an investigation, police report, insurance statement or other official documentation releasing the driver from fault.
- A driver may be placed on a one-year probation if assigned points for moving violations or other safety or security infractions.

Theft

In the event of theft of a University vehicle, notify the local police immediately and the Physical Plant Department and Security Department within 24 hours.

Driver Responsibility

Each driver is responsible for the actual possession, care and use of the University vehicle in the driver's possession. Therefore, the driver's responsibilities include but are not limited to the following:

1. Operating the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the vehicle.
2. Obeying all traffic laws. Any tickets, citations and/or summonses are the sole responsibility of the driver.
3. Using seat belts and shoulder harnesses is mandatory for driver and passengers. For this reason, there may not be more than 14 people in the 14-passenger van.
4. Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation. Any such defect should be reported and resolved before use of the vehicle.
5. Using safe driving techniques and adhering to current safety requirements.
6. Restricting the use of vehicles to authorized driver only.
7. Reporting the occurrence of moving violations.
8. Accurate, comprehensive and timely reporting of all accidents and thefts of a University vehicle to the University Physical Plant Department, Assistant Director of Facilities (Physical Plant Department, Transportation Division).
9. Reporting any and all potential problems with the University vehicle. Any concerns should be written on the Van Safety Sheet (which is intended to be used as a pre-trip and post-trip inspection); and the Van Record Sheet. In addition, the driver may contact the Physical Plant Department.
10. Reporting any damage.

Failure to comply with any of these responsibilities will result in disciplinary action up to and including revocation of driving privileges.

Preventable Accidents

A preventable accident is defined as any accident involving a University vehicle - whether being used for University or personal use - or any vehicle being used on University business that results in property damage and/or personal injury, and in which the driver failed to exercise every reasonable precaution to prevent the accident.

Examples of preventable accidents:

- Following too close
- Driving too fast for conditions
- Failing to observe clearances
- Failing to obey signs
- Improper turns or lane changes
- Failing to observe signals from other drivers.
- Failing to reduce speed
- Improper parking
- Improper passing
- Failing to yield
- Improper backing
- Failing to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving while impaired by drugs or alcohol.

Fines for preventable accidents

In the event of a preventable accident, the Physical Plant Department will charge a fee to the University department being served by the driver. The amount of the fee will be determined based on the circumstances of the accident and the damage incurred. The fee will be capped at the lesser of the actual damages or \$500.00. This fee is a mandatory fine. Any exceptions will require the approval of the Assistant to the VP of Operations.

Emergency Transportation

Point Park University vehicles are not to be used for emergency medical reasons (Emergency Services are to be utilized for these purposes via dialing 911.)

Communication Devices and All Other Miscellaneous Items

All forms of communication devices, electronic items or any other item that can impact the safety of the driver, passenger and the vehicle must be used with extreme caution. These items are only to be used under the safest conditions such as safety pulling off of the road and putting the vehicle in park with the ignition off and depending on the location the flashers on.

Smoking Policy

Smoking in the Point Park University vehicles is prohibited.

Eating and Drinking

Eating and drinking in the PointParkUniversity vehicles is prohibited.

Miscellaneous Items

All drivers are responsible for returning the PointParkUniversity vehicles with at least a half tank of fuel (recommended a full tank of gas). Also each driver is responsible for cleaning any mess left after each use. Finally for the convenience and respect toward all drivers it is necessary to note the location that the PointParkUniversity vehicle is parked.