

CALVIN COLLEGE

Transportation Policy

General

All ground transportation for the college originating out of Grand Rapids is arranged through the physical plant transportation department, including bus transportation. Rental of vehicles from non-Calvin locations for college-related business must be made through Calvin travel service [see also calvin.edu/admin/travel/policies/ground-transport].

To drive at any time on behalf of the college, regardless of vehicle ownership, the driver must be a Calvin Authorized Driver (see below). Vehicles are to be used exclusively for official college business; personal use of Calvin vehicles is prohibited. Only approved passengers (those with a defined college relationship) are permitted to travel in college vehicles. Questions about what constitutes official college business should be referred to the director of physical plant. A department chair may request a one-time waiver from the director of physical plant of the on-line defensive driving course for guests (i.e. faculty or staff recruitment, etc.) of the college who are not transporting passengers.

Authorized Driver Requirements

Calvin's insurance provider requires all drivers of college or rental agency vehicles — including personal vehicles for college business — must become an authorized driver, by completing an on-line defensive driving course as specified by the college, have a valid driver license with the correct classification for a minimum of two years, and a good driving record. All requirements must be complete before driving for the college.

Drivers must sign a Motor Vehicle Driving Release consent form authorizing physical plant transportation to obtain a copy of his/her motor vehicle record (MVR). Upon receipt of the initial MVR, or subsequent MVR updates, physical plant transportation has the discretion to deny authorized driver status. A driver may be disqualified if he/she has more than two violations or incidents, or more than one major violation or incident, in the last three years.

Drivers using a personal vehicle for college-related travel must carry the following as minimum insurance coverage on their personal vehicle.

- Liability: \$100,000 per person, \$300,000 per occurrence.
- Collision: Regular with a \$500 deductible on the personal vehicle.

The above coverages are minimum levels drivers must have on their policy. Since drivers of personal vehicles have primary responsibility in case of an accident, drivers are advised to review their personal vehicle coverage with their insurance agent and consider carrying a higher liability with broad form collision coverage. Calvin maintains only secondary non-owned auto liability coverage to protect the college in case of accidents involving faculty and staff members using their own vehicles on college business [see also calvin.edu/admin/travel/policies/ground-transport].

Renting a vehicle may be the most cost-effective option for the college: reference the chart of Days/Miles on the Calvin Travel webpage (link above).

Department/Driver Responsibilities

Transportation fleet vehicles or rental agency vehicles are temporarily assigned to departments by signing the agreement statement on the reservation form at check-out.

“I understand and agree that I must meet Calvin insurance requirements and accept user responsibilities and abide by transportation policy.”

The following responsibilities and costs are those of the department.

- The vehicle rental rate and all fuel expense.
- Cancellation and cleaning charges which may apply.
- Any damage, including payment of any insurance deductible.

The following responsibilities and costs are those of the user.

- The driver of the vehicle must report any accident to the authorities in the jurisdiction in which the accident occurred. Report the accident to Calvin College physical plant services manager (contact information is on the front of the accident report form) within 24 hours. In addition, a copy of the official police report must be forwarded to the services manager as soon as available.
- Summons issued to the driver, fines, parking tickets, defense costs, and other legal penalties arising out of ticketed offenses.
- Return vehicles on time and in reasonably clean condition.
- No use of cell phones or texting while driving. Drivers should pull over to a safe location to retrieve messages and return calls. Other distractions while driving are not allowed (eating, grooming, etc.).
- Drivers are to operate vehicles safely and legally at all times. When traveling in adverse weather conditions, or when a travel advisory is in effect, the driver will adhere to the recommended action by the authorities.
- Drivers will follow a *reasonable person standard* with respect to the number of hours for driving. Avoid driving fatigue by pulling over and resting, changing drivers, limit the amount of night-time driving and long-distance driving by any single driver. Avoid possible road rage/angry driver/aggressive driver situations.

Calvin Fleet

A limited number of passenger vans and cars are maintained by physical plant for use by the Calvin community. In view of the limited number of vehicles comprising the Calvin transportation fleet, and to maximize the availability of vehicles to the Calvin community, fleet vehicles may be reserved for a maximum period of five consecutive days, and fleet vehicles are restricted to the Michigan lower peninsula. For rentals exceeding five days, for long-distance or out of state use, and when a Calvin fleet vehicle is not available, physical plant transportation will arrange a vehicle from a local rental agency.

Passenger Van Restrictions

Large passenger vans have a unique set of handling characteristics and challenges. Large passenger vans require a higher level of driver awareness and control because the weight distribution of the passengers and the high center of gravity make these vehicles more difficult to control. These vehicles require longer stopping distances, and they have a higher propensity to roll over than the average vehicle. If a driver has not had experience driving a large passenger van, and is apprehensive, it is recommended that they make arrangements with transportation to reserve a large van for practice driving session(s). If transportation deems it advisable, a road driving test administered by a college staff member may be required.

To reduce the likelihood of serious accident involving large passenger vans, the following restrictions apply.

- Drivers of passenger vans must successfully complete the on-line defensive driving course for large passenger vans, in addition to the traffic safety course.
- The maximum capacity of a large passenger van is 12 people, including the driver.
- The front-seat passenger is designated to assist the driver by reading maps, navigating, and dealing with other distractions (radio, cell phone, etc.) so that the driver can concentrate on safely operating the large passenger van. To assist the driver in safely backing up the van, the designated assistant should exit the van and provide direction.
- Use of seatbelts by the driver, front seat passenger, and passengers under 18-years of age is required by law and must be strictly enforced. The use of seatbelts by *all* passengers is required by our insurance company.
- Roof racks may not be used for transporting cargo. In-vehicle storage is limited, and is not allowed above seat level.

In addition, drivers of large passenger vans from Enterprise Rental only must be 21-years of age (not applicable to Calvin large passenger vans). Contact the physical plant services manager with any questions.

Towing Vehicle Restrictions

- Drivers of towing vehicles must pass a road driving test administered by physical plant staff. A signed Tow Training Form must be on file in transportation.
- Only Calvin Cargo Van #3 has a towing hitch, or a U-Haul pick-up truck. Towing is prohibited on any other commercial rental agency vehicle.
- A TOW endorsement on the Calvin ID is required.

KnightRider Wheelchair Accessible Vehicle

- Drivers must be trained and tested on the lift mechanism and on driving the KnightRider vehicle by physical plant services manager. A signed KnightRider Training Form must be on file in transportation.
- All reservations for the KnightRider van must be made through the student academic services department.
- A KR endorsement on the Calvin ID is required.

Chauffeur License / Commercial Driver License

Drivers who need a chauffeur license must apply at the Secretary of State and pass a written chauffeur license knowledge test, and will receive a new driver license endorsement. A medical examiner's certificate is also required. A chauffeur license is required if a driver will operate a motor vehicle that has a gross vehicle weight rating (GVWR) of 10,000 pounds or more. The physical plant transportation department will indicate which vehicles have a GVWR of 10,000 pounds or more (box truck for example).

A commercial driver license (CDL) may also be required of some employees. A CDL is necessary when operating a commercial motor vehicle that meets the following requirements.

- A GVWR of 26,001 pounds or more.
- A GVWR 10,000 pounds or more, includes a towed unit and both vehicles have a combined GVWR of 26,001 pounds or more.
- Designed to transport 16 or more passengers, including the driver.

If an employee will operate any vehicles meeting these criteria as part of their employment, they must contact physical plant transportation to coordinate the appropriate training, physical exam, obtain proper licensing and schedule drug and alcohol testing (for CDL operators only). Physical plant environmental health and safety maintains the list of CDL drivers and medical requirements for the college.

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