

Marywood University

Policies and Procedures

Vehicle Use Policy

Policy Statement:

I. Purpose

This policy establishes the safety requirements, responsibilities, and procedures governing the operation of University-owned, leased or rented; vehicles as well as the operation of personal vehicles used for University business. The primary purposes are to ensure the safety and well-being of faculty members, staff, students, volunteers, and passengers, reduce accidents, limit liability, and protect University resources.

Driving a University vehicle is a privilege, not a right, and the university may suspend or revoke this privilege at any time for violations of this policy or applicable laws.

Questions regarding this policy should be directed to a department supervisor, the Fiscal Services Office or Human Resources.

II. Scope

This policy applies to all Marywood University employees, students, and approved volunteers who operate or ride in:

- University owned or leased vehicle
- Rented vehicles for University business
- Personal vehicles used for University business

III. Definitions:

University Vehicle

Any motor vehicle owned, leased, or rented by the University for official business including vans, automobiles, trucks and carts.

University Van Fleet

A fleet of 12 passenger vans is managed by Athletics and Recreation and Maintenance Operations. These vans are available for use by Athletics, Mission Services, faculty, staff, and student organization.

Cart

Any small, motorized utility vehicle including golf carts, ATV's and carryalls.

University Approved Driver

An Individual meeting all driver qualification requirements, completion of required documentation, and whom Fiscal Services and Human Resources provides verbal authorization.

University Business

Any activity conducted or authorized by Marywood University as part of official duties, academics, student programming, or a University sponsored events.

Procedures:

IV. Minimum Driver Qualifications for University Owned Vehicles

A. Minimum Qualifications:

1. Possess a valid state-issued driver's license with the appropriate classification for the type of vehicle that will be operated by the driver.
2. Must be at least 19 years old and have a minimum of two (2) years of licensed driving experience.
3. In order to operate vehicles with a capacity greater than seven passengers (e.g., fleet vans), have at least six (6) years of licensed driving experience.
4. Maintain an "acceptable" Motor Vehicle Record (MVR), as defined in University MVR grading criteria.

B. Required Documentation:

1. Submit a copy of the driver's valid license along with the driver application, which will be retained in the driver file in Human Resources.
2. Pennsylvania-licensed drivers must complete the Pennsylvania MVR Consent Form. Out-of-State drivers must complete the applicable state MVR consent forms.
3. Motor Vehicles Reports (MVR) checks are required for all employees or students operating University vehicles. The University will conduct this check when the initial application is submitted and subsequently every two (2) years, or at license renewal, whichever comes first.

C. MVR Review and Approval:

1. MVR's will be evaluated before driving privileges are granted and then every two (2) years thereafter.
2. The University will deny driving privileges to a driver who does not submit the required MVR consent form.
3. Job offers to individuals for positions requiring driving are contingent upon the university receiving acceptable MVR results.
4. The University cannot approve an applicant with multiple moving violations or at-fault accidents.
5. The University will not authorize a driver with "borderline" or "poor" MVR results.
6. The University may require current drivers found to have disqualifying violations to take corrective actions, such as additional training or risk loss of driving privileges.
7. Drivers must immediately report any license suspension or revocation to their supervisor and the University's Insurance Liaison. A driver may not continue to drive during suspension.
8. The University may consult its automobile insurance carrier regarding a driver's application. The University reserves the right to deny or revoke driving privileges.
9. Approved driver status remains valid for two (2) years, provided the driver remains affiliated with the University and in good standing.

D. Driver Training:

All drivers must complete the Driver Safety Program at the time of hire or at the time of initial authorization. The University may require annual refresher course. The Human Resources and Fiscal Services Offices coordinate training and maintain compliance records.

V. Operation of University-Owned and Rented Vehicles

Drivers must adhere to and abide by the following requirements:

1. Do not loan or rent University vehicles to non-University individuals.
2. Do not allow unauthorized passengers in the vehicle.
3. Towing of other vehicles is prohibited.
4. All drivers must obey federal, state and local traffic laws at all times when driving.
5. Drivers and all occupants must wear a seatbelt at all times.

6. Do not drive vehicles off public roads unless specifically designed for such use.
7. Smoking or use of tobacco products is prohibited.
8. Consumption of alcohol and ingestion of illicit drugs are strictly prohibited for drivers and passengers.
9. Drivers must stop when directed by law enforcement.
10. Drivers are personally responsible for all traffic fines or violations.
11. Drivers are prohibited from using mobile devices for texting, emailing or similar communication while driving.
12. Drivers must secure the vehicle and remove keys when unattended.
13. Store valuables in the trunk or out of sight.
14. Report all accidents, thefts, or vandalism immediately per Sections VIII.
15. Vehicles must be returned to their designated campus location.
16. Student violations may be referred to the Dean of Students.

A. University Vans

1. Priority for van reservations are as follows:
 - First Priority- Student Life Experience - Athletics, Mission Services, Residence Life, Clubs and Organizations.
 - Second Priority – Academic groups, including field trips and off-site visits.
 - Third Priority – Other University Departments
2. To drive a University van, an individual must:
 - Be a University – Approved Driver
 - Have at least six (6) years of driving experience
 - Complete United Educators van training prior to first use
3. Students are not permitted to drive University vans whether the University owns, leases or rents the van.
4. Additional van rules:

- Front passenger should assist driver if needed
- Trips should not exceed 250 miles one-way
- No rooftop loads
- Equipment and luggage must be stored below seat level and secured
- Vans may not tow trailers
- All occupants must wear seat belts.

B. Personal Vehicles Used for University Business

1. Individuals using personal vehicles for University business must comply with this policy and applicable motor vehicle laws.
2. Individuals may not use vehicle requiring maintenance affecting safety.
3. The University does not insure personal vehicles and is not responsible for damage, theft or liability associated with their use.
4. Minimum required personal auto insurance:
 - \$100,000 bodily injury per person
 - \$300,000 bodily injury per accident
 - \$50,000 property damage

OR

 - \$300,000 Combined Single Limit (CSL)
 - Collision coverage
5. Drivers are responsible for maintaining insurance and may be asked to provide proof of their coverage.

C. Carts

1. Passenger limits may not exceed manufacturer seating capacity. Seatbelts must be used when present.
2. Carts should operate primarily on sidewalks at a maximum speed of 5mph, adjusting speed as needed around pedestrians,

3. Carts must not block traffic paths, building exits, ramps or fire connections.

D. Vehicle Inspections and Maintenance

1. The Operations Department ensures all University vehicles comply with Pennsylvania inspection requirements and receive routine maintenance.
2. Approved drivers must inspect vehicles before and after use and report concerns to the Operations Department.
3. Vehicles must remain out of service if maintenance issues impact safety or violate laws.

VI. Distracted Driving and Travel Safety

Distracted driving, which includes mobile device use, eating, drinking, reading, searching for belongings, or other activities impairing attention, is strongly discouraged and may constitute a policy violation.

No pets may be transported in any University vehicle or personal vehicle used for University business unless permitted by law (e.g., service animals)

Drivers must monitor fatigue and take rest breaks or discontinue driving when necessary.

Drivers are responsible for monitoring their level of fatigue and must take appropriate rest breaks or discontinue driving when necessary to ensure safety.

Student clubs and organizations traveling without an advisor are not permitted to travel more than 200 miles one way unless prior approval is obtained from a supervisor.

Driver may not operate a vehicle for more than four (4) consecutive hours without either rotating drivers or taking rest breaks.

Drivers may not drive more than ten (10) total hours within a single day.

Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is prohibited unless prior approval is obtained from a supervisor.

VII. Mobile Technology Use While Driving

1. Drivers must comply with all federal, state and local mobile device laws.
2. Use of cell phones, including hands-free devices, is discouraged while driving.

3. Texting, emailing, data entry, video viewing or similar activities are strictly prohibited.
4. Except in emergencies, the driver should only make calls when the vehicle is parked safely or when a passenger makes the call.

VIII. Accidents

1. Stop immediately and call police, regardless of severity.
2. Provide truthful statements to law enforcement and/or University officials.
3. Call 911 for medical emergencies.
4. Leave the vehicle only if remaining with the vehicle poses a safety risk.
5. Provide assistance only within the driver's level of certified medical training.
6. Notify Campus Safety (570-348-6242) and the department head as soon as possible.
7. Take photos when safe to do so and avoid moving the vehicle unless required for safety.
8. Collect relevant information at the scene.
9. Admit no fault and do not make payments or promises regarding liability.
10. Supply detailed information for insurance reports, including date, time, location, name of all persons in vehicle, known injuries, whether there was an ambulance transport, damage and contact details.
11. Refer all inquiries from attorneys, witnesses or insurance representatives to Fiscal Services.
12. Record witness information or license plates whenever possible.
13. Complete a Vehicle Accident Form (available from Campus Safety) no later than the next business day following return to campus.
14. Undergo post-accident MVR verification should the University require it.

Resources:

To view the Accident Report Form, visit [Marywood's Form's Page](#).

History of the Policy:

5/6/2022: The President of the University approved the establishment of this policy as recommended by the Policy Committee of the University at their May 6, 2022 meeting.

5/15/2023: The President of the University approved revisions of this policy as recommended by the Policy Committee of the University at their May 12, 2023 meeting.

4/30/2026: The President of the University approved revisions to the policy as recommended by the Policy Committee the University at their April 24th, 2026 meeting.

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**Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General**

