



**Driver Eligibility &
University
Travel Policy**

Table of Contents

Purpose.....	2
Scope.....	2
Driver and University Administrator Responsibilities.....	2
Driver Approval Guidelines.....	4
Evaluating the Motor Vehicle Record.....	4
Travel Safety.....	5
Travel Destination	
Ohio.....	6
Out of State Travel.....	7
Travel to Foreign Countries.....	7
Shuttle Service.....	9
Administration and Interpretation.....	9

PURPOSE

Heidelberg University is dedicated to providing a practical and effective policy for managing the risks associated with University travel. The Driver Eligibility and University Travel Policy is designed to promote the safety of Heidelberg University students, faculty, staff, volunteers and guests engaged in University travel.

SCOPE

This policy applies to the following University sponsored trips, including but not limited to:

1. Any travel involving a member(s) and/or coaches of an intercollegiate athletic team (“intercollegiate student-athlete”) that is directly related to participation in intercollegiate athletics;
2. Any travel involving a member(s) of a sport club team recognized by Saurwein Health and Wellness Center (“sport club participant”) that is directly related to participation in the sport club;
3. Any travel involving individual or multiple students associated with an academic class or student conference that directly relates to the university;
4. Any travel involving recognized student organizations and student groups that directly relates to university events;
5. Any travel involving faculty or staff that directly relates to University business.

Personal vehicles for the above trips can only be used on a voluntary basis. The University cannot require any student to drive their own vehicle for a required event. The owners/drivers must provide their own insurance coverage. All travelers choosing to ride in a private automobile do so voluntarily and at their own risk. The University does not insure or accept liability for any damage, loss or injury resulting from use of a private vehicle. An employee who is traveling on University related business and is involved in an accident must report the incident as soon as possible to their direct supervisor and the Chief Human Resources Officer.

DRIVER AND UNIVERSITY ADMINISTRATOR RESPONSIBILITIES

All students, faculty, staff, volunteers, and guests wishing to travel to an organized Heidelberg University event in a Heidelberg owned or leased vehicle will meet the following requirements.

- a. All travel associated with University sponsored events or activities must be approved by the appropriate administrator from the requesting department.
- b. An individual or group requesting to travel in a University owned or leased vehicle must reserve the vehicle with Krammes no less than three (3) business days in advance of the trip for a van and five (5) business days in advance of the trip for the Ford 28 passenger bus. Account numbers must be provided for trip charges. Scheduling must be arranged by calling Krammes between the hours of 8:00am – 5:00pm Monday through Friday. The athletic department will work with Krammes to schedule vehicles for athletic events.
- c. Requests for vehicles cannot be guaranteed until all requirements have been met.
- d. All travel in University owned or leased vehicles must be chaperoned by a Heidelberg University faculty or staff.
- e. University vehicles are to be used for University business only.
- f. A [*Passenger Manifest Form*](#) and [*Travel Itinerary Form*](#) must be submitted to Krammes no less than one (1) business day in advance of the trip. A copy of the manifest and itinerary will be forwarded to the Heidelberg Campus Safety & Security Department.
- g. Authorized drivers of University vehicles are subject to laws and restrictions that govern vehicles in that operating area. Any violations or fines are the responsibility of the authorized driver, not the University.

- h. Authorized drivers must report all changes in status of their driving privileges or driver's license (including expiration, suspension or revocation) within two (2) working days of such change.
- i. The driving privileges of an authorized driver may be revoked at any time due to increased traffic violations, misuse of University owned vehicles, or violations of University travel policies.
- j. A conviction of any vehicle violation while operating an owned, rented or leased University vehicle may be cause for disciplinary action.
- k. An authorized driver operating an owned, rented or leased University vehicle while under the influence of drugs or alcohol will receive disciplinary action, including up to and termination of employment.
- l. All passengers must complete and submit an [off campus program release of liability, assumption of risk, indemnification statement form](#). This form must be submitted to Campus Security no less than one (1) business day in advance of the trip. A copy of this form must be taken on the trip and remain with the responsible employee.
- m. On the day of travel a transportation packet with the keys is to be picked up at Krammes. The packet will include a transportation card to be completed by the authorized driver at the conclusion of the trip.
- n. A gasoline credit card will be included in the packet. The credit cards are only to be used for the vehicle to which they have been assigned. Cards may not be used for personal vehicles, even if the vehicle will be used for University business. Any misuse of the gasoline credit card will result in disciplinary action.
- o. Heidelberg vans are generally parked in Lot E next to Krammes. In the event that a van will not be picked up outside normal business hours, contact Campus Security. The van or bus is to be returned to the parking lot from which it was picked up. Return the packet including transportation card, keys, and gas card to Krammes or placed in the drop box located near the front entrance after hours.
- p. Vehicles are to be kept only for the specified time that has been scheduled and must be returned to Krammes immediately upon return to campus. Vehicles may be kept longer for cases such as an overnight stay caused by inclement weather. Keys and transportation packets must be returned to Krammes immediately upon return to campus.
- q. Krammes is to be notified of any mechanical problem and/or damages to the van.
- r. All after hour inquiries shall be directed to Campus Security. Inquiries shall include, but are not limited to:
 - 1. vehicle complications
 - 2. injuries requiring serious and/or immediate medical attention
 - 3. travel delays
 - 4. confirming stay arrangements in the event of inclement weather
- s. Campus Security is to be notified of any changes to the passenger manifest before departing to the destination or returning to campus. Campus Security will notify Krammes of any changes to the passenger manifest.

DRIVER APPROVAL GUIDELINES

- a. Individuals wishing to operate University owned, rented or leased vehicles as an authorized driver must be minimum 21 years of age, and,
 - 1. Possess a valid driver's license.
 - 2. Complete a motor vehicle record check through the Bureau of Motor Vehicles to determine driver eligibility (see next section for MVR evaluation).
 - 3. Complete a Defensive Driving Course online assigned by the Office of Human Resources.
 - 4. Complete the Large Van Training video assigned by Krammes if driving an 11 passenger large van.
 - 5. Complete a large van driving skills course with an approved driver assigned by the Transportation Manager.
- b. Bus drivers assigned by the Transportation Manager must possess a valid CDL.

EVALUATING THE MOTOR VEHICLE RECORD

The motor vehicle record from the Bureau of Motor Vehicles will be evaluated by the Transportation Manager upon hire, annually, and after violation and/or accident information is obtained. Violations will be classified as minor violations or major violations. Accidents will be classified as preventable or non-preventable. The chart below will be used to determine driver eligibility. All accidents and/or violations will be classified as preventable and/or minor or major at the discretion of the Transportation Manager and the Director of Campus Safety & Security.

Minor Moving Violations (Past 3 years)	Preventable Accidents (Past 3 years)			
	0	1	2	3+
0	ACCEPTABLE	ACCEPTABLE	MARGINAL	UNACCEPTABLE
1	ACCEPTABLE	ACCEPTABLE	MARGINAL	UNACCEPTABLE
2	ACCEPTABLE	MARGINAL	UNACCEPTABLE	UNACCEPTABLE
3	MARGINAL	UNACCEPTABLE	UNACCEPTABLE	UNACCEPTABLE
4+	MARGINAL	UNACCEPTABLE	UNACCEPTABLE	UNACCEPTABLE
Major Violations (Past 3 years)	Preventable Accidents (Past 3 years)			
	0	1	2	3+
0	ACCEPTABLE	ACCEPTABLE	MARGINAL	UNACCEPTABLE
1	MARGINAL	UNACCEPTABLE	UNACCEPTABLE	UNACCEPTABLE
2+	UNACCEPTABLE	UNACCEPTABLE	UNACCEPTABLE	UNACCEPTABLE

Major violations generally include:

- Leaving the scene of an accident
- Driving under the influence of drugs or alcohol
- Excessive speed (>20 mph over limit)
- Reckless, negligent or careless driving

Major violations that will automatically disqualify a driver:

- Felony, homicide or manslaughter involving the use of a motor vehicle
- License suspension or revocation resulting from accidents or moving violations

Minor violations generally include:

- Speeding <20 mph
- Failure to obey sign
- Failure to yield
- Illegal turn

The Transportation Manager and the Director of Campus Safety & Security reserve the right to deny or revoke driving privileges at any time in his or her absolute discretion.

TRAVEL SAFETY

- a. Responsibilities of the authorized driver include safe and lawful operation of the vehicles at all times.
- b. All vehicle occupants must wear seat belts while the vehicle is in motion.
- c. Consumption of alcohol is not permitted within twelve (12) hours prior to driving a University vehicle. No alcohol containers, open or closed, will be allowed in any University vehicle.
- d. Authorized drivers are not to be under the influence of any illegal drugs, prescription drugs, or any over-the-counter medications that may cause drowsiness or impair driving.
- e. Use of a cell phone by the driver while driving is limited to hands free. Texting by the driver while the vehicle is moving is prohibited. Accidents caused by distracted drivers may be cause for disciplinary action.
- f. When the possibility of inclement weather exists:
 1. Krammes and the responsible employee will check the weather and driving conditions.
 2. During a Level II road advisory, no vehicle will leave campus without approval from the Dean of Student Affairs and Krammes personnel.
 3. No Heidelberg University vehicle will be permitted to leave campus for an event under a Level III road advisory.
 4. No Heidelberg University vehicle will be permitted to return to campus from an event under a Level III road advisory. It is at the authorized driver's discretion whether a vehicle will return under a Level II road advisory.
 5. No Heidelberg University vehicle will be permitted to drive through a county under a Level III road advisory.
 6. When inclement weather prevents return travel to campus, Campus Security should be notified.
 7. The person responsible for the passengers will contact the appropriate supervisor to make financial arrangements for meals and lodging if they are unable to return to campus.
- g. If an accident occurs:
 1. For emergencies always dial **911** first.
 2. While traveling on University business, immediately report any accidents to local law enforcement or state highway patrol. Dial **911** first, if there are injuries.
 3. The accident must be reported to Campus Security.
 - i. Injuries sustained by Heidelberg University students, faculty, staff, volunteers, and guests must be reported to Campus Security.
 4. In the event of an accident involving a Heidelberg University vehicle, an official law enforcement accident report will be submitted to the Transportation Manager when available.
 5. An accident report form will be provided in all University vehicles and should be completed as soon as possible by the authorized driver and turned in as soon as possible to Krammes.

6. If you have immediate questions or non-emergency issues while at the scene of an accident call Campus Security for additional instructions.
- h. Vehicle breakdown:
 1. If a vehicle breaks down the authorized driver should first insure the safety of the vehicle's occupants.
 2. The authorized driver should contact Campus Security.
 - i. Be prepared to know the vehicle location and any condition that may have caused the breakdown.
 - ii. Campus Security will then contact Krammes for instructions.
- i. Vehicles traveling more than 250 miles from the University require at least two authorized drivers per vehicle and require completion of a Driver Log as provided by Krammes.
 1. Each authorized driver on the out-going and return trips is required to document their driving hours in the log. These hours must be submitted with the transportation packet.
- j. No authorized driver, should drive a University vehicle for a period lasting longer than four (4) consecutive hours in any 24 hour period. After four (4) hours of consecutive driving a break of no less than 30 minutes must be taken. No authorized driver will be permitted to drive for more than eight (8) hours in a 24 hour period.
- k. Restricted travel hours are between Midnight and 5am. No travel shall commence prior to 5am or after 12am. Exceptions can be made for a team or group that must depart at an early hour with the approval of the Dean of Student Affairs and Krammes personnel.

TRAVEL DESTINATION

- a. Ohio (in state travel, athletics, field trips, conferences, etc.)
 1. Approval
 - i. All University sponsored events or activities involving travel must be approved by the appropriate administrator 72 hours prior to the trip departure.
 2. Required Forms
 - i. [Passenger Manifest Form](#)
 - ii. [Travel Itinerary Form](#)
 - iii. [Off campus program release of liability, assumption of risk, indemnification statement form](#)
 3. Transportation Safety
 - i. All rules in the Travel Safety Section on page 5 apply.
 - ii. Vehicle safety inspection to be performed by Krammes staff before the trip.
 - iii. Contact Campus Security for emergency numbers and information before departing on the trip.
 - iv. Be sure to have emergency contact numbers with you at all times during your travels.
 4. Safety during stay
 - i. Should an emergency occur, participants should immediately make contact with their responsible employee.
 - ii. In case of serious illness or injury seek medical attention at nearest hospital or call **911** for an emergency.
 - iii. The responsible employee will contact Campus Security to report the emergency.

b. Out of State Travel

1. Approval

- i. All University sponsored events or activities involving travel must be approved by an appropriate administrator 72 hours prior to the trip departure.

2. Required Forms

- i. [Passenger Manifest Form](#)
- ii. [Travel Itinerary Form](#)
- iii. [Off campus program release of liability, assumption of risk, indemnification statement form](#)

3. Travel Alerts

- i. Department of transportation websites should be used to check for travel issues such as construction and hazardous weather in the towns, cities, or states to be traveled.

4. Transportation Safety

- i. All rules in the Travel Safety Section on page 5 apply.
- ii. Vehicle safety inspection to be performed by Krammes staff before the trip.
- iii. Contact Campus Security for emergency numbers and information before departing on the trip.
- iv. Be sure to have emergency contact numbers with you at all times during your travels.

5. Safety during stay

- i. Should an emergency occur, participants should immediately make contact with the responsible employee.
- ii. In case of serious illness or injury seek medical attention at nearest hospital or call **911** for an emergency.
- iii. The responsible employee will contact Campus Security to report the emergency.

c. Travel to Foreign Countries

1. Approval

- i. All University sponsored events or activities involving travel must be approved by an appropriate administrator 90 days prior to the trip departure.

2. Required Forms

- i. [Passenger Manifest Form](#)
- ii. [Travel Itinerary Form](#)
- iii. [Off campus program release of liability, assumption of risk, indemnification statement form](#)

3. Travel Alerts & Warnings

- i. Before any trip abroad is approved the U.S. Department of State website will be used to check the safety, security, and potential health risks of the country to be traveled to.
<http://travel.state.gov/content/passports/english/go.html>
 - a) If safety to the country is a concern then approval must be requested to the Dean of Student Affairs.
 - b) One week prior to international travel the advisor/representative must confirm with the Dean of Student Affairs that travel is approved.

4. Transportation Safety

- i. Be sure to have all required travel documents.
 - a) Valid passport, birth certificate, etc.
- ii. Be prepared for an emergency.
 - a) Contact Campus Security for emergency numbers and information before departing on the trip.
 - b) Be sure to have emergency contact numbers with you at all times during your travels.

- iii. Pack Smart.
 - a) Carry a minimum number of valuables.
- iv. Money/Currency
 - a) Check and understand the exchange rate before you travel.
- v. Vaccinations
 - a) The U.S. Centers for Disease Control (CDC) and the World Health Organization (WHO) can provide you their recommendations for vaccinations and other travel health precautions.
- vi. Local Laws
 - a) You are subject to the local laws of the country. If you break local laws while abroad, your U.S. passport won't help you avoid arrest or prosecution, and the U.S. Embassy cannot get you out of jail.
- 5. Safety During stay
 - i. Should an emergency occur abroad, participants should immediately attempt to make contact with their in-country contacts for assistance in seeking safety and further help.
 - ii. The responsible employee will contact the FrontierMEDEX (Worldwide * 24-Hour A Day) phone number provided by Heidelberg University's insurance carrier for immediate assistance.
 - iii. The responsible employee will contact Campus Security to report the emergency.

SHUTTLE SERVICE

1. Purpose

- a. The shuttle service is intended for use by the campus community to support the daily routine of an educational institution.
- b. Heidelberg University reserves the right to refuse services to an individual or to a location which may jeopardize the safety of Heidelberg University students, faculty, staff, volunteers, guests or University vehicles.

2. General Information

- a. The Heidelberg University shuttle service provides faculty, staff, students, volunteers, and guests with safe and convenient transportation.
- b. Shuttle service may include a cost per passenger.
- c. Authorized drivers will be scheduled by the Transportation Manager of the Krammes Service Center.

3. Shuttle Service during Breaks

- a. Heidelberg University offers shuttles to the Columbus, Cleveland, Toledo, Detroit airports, and by special arrangements to other locations.
- b. Shuttles are available for the beginning of fall semester, end of year, and all breaks including fall break, Thanksgiving break, semester break, spring break, and by special arrangements.
- c. Airport shuttle reservations can be requested by logging into Siggy Central or using the airport shuttle reservation online registration link <https://inside.heidelberg.edu/departments-offices/student-affairs/airport-shuttle-service>.
- d. Shuttles will be scheduled by the Administrative Assistant to the Dean of Student Affairs.
- e. A fee may apply.

4. Special Shuttle Request

- a. An individual or group requesting to travel in a University owned or leased vehicle must reserve the vehicle with Krammes no less than three (3) business days in advance of the trip for a van and five (5) business days in advance of the trip for the Ford 28 passenger bus.
- b. A *Passenger Manifest Form* must be submitted to Krammes no less than one (1) business day in advance of the shuttle trip. Account numbers must be provided for trip charges.
- c. Scheduling must be arranged by calling Krammes between the hours of 8:00am – 5:00pm Monday through Friday.
- d. Requests for vehicles cannot be considered and approved until all requirements have been met.

ADMINISTRATION AND INTERPRETATION

This policy is administered and interpreted by the Krammes Service Center, the Office of Human Resources, and the Office of Campus Safety and Security. Questions regarding the policy, operations, or schedules should be directed to the Transportation Manager.