Case Western Reserve University Motor Vehicle Fleet Policy and Procedure

It is the policy of Case Western Reserve University (CWRU) to operate and maintain its motor vehicle fleet in a manner that is safe, cost efficient, and in compliance with all applicable federal, state and local laws and regulations.

The motor vehicle fleet is defined to include all vehicles owned, leased, or rented in the Case Western Reserve University name (“University Vehicles”)

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Vehicles Owned by the University

I. Vehicle Acquisition Process

A. All vehicle acquisitions shall be approved in accordance with the University’s financial approval guidelines for equipment acquisitions.

B. Specifications for vehicle purchases shall be reviewed by the Vehicle Maintenance Office (located in Plant Services) and the Offices of Safety Services before they are accepted by the Purchasing Department. Their recommendations for special equipment, vehicle modification and/or operator training related to the safe and legal operation of the vehicle must be included in the final specifications. All passenger seats must be equipped with seat belts.

C. The Purchasing Department shall obtain proper title, registration, and license plates. University vehicles may not be operated without proper license plates, evidence of current registration and proof of insurance.

   OHIO LAW REQUIRES DRIVERS TO SHOW PROOF OF INSURANCE UPON REQUEST. AN INSURANCE IDENTIFICATION CARD, ISSUED BY THE DEPARTMENT OF FACILITIES MANAGEMENT & OPERATIONS, MUST REMAIN IN THE VEHICLE. FAILURE TO SHOW PROOF OF INSURANCE CAN RESULT IN SUSPENSION OF DRIVING PRIVILEGES AND MONETARY FINES BY THE STATE OF OHIO.

D. The CWRU Vehicle Maintenance Office will inspect newly acquired vehicles to insure that they meet all appropriate specifications. All expenses related to the vehicle preparation process shall be charged to the Department which will be operating the vehicle (“the operating department”).

II. Driver Authorization

A. Position Descriptions, Job Requisitions, Considerations for Transfer, and other Human Resources and Student Employment documents shall include information regarding required Potential use of University vehicles. All drivers must meet the following minimum requirements:
   1. A current driver’s license.
   2. A commercial driver’s license, with applicable endorsements if required
   3. An acceptable driving record
   4. Evidence that authorized driver is at least 18

   For positions where vehicle use is a job requirement, these are conditions of employment, and authorized drivers shall remain in good standing on all four items. Drivers may periodically be asked to present a current driver’s license with proper endorsements. The University may require that drivers be re-authorized at any time to assure that drivers remain in good standing on all four items. Drivers are obligated to promptly report, to the University, any change in their good standing as to those 4 items or any
other issue that may affect their driving privileges or their ability to operate CWRU vehicles safely and lawfully.

B. As part of the job orientation process, CWRU Standards for operating University Vehicles will be reviewed with new employees. The CWRU EHS Department shall be responsible for providing the Driver Safety Awareness Program Training.

C. Circumstances in which authorized drivers that have or are regarded as having an impairment which may affect their ability to safely operate a vehicle will be addressed by CWRU EHS Department and the Office of Affirmative Action/EEO.

III. Safe an Authorized Use of Vehicles

A. The State of Ohio Law requires that all vehicle occupants wear seat belts while the vehicle is being operated.

B. In accordance with University Policy, at no time shall a University vehicle be:

1. Operated by a person who is under the influence of drugs or alcohol.
2. Used to transport illegal substances.
3. A location for drug or alcohol.

C. University vehicles may only be used with prior authorization to perform tasks for which they are designed and equipped.

D. Transportation of chemicals, radioactive material, gas cylinders, medical waste, and other hazardous materials shall be in strict compliance with the Department of Transportation, Environmental Protection Agency, Ohio Department of Health, Nuclear Regulatory Commission, and other applicable regulations. The Department of Occupational and environmental Safety must approve all such activities in advance.

E. University vehicles shall be turned off and locked when unattended. Leaving a running vehicle unattended is a violation of Cleveland Ordinance 451.06 and section 45111.661 of the Ohio Revised Code.

F. CWRU vehicles are to be operated for University business purposes only.

G. Eating, drinking or smoking is prohibited in University vehicles

H. Unless otherwise posted, the speed limit in parking lots and on private roads in University Circle is 10 MPH, conditions permitting.

I. Unsafe or unauthorized use of University vehicles should be immediately reported to CWRU Security.

J. New Ohio Motor Vehicles Laws makes it illegal to send or receive TEXT messages while operating a motor vehicle.
IV. **Maintenance and Loss Prevention**

A. The Vehicle Maintenance Officer and the CWRU EHS Department have the Authority to restrict or prohibit the use of any University vehicle for reasons of safety or reliability. It is the responsibility of the operating department to enforce such a restriction until the condition is corrected.

B. The operating department is responsible for performing routine minor vehicle maintenance, such as adding oil, changing windshield wiper blades, and checking tire inflation. Upon request, the Vehicle Maintenance Office can offer advice in these matters.

C. The motor vehicle fleet represents the image of the University, so operating departments shall keep University vehicles clean, both inside and outside.

D. The Vehicle Maintenance Officer will schedule a preventive maintenance check for each University vehicle.

E. Each Operating Department is responsible for maintaining appropriate records for their department concerning its vehicles.

F. Problems requiring service should be promptly reported to the Vehicle Maintenance Office. All work performed on University vehicles shall be charged to the Operating Department.

G. The location of the keys for University vehicles must be known and approved by Case Western Reserve University Security. A full backup set of keys for each University vehicle shall be maintained at the University Key Shop. These keys may only be signed out by the operating department, the Vehicle Maintenance Office, or Case Western Reserve University Security.

V. **Vehicle Insurance**

A. University vehicles are insured through the Department of Facility Management and Operations. Departments may not purchase insurance for University vehicles.

B. Operating Departments will receive an insurance charge on an annual basis for their vehicles. Insurance premiums are non-refundable.

VI. **Citations Issued to Drivers of University Vehicles**

A. It is the responsibility of each driver to know and obey the law. All Citations received in University vehicles must be reported promptly to the driver’s supervisor. Citations are the responsibility of the driver, and must be settled promptly. University funds may not be used to pay for citations.

B. In unusual cases, a department may elect to appeal or pay for parking violations when an employee has been instructed to park a vehicle where it may be subject to ticketing. However, citations cannot be paid with Grant Funds.
C. Drivers who feel that operating a University vehicle may result in a citation, due to a vehicle’s condition, load or other reasons beyond the driver’s control, should not operate the vehicle and immediately report the situation to their supervisor. If the Supervisor fails to take action, the driver may appeal such a situation to the Vehicle Maintenance Office, the CWRU EHS Department, or the Offices of Human Resources/Employee Relations, as appropriate. Drivers may not be penalized for reporting such conditions.

VII. Vehicle Incidents

A. Definition of a Vehicle Incident
A vehicle Incident is any event in which a University vehicle is involved, whether it is in motion, temporarily stopped, parked, being loaded or unloaded, or being towed, which results in personal injury, property damage, or loss, regardless of where it occurs, who or what is hurt (including domestic or wild animals), what property is damaged, or who is responsible.

B. When an incident involving a University vehicle occurs, the driver must follow procedures as outlined in Attachment B.

C. After an incident has taken place, the vehicle must be inspected and pronounced safe by the Vehicle Maintenance officer, or his appointed designee, before the vehicle can be driven.

VIII. Disciplinary Action

A. Any violation of the Motor Vehicle Fleet Policy and Procedures may result in disciplinary action against the driver.

B. Situations involving University drivers that require disciplinary action shall be resolved through consultation with the driver’s supervisor and the Office of Human Resources/Employee Relations. In addition, situations involving facility drivers shall be resolved in consultation with the appropriate Dean. Similarly, some situations involving student drivers may require action by Student Affairs.

C. Any vehicle incident, which is not promptly reported, involving personal injuries, property damage, a hazardous materials release, or a moving violation may be grounds for termination.

IX. Disposal of University Vehicles

A. After receiving approval to dispose of a University vehicle, from an officer of the corporation, the operating department shall complete a “Surplus Property Disposal Form” available at http://www.cwru.edu/finadmin/matsupp/surplus.html. This form should be forwarded to Equipment Accounting/Department of Material Support.
B. If the vehicle is to be sold to an individual or an outside organization, it shall first be decommissioned by the Vehicle Maintenance Office. All decommissioning costs are the responsibility of the operating department.

C. Sales of the vehicles to individuals or outside organizations shall be performed with a contract approved by the University Attorney’s Office. Only an Officer of the Corporation may sign the sales contract and the vehicle title.

Vehicles Rented or Chartered By the University

I. Rental Vehicle Acquisition

A. Renting a vehicle is governed by the University Travel Policy

B. The Department of Facilities Management and Operations should be consulted before a vehicle is rented to carry more than seven (7) persons, to carry freight, or for special uses (towing a trailer, going off-road, etc.). Notice should be given to that office at least three (3) weeks prior to the date of the intended use.

PLEASE NOTE:
STATE LAW REQUIRES THAT DRIVERS OPERATING A VEHICLE CARRYING MORE THAN 15 INDIVIDUALS (INCLUDING THE DRIVER) POSSESS A COMMERCIAL DRIVER’S LICENSE (CDL).

C. Chartering of buses requires a contract review by the University Attorney’s Office and approval by the Department of Facilities Management and Operations, in accordance with the procedures outlined by the University Attorney. This includes events sponsored by Case Western Reserve University involving such vehicles, even if Case Western Reserve University is not directly renting the vehicles.

D. Individuals who rent vehicles for University business should follow the procedures outlined in the Case Western Reserve University Travel Policy to ensure adequate insurance.

E. Prior to leaving the rental agency with the rental vehicle, a physical inspection must be made. Any defects must be noted on the rental agreement. Charges made by the rental agency for pre-existing damage that was not noted by the department renting the vehicle will be borne by that department.

II. Driver Authorization for Rental Vehicles

A. Driver authorization for rental vehicles shall be governed by Vehicles Owned by the University, Section II, of this policy, the University Travel Policy and by the rental agreement. The most restrictive requirements of any of these documents shall apply.
B. As with drivers of University owned vehicles, drivers of rental vehicles may be requested to provide evidence of a valid driver’s license and an acceptable driving record upon request (The University’s insurance underwriters require this type of audit from time to time.) In some instances, drivers of rental vehicles may also be required to take the Driver Awareness Program offered by the Case Western Reserve University, EHS Department. These classes are offered monthly and are pre-scheduled. Pre-registration is required by phone call @ (216) 368-2907.

III. Safe and Authorized Use of Rental Vehicles

A. All parts of “Vehicles Owned by the University, Section III” of this policy also apply to rental vehicles.

B. Drivers of rental vehicles are responsible for adhering to the rental contract.

C. Generally, only persons traveling on Case Western Reserve University business should drive University rental vehicles.

IV. Rental Vehicle Insurance

A. The use of rental vehicles in the United States is covered by the University’s automobile insurance policy. Travelers should not pay for liability, theft, or collision coverage when renting passenger vehicles in the United States for approved University business travel.

NOTE:
TRAVELERS RENTING VEHICLES OUTSIDE OF THE UNITED STATES SHOULD PURCHASE LIABILITY AND PHYSICAL COVERAGE OFFERED BY THE RENTAL COMPANY.

V. Citations Issued to Drivers of University Rental Vehicles

Citations issued to drivers of University rental vehicles will be treated according to “Vehicles Owned by the University, Section VIII” of this policy.

VI. Disciplinary Procedures Involving Rental Vehicles

Disciplinary procedures involving rental vehicles will be handled according to “Vehicles Owned by the University, Section VIII” of this policy.
Vehicles Leased by the University

I. Departments must adhere to the University’s contract approval process prior to leasing any vehicle.

II. All vehicles leased in the University’s name are considered owned vehicles. All of the procedures listed under Section I, apply to these vehicles, except where they are limited by the terms of the lease.

Non-University Vehicles

I. Insurance

VEHICLE INSURANCE IS THE RESPONSIBILITY OF THE VEHICLE OWNER. DRIVERS USING NON-UNIVERSITY VEHICLES DO SO AT THEIR OWN RISK AND SHOULD MAINTAIN PERSONAL AUTOMOBILE INSURANCE COVERAGE ADEQUATE TO ADDRESS THOSE RISKS.

NON-UNIVERSITY VEHICLES USED CASE WESTERN RESERVE UNIVERSITY BUSINESS MUST CARRY INSURANCE MEETING THE LIMITS MANDATED BY THE STATE OF OHIO (OR THE STATE OF REGISTRY) FOR LIABILITY, UNINSURED MOTORIST, OR OTHER REQUIRED COVERAGES.

Exceptions to the Motor Vehicle Fleet Policies and Procedures

I. Exceptions to this policy and its procedures must be approved by the Vice President of Finance and Administration.

Issued By: Case Western Reserve University

The Department of Facilities Management and Operations &
The CWRU EHS Department

Effective: April 1, 1990

Revised: March 12th, 2012 (wjd)
Attachment “A”

**Code of Responsibility for Security and Confidentiality of University Information**

The databases of Integral and ISIS are a repository of computerized information stored in the centralized computer system of CWRU and maintained by the owners. This includes but is not limited to records associated with the functions of the following offices:

Financial Aid, Admissions and Records, Housing, External Loans, and Payroll.

Individuals working with University records hold a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information.

Since a person’s conduct, either on or off the job, may threaten the security and confidentiality of the files, any employee or person with authorized access to these records is expected:

- Not to make or permit unauthorized use of any information in the files. Unauthorized use includes reviewing records for personal use or at the request of friends.
- Not to seek personal benefit or permit another to benefit personally by any confidential information which has come to him/her through their work assignment;
- Not to exhibit or divulge the contents of any record, report, or any information gained from verbal exchanges to any person except in the conduct of their regular assignment.
- Not to knowingly include or cause to be included in any record or any report with a false, inaccurate, or misleading entry.
- Not to remove any official record or report (or copy) from the office where it is kept except in performance of regular duties or in cases with prior approval.
- Not to operate or request others to operate any University data equipment for purely personal business.
- Not to update or alter his/her own University record, even if doing so would fall in the range of tasks routinely performed as part of his/her work assignment
- Not to aid, abet, or act in conspiracy with any other person to violate any part of this code.
- To immediately report any violation of this code to the supervisor. Violation of this code will be referred to the supervisor and appropriate University authority. Violation of this code may lead to suspension, dismissal, or other corrective action consistent with the general personnel policies of the University.

I have read this code and agree to comply with its stipulations

Signed______________________________________ Date:__________________

Print Name______________________________________

Office of Student Employment

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**Mailing Address**

Case Western Reserve University
10900 Euclid Avenue
Cleveland, Ohio 44106-7049

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**Visitors and Deliveries**

410A Yost Hall

Phone 216-368-4533

Fax 216-368-5054
Memorandum from the Office of the University Attorney

TO: Members of the University Community
FROM: Joel A. Makee, University Attorney
DATE: June 30, 1994
SUBJECT: Student Records and Release Information

The Family and Educational Rights and Privacy Act (FERPA”) prohibit the release of personally identifiable information from student education records without the prior written consent of the student. All University personnel are bound by FERPA and may not disclose information about a student to third parties without that student’s prior written consent.

Third parties include parents, spouses, law enforcement or other government agencies, prospective employers and any other person or entity not part of the University. For this reason, it is not appropriate to have any conversations about student academic performance, job qualifications or personal characteristics with third parties unless the student has authorized you to do so in writing.

If approached by law enforcement agencies, whether local, state or federal, please do not disclose information about students. Please refer all law enforcement calls or inquiries about students directly to the University Attorney’s Office (109 Adelbert Hall, 368-4286). Other government agencies and third parties should likewise be referred to the University Attorney’s Office when seeking information about students.

Even when law enforcement agencies have obtained subpoenas for records or information, FERPA requires the University to make a reasonable effort to notify a student of the intent to comply before providing the subpoenaed information. Therefore, if presented with a subpoena, please send the original subpoena to the University Attorney’s Office with a copy of the records or information sought. We will determine the validity of the subpoena, notify the student, and release the records once we have fulfilled our obligations under FERPA.

Many thanks for your attention to this important information.

JAM/n
Security Guidelines and Sign-Off

Do's and Don’ts:

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<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>be familiar with ‘FERPA’ regulations</td>
<td>share passwords</td>
</tr>
<tr>
<td>be familiar with CWRU computing ethics</td>
<td>leave machines logged in and unattended</td>
</tr>
<tr>
<td>understand “directory information”</td>
<td>allow students access to ISIS/SAM*</td>
</tr>
<tr>
<td>ask if you are unclear as to how a situation or</td>
<td>give out information the over the phone</td>
</tr>
<tr>
<td>request should be handled</td>
<td></td>
</tr>
<tr>
<td>refer emergency contact situations to</td>
<td>Release information to spouses, sisters, brothers,</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>parents, girl friends/ boy friends</td>
</tr>
</tbody>
</table>

* In certain controlled situations where the Security Officer feels that it is imperative to the operation of the department to have students using the system, student access may be justified.

Any ISIS system user who releases confidential student information to a third party shall be subject to disciplinary action, up to and including dismissal.

I have read and understand the following:

_____  The memo from the University Attorney regarding Student Records and Release Information

_____  Computing Ethics Policy

Name:_________________________________  Date:_____________________

03/12/2012  WD  DOES:Server/Policies  12
As listed in your job description, you will be requested to drive a Case Western Reserve University Motor Vehicle. This is to inform you that maintenance of a valid driver’s license and an acceptable driving record are the conditions required for this job task. The University and or its representatives or agents will periodically check to verify the status of your driver’s license and driving record.

Please read and sign the authorization for the Bureau of Motor Vehicles License Check to be included in your employment file.

***** Driver’s licenses issued in the following states cannot be checked by CWRU; therefore the employee is responsible for contacting the Bureau of Motor Vehicles in the issuing state to request a BMV report. Submit that report to the Office of Student Employment: Colorado, Maryland, Delaware, New Hampshire, Pennsylvania and Washington.

**Employee Authorization for Bureau of Motor Vehicles License Check**

I acknowledge and understand that an acceptable driving record and a valid driver’s license are continuing and mandatory conditions of employment for me.

I hereby consent to periodic checks by Case Western Reserve University and/or its representatives and agents to verify the status of my driver’s license and my driving record during my employment.

I further agree that if for any reason my driver’s license is suspended or revoked, I will so inform my supervisor(s) at Case Western Reserve University.

I understand that failure to maintain an acceptable driving record and a valid drivers license or to promptly report a suspension or revocation for my license may result in corrective action, up to an including termination.

_____________ __________________________
Printed Name / Date of Birth

_____________ __________________________
Employee Social Security Number

_____________ __________________________
Department

_____________ __________________________
Supervisor/Witness signature

_____________ __________________________
Employee signature / Date

_____________ __________________________
Drivers License # / Issuing State

_____________ __________________________
Account number to be charged

_____________ __________________________
Supervisor Name
Please submit a photocopy of the driver’s license with this form

Attachment “E”

Case Western Reserve University
Vehicle Insurance Request Form

In order to obtain insurance coverage for University vehicles, the following information must be provided to the University’s automobile insurance carrier.

Please type or print clearly

Case Vehicle Number:_________________________________________________________

License Plate Number:_________________________________________________________

Vehicle Year and Make:_________________________________________________________

Body Type:______________________________________________________________

Model:________________________________________________________________________

Vehicle Identification Number (VIN):____________________________________________

Purchase Price (If leased, Capitalize Cost):________________________________________

Department:___________________________________________________________________

Account Number for Insurance:___________________________________________________

Garage Location:_____________________________________________________________

Number of Seats:_______________________________________________________________

Weight (If commercial):_________________________________________________________

Region Driven:_________________________________________________________________

Please return completed forms to:

LAURA CORRIGAN
RISK MANAGEMENT
ADELBERT HALL – ROOM #4
Location Code 7016
(216) 368-4394
Case Western Reserve University
Automobile Incident Procedure

The following procedures should as appropriate:

1. Stop at once.

2. Take steps to prevent further accidents – park safely, turn on flashers, and set out warning devices.

3. Notify Emergency Services (911) if needed- EMS, Police or Fire Departments. If in the University Circle area, call Case Western Reserve University Protective Services @ (216) 368-3333. Get the names and badge numbers of the officers responding for your written report.

4. Obtain the license plate numbers of other vehicles involved, include the State if other than Ohio.

5. Protect your passengers, your vehicle and/or your cargo.

6. Tactfully, obtain names, addresses and phone numbers of all witnesses. Get the names of all occupants of other vehicle(s) involved.

7. Give other driver(s) your name, address, the vehicle license plate number and your operator’s license number.

8. “DO NOT admit fault or liability”! “DO NOT sign anything except the police report.” Discuss the specifics of the accident only with the Police or your Supervisor.

9. If at all possible, complete a Driver’s Report at the scene of the accident while the information is fresh in your mind.

10. Contact your Supervisor by phone as soon as possible, in cases involving injury or serious damage.

11. Submit a written report to your supervisor as soon as possible. A copy of the report needs to be forwarded to the Case Western Reserve University Department of Environmental Health and Safety (EHS.)
Auto Accident Report Form

Date of the Accident: __________________ Time: __________________ AM or PM
Location: __________________

Street Address ____________________ City ____________________ State ________________ Zip Code ________________

Vehicle Operator: ____________________________________________________________
Print Name ________________ Signature ________________

Department: __________________
Department Supervisor: __________________ Contact Phone #: __________________

Case Vehicle Information:
Vehicle Number: __________________ Type of Vehicle: __________________
Vin # __________________ License Plate # __________________

Number of Passengers: ______ Purpose of Trip: __________________
Passengers Names:

Print __________________ Signature __________________

________________________________________________

________________________________________________

________________________________________________

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________________________________________________

List Injuries if any:
Name __________________ Type of Injury __________________ Treatment __________________

________________________________________________

________________________________________________

________________________________________________

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________________________________________________

________________________________________________

________________________________________________

Road & Weather Conditions:

________________________________________________

________________________________________________
## Police Report Information

### Accident/Incident Reported to Police?
- [ ] Yes
- [x] No

### Were there citations issued?
- [ ] Yes
- [x] No

### Officer’s Name_________________________ Badge#____________________

### City:____________________ State:__________________ County:_____________________

### Police Report #:_________________________ Contact Phone#:

### Other Vehicle Info - Party # 1

<table>
<thead>
<tr>
<th>Driver’s Name:</th>
<th>Owner’s Name:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
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<table>
<thead>
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<table>
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<td>State:</td>
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<table>
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<tr>
<th>Damage to Vehicle:</th>
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</table>

### Other Vehicle Info – Party # 2

<table>
<thead>
<tr>
<th>Driver’s Name:</th>
<th>Owner’s Name:</th>
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<tr>
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<td>Model:</td>
</tr>
<tr>
<td>Model:</td>
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<table>
<thead>
<tr>
<th>License Plate #:</th>
<th>State:</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Plate #:</td>
<td>State:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damage to Vehicle:</th>
</tr>
</thead>
</table>

### Occupants Names, Addresses and Phone #’s

1. Name: __________________________ Address: __________________________ Phone #: __________________________ Comments: __________________________

2. Name: __________________________ Address: __________________________ Phone #: __________________________ Comments: __________________________

3. Name: __________________________ Address: __________________________ Phone #: __________________________ Comments: __________________________

4. Name: __________________________ Address: __________________________ Phone #: __________________________ Comments: __________________________

5. Name: __________________________ Address: __________________________ Phone #: __________________________ Comments: __________________________

6. Name: __________________________ Address: __________________________ Phone #: __________________________ Comments: __________________________

List injuries (If any)

### Witness Information

<table>
<thead>
<tr>
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<th>Name:</th>
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<tbody>
<tr>
<td>Address:</td>
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<table>
<thead>
<tr>
<th>Phone #:</th>
<th>Comments:</th>
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<tr>
<td>Phone #:</td>
<td>Comments:</td>
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03/12/2012 WD
DOES:Server/Policies

17
Office of Student Affairs – Instructions and Forms for use of OSCS Vans

Office of Student Community Service
Thwing Center - East Wing, Lower Level
(216) 368-6960

Use of the OSCS Vans
The following steps must be taken and completed.

1) All van drivers must be certified by Case’s Department of Environmental Health and Safety (EHS)
   • Call or stop by the OSCS office to make a request to be certified for organizational purposes
   • Attend Driver Safety Training
   • Return Driver Safety Confirmation signed by CWRU EHS

2) Submit a photocopy of your driver’s license to OSCS.

3) All van drivers must complete the following forms:
   • Van Usage Contract
   • Automobile Incidents Procedures Form

4) All van drivers must attend a practice driving session with an OSCS van certified staff member. Sessions are offered every Thursday 10:00am to 1:00 pm. (Must be completed before van can be used).

5) OSCS Vans can only be used for direct community service projects.

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<table>
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<tbody>
<tr>
<td>USG Student Organizations</td>
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<td>Greek Chapters</td>
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<td>OSCS-Recognized Service</td>
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<td>Organizations*</td>
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<td>OSCS-Sponsored Programs</td>
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<td>Roster Class (one-time use)</td>
<td>$25</td>
</tr>
<tr>
<td>Roster Class (on-going use)</td>
<td>Sliding Scale</td>
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</tbody>
</table>

*OSCS currently recognizes the following student service organizations: Habitat for Humanity, Alpha Phi Omega, and Engineers without Borders, Project Sunshine, and U-SHAPE.

03/12/2012
Name: __________________________________________________________

Department: ______________________________________________________

Date of Training: ________________________________________________
Driver Safety Training Confirmation Form

PLEASE PRINT

I, William DePetro hereby certify that the above-named individual has attended the required University Driver Safety Training on the below mentioned date.

Signature:_________________________________________________

Date:____________________________________________________

I have received and agree to abide by all of the provisions and regulations stated in the Motor Vehicle Fleet Policy and Procedures any time while operating a University vehicle.

Vehicle:_________________________________________________

Driver Signature:_________________________________________

Date:____________________________________________________

Driver’s License Information

State of Issue:____________________________________________

License Number:___________________________________________

Class/Type:_______________________________________________

Endorsements (if any):_____________________________________

Restrictions (if any):_______________________________________

Expiration Date: __________________________________________

Please complete, sign, and return this form and all other Community Service after training is complete documents to the Office of Student Services.

*PLEASE MAKE SURE IT HAS BEEN SIGNED BY MR. DEPETRO*
Case Western Reserve University
Automobile Incidents Procedures Form

The following procedures should be followed as appropriate:

1. Stop at once.

2. Take steps to prevent further accidents - park safely, turn on flashers, and set out warning devices.

3. Get the other vehicle’s license plate number.

4. If in University Circle call the OSCS at (216) 368-6960 as well as Protective Services at (216) 368-3333. If elsewhere, send for police. If anyone is injured, ask for medical assistance. Get name and badge number of responding officer(s).

5. Protect your passengers, your vehicle and your cargo.

6. Tactfully, obtain names, addresses, and phone numbers of all witnesses. Get names of all occupants of other vehicle(s) involved.

7. Give other driver(s) your name, address, the vehicle tag number, and your operator’s license number.

8. Discuss the specifics of the accident only with the police and your supervisor. Do not admit fault or liability. Do not sign anything except police reports.

9. Complete Driver’s Report at the scene of the accident, if at all possible.

10. Telephone your supervisor as soon as possible in cases involving injury or serious damage.

11. Submit a written report to your supervisor as soon as possible.

I acknowledge receipt of these guidelines.

Signature:____________________________________________
Date:__________________

Student Organization:___________________________________
Role in Organization:___________________________________
OSCS Van Rules of Use

The purpose of the Community Service Vans of the Office of Student Community Service is to promote and facilitate the performance of service to the community by Case Western Reserve University students, faculty and staff. The OSCS Vans may be used only by individuals, recognized student organizations and University departments for this stated purpose. Those permitted to use the vehicle(s) must abide by the following regulations.

1. The OSCS vans may be operated only by permanent employees of the University and by students who meet the following criteria:
   - Have a valid driver’s license
   - Have an acceptable driving record
   - Are at least 18 years of age
   - Have completed Driver Safety Training and been certified by the Office of Safety Services
   - Have completed a Van Driver Practice session
   - Have completed, signed and returned the OSCS Van Packet
   - Have at least two trained Van operators per department or student organization

2. Borrowers will have two trained vehicle drivers riding up front to and from activities. The certified driver in the front Passenger Seat will serve as a Navigator for the driver.

3. Borrowers of the van will always observe the load limit established by the University. The large passenger vehicle allows for one driver and eight passengers to be transported; the mini van allows for one driver and six passengers per trip. State law and University regulations require all passengers to wear a seatbelt.

4. Borrowers of the van will maintain the Mileage Logs and record each outgoing and incoming trip. There is a binder in each vehicle to track this information.

5. Borrowers of the Van will make sure that laminated Insurance Cards are on hand in the vehicles.

6. Borrowers of the Van will return the key(s) and garage swipe card(s) to OSCS ASAP, but definitely before IOA.M. of the next morning. (There is a DROP BOX built into the OSCS department door in Thwing Center for your convenience.)

7. Borrowers of the Van will notify OSCS staff as soon as the fuel gauge falls below half tank level so that the vehicles can be refueled.

8. Borrowers of the Van are responsible for refueling for any trip made outside
Cuyahoga County. These trip requests must be cleared in advance

9. Borrowers of the Van must notify OSCS at (216) 368-6960 immediately of any dents/dings/damage to the vehicle(s). The Vans are monitored regularly for ‘incidents’

10. Borrowers of the Van will follow the ‘Automobile Incident Procedures Form’ in the event of an accident and phone the office with information

11. Borrowers of the Van will be given a copy of and must sign acknowledgement of receiving the ‘Automobile Incidents Procedures Form’.

12. Borrowers of the Van will be responsible for the insurance deductible resulting from any damage to the vehicle(s) during routine use. In the case that OSCS is charged a deductible for repair, the respective organization will be billed for this amount and ineligible to use the OSCS Van again until the bill is paid

13. Borrowers of the Van will remove any items taken to site(s) and any others brought with users that do not belong in the vehicle(s) immediately upon return to campus

14. Borrowers of the Van will not eat and/or drink in the vehicles. Too many sticky, smelly messes and petrified pieces of food have been left behind and person(s)/group(s) refusing to take responsibility to clean up their junk

15. Students and OSCS will be given a copy of the academic calendar for schools and/or community sites that keep the same calendar to be aware of dates buildings/sites are closed for vacation, Professional Day(s), and holidays.

16. In the case of scheduling conflicts, priority will be given to:
   - Projects with the largest number of anticipated passengers.
   - Activities linked with academic coursework.

17. Exceptions to the above regulations will be made only by the Director of the Office of Student Community Service on a case-by-case basis.
Office of Student Community Service

☐ Multiple use

☐ One time use

☐ 2 Drivers

Van Usage Contract*

I, ________________________________________, representing, ______________________________, (Certified Driver) ______________________________, (Student Organization) hereby request use of a Case Community Service Van (# 392/432) for a trip in or outside of Cuyahoga County from ___/____/____ to ___/___/____. The purpose of our trip will be______________________________________________________________

With my signature below, I am indicating acceptance of the following conditions for use of this van:

1) At least two drivers certified by Bill DePetro at the Office of Safety Services (D.O.E.S.) will travel in the van at all times. The two certified drivers will sit in the front seats. The certified driver in the passenger seat will act as a navigator and assistant to the other.

2) ______________________________________ (organization) will be responsible for the insurance deductible resulting from any damage to the van during use by ______________________________ (driver) on the dates indicated above. In the event that the Office of Student Community Service is charged a deductible for repair ______________________________ (org) will be billed that amount and ineligible to use the van again until this bill is paid.

3) In the case of an accident, drivers will follow the “Incident Procedures” outlined in the “Van Usage Binder”.

4) The van key and the parking gate key should be returned to the Office of Student Community Service no later than 10:00 a.m. the following morning. (There is an OSCS DROP BOX available for your convenience.) Failure to do so will result in ineligibility for van use until these items are returned.

5) There is a standard usage fee per use for all programs, departments, and organizations not affiliated with OSCS.

Signature of Driver ___________________________ Date: __________
Signature of Secondary Driver _______________________ Date: __________
Signature of Dept/Org Head ___________________________ Date: __________
Name (Print)OSCS Witness ________________________________

_________________________________