<table>
<thead>
<tr>
<th>SECTION TITLE</th>
<th>CHAPTER</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>RM40</td>
<td>10</td>
</tr>
<tr>
<td>Air Travel</td>
<td>RM40</td>
<td>20</td>
</tr>
<tr>
<td>Driver Requirements</td>
<td>RM40</td>
<td>30</td>
</tr>
<tr>
<td>Post Incident Procedures</td>
<td>RM40</td>
<td>40</td>
</tr>
<tr>
<td>Motor Pool Vehicles</td>
<td>RM40</td>
<td>50</td>
</tr>
<tr>
<td>Personal Vehicles</td>
<td>RM40</td>
<td>60</td>
</tr>
<tr>
<td>Rental Vehicles</td>
<td>RM40</td>
<td>70</td>
</tr>
<tr>
<td>Trailer Use</td>
<td>RM40</td>
<td>75</td>
</tr>
<tr>
<td>Students Driving to Events</td>
<td>RM40</td>
<td>80</td>
</tr>
<tr>
<td>Field Trips</td>
<td>RM40</td>
<td>85</td>
</tr>
<tr>
<td>Resources</td>
<td>RM40</td>
<td>90</td>
</tr>
<tr>
<td>Contacts</td>
<td>RM40</td>
<td>95</td>
</tr>
</tbody>
</table>
## Introduction

### Purpose

The purpose of this document is to assist deans, department chairs, directors, department heads, and program supervisors in administering driving privileges for employees and vehicles under their control. It is also to ensure the safe operation of vehicles, the safety of drivers and passengers, and to minimize losses to the University.

### Scope

These guidelines apply to all Gonzaga University students, faculty, staff, and volunteers.

### Definitions

<table>
<thead>
<tr>
<th><strong>Aftermarket Devices</strong></th>
<th>Aftermarket devices are those additional devices affixed to a motor vehicle after acquiring the vehicle. Common types of devices include: car top carriers, trailers, and hitch/roof-mount cargo carriers.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rental Agency</strong></td>
<td>Any third party that rents, leases, or otherwise provides motor vehicles to the University under contract.</td>
</tr>
<tr>
<td><strong>Motor Pool</strong></td>
<td>Motor Pool vehicles are owned and maintained by University Plant &amp; Construction Services. They are available for use by University staff, faculty, and student groups with approval.</td>
</tr>
<tr>
<td><strong>Sponsoring Department</strong></td>
<td>The department that is organizing or requesting the travel.</td>
</tr>
<tr>
<td><strong>Conditional Requirements</strong></td>
<td>Additional requirements that may apply to a driver under specific circumstances.</td>
</tr>
<tr>
<td><strong>Serious Driving Violations</strong></td>
<td>Serious driving violations are those violations which are so severe as to disqualify someone from becoming a Gonzaga University certified driver. Examples include, but are not limited to:</td>
</tr>
<tr>
<td></td>
<td>• Driving while intoxicated;</td>
</tr>
<tr>
<td></td>
<td>• Leaving the scene of an accident;</td>
</tr>
<tr>
<td></td>
<td>• Reckless driving;</td>
</tr>
<tr>
<td></td>
<td>• Hit and run;</td>
</tr>
<tr>
<td></td>
<td>• Eluding or attempting to elude a police officer;</td>
</tr>
<tr>
<td></td>
<td>• Two at fault incidents within a 12 month period;</td>
</tr>
<tr>
<td></td>
<td>• Three at fault incidents within a two year period.</td>
</tr>
<tr>
<td><strong>Third Party</strong></td>
<td>Third parties are those groups which are affiliated with Gonzaga University only by contract.</td>
</tr>
<tr>
<td><strong>Field Trip</strong></td>
<td>A domestic trip, less than 15 consecutive days in duration, made by University faculty, staff, and/or students, in support of Gonzaga’s educational mission.</td>
</tr>
</tbody>
</table>
## Introduction

### Definitions

### Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>• Read, understand, and comply with these guidelines</td>
</tr>
<tr>
<td></td>
<td>• Complete trainings as required</td>
</tr>
<tr>
<td></td>
<td>• Sign &quot;Driver Declaration of Fitness Agreement Addendum&quot;</td>
</tr>
<tr>
<td>Sponsoring Department</td>
<td>• Complete background checks on drivers as applicable</td>
</tr>
<tr>
<td></td>
<td>• Handle all internal approval processes</td>
</tr>
<tr>
<td></td>
<td>• Ensure necessary trainings have been completed by the driver(s)</td>
</tr>
<tr>
<td></td>
<td>• Communication regarding incidents to proper departments and offices</td>
</tr>
<tr>
<td></td>
<td>• Keeping of all records</td>
</tr>
<tr>
<td>Office of Emergency Preparedness &amp; Risk Management</td>
<td>• Respond to injury and damage claims against the University</td>
</tr>
<tr>
<td></td>
<td>• Review Vehicle Incident Report Forms</td>
</tr>
<tr>
<td></td>
<td>• Create and update University transportation and safety policies</td>
</tr>
<tr>
<td>Plant &amp; Construction Services</td>
<td>• Maintain all University owned vehicles</td>
</tr>
<tr>
<td></td>
<td>• Provide pool of vehicles for use by University students, faculty, and staff</td>
</tr>
<tr>
<td></td>
<td>• Conduct motor pool vehicle orientation as necessary</td>
</tr>
<tr>
<td></td>
<td>• Affixing/installing/connecting any aftermarket additions to a vehicle</td>
</tr>
<tr>
<td></td>
<td>• Inspect and approve aftermarket additions to vehicles</td>
</tr>
<tr>
<td>Campus Security and Public Safety</td>
<td>• Managing parking permits/visitor parking</td>
</tr>
<tr>
<td></td>
<td>• Incident investigations</td>
</tr>
<tr>
<td>Motor Pool</td>
<td>• Managing/maintaining motor pool vehicles</td>
</tr>
<tr>
<td></td>
<td>• Administering driving test</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>• Provide information on international travel</td>
</tr>
<tr>
<td>University Purchasing</td>
<td>• Facilitating all 3rd party rentals</td>
</tr>
<tr>
<td></td>
<td>• Provide vendor information</td>
</tr>
<tr>
<td></td>
<td>• Vehicle registration</td>
</tr>
<tr>
<td>Student Involvement and Leadership</td>
<td>• Coordinating student group/club travel (including GU Outdoors);</td>
</tr>
<tr>
<td></td>
<td>• Provide oversight regarding advisors and their training;</td>
</tr>
<tr>
<td></td>
<td>• Coordinate training and authorization of cycling club trailer use.</td>
</tr>
</tbody>
</table>
Introduction

Responsibilities

Controller's Office
Air Travel

Domestic
Before flying domestically, one should:

• Check weather reports for arrival and departure dates for all airports to be visited;
• Visit the FAA Flight Delay Information website available [here];
• Visit the Transportation Security Safety Administration (TSA) website for information on prohibited items and other tips on security screenings;
• Be aware if anyone in your party is traveling with disabilities and/or medical conditions. Visit the TSA's Disabilities and Medical Conditions webpage for additional instructions and travel tips

International
Before flying internationally, one should:

• Check weather reports for arrival and departure dates for all airports to be visited;
• Visit the FAA Flight Delay Information website available [here];
• Visit the Transportation Security Safety Administration (TSA) website for information on prohibited items and other tips on security screenings;
• Be aware if anyone in your party is traveling with disabilities and/or medical conditions. Visit the TSA's Disabilities and Medical Conditions webpage for additional instructions and travel tips;
• Visit the Centers for Disease Control (CDC) website for recommendations tailored to your destination;
• Visit the U.S. State Department website for up-to-date information on travel advisories;

All international travel must be organized through the Study Abroad Office.

Travel for University Business
Faculty, staff, and employees of the University traveling on the University's behalf should refer to University Purchasing's policies and guidelines regarding travel reimbursement, hotel reservations, car rentals, meals, etc.

University Purchasing’s Travel Guidelines are available [here].
Driver Requirements

Student Drivers
All student drivers must adhere to the guidelines below, and with any internal procedures within the department or club they are representing.

Students are not permitted to drive vehicles provided by third party agencies.

All student drivers must:
- Complete the United Educators EduRisk Online Driver Safety Course (available [here](https://www.campusplanner.com)). Gonzaga University's institution registration code is: 0347-RCUE-XY12
- Complete the Driver Declaration of Fitness Agreement Addendum;
- Have at least two years of driving experience in the United States or Canada;
- Have a current, unexpired, driver's license issued by one of the 50 United States

Conditional Requirements

Students driving a Plant & Construction Services vehicle must:
- Be at least 18 years old;
- Complete Plant & Construction Services Familiarization/Driving Procedure Training;
- Provide proof of driving record;
- Have a maximum of 2 non-serious driving violations

Student drivers towing a trailer must:
- Complete Zagtivities Trailer Safety Course;
- Complete in-person Trailer Driving Test

Faculty/Staff Drivers

All faculty/staff drivers must adhere to the guidelines below, and any internal procedures within their department.

All faculty/staff drivers must:
- Complete the United Educators EduRisk Online Driver Safety Course (available [here](https://www.campusplanner.com)). Gonzaga University's institution registration code is: 0347-RCUE-XY12
- Complete the Driver Declaration of Fitness Agreement Addendum;
- Have at least two years of driving experience in the United States or Canada;
- Have a current, unexpired, driver's license issued by one of the 50 United States

Students driving a personal vehicle or allowing someone else to drive their personal vehicle must complete an Owner Approval Form.

Students driving and/or traveling on behalf of a club/group must adhere to the Office of Student Involvement and Leadership's policies and procedures available [here](https://www.gonzagastudents.com).
Faculty/Staff members driving a Motor Pool vehicle

• Complete Plant & Construction Services familiarization/driving procedure training;
• Provide proof of driving record;
• Have a maximum of 2 non-serious driving violations

The following offenses may result in suspension or termination of driving privileges for those operating University-owned or leased vehicles along with appropriate disciplinary action.

• Operating a motor vehicle without a valid driver’s license;
• Failure to report the suspension or revocation of his/her license;
• Failure to obey University and local traffic regulations;
• Operating a University-owned or leased vehicle outside of the scope of the destination and school related activity;
• Operating a University-owned or leased vehicle in a reckless or unsafe manner;
• Driving results in the intentional destruction of property;
• Failure to report an accident involving a University-owned or leased vehicle to your supervisor and the Office of Emergency Preparedness and Risk Management within 24 hours;
• Operating a University-owned or leased motor vehicle while under the influence of alcohol or drugs;

Below are expectations of the Office of Emergency Preparedness and Risk Management for drivers:

• Before departing, the driver will walk around to vehicle to note potential obstacles;
• Cargo will not impair any sight lines of the driver;
• Drivers will not use cell phones at any time while the vehicle is in motion, waiting at stoplights, stop signs, traffic jams, etc.;
• During daytime travel, no driver should operate a vehicle for more than three consecutive hours without a 15 minute break;
• During nighttime travel, no driver should operate a vehicle for more than two consecutive hours without a 15 minute break;
• No driver may exceed 8 total hours of driving time in any 24 hour period;
• No trip segment shall exceed 18 hours, regardless of the number of drivers;
• On trips longer than 20 miles, no travel may commence after 11:00PM or before 5:00AM;
• Drivers are prohibited from picking up hitchhikers
Driver Requirements

Driver Expectations
Continued

- No driver shall transport more passengers in a vehicle than the vehicle is designed to haul. Capacity is the same as the number of factory-installed seat belts in the vehicle;
- If passengers are present, they, and not the driver, should operate any portable music devices;
- The use of radar, laser, or other speed-monitoring detection systems is not permitted;
- All passengers in a vehicle must wear their seat belts at all times.
- The payment of all driver related traffic violations and citations will be the sole responsibility of the driver.
Post Incident
Procedures

Immediately following an incident, the driver of the vehicle should record the following information, if possible:

1) name, address, and phone number of the other driver(s) involved;
2) make, model, year, and license number of other vehicle(s) involved;
3) insurance information for vehicle(s) involved;
4) name, address, and phone number of passenger(s) involved;
5) name, address, and phone number of witnesses;
6) take photos of damage to all vehicles/property;
7) diagram of the incident
8) approximate time of incident;
9) date of incident;
10) location/address of incident.

In all Motor Pool vehicles, there are post-incident resources in the glovebox. Use the forms provided to aid in the information collection process.

If an individual involved in an incident claims injury, refer them to Marci Bertholf in the Office of Emergency Preparedness and Risk Management within 24 hours. Do not accept responsibility for an incident at the scene.

Incident Reporting

For guidelines on incident reporting, visit RM50.00.1 of this manual.
Motor Pool Vehicles

Motor Pool vehicles are maintained by Plant & Construction Services and are available for rent to all campus departments, based on availability of vehicles and authorization of a driver. Vehicles are available by reservation only, providing the driver meets the requirements outlined in RM40.30.1-2.

Rental Guidelines

Plant & Construction Services publishes full guidelines, age/distance limitations, rental rates, and fees on its website available here.

Note: Gonzaga University log-in credentials are required to view page.
Personal Vehicles

Individuals are allowed to use their personal vehicles for official Gonzaga University related business with approval from their supervisor.

Insurance

When driving a privately owned vehicle, the owner’s insurance will serve as primary liability in the event of an incident. The driver should follow all post-incident procedures required by their insurance company. Though Gonzaga University is not providing primary liability on the vehicle, the driver must still follow all University post-incident procedures outlined in RM40.40.1.

Owner's Approval Form

Before using a privately owned vehicle, the owner of the vehicle must complete an Owner's Approval Form and turn it in to the sponsoring department.

Mileage Compensation

For complete information on reimbursement for travel in a personal vehicle, visit University Purchasing's Transportation Guidelines available here.

Fact Sheet

Additional information can be found on the Carpooling/Field Trip Fact Sheet available here.
Rental Vehicles

Obtaining a Vehicle  For instructions and requirements for procuring a rental vehicle, visit University Purchasing's Travel Guidelines available [here](#).

Pre-Trip Procedure  Prior to departing the rental company's lot, document the condition of your vehicle. If possible, take photos of any existing damage.

Post-Trip Procedure  Repeated the vehicle inspection process.

Insurance  When renting a vehicle, do not purchase physical damage insurance (CDW or Collision Damage Waiver). As long as the vehicle is rented in the name of "The Corporation of Gonzaga University", Gonzaga is covered for rental car physical damage for rentals of less than 30 consecutive days.

If the value of the vehicle being rented is in excess of $50,000, insurance coverage needs to be coordinated with Marcia Bertholf, Assistant to the Vice President for Finance.

Complete insurance information is available in chapter RM70 of this manual.
**Trailer Use**

**Preapproved Departments/Groups**

The following departments, groups, or clubs are preapproved to use trailers. Preapproval is obtained through a proposal, training, and approval process through the Office of Emergency Preparedness and Risk Management.

- Athletics: Men's and Women's Crew Teams
- Plant & Construction Services: as needed
- Student Involvement & Leadership: Bike Club

**Approval**

To gain use approval, one must:

- Complete the training course on Zagtivities: watch both trailer safety videos and complete the trailer test;
- Complete the in-person driving test: these tests are offered three times per year with an Avista Safety Trainer. The test must be completed with the vehicle and trailer you intend to use;
- Before travel, the trailer must be attached by a department supervisor.
Students Driving to Events

The University has a responsibility to offer transportation for students to and from events that are University sponsored and held off-campus.

If a student chooses to drive to an event off-campus (regardless of whether it is sponsored by the University or an official student organization/club), they are doing so at their own risk.

If students choose to drive individually, they are doing so at their own risk.

It is not permissible for University employees to match up students to drive other students to a University sponsored event off-campus. In this instance, the University should be offering transportation for the event. If students choose to drive individually, they are doing so at their own risk. If the situation requires that the University rely upon students to drive, the Office of Emergency Preparedness and Risk Management is available for consultation to ensure safety.

If an area has a reliable public transportation system and the University sponsored event is easily reached by using such public transportation, this can be used in place of the University providing the transportation directly.

If a University class requires students to participate in a type of activity or choices of activities off-campus (i.e. attend two cultural events throughout the semester) and there is not a specific date or time to do the activity, this is not viewed as University sponsored. However, if the class requires students to attend a specific cultural event on a given day off-campus and it was not clearly outlined prior to signing up for the class that the student would have to provide their own transportation to/from this event then the University has a responsibility to offer transportation. If transportation is offered and all students choose not to take the University provided transportation, then the University no longer needs to provide transportation.

A Student Transportation Fact Sheet is available here.
Field Trips

For questions regarding Field Trips, refer to RM20 of this manual.
### Resources

#### Fact Sheets
- Carpooling/Field Trip Fact Sheet available here.
- Student Transportation

#### Forms
- Driver Declaration of Fitness Agreement Addendum
- Owner Approval Form
- Driver Authorization Application

### Checklists

### Affiliate Agencies and Organizations
- Student Involvement and Leadership
- Controller's Office

### Additional Guidelines
- Plant & Construction Services Travel Guidelines
- University Purchasing's Transportation Guidelines
- Field Trip Guidelines

### Additional Resources
- U.S. Department of Transportation
- FAA Flight Delay Information
- Transportation Security Administration (TSA)
- AAA
- United Educators EduRisk Online Driver Safety Course

### White Papers
### Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security &amp; Public Safety</td>
<td>313-2222</td>
<td>Lower Level of Welch Hall</td>
<td><a href="#">Hyperlink</a></td>
</tr>
<tr>
<td></td>
<td>313-4151</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Emergency Preparedness &amp; Risk Management</td>
<td>313-6445</td>
<td>College Hall 250</td>
<td><a href="#">Hyperlink</a></td>
</tr>
<tr>
<td></td>
<td>313-5199</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:madsenj@gonzaga.edu">madsenj@gonzaga.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant &amp; Construction Services/MotorPool</td>
<td>313-5656</td>
<td>1004 North Ruby</td>
<td><a href="#">Hyperlink</a></td>
</tr>
<tr>
<td></td>
<td>313-5646</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:customerservice@gonzaga.edu">customerservice@gonzaga.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Purchasing</td>
<td></td>
<td>1004 North Ruby</td>
<td>Phone numbers are available on the Purchasing <a href="#">website</a></td>
</tr>
<tr>
<td>Student Involvement &amp; Leadership</td>
<td>313-6123</td>
<td>Hemmingson 304</td>
<td><a href="#">Hyperlink</a></td>
</tr>
<tr>
<td></td>
<td>313-5851</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:getinvolved@gonzaga.edu">getinvolved@gonzaga.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>