

**Occidental College
College-Owned Vehicle Rental Program
Procedures**

Effective Date – These procedures are effective October 1, 2011, and will remain in effect until such time as changes are approved by the Vice President for Administration and the President.

Responsibility – As specified in the Vehicle Rental Policy, the Facilities Management Department is charged with the responsibility of operating a safe and reliable Vehicle Rental Program for the College. The Transportation and Motor Pool Coordinator, working under the direct supervision of the Facilities Management Department’s Assistant Director of Resources, Transportation and Rentals, is responsible for the daily operation of the rental program. The Facilities Management Department reviews these procedures periodically and any proposed updates or revisions are submitted for approval to the Vice President for Administration and the President.

Key Operating Principles for Facilities Management Department’s Management of the Vehicle Rental Program:

- Management of the College’s program for the optimal use of the rental vehicle fleet in support of the College’s mission and programs.
- Documentation of procedures for the management of the program.
- Differentiation of this service program from a Fleet Management Program requiring additional State of California compliance regulations stipulated by the California Highway Patrol.
- Management of the program’s finances with responsible budget decisions.
- Ensuring that vehicles are in safe operating condition at all times.
- Documentation of a reasonable and reliable accident investigation program.
- Implementation of a passenger manifest program.
- Ensuring that all procedures comply with current College insurance guidelines and requirements.

Other Resources/Transportation Policy and Procedures Documents:

- A. Authorized Driver Policy and Procedures
- B. Passenger Manifest Policy and Procedures

Personal Use of College Rental Fleet Vehicles Prohibited – The vehicle rental program supports all College departments and organizations including academic, administrative, athletic, and club programs requiring vehicle rental support. Personal use of College-owned vehicles is strictly prohibited.

Requesting a Vehicle – Each vehicle, each trip requires a Vehicle Request and Authorization Form.

NOTE: The actual request form (see page 7) is a 3-page NCR form. Please do not photocopy p. 7 and submit it as your request. The required forms are available from Facilities Management – call x. 3452 or email your request to vehiclerental@oxy.edu.

Part one is to be filled out by the requestor and signed by departmentally authorized representatives. A vehicle cannot be reserved unless Part One is completely filled out and properly signed; incomplete request forms will be returned to the requestor.

Vehicle authorizations can be initiated two ways:

1. Departments can complete the forms and submit them via Campus Mail. The Transportation and Motor Pool Coordinator will send confirmation that Facilities Management has received the request and it has been logged in our vehicle reservation log..
2. Walk-ins will be accepted at any time – this option will respond to any last-minute requests.

The Transportation and Motor Pool Coordinator will supply departments with blank Vehicle Request and Authorization Forms via Campus Mail. Request additional copies by sending e-mail to vehiclerental@oxy.edu.

Authorized Signature on the Request – A student cannot approve a request. The person approving must be the department's director, department's chair, or an individual designated in advance in writing by the director or department chair with signature authority.

Advance Reservations – Any department, organization, or club may submit advance reservations on any business day of the month prior to the date of the requested use. **Example:** A request for any date in November may be submitted as early as the first business day in October. As there is a limited number of vehicles in the rental fleet, timely submission of requests will help ensure requests can be accommodated.

- NOTE; Academic field trips can be reserved at the beginning of each semester for all trips in the course schedule. They will be put on the reservation log and will need Authorized Driver name minimum 30 days in advance of use.

First-Come First-Served – Rental vehicles are assigned on a first-come first-served basis. The Transportation and Motor Pool Coordinator date and time stamps all Vehicle Request and Authorization Forms after they are received in campus mail or delivered by the requesting department.

NOTE: Due to scheduling demands for the limited number of College-owned rental vehicles and in the spirit of fairness and efficiency of the Vehicle Rental Program, any Departments owning their own vehicles are required to use such vehicles before renting supplemental vehicles from the rental fleet.

Confirmation of requests – The Transportation and Motor Pool Coordinator will confirm or deny the request based upon the availability of vehicles. He or she will complete Part 2 (Vehicle Approval) of the Vehicle Request and Authorization and return a copy to the departmental representative who signed Part 1 of the form.

Specific Vehicle Requests – Specific vehicles cannot be reserved.

Picking up the Rental Vehicle – All vehicles must be picked up and returned within 30 minutes of the requested and approved pick-up or drop-off times from the van pool area in the Facilities lot. **Only** the Authorized Driver named on the approved request form is authorized to pick up keys and paperwork and he or she should be prepared to show a valid drivers license. Keys must be picked up from Facilities Management from 7:00 a.m. to 4:00 p.m.

- NOTE: Picking up and dropping off of passengers will be from a central location on campus

only.

Returning the Rental Vehicle – The Authorized Driver of each vehicle is provided with instructions for accessing the locked van pool area in the Facilities Management lot to facilitate after-hours vehicle pick-up and returns. Even though a vehicle may be used on consecutive days by a requestor, the vehicle must be returned within a half-hour of the scheduled return time to the Facilities yard. This procedure exists in order to allow for short-term use of College vehicles by other departments. A key drop-off box/slot is provided under the window of Facilities Management’s main entrance for other than normal duty hours, including weekends and holidays.

NOTE: The Authorized Driver must return the vehicle to its own numbered slot, and the vehicle must be locked and secured upon return. Unless trip is an authorized overnight trip, leaving a vehicle parked elsewhere on or off campus overnight is a violation which will result in loss of Authorized Driver Status.

Vehicle Inspection – Before the vehicle is driven, the Authorized Driver must inspect it for damage, conduct the operator safety check and notify the Transportation and Motor Pool Coordinator if there is a discrepancy or problem before leaving the Facilities Management yard. If damage is noticed after hours or on a weekend, the driver should describe the damage and note the location of the vehicle and the time and date of the discovery on the copy of the Passenger Manifest that was provided the driver when he or she picked the vehicle up.

NOTE: It is the responsibility of the Authorized Driver to report any accident or any damage to the vehicle to Campus Safety immediately upon return of vehicle. The Campus Safety Department is open 24 hours a day, seven days a week, and the Campus Safety Department office is located in the Facilities Management building immediately west of the Facilities Management Department office. If all the Campus Safety Officers are in the field, call 323-259-2599 or use the Campus Safety call box that is located just outside of the gated entrance to the Facilities Management yard and follow the responding officer’s instructions.

Authorized Driver – Only an Authorized Driver may pick up and sign for the vehicle on Part 2 (Vehicle Approval) of the Vehicle Request and Authorization Form. The Authorized Driver of record must drive the vehicle during its use. See Authorized Driver Procedures for more detailed information.

NOTE: Two or more Authorized Drivers may be listed on the same Vehicle Request and Authorization Form and, upon approval of the form, may alternate driving the vehicle.

Passengers -

All Occidental College vehicles are for the exclusive use of Occidental Faculty, Staff, Administrators and Students. No minors or non Occidental passengers are allowed.

Minors who are registered students or qualified through Admissions or the Athletic Recruiting Program who have filed a waiver signed by parent or legal guardian on file with the College may ride in College vehicles.

Passenger Manifest Program – The Authorized Driver, of the vehicle will complete a Passenger Manifest for every trip and deliver the original completed form to Campus Safety prior to leaving campus. The 2nd page will be kept in the vehicle during the trip. It is essential that a complete list of the vehicle's occupants remain on campus during the trip to help campus officials respond should there be an accident or emergency. If more than one vehicle is used, passengers must remain in the original vehicle they rode in as stated on the Manifest. Failure to complete the Passenger Manifest process will result in either probation or revocation of Authorized Driver status for one year as set forth in the Authorized Driver Procedures.

Overnight Stays – Overnight stays require a faculty advisor or staff member who is an Authorized Driver to accompany the group. This person needs to be a driver or passenger of the rented vehicle. If there is more than one vehicle, drivers are encouraged to travel together (caravan style).

Out of State – College vehicles will not be taken out of state w/o prior approval thru the Motor Pool and Transportation Coordinator.

Out of Country – No vehicle will ever be taken out of the country.

Off-Road Use – College rental vehicles are not off-road vehicles. Off-road use is prohibited, constitutes abuse of the vehicle and can lead to the suspension of vehicle use privileges. Further, the responsible department will be held financially accountable for all repairs that Facilities Management deems necessary to repair damage due to off-road use of a College vehicle. Facilities Management is authorized to determine, in their sole discretion, whether or not off-road use has occurred.

Special Use: Any exceptions to meet academic needs will be addressed case by case by contacting the Director Risk Management

Towing – College rental vehicles may not be used to tow trailers or boats.

Transport of Salt Water Equipment Prohibited – Salt water is corrosive and therefore, no salt-water equipment may be transported in rental vehicles.

Gasoline Charge Card – A gasoline charge card is available for use on longer trips. Original receipts for all charges must be returned with the card. For after hours and on weekends, Campus Safety has a card to enable authorized users to fill up at Facilities Management's gas pump if necessary.

Personal Charge Card or Cash – Reimbursement for use of personal charge card or cash for rental vehicles requires an original charge or cash receipt. Facilities Management will process the reimbursement.

Vehicle Problems on the Road – The following apply to problems that may be encountered after a rental vehicle has left campus:

Accidents – There is an “accident package” in the glove compartment of each College-owned vehicle that provides the driver with advice, information and instructions. Obviously, if any party is injured, a call should be placed to 911 immediately. All parties involved in an accident should exchange information about their insurance policies – policy number and insurance company name, address and phone, vehicle license plate numbers, driver license numbers and expiration dates, and home and work addresses and telephone numbers. Pictures of vehicles and relevant surroundings should be taken if possible. If police officers arrive, their names and badge numbers should be recorded along with all other information. If police officers take a written report of the accident, the Authorized Driver should request a copy of the report while the officers are still at the scene and follow up by calling the reporting police department on the next business day.

All accidents must be reported to Campus Safety immediately either in person or by phone. Upon return to campus, the Campus Safety Department must be contacted for inspection and reporting purposes. Failure to do so will result in immediate revocation of Authorized Driver status. Also for failure to report an accident students may be subject to proceedings under the student judicial process and employees may be subject to progressive discipline up to and including the possibility of termination.

Note: It is the Authorized Driver's responsibility to investigate and comply with the accident reporting requirements of the state in which they hold their current, valid driver license as well as the state in which an accident occurs. In California, the driver of a vehicle that sustains more than \$750 worth of damage or in which a person is injured from a vehicular accident is responsible to file an accident report with the California Department of Motor Vehicles (DMV) within 10 days. This requirement is imposed even on drivers holding licenses from states other than California. Failure to report the accident to DMV may result in the suspension of the driver's license.

Flat Tire – Authorized Drivers who are comfortable with the task of changing a tire may do so. If the driver would prefer assistance, he or she can call the toll-free Road Side Assistance Number (800) 622-2136. The driver is responsible to note that the tire was changed on his or her copy of the Vehicle Request and Authorization form prior to returning the vehicle and the form so the spare may be fixed prior to subsequent use of the vehicle.

Other Mechanical Problems – If other mechanical problems occur, the Authorized Driver should immediately notify the Transportation and Motor Pool Coordinator by calling x. 3452 or by speaking with the Coordinator upon return of the vehicle. This information will allow rescheduling if required. If other mechanical problems occur and the vehicle cannot be driven, the driver should call the toll-free Roadside Assistance Number (800) 622-2136 and note the problem on the Vehicle Request and Authorization Form prior to returning keys and paperwork.

Vehicle Cannot be Driven – The Authorized Driver should immediately notify Campus Safety at 323-259-2599. Campus Safety will make a report and contact the Transportation and Motor Pool Coordinator, who will arrange for towing. If the accident or mechanical problem occurs after hours, the driver should call both Campus Safety and the toll-free Roadside Assistance Number (800) 622-2136.

Accident Charges – All costs associated with accidents that result in damage to College-owned vehicles are the responsibility of the sponsoring department, organization, or club to pay. These costs, net of any applicable insurance, will be charged to the organization's operating budget directly by the Business Office, and Facilities Management will notify the Department Chair or Director of the amount via email at the time the charge is made. The College retains the right to decide if a claim will be submitted to the insurance carrier and any and all repairs will be done by a repair facility chosen solely by the College.

Rental Charges – Current charges for van rentals are a \$5 per day vehicle rental fee and \$.26 per mile mileage fee. The current rental fee for the 8 passenger gas-powered Club Tour Car for use on campus is \$5.00 per hour.

Charge for Late Cancellation of a Vehicle Request – A reserved vehicle can be canceled within 24 hours of the requested pick-up time by calling the Transportation and Motor Pool Coordinator (x. 3452). Failure to cancel within the 24 hours will result in billing of a \$25 late cancellation fee.

NOTE: There will be no charge if the cancellation is due to inclement weather or problems that are beyond the control of the requestor. Failure to cancel a vehicle or not using a vehicle for its registered/intended purpose may cause vehicle rental rights to be denied in the future.

Other Charges:

\$25 charge for lost keys, plus cost of rekeying the vehicle.

- \$15 charge for lost paperwork.
- \$15 charge if paperwork is not returned with the vehicle.
- \$15 charge each if Facilities must track down the keys, paperwork, beginning and ending mileage.
- \$100 charge if Facilities must retrieve the vehicle or it is left in a condition that renders it unavailable for the next user.
- \$25 charge if a vehicle is not returned clean and free of litter and personal belongings. If the vehicle is excessively dirty and requires detailing the entire cost will be charged directly to the department, organization or club renting the vehicle
- \$15 charge for a dead battery due to lights left on.
- Negligence, or poor treatment of College property on the part of the driver and/or occupants will be cause for direct repair charges, the loss of renting and/or driving privileges as deemed appropriate by Facilities Management.

Safety – All Authorized Drivers accept the responsibility for operating the vehicle in a safe manner and to insure all occupants act safely. Seat belts are to be used at all times.

Alcoholic Beverages and Smoking – Authorized Drivers are not to use or be under the influence of drugs or alcohol of any kind while driving. Use of such substances before or during driving is illegal and unacceptable and will result in permanent loss of Authorized Driver status as well as possible other disciplinary actions. Some prescription drugs or over-the-counter drugs can impair a drivers ability to safely operate a motor vehicle. Such drugs are clearly labeled. Use of such drugs by Authorized Drivers while operating a College-owned rental vehicle may result in permanent loss of authorized Driver status. No alcoholic beverages or illicit drugs are to be consumed in a College-owned vehicle, nor should any opened or closed alcoholic beverage container be carried. Smoking of tobacco or any other substance in any College-owned vehicle is strictly prohibited.

Misuse or Abuse of the vehicles or program – Misuse of the vehicle, violation of the Vehicle Rental Program's policy and procedures, disrespect shown by vehicle occupants to any Authorized Driver attempting to enforce the rules of the program, violations of state laws or lack of common sense with the safe operation of the vehicle will be grounds for loss of service to a group or individual and possible disciplinary proceedings for the responsible individuals.

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