



Adrian College

Fleet/Rented Vehicle Policy

Adrian College maintains a fleet of shared vehicles that are available for use by employees of the College conducting official Adrian College business. If a fleet vehicle is not appropriate or available, employees may rent vehicles for official Adrian College business with prior approval from the department budget manager/department chair (or department Vice President if over \$200). The College receives a corporate discount through Enterprise Rental Car. The discount code is XZ20312.

Smoking and the consumption of alcoholic beverages are prohibited in Adrian College fleet/rented vehicles. **All** occupants are required to wear a seat belt at all times. Drivers are not to use cell phones, in any capacity (calls, texts, headset, etc.), while driving. Drivers of Adrian College fleet vehicles must be 21 years of age or older.

- 1) The driver of a College vehicle is responsible for the vehicle and its occupants. The driver must be familiar with the principles of safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving privileges.
- 2) College vehicles and rental vehicles being used for College business are to be driven only by “pre-qualified” Adrian College employees or students.
 - a) To pre-qualify (**faculty/staff**): Complete a Motor Vehicle Report (MVR) Release Waiver and submit it to the Business Office.
 - b) To pre-qualify (**students**): Complete a Student Driver Application form.
- 3) If an authorized driver is involved in a motor vehicle accident or receives a moving violation, he or she may lose their driving privileges. Students will be asked to provide MVR upon a qualifying event such as receiving a moving violation ticket or being involved in an accident either in a personal vehicle or a College-owned vehicle.
- 4) The list of authorized faculty and staff drivers is maintained by the Business Office. The student driver list is also maintained by the Business Office. Copies of both lists are kept in the Business Office as well as on a shared drive with access available to those in charge of signing out College vehicles. These lists will be referred to prior to checking out a vehicle. Driving records may be reviewed on a random and periodic basis.
- 5) College vehicles are not to be used for personal business.
- 6) Departments and groups will be charged a 100 mile assessment fee (\$45) if they fail to pick up a reserved vehicle.
- 7) The use of rooftop carriers or similar externally mounted storage containers on College-owned/leased passenger vehicles is prohibited. **THE USE OF A TRAILER OF ANY KIND WHEN USING A COLLEGE OWNED VEHICLE IS PROHIBITED.**
- 8) Accidents that occur on campus property must be reported to the Adrian College Safety Office immediately. Accidents that occur off campus property must be reported to the

local police at the time of the accident and to Adrian College Business Office immediately upon return to campus. If there are injuries or if the vehicle is not in “driveable” condition--either due to an accident or mechanical difficulties--contact the Plant Department at (517) 265-5161 x.4457 between the hours of 7:30 a.m. and 3:00 p.m. (Adrian College Safety Office at (517) 265-5161 x.0 after hours) for assistance. Insurance information is kept in the glove compartment of each vehicle. The College will review all accidents involving College vehicles. Determination of future eligibility for drivers involved in accidents will be made on a case-by-case basis.

- 9) Any parking or moving violation citations are the driver’s responsibility. The College will not pay any fines.

April 1, 2013