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applicable regulations. The Department of Occupational and Environmental Safety must approve all such activities in advance.

University vehicles shall be turned off and locked when unattended. Leaving a running vehicle unattended is a violation of Cleveland Ordinance 451.06 and section 45111.661 of the Ohio Revised Code.

CWRU vehicles are to be operated for University business purposes only.

Each operating department is responsible for maintaining appropriate records for their department concerning its vehicles.

Problems requiring service should be promptly reported to the Vehicle Maintenance Office.

(including domestic or wild animals), what property is damaged or who is responsible.

When an incident involving a University vehicle occurs, the driver must follow procedures as outlined in the vehicle incident procedure.

After an incident has taken place, the vehicle must be inspected and pronounced safe by the vehicle maintenance officer or his appointed designee before the vehicle can be driven.

## **8.0 Disciplinary Action**

Any violation of the Motor Vehicle Fleet Programs procedures may result in disciplinary action against the driver.

Situations involving University drivers that require disciplinary action shall be resolved through consultation with the driver's supervisor and the Department of Human Resources/Employee Relations. In addition, situations involving facility drivers shall be resolved in consultation with the appropriate dean. Similarly, some situations involving student drivers may require action by student affairs.

Any vehicle incident which is not promptly reported, involving personal injuries, property damage, a hazardous materials release or a moving violation may be grounds for termination.

## **9.0 Disposal of University Vehicles**

After receiving approval to dispose of a University vehicle from an officer of the corporation, the operating department shall complete a Surplus Property Disposal form.

If the vehicle is to be sold to an individual or an outside organization, it shall first be decommissioned by the Vehicle Maintenance Office. All decommissioning costs are the responsibility of the operating department.

Sales of vehicles to individuals or outside organizations shall be performed with a contract approved by the University Attorney's Office. Only an officer of the corporation may sign the sales contract and the vehicle title.

## Vehicles Rented or Chartered by the University

### **1.0 Rental Vehicle Acquisition**

Renting a vehicle is governed by the CWRU Travel Policy.

Please Note:



Drivers are responsible for adhering to the rental contract.

Generally, only persons traveling on CWRU business should drive University rental vehicles.

#### **4.0 Rental Vehicle Insurance**

The use of rental vehicles in the United States is covered by the University's automobile insurance policy. Travelers ***should not*** pay for liability, theft, or collision coverage when renting passenger vehicles in the United States for approved University business travel.

Note:

Traveler renting vehicles outside of the United States should purchase liability and physical coverage offered by the rental company.

#### **5.0 Citations Issued to Drivers of University Rental Vehicles**

Citations issued to drivers of University rental vehicles will be treated according to *Vehicles Owned by the University, Section 6.0* of this program.

#### **6.0 Disciplinary Procedures Involving Rental Vehicles**

Disciplinary procedures involving rental vehicles will be handled according to *Vehicles Owned by the University, Section 8.0* of this program.

## **Vehicles Leased by the University**

### **1.0 Leased Vehicle Acquisition Process**

Departments must adhere to the University's contract approval process prior to leasing a vehicle.

### **2.0 Leased Vehicles are Considered to be Owned**

All vehicles leased in the University's name are considered owned vehicles. All of the procedures listed under this program apply to these vehicles except where they are limited by the terms of the lease.



# Case Western Reserve University Vehicle Insurance Request Form

In order to obtain insurance coverage for University vehicles, the following information

Please type or print clearly.

Case Vehicle Number \_\_\_\_\_

License Plate Number \_\_\_\_\_

Vehicle Year and Make \_\_\_\_\_

Body Type \_\_\_\_\_

Model \_\_\_\_\_

Vehicle Identification Number (VIN) ~~Model~~ \_\_\_\_\_

# Case Western Reserve University Automobile Incident Procedure

**The following procedures should be used as appropriate:**

1. Stop at once. Do not create a hit and run situation.
2. Take steps to prevent further accidents – park safely, turn on flashers and pull off to the side of the road if possible.
3. Notify emergency services (911). If needed, notify emergency medical services, the police and/or fire departments. If in the University Circle area, call CWRU protective services, 216.368.3333. Be sure to get the names and badge numbers of the officers responding for your written report.
- 4.

## Police Report Information

Accident/Incident Reported to Police?



have completed CWRU's driver safety awareness training and CCEL's practice driving session. Drivers must abide by all CCEL van use regulations.

CCEL vans may only be used to transport CWRU affiliated students, staff, faculty and/or alumni. Multi-day trips must be accompanied by at least two CCEL certified drivers.

All drivers must follow van safety rules outlined in the contract, including obeying speed limits, rotating drivers on longer trips, no driving between midnight and 6:00am, no cell phone use (talking or texting), and no driving during severe weather conditions.

The mini-vans can transport seven passengers (including the driver). CCEL vans are not permitted to transport non-CWRU participants (e.g. service site clients or program youth) in the vans.

The CCEL vans may be operated only by permanent employees of the University and by CWRU students all of whom meet the following criteria:

- Have a valid driver's license
- Are at least 18 years of age
- Have completed CWRU's driver safety training and been certified by the CWRU Department of Occupational and Environmental Safety
- Have completed the CCEL driver certification process, including the practice driving session
- Have completed, signed and returned the associated paperwork

## **Van Reservations**

As mentioned above, priority is given to community service-related requests made by faculty, student service departments and recognized student organizations. Requests for van use for service projects will be accepted beginning at the start of each semester on a first come basis. In the case of scheduling conflicts, priority will be given to:

- CCEL's ongoing programs
- Service learning activities linked with academic coursework
- Service projects
- Service projects with the largest number of anticipated passengers

Requests for van use for non-service-related trips must adhere to the following schedule:

- Advance reservations cannot be confirmed until CCEL has confirmed service learning course for the semester.
- Reservations for non-service trips that are occurring within the following five days can be confirmed immediately.
- Reservations for multiple or on-going uses will not be confirmed until the third week of the semester.



