

## Fleet Vehicle Policies and Procedures

Carleton College maintains a fleet of shared vehicles that are available for use by pre-qualified drivers of the College conducting official Carleton College business. The fleet consists of four Hybrid compact sedans, eight minivans, and one cargo van. Carleton College does not own vehicles that are equipped to carry more than seven persons. **Vehicles that accommodate up to 12 people may be used for academic programs but they must be procured from an outside rental vendor and drivers must complete the on-line training program provided through Carleton's Risk Manager.** Smoking is prohibited in Carleton College fleet vehicles. Pets are not allowed in College vehicles unless they are properly kenneled and restrained.

The driver of a College vehicle is responsible for the vehicle and its occupants. The driver should be familiar with the principles of safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving privileges.

College vehicles and rental vehicles being used for College business are to be driven only by "pre-qualified" Carleton College employees or students. To pre-qualify (**students**): Complete a Student Driver Application (form online to print), apply for a certified copy of your driving record (obtained from your home State's Department of Motor Vehicles) and submit it to Campus Services, complete online defensive driver training, and read the Fleet Vehicle Policies/Procedures manual that is also available online. Student drivers are required to provide a certified copy of their driving records. Students must renew their driving status in January of each year by submitting a current driving record.

If an authorized driver is involved in a motor vehicle accident or receives a moving violation, he or she may be required to attend additional defensive driver training. Students may be asked to provide new MVRs upon a qualifying event such as receiving a moving violation ticket or being involved in an accident either in a personal vehicle or a College-owned vehicle.

College vehicles are not to be used for personal business. All vehicle use will be charged through the College's budget system and a budget number must be supplied for each vehicle reservation. Per mile rates are \$.52 for compact cars and \$.57 for minivans. Departments and groups will be charged a 100 mile assessment fee if they fail to pick up a reserved vehicle.

The use of rooftop carriers or similar externally mounted storage containers on College-owned/leased passenger vehicles is prohibited. The College has one cargo mini-van, which can be used in place of trailers and/or rooftop carriers. Trailers containing a boat or other such apparatus that cannot easily fit in the cargo space may be towed using the cargo minivan. **Only authorized faculty and staff who have experience towing trailers are allowed to tow a trailer of any kind behind the College-owned vehicles. STUDENTS ARE PROHIBITED FROM USING A TRAILER OF ANY KIND.** All drivers are encouraged to use the space in a cargo van in place of a trailer whenever possible.

When there is a state-issued traveler advisory in effect due to a storm warning, no travel will be allowed. Keys will not be issued for reserved vehicles and everyone traveling in College vehicles should seek shelter until driving conditions improve and all traveler advisories have been lifted.

Accidents that occur on campus property should be reported to Carleton Security immediately. Accidents that occur off campus property must be reported to the local police at the time of the accident and to Carleton Security immediately upon return to campus. If there are injuries or if the vehicle is not in “drivable” condition--either due to an accident or mechanical difficulties--contact Fleet Services at 507-222-4443 (Carleton Security at 507-222-4444 after hours) for assistance. Insurance information is kept in the glove compartment of each vehicle. The College will review all accidents involving College vehicles. Determination of future eligibility for drivers involved in accidents will be made on a case-by-case basis. Refer to full College policy for Accident Procedures at: <https://apps.carleton.edu/campus/business/riskmanage/driving/>

Drivers are required to use a “lookout” person to help watch while the driver is backing up a vehicle. Whenever possible, the driver should ask a passenger to assist by getting out of the vehicle and watching until the vehicle has cleared any obstacles and is safe to proceed forward.

Any parking or moving violation citations are the driver’s responsibility. The College will not pay any fines. Drivers are responsible for payment of fines for all citations, including moving violations or parking tickets. All citations for moving violations must be reported to the Risk Manager at 507-222-4178. If you are arrested at the scene of an accident (e.g., for drunk driving, reckless endangerment) you are responsible for any legal costs you may incur including attorney fees, bail, court costs, towing, impound fees, etc. The College is not responsible for any unlawful acts of its employees or students, and will not defend or indemnify them for alleged wrongful acts involving the use of its vehicles or vehicles rented on college business.

Reserve vehicles through Fleet Services during regular College business hours, giving the date and time needed, type of vehicle required, departmental charge number, destination, and the driver’s name. Any Carleton faculty or staff person may make reservations. Students or student groups wanting to make a reservation, will be required to obtain either a written authorization from the department that oversees their organization or have a representative from the overseeing department telephone Fleet Services to make the reservation for them. Reservations should be made at least 24 hours before use. Sometimes reservations are made several weeks in advance. Since plans may change, making it necessary to alter or cancel arrangements, please adjust your vehicle reservations accordingly. Fleet Services is located in the Campus Services Office - Sayles-Hill 5, x4443.

When there are no College vehicles available, you may choose to use your own personal vehicle(s) or make your own arrangements with an outside rental agency. Read the [Transportation Alternatives](#) page for important information regarding these options. The College will reimburse Faculty and Staff parking charges and mileage for travel on College business equal to the allowable IRS rate. Personal student cars are reimbursed at a different rate. And must be approved by the department. Check with the Business Office for the current allowable reimbursement rate for personal cars. **It is important to note that any accidents incurred while driving your own car will fall to your personal insurance coverage even if you are driving on Carleton business.**

All students participating in off-campus events sponsored by either the College or the Carleton Student Association (CSA) are asked to complete a Release & Waiver Form prior to departure. Keys to College vehicles will not be issued until the proper forms have been filed with the sponsoring department. Waiver forms and more information are available below:

- Student Travel for Student Activities

<https://apps.carleton.edu/campus/campact/guide/travel/>

- Student Travel for CCCE

<https://apps.carleton.edu/ccce/transportation/>

- Student Travel for Club Sports

<https://apps.carleton.edu/campus/rec/club/>

Students who are driving for a Carleton Office or Department may make reservations on the department's behalf without filling out a form. They must name a contact person from the department and have access to the department budget number when making the reservation.

Trip itineraries should be filed with the sponsoring department or with the office that advises or oversees the activities of a specific group for trips that involve traveling farther than 100 miles one-way, or involve a duration of more than 8 hours. A campus contact person (faculty or staff) who can assist with emergency response must be named and will maintain the itinerary and waiver forms/rosters for the respective groups.

**It is illegal in Minnesota for drivers to read, compose or send texts/emails, and access the Web on a wireless device while the vehicle is in motion or a part of traffic, such as at a stoplight or stuck in traffic.** It is also illegal for drivers under age 18 to use a cell phone at any time. If it becomes necessary for you to use the cellular phone, please do not use it while driving. Ask a passenger to make the call or find a safe place to pull the vehicle off the road prior to using the phone.

Vehicle keys are available in the Campus Services Office and must be picked up during regular business hours Monday through Friday. Drivers should plan accordingly for early morning, late evening, and weekend trips. You may pick up the keys ahead of time, but you may not use the car until the time for which it has been reserved. Student drivers are required to pick up keys for the trips they are participating in. Prior to releasing keys, driver licenses will be checked for validity and cross checked against the Authorized Student Driver list by Campus Services staff.

Use reservation card to report any mechanical problems and recording of any items used from the emergency road kits that need replenishing (first aid items, flashlight batteries, etc.). **The reservation card should be turned in with the vehicle keys and not left in the vehicle.** For those mechanical problems or safety concerns that should be addressed prior to continued use of the vehicle, drivers should contact Fleet Services x4443 to report the problem immediately.

**Fleet Vehicles are parked in the Stadium parking lot with the exception of the Cargo Van. It is parked just North of Facilities next to the sidewalk going down to the West Gym.**

- **(3) Ford C-MAX gas-electric hybrids**  
Passenger count: 5  
Departmental cost: .52/mile  
Fuel type: regular unleaded gasoline only  
MPG City/Hwy estimate: 45/40
- **Ford Fusion gas-electric hybrid**  
Passenger count: 5  
Departmental cost: .52/mile  
Fuel type: regular unleaded gasoline only  
MPG City/Hwy estimate: 41/36
- **(8) Dodge Grand Caravan flex-fuel Minivans**  
Passenger count: 7  
Departmental cost: .57/mile  
Fuel type: regular unleaded gasoline *or* E85  
MPG City/Hwy estimate: 17/24
- **Dodge Ram C/V flex-fuel Cargo Minivan**  
Passenger count: 2 passenger + cargo space  
Departmental cost: .57/mile  
Fuel type: regular unleaded gasoline *or* E85  
MPG City/Hwy estimate: 16/21
- The cargo van is equipped with a trailer hitch that may be used when towing a trailer is necessary. Students are NOT allowed to tow trailers of any kind behind the College-owned vehicles. They must arrange for an experienced faculty or staff person to assist them.

Using a fleet vehicle for College business is a privilege. Drivers and passengers are expected to follow simple courtesies to ensure that fleet vehicles are ready for travel when needed.

Each vehicle is used by multiple drivers each day. Adhere to the start and end time of your reservation or you will inconvenience other Carleton travelers.

1. **Fill the tank for the next driver.** Use the fleet credit card attached to the vehicle keys.
2. **Clean up after yourself.** Drivers bear ultimate responsibility for the condition of the vehicle used. Involve passengers in the clean-up of the vehicle's interior at the end of each trip. Remove all litter and personal belongings.
3. **Store snow brush** under the front seat.
4. **Return keys** and fleet credit card promptly. Adhere to the start and end time of reservation.
5. **Notify Fleet Vehicle Services** immediately of any vehicle problems so we can correct them for the next driver.

Fleet Vehicle Services is responsible for the long-term maintenance of the fleet vehicles. Vehicles rotate on a cleaning schedule of approximately every three weeks. Drivers and passengers should contact 507-222-7728 with concerns requiring immediate attention.

### **Key Pick Up and Return**

Fleet vehicle keys and gasoline credit cards are available in the Campus Services Office and must be picked up during regular business hours Monday through Friday. Drivers should plan accordingly for early morning, late evening, and weekend trips. Keys may be picked up ahead of time, but the vehicle cannot be used until the reservation time begins.

**Note: Keys for weekend trips must be picked up before 5:00 p.m. Friday** or reservation will be canceled. There is a 100 mile assessment fee for reserved vehicles that don't get picked up (no shows).

Keys and gasoline credit cards should be returned to Campus Services immediately upon return to campus. During non-business hours, please use the key drop located in the main entrance of Sayles-Hill.

**Note: Stick to the start and end time of reservation.** Vehicles are reserved for multiple drivers each day.

### **Before you leave in a Carleton fleet vehicle:**

1. Conduct a walk-around vehicle inspection. Note any damage etc. on reservation card.
2. Clear frost or snow from windows.
3. Seat belts must be used by the driver and all passengers.
4. Check the gas gauge; if necessary, fill the gas tank using the fleet credit card. Use a service station that features "Pay at the Pump" service. The fleet credit card can only be used for gasoline so you must pay for any other items with alternative funds.
5. Drive defensively.
6. Enjoy your trip!

### **When you return a Carleton fleet vehicle:**

1. Return vehicle with a full gas tank for the next driver.
2. Park in fleet vehicle parking at the Stadium.
3. Conduct a walk-around vehicle inspection. Note any damage, problems/concerns etc. on reservation card and return form with key.
4. Restore seat positions if you used stow and go option for minivan passenger seating.
5. Leave ice scraper in vehicle – put under front passenger seat.
6. Return key and gas credit card immediately to Campus Services during business hours. After business hours, please use the key drop located in the main entrance of Sayles-Hill.
7. **Report any damage, malfunction, or accident to Fleet Services immediately upon your return to campus.**
8. Check the car carefully, remove all litter and excessive debris, close windows (and latch them if applicable), and lock the doors;

**Violations of any of the above policies/procedures may result in loss of driving privileges.**

### **Fueling Vehicles**

It is the driver's responsibility to return the fleet vehicle with a full tank for the next driver. The Fuel Credit Card attached to the vehicle keys makes this easy to do.

- You must use a service station that features "**Pay at the Pump**" service. The Fuel Credit Card can only be used for fuel, so you must pay for any other items with alternative funds.
- Select the fuel type that is appropriate for the vehicle. Some vehicles are gasoline only, others are flex-fuel (either regular unleaded or E85). **If there is any question about which fuel type to use, choose regular unleaded gasoline.**

### **Vehicle Breakdowns**

#### **Preparing for trouble**

- When you are driving, pay attention to your approximate location, the road number, name of the nearest town and any landmarks. Help will come quicker if they can find you easily.
- Carry a road map, to be sure you can explain precisely where you are.
- Travel with a fully charged cell phone whenever possible, so that you are always equipped to call for assistance.
- Travel with a credit card other than the gas card that comes with the vehicle keys.
- If you are a member of a motor club, AAA for example, have that number handy. Carleton's vehicles have differing levels of roadside assistance. The phone numbers are published in the owner's manual of each vehicle.
- Know what make and model of vehicle you are driving.

#### **What to do if the vehicle breaks down**

- If the vehicle starts acting up, pull off the road and stop in a safe position, switch on the hazard lights and seek advice.
- If the vehicle stops suddenly on the road, put on the hazard lights and if possible place something about 50 paces back to warn other traffic (something reflective if it's dark).
- Look in the owner's manual to find out the meaning of any warning lights, etc.
- Call for help – directory assistance or the local police could help find a nearby service station.

**Minor problems can be solved at a local service station.** Any expenses will be reimbursed. If you're not sure what to do, look for a full service station to assist with minor problems.

- Low tire pressure – fill to recommended pressure.

- Out of windshield washer fluid – purchase some and refill as needed.
- Windshield wiper problems (broken or not working) – have them replaced.
- Vehicle needs oil – purchase some and refill as needed.
- Windshield scraper/brush broken or missing – purchase a new one.

### **Vehicle Accident Reporting Procedures**

#### **For All Accidents:**

1. Pull out of the driving lane on to the shoulder and turn off the ignition.
2. Activate the four-way flashers on the vehicle.
3. **Immediately** contact the local police (911) to advise them of the accident and to get medical assistance if there are any injuries.
4. Do not admit fault or give written statements.
5. Exchange driver's information listed on your certificate of insurance. **At a minimum**, write down:
  - Driver's name
  - Driver's license number and state
  - Phone number
  - Address
  - Insurance Company and policy number
  - License plate number
6. Be prepared to provide the following additional information when you return to campus:
  - Make, model and year of vehicle
  - Damage to vehicle
  - Injury to driver, if any
  - Date, time, road and weather conditions
  - Names and phone numbers of any passengers
  - Injuries to any passengers
  - Names and phone numbers of any witnesses
  - Copy of any photographs
7. When local police respond to the accident, request the investigating officer's name, badge number, phone number, and report number. Ask for an accident report form. If the local police will not file a report (because damage is minimal and there are no injuries), ask them to make a note in their records that you called in the accident.

#### **Phone Numbers**

- 911 – Contact local police **immediately**
- 507-222-4444 – Contact Security **within 24 hours** for fleet vehicles
- 507-222-4178 – Contact the Risk Manager/Business Office **within 24 hours** for rental vehicles.

#### **Forms**

- [Certificate of Insurance](#) (Proof of insurance listing insurance company & policy number)

- [State of MN Crash \(Accident\) Report](#) – **submit within 10 days** if accident results in injury, death, or total property damage of \$1,000 or more.

Insurance information is located in the glove compartment of all fleet vehicles. If a fleet vehicle is damaged and cannot be driven, have the vehicle towed to the nearest dealership or repair facility and make alternative arrangements to return to campus or continue to your destination (taxi or rental vehicle).

### **Rental Vehicles**

When renting a vehicle for College business, it is important to familiarize yourself with the rental company's accident reporting procedures. The accident procedures are often printed on the rental agreement. If you are involved in an accident with a rental vehicle, please adhere to the agency's reporting requirements. You should provide the name of the College's insurance company, **Citizens Insurance Company of America**, and direct the owner of the other vehicle to the Carleton website <http://apps.carleton.edu/campus/business/businessofficeforms/> for our certificate of insurance. They may also contact the Risk Manager at 507-222-4178 for additional assistance.

### **Personal Vehicles**

Employees are encouraged to use a College owned vehicle for business travel. It is important for employees to be aware that when using a personal car for Carleton business use, the employee's personal car insurance carrier provides liability coverage. It is the obligation of the owner of a personal vehicle being used for College business to carry adequate insurance for his or her protection and for the protection of any passengers. In the event of an accident, the employee is responsible for his/her own auto insurance deductible.

### **Citations / Arrests**

Drivers are responsible for payment of fines for all citations, including moving violations or parking tickets. All citations for moving violations must be reported to the Risk Manager at 507-222-4178.

If you are arrested at the scene of an accident (e.g., for drunk driving, reckless endangerment) you are responsible for any legal costs you may incur including attorney fees, bail, court costs, towing, impound fees, etc. The College is not responsible for any unlawful acts of its employees or students, and will not defend or indemnify them for alleged wrongful acts involving the use of its vehicles or vehicles rented on college business.

**Helpful phone numbers to assist with breakdowns and accidents:**



- Within the city limits of Northfield during regular business hours - Dokmo Ford, Dodge, Chrysler – 507-645-4478 (Carleton’s Fleet Vehicle service provider)
- Within a 20 mile radius of Northfield any time of day - Valley AutoHaus Towing – 507-663-1217 (Northfield area towing)
- For help with a Toyota in the Twin Cities Area - Burnsville Toyota Service – 952-435-8478 or 1-800-448-5912
- Toyota Roadside Assistance - Toyota Owners Customer Experience Center – 1-800-331-4331
- Ford Roadside Assistance – 1-800-241-3673 (Full roadside assistance)
- Dodge Roadside Assistance – 1-800-521-2779 (Full Towing assistance – other assistance for purchase)
- Carleton College Fleet Services – 1-507-222-4443 – Call to report any problems during business hours for assistance or if you need detailed vehicle information (VIN, make, model, etc. Call after hours and leave a message to report problems needing attention.
- Carleton College Campus Services – 1-507-222-7728 – Backup number for Fleet Services.
- Carleton College Security Services – 1-507-222-4444 – Call any time of day/night to report major problems experienced on the road. Vehicle accidents with injuries must be reported immediately. Other incidents can be reported upon your return.
- 507-222-4178 –Risk Manager/Business Office

### **Rental Vehicles Instead of College Owned Fleet**

#### **Enterprise Rent-A-Car Option for Cars and 7-12 Passenger Vans**

Vehicles that accommodate 8-12 persons may be used for academic programs. Contact the Risk Manager x4178 to take the required large passenger online training

If your round trip mileage is expected to exceed 100 miles, the driver is 21 or older and is an Authorized Driver, use the mileage calculator in combination with the reimbursement comparison data to determine if renting a vehicle from Northfield's Enterprise Rent-A-Car is a more economical use of College funds. Make your reservation directly with Enterprise and arrange for the vehicle to be delivered to you. The Enterprise vehicle will be clean, safe, gassed up and ready for you.

#### **Enterprise Rent-A-Car/Mileage Calculator**

[https://legacy.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=CARLETCO](https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=CARLETCO)

#### **Reimbursement Comparison data**

<https://apps.carleton.edu/campus/fleet/cost/>

When renting a vehicle for College business, it is important to familiarize yourself with the rental company's accident reporting procedures. The accident procedures are often printed on the rental agreement. If you are involved in an accident with a rental vehicle, please adhere to the agency's reporting requirements. You should provide the name of the College's insurance company, **Citizens Insurance Company of America**, and direct the owner of the other vehicle to the Carleton website <http://apps.carleton.edu/campus/business/businessofficeforms/> for our certificate of insurance. They may also contact the Risk Manager at 507-222-4178 for additional assistance.

### **Transportation Alternatives**

Vehicles may also be rented from a local rental company when the campus vehicles are not available. Visit <https://apps.carleton.edu/transportation/>.

### **Travel Guidelines for Long Distance Trips**

- Drivers should be well rested before embarking on long-distance travel. A full night's sleep the night before is strongly recommended.
- A maximum of 16 hours or 800 miles of continuous travel, followed by a layover of eight hours is recommended. All-night driving should be avoided whenever possible.
- Limit driving shifts to four hours per driver with a 10-15 minute break between each two-hour block. Each four-hour driving shift must be followed by one rest period of at least one hour.
- During all driving shifts, a passenger must be awake and seated in the passenger seat next to the driver to insure that the driver remains alert.
- Someone in the group should have a credit card to use when unsafe driving conditions require an overnight stay in a motel. Charges can be reimbursed to the individual and charged to the appropriate program account.
- For trips of over 30 participants to the same destination, a bus with a paid professional driver should be rented.

### **GPS Units in College Fleet**

GPS units were installed in all Campus Service's vehicles summer of 2016. The trackers have allow us to lessen the time consuming manual work not only for our office, but the Business Office as well. Drivers no longer need to write their start and end mileage in the log book. Along with the units a new fuel credit card was issued. This card is integrated with our GPS software so we no longer need drivers to turn in fuel receipts. The fuel card reports how many gallons were pumped, when and where the fuel was purchased, and what type of fuel was bought. Fuel efficiency, carbon footprint and lost fuel reports can also be generated.

The GPS unit reports unsafe driving habits such as harsh breaking, quick starts, harsh cornering and speeding. We understand that there will be some of this reported, we cannot control our

surroundings. If we see a pattern then the situation will be addressed. We want to ensure that all drivers and passengers get to and from their destination safely.

We have set up daily automated reporting for distance traveled which allows us to bill more accurately. Before the units were installed we relied on the drivers to record their starting and ending mileage. Email notifications are also generated when the vehicle needs an oil change. This will allow Fleet Services to be more proactive with scheduling these appointments.

**GPS/FOB Instructions:**

Start the vehicle, once running you will hear a beep, place the FOB on the circular device located below the steering wheel, hold for 5 seconds until you hear 2 beeps (One long beep and one short beep).



**How to use your fuel card:**

1. **Choose DEBIT at Pump**
2. Enter Odometer Reading
3. Enter Driver ID # (listed on back of credit card holder)

**If you have trouble using your card, please call 770-417-4698 while still at the pump Monday – Friday 8:00 to 5:00 Eastern Standard Time. Or Call Campus Services at 507-222-7728.**