



Vehicle Policy

Columbus College of Art and Design recognizes its responsibility to its employees and the community for the use of the College's motor vehicles in a responsible fashion, in accordance with all statutes, laws & regulations.

All employees who operate one of the College's vehicles must familiarize themselves with, and obey this policy. Employees who operate their personal vehicles on College business are likewise expected to familiarize and follow the guidelines of this policy.

General Guidelines for Vehicle Use

All College departments are allowed to make reservation requests for use of CCAD vehicles. Use of CCAD vehicles is limited to:

- Transportation of CCAD employees, students or guests for official business
- Transportation to & from special activities when such trips are authorized by a department head
- Vehicles with cargo space are not allowed to transport passengers in the cargo area.
- CCAD vehicle use for personal business is prohibited.

All employees wishing to use a College vehicle must:

- Possess a valid driver's license issued by the state in which the employee resides
- Must have a background driving record check conducted by Human Resources

Driver's Responsibilities:

1. A person operating a vehicle while on College-related business must have in his or her possession a valid driver's license from the state of residence.
2. Before any vehicle is put in motion by the driver, all passengers (including the driver) must have their seat belts and/or shoulder restraints fastened. The driver of the vehicle is responsible for ensuring that all passengers are riding in a safe & secure manner. Conduct of passengers must always be such that it does not interfere with the safe operation of the vehicle.
3. It is a violation of State law for a driver of a vehicle to be under the influence of drugs or alcohol while driving. CCAD prohibits the use of drugs or alcohol before operating a vehicle on College business, and will refuse to allow any driver the use of a vehicle who is suspected of being under the influence.
4. Drivers on College business must comply with all applicable motor vehicle laws and operating regulations, and are personally responsible for any moving violation citations issued to them. Any citation received while operating a College vehicle must be reported to the Director of Safety & Security.
5. There is no smoking permitted in College vehicles.
6. All drivers will perform pre- & post-operation checks of the vehicles they are using. Any deficiencies, malfunctions or other problems with the vehicle must be reported to the Safety & Security office.
7. Unauthorized passengers, such as hitchhikers, are not permitted in College vehicles.
8. Any use of cellular devices is prohibited for texting, telephone or email. If a matter must be attended to, please safely pull over and park before using a mobile device.
9. If a driver is found to be unacceptable by CCAD's insurance underwriter, that driver will not be permitted to use a CCAD vehicle or their own personal vehicle on College business.
10. The driver of any vehicle on College business will report any accident they are involved with to Safety & Security. Any accident involving a fatality, serious injury or major property damage must be reported immediately. All other accidents must be reported within 12 hours or upon return to campus, whichever is sooner. A written report must be submitted within 48 hours to the Director of Safety & Security.

Administrative Responsibilities

The Director of Safety & Security is the designated administrator of the CCAD Vehicle Policy and ensures that department heads will be kept informed of any changes to the Policy so they can communicate them to their employees. The Director of Safety & Security will also notify, in writing, the supervisor of any employee who violates the procedures outlined in this policy. The Safety & Security office will keep copies of all authorized drivers' licenses and insurance information on file.

CCAD Vehicles

Drivers are responsible for ensuring that vehicle keys and appropriate forms are returned to the Dispatcher when the vehicle is returned. All vehicle forms must be accurately and legibly filled out.

The driver is responsible for the cleanliness and upkeep of the vehicle while it is their possession. Department heads will be notified when vehicles used by their employees are returned damaged or in an unsatisfactory state of cleanliness and the department may be billed for any repairs or clean-up costs.

Scheduling

CCAD vehicles are scheduled on a first-come, first-serve basis, through the Safety & Security office. Email reservations will be accepted. Reservations should be requested, whenever possible, five days in advance.

Reservations should provide the following information:

- Departure time
- Return time
- Destination(s)
- Passenger List
- Purpose of Trip
- Driver's name

Vehicles will be held for 60 minutes after the scheduled departure time, & will then be returned to "available" status.

To cancel a reservation, please call Safety & Security at 614.222.6165, Reservations may be unilaterally canceled as a safety precaution by the Director of Safety & Security due to inclement weather or other times which the Director deems necessary.

CCAD Vehicle Maintenance

Facilities personnel will routinely inspect the College's vehicles. General services (such as checking the oil, filling the gasoline tank, cleaning and inspecting for damage & checking tire pressure should be done pre- and post-operation by the Vehicle driver.

A maintenance log will be kept with a record of any problems, for each vehicle, and Safety & Security notified of any damage or problems with a vehicle.

If a College vehicle breaks down while in use, please contact the Safety & Security office. Assistance may be rendered directly through the College or the local towing service it contracts with. More distant areas will be dealt with on a case-by-case basis.

Use of Personal Vehicles for College Business

Some employees may be required to use their personal vehicles during their employment at CCAD. The supervisor of the employee must authorize the use of the personal vehicle, and any mileage reimbursement deriving from said usage, in advance.

Any employee driving while employed on College business must also adhere to the rules stated in the General Guidelines section (above). Any employee operating a personal vehicle on CCAD business must maintain any legally required levels of insurance on the vehicle. The name of the employee's insurance provider and the policy number must be recorded with the Safety & Security office.

Accident Reporting

All vehicle accidents that occur while driving any vehicle on College business must be reported to the Safety & Security office. This includes personal vehicles (excluding simple commuting), courtesy vehicles, and lease or rental vehicles in addition to College-owned vehicles.

The following steps should be taken after an accident:

- If possible, move vehicles out of traffic
- Seek aid for the injured. Do not attempt to move an injured person if they possibly have a neck or back injury
- Call local police if off-campus; call Safety & Security if on-campus (614.222.6165)
- Obtain facts about other driver (name, address, driver's license number & phone numbers)
- Obtain identification of all persons injured and nature of injuries
- Obtain names, addresses and phone numbers of all witnesses
- Describe and diagram the accident
- If accident is serious (fatality, serious injury or major property damage), contact Safety & Security as soon as possible)
- Do not discuss the accident except with the police, the College's insurance carrier or College representatives. **DO NOT ADMIT ANY LIABILITY**
- If a College employee while operating a personal vehicle on CCAD business is involved in an accident, the employee should notify their insurance provider and the Safety & Security office.
- If the accident involves a lease or rental vehicle being used by a College employee, contact the rental or leasing agency and the Safety & Security office.

- If damage to a College owned or leased vehicle is caused by another party, contact the Safety & Security office. Please indicate in the report if the other party has insurance or if the College's insurance carrier will have to pursue damages. Please provide the following:
 - Copy of police report (if it is a no-injury accident, the police may not file a report. In this case, append the officer's name and department)
 - Information on the other driver (name, address, insurance company, driver's license, etc.)
 - Name, addresses and phone numbers of any witnesses
 - Description of accident
 - Estimate of damage
 - Costs incurred such as towing, rental car, damage to property other than vehicle or medical expenses

Employee's Signature: _____ Date: _____

Printed Name: _____

Supervisor's Signature: _____ Date: _____

Printed Name: _____

Safety & Security Received on: _____ By: _____

Driver's License Driving Record check Insurance Information