

## **Calvin University Transportation Policy**

### **General**

To drive at any time on behalf of the university, regardless of vehicle ownership, the driver must be a Calvin Authorized Driver (see below). University-owned vehicles and those that are rented in Calvin's name are to be used exclusively for official university business. Only approved passengers (those with a defined university relationship) are permitted to travel in university vehicles. Questions about what constitutes official university business should be referred to the director of Facilities. A department chair may request a one-time waiver from the director of Facilities of the on-line defensive driving course for guests (i.e. faculty or staff recruitment, etc.) of the university who are not transporting passengers.

### **Authorized Driver Requirements**

Drivers using a personal vehicle for university-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 university business [see also [calvin.edu/admin/travel/policies/ground-transport](http://calvin.edu/admin/travel/policies/ground-transport)].

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

### **Department/Driver Responsibilities**

Rental agency vehicles are temporarily assigned to departments and all Calvin drivers agree to 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 expenses.
- 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 is expected to take a short video survey of the entire perimeter (and interior as necessary) of the vehicle upon receipt and return in order to document the vehicle's condition. Drivers should keep the videos for 6 months' time in order to indemnify the University and individual departments against mistaken damage claims and charges.
- The driver of the vehicle must report any accident to the authorities in the jurisdiction in which the accident occurred. Report the accident to your rental agency within 24 hours.
- 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, and/or limiting the amount of night-time driving and long-distance driving by any single driver. Avoid possible road rage/angry driver/aggressive driver situations.

### **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 have a higher propensity to roll over than the average vehicle. To reduce the likelihood of serious accidents 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. Enterprise Rental has a minimum driver age of 21 while Budget requires drivers to be 25 years old.
- 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.