



## TRANSPORTATION POLICY

### Policy

Chapman University's fleet consists of three - 8 person capacity Chevrolet Express vans, five - 8 person capacity Chevrolet Suburban vehicles, and one - 8 person capacity Chevrolet Traverse. All passenger totals include 1 driver and 7 passengers. Described in this policy are the requirements, regulations and steps required to reserve and use a university vehicle. *Vehicles shall be used for official university business only. No personal use or reservations for outside groups permitted.*

### Fees

1. University vehicles are required to be returned with a **full tank of gas**, or if the tank is not full when the vehicle is received, to replace the gas that is used. A fee of \$15 per gallon will be charged for all vehicles returned without a full tank of gas or without the gas used, being replaced.
2. Departments returning vehicles without cleaning out excessive dirt and trash; or that violate the no food and/or drink policy will be charged a \$50 cleaning fee.
3. A cancellation fee of \$25 will be charged for any vehicle that is not cancelled 48 hours prior to the trip and results in the denial of another departments use.
4. Departments using the university vehicles are responsible for any necessary repairs due to damage that occurred during operation.
5. Departments are responsible for any citations or violations incurred while using a university vehicle. Fines must be paid prior to the due date. Departments must disclose if any are received and future vehicle usage is subject to review.

### Regulations

1. Vehicles may **only** be used for official university business. Personal use is prohibited and will result in denial of insurance benefits should an accident occur.
2. All drivers **must** be authorized to drive university vehicles through Parking & Transportation Services.
3. Drivers must be 21 years of age or have at least three years licensed driving experience (permitted years do not apply).
3. The fleet vehicles have a rental limit of 5 consecutive days or 500 miles.
4. Driving, operating, or using a university vehicle by anyone who has consumed or ingested alcohol, any controlled/illegal substance, or drug that impairs driving ability, is strictly prohibited.
5. The possession of alcoholic beverages, firearms, or illegal drugs is prohibited inside the vehicles.
6. Seat belts must be worn at all times by all occupants.
7. The use of cell phones or personal listening devices while driving is prohibited.
8. The use of tobacco in any form is prohibited in university vehicles.
9. Cleats are not permitted to be worn in the vehicles.
10. Food and/or beverages other than water are not permitted to be consumed in the vehicles.
11. Trash, debris and personal belongings are to be removed at the conclusion of each trip. Windows must be closed, doors locked and lights off when the vehicle is not in operation/returned. Failure to do so may result in a fine.
12. Drivers must obey all local and state traffic rules, laws and regulations at all times. Chapman University will not be responsible for any moving violations or parking citations received by the driver.
13. No animals or pets may occupy a university vehicle without authorization.
14. Seats may not be removed from the university vehicles for any reason.
15. Driving off paved road-ways or in extreme weather conditions must be authorized prior to the trip. Any damage incurred is the responsibility of the department using the van.
16. It is the responsibility of the department utilizing the vehicle to ensure the return of the vehicle. If a breakdown should occur, OnStar services should be utilized.

### Other Information

Parking & Transportation Supervisor (714) 997-6543 or (714) 997-6560  
Public Safety (24 Hour) (714) 997-6763

## Forms and Authorization

### Vehicle Request Form

All departments/persons who wish to use a campus vehicle must submit a Vehicle Request Form to the Parking & Transportation Supervisor for vehicle scheduling and confirmation of the reservation. Forms can be emailed to [parking@chapman.edu](mailto:parking@chapman.edu).

It takes a minimum of 72 hours to process driver authorization requests for new drivers; each new driver must be cleared and authorized to drive University vehicles. If you are not sure whether a driver has been cleared or not, contact the Parking & Transportation Supervisor by email at [parking@chapman.edu](mailto:parking@chapman.edu).

In order to clear a new driver the individual seeking clearance must apply online through the Authorized Driver Approval application; <https://webfarm.chapman.edu/AuthorizedDriverForm/Default.aspx>. For Out-of-State License holders, the online application must be completed as well as an Out-of-State Driver's License Pull Notice addition form (which will be emailed to the applicant after the online application is received). The additional form is a two-sided document (three-sided for Washington drivers) that cannot be processed unless it is completed in full including the budget number (4 digit department number – 5 digit program code). Out-of-State license holders will not be authorized if they are employed in any capacity by the university (except student workers). Fees to process authorizations for individuals with Out-of-state Licenses are charged back to the department requesting clearance. The fees vary by state. Please contact the Parking & Transportation Supervisor with questions. Once the application form(s) are completed, Risk Management will enroll the applicant in the required online trainings for the vehicles selected on the application. The applicant will receive an email with the invite link to LearnUpon to complete the required courses. Once the courses are complete, the Parking & Transportation Supervisor will notify the applicant as well as the listed supervisor regarding status.

The Vehicle Request Form is divided into three sections:

1. The top part of the form requests the date, department name, and phone ext. and contact person.
2. The middle part of the form includes all the detailed information to process the vehicle request. The information needed is described as follows:
  - a. Date(s) Needed - Include the date(s) that the vehicle will be required.
  - b. Time(s) Needed - Include the time(s) that the vehicle will be required.
  - c. Number of Vehicles Needed - List the total number of vehicles requested.
  - d. Destination - Indicate the trips destination.
  - e. Purpose – Vehicles shall be used for official university business only. Purpose must be listed and is subject to approval/verification by Parking & Transportation Services.
  - f. Driver Name - All individuals who will be driving must list their name and Chapman ID#. Only those individuals listed at the time of the request will be authorized to drive unless the Parking & Transportation Supervisor is contacted prior to departure.
  - g. Department Number - The department budget number will be indicated on this line. Any charges incurred will be billed to this number. Approver must have authorization to sign for this budget.
  - h. Approver Name - Print full name and title of approver. Subject to verification. Approver cannot be the requester.
  - i. Approver Signature and Date Signed - No vehicle will be checked-out without the form being signed by the appropriate supervisor. By signing this form, the approver assumes responsibility for any damages or charges that are incurred by the group using the vehicle.
3. The bottom portion of the form is used by Transportation Services to record whether approved or denied and to add notes. Once the form has been received and processing has begun, the Parking & Transportation Supervisor will contact the requester by email to confirm whether a vehicle is or is not available on the days that were requested. If for some

reason the vehicle will not be needed, a 48-hour notice of cancellation is required to allow for maximum usage of all vehicles. If a vehicle is not cancelled 48 hours prior to the requested date, a \$25 fee may be charged.

### **Vehicle Trip Report Form**

A Vehicle Trip Report Form will be given to the driver with the vehicle keys on the day the vehicle is taken. The driver will return this form with the keys on the day that the vehicle is returned.

The form will be filled out as follows:

1. Date - The date the vehicle is being used will be written on this line.
2. Vehicle - The 2-digit number for the assigned vehicle will be written here.
3. Driver - The persons authorized to drive the vehicle will be written here.
4. Department Name/No. - The department responsible will be written here.
5. Destination - Write down the vehicle destination.
6. Beginning Mileage - Write down the starting mileage of the vehicle. The starting mileage will be verified by the Parking & Transportation staff.
7. Ending Mileage - Write down the vehicle mileage at the time the vehicle is returned. The ending mileage will be verified by the Parking & Transportation staff after the return on the vehicle.
8. Pre-trip and Post-trip Safety Inspection - The driver is responsible for completing the inspection which includes checking lights, brakes, horn, windshield wipers, mirrors, tires, body damage, cleanliness, and fuel level.
9. Remarks - List any damages that were incurred while operating the vehicle or any other information you would like to relay to the Parking & Transportation Supervisor.
10. Fuel Purchase - List the amount of gallons of gasoline purchased and the cost.
11. Driver's Signature - The driver must sign the form before returning it with the keys.

The vehicle key, Vehicle Trip Report Form, and Trip Manifest Form will be picked up and returned to the Parking and Transportation Services Office. The Trip Manifest Form must be submitted to the Parking and Transportation Services Office prior to university vehicles being driven off university property. The vehicle key and Vehicle Trip Report Form must be returned at the conclusion of the trip. Keys and Form returned after hours must be placed in the locked mailbox on the back porch of the Parking and Transportation Services Office located at 348 N. Olive St.

All vehicles must be returned to the designated parking area behind the Bhatthal Student Services Building/Kennedy Law School by the evening of the day the vehicle was reserved, not the next morning. The only exemption is for those vehicles checked out for trips that require an overnight stay at the place of destination. Vehicles are to be returned to the numbered space that corresponds to the vehicle number.

### **Emergency Service**

1. If a mechanical problem should arise after the vehicle has been checked out and is enroute or returning from a scheduled trip destination, contact Parking & Transportation at (714) 997-6560 or Public safety at (714) 997-6763 if after hours. You must receive authorization from the Transportation Department prior to any purchases for repairs to a university vehicle. If the vehicle is unable to be driven, the department using the van would be responsible for transporting the passengers back to the university.
2. If an accident occurs enroute or returning from a scheduled trip destination, immediately contact Parking & Transportation at (714) 997-6560 or Public Safety at (714) 997-6763 if after hours.

A Driver's Accident Information Kit is in the door or glove box of each vehicle. Please refer to the Driver's Accident Information Kit for instructions on Accident Reporting Guidelines. Follow these instructions and be sure to document the accident with photos. The department using the vehicle at the time of the accident is responsible for providing transportation back to the university for all passengers and covering the cost of any repairs. If a claim is made against Chapman University's insurance carrier, the responsible department will be charged for the deductible.