

CALVIN COLLEGE

Physical Plant Transportation Policy

General

Calvin College vehicles, regardless if they are owned, leased, or rented, are to be used exclusively for official college business. Personal use of Calvin vehicles is strictly 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 vice president for administration and finance. To drive at any time on behalf of the college, regardless of vehicle ownership, the driver must be a Calvin Authorized Driver.

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].

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 transportation fleet, and to maximize the availability of vehicles to the Calvin community, the following restrictions apply:

- Fleet vehicles may be reserved by a department for a maximum period of five consecutive days.
- Fleet vehicles are restricted to a 50-mile radius from the campus.

For rentals exceeding five days, for long-distance use exceeding 50 miles, and when a Calvin fleet vehicle is not available, physical plant transportation will arrange a rental vehicle from a local rental agency.

Driver Requirements

All drivers of college vehicles or rental agency vehicles — including personal vehicles for college business — must have a valid driver license, a good driving record and a minimum of two years driving experience.

A good driving record is defined as follows: All drivers with valid and correct classifications of driver license are eligible to drive Calvin vehicles for Calvin business. The 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. All drivers must sign a Motor Vehicle Driving Release consent form authorizing the physical plant transportation to obtain a copy of their motor vehicle record (MVR). Upon receipt of the initial MVR (or subsequent MVR updates) physical plant transportation has the discretion to deny authorized driver privileges.

Drivers using a personal vehicle at any time for college-related travel must carry the following as minimum insurance coverage on that vehicle:

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

Drivers of personal vehicles 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 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].

All persons driving on behalf of the college are required 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. All drivers must complete an on-line defensive driving course as specified by the college. Information for taking this course is outlined in the transportation procedures document.

A department chair may request a one-time waiver from the vice president for administration and finance of the on-line defensive driving course for guests (i.e. faculty or staff recruitment, etc.) of the college who are not transporting passengers.

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.

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.

Department Responsibility

Transportation fleet vehicles or rental agency vehicles are temporarily assigned to departments via the agreement statement on the reservation form that the driver signs 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 or cleaning charges may be applied.
- Any damage, including payment of any insurance deductibles.

The following responsibilities and costs are those of the user:

- Complete the accident report form.
- Any summons issued to the vehicle or driver, fines, parking tickets, defense costs and other legal penalties arising out of ticketed offenses.
- Return the vehicle in reasonably clean condition.

Vehicle Accidents

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 physical plant services manager (contact information is on 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 possible.

Additional Passenger Van Restrictions

Federal law prohibits persons less than 18 years of age from riding in 15-passenger vans. One of the Calvin fleet vans is a 15-passenger van, and even though the rear seat has been removed and it now accommodates only 11 passengers, the chassis remains the same and is still classified as a 15-passenger van. Some rental agency vans are also 15-passenger vans. Thus, persons less than 18 years of age may not ride in them.

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

- Drivers of passenger vans must successfully complete the online defensive driving course for large passenger vans, in addition to the traffic safety course and Calvin policy course.
- The maximum capacity of a large passenger van is 11 or 12 people, including the driver, depending upon the model of the vehicle.
- 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 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.

Additional 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 at physical plant transportation.
- A green TOW sticker on the back of 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 staff. A signed KnightRider Training Form must be on file at physical plant transportation.
- All reservations for the KnightRider van must be made through the student academic services department.
- A blue KR sticker on the back of the Calvin ID is required.

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