The goal of this document is to ensure the safety of Lawrence University employees and students when traveling on University business while being as efficient with fleet vehicles and as cost effective as possible. Related policies have been updated to reflect the content within this policy (including Student Handbook, Accounts Payable, Expense Reimbursements, Disbursement Requests, Purchasing Card, and Travel and Business Expense).

This policy applies to all persons (faculty, staff, students and volunteers) who drive Lawrenceowned vehicles (the Fleet), rented vehicles or their personal vehicles for the benefit of Lawrence University which may or may not involve travel with Lawrence University students. These policies apply when using your personal vehicle whether or not reimbursement for mileage is sought.

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Lawrence University checks motor vehicle records (MVRs) during the application process. MVRs for active faculty, staff, students and volunteers are checked semiannually and quarterly for Borderline acceptable driving records.

Driving privileges may be su unacceptable number of accidents and/or violations. In situations where driving is considered

The driver will announce at the beginning of each ride that passengers must use their seat belts. Seat belts must be worn by all occupants at all times.

The driver must be alert and attentive at all times and should avoid any activity that results in distracted driving.

Fines resulting from traffic or parking violations will be the obligation of the driver. Traffic violations must be reported to Human Resources (employees) or Campus Life (student groups or organizations) after returning from trip.

The driver and passengers are prohibited from using any tobacco products, alcohol, or illegal drugs. Also, the driver and navigator are prohibited from using any substance that may reduce attentiveness or cause drowsiness. The driver must not operate the vehicle for a minimum of 12 hours after last ingesting any non-prescription controlled substance.

Vehicle load capacities must not be exceeded, including number of passengers, cargo weight, or any combination thereof. Capacity information is located on the inside jamb

No roof storage is allowed on any Lawrence vehicle.

The driver must ensure that all interior and exterior lights are turned off and all doors and windows are dosed and locked when the vehicle is parked.

The driver must record the beginning and ending odometer readings on the vehicle

The driver is responsible for depositing a complete and accurate passenger list of all occupants in the drop box immediately before departure when traveling with students more than 30 miles one way. The drop box is located in the Art Center/Library turn around off of Lawe Street.

When using Lawrence-owned or rental vehicles, the driver should note anything unusual such as low fluid levels or warning dashboard lights on the form provided when the vehicle was picked up.

The Lawrence University Fleet consists of a limited number of cars and passenger vans. The process for student group or organization travel begins with a trip planning meeting with a member of the Campus Life staff. That meeting should be scheduled well in advance of the anticipated travel date(s). All student groups or organizations must provide a student organization account number to reserve a vehicle for travel.

The Fleet vehicles are available for Lawrence University business involving students and, when available, may also be used by employees for non-student University-related travel needs. Given the limited number of available Fleet vehicles and the expense of rental vehicles, employees are encouraged to use their personal vehicles for short University (non-student) business trips. When faculty or staff are traveling on University (non-student) business that involves driving more than 250 miles, a Fleet vehicle or rented vehicle is the preferred vehicle choice. If this is not desired, a personal vehicle is acceptable but mileage reimbursement will be

Whenever University travel needs can be fulfilled under these guidelines with a Reet vehicle, a Reet vehicle will be provided. If a vehicle is requested and a Reet vehicle is not available, the University will provide a rental vehicle. Carpooling is required if multiple faculty, staff or students are using Reet or rented vehicles traveling to the same destination for the same purpose.

Vehicle requests for travel that originates from the Appleton campus are eligible to use a Fleet vehicle and arrangements should be made through the Warch Campus Center Administrative Office (employee travel) or the Campus Life Office (student organization travel). Any travel that does NOT originate from the Appleton campus is not eligible for use of a Fleet vehicle and is to be handled outside of the fleet program. Exceptions may be allowed in non-peak vehicle use

When faculty or staff travel needs are handled through the Fleet program, the travel expenses (gas or rental costs) will be charged to a general University fleet account. The Warch Campus Center staff has the right to refuse fulfillment of your travel request if it does not fall under the guidelines of this vehicle policy. If that occurs, travel arrangements will need to be made by the academic or University department and the charges (rental costs or mileage reimbursement) will be absorbed by the department.

The Reet program is NOT available for the following:

Individual student use for academic, co-curricular or personal reasons or for use on a daily or regular basis. In addition, residential student groups that have dining programs are not allowed to use a fleet vehicle for specially-arranged shopping trips since there is a regular shopping shuttle available for student and student group use. Requests to use a fleet vehicle for small student group research projects in the local area will be evaluated on a case-by-case basis and may be granted if the request for travel is during a non-peak vehicle use time (for example, summer).

Find a vening at 6pm from the Appleton campus and returns every Sunday at 3pm. Any faculty or staff travel to/from Bjorklunden outside of these scheduled times will require the use of a personal vehicle. Mileage reimbursement will not be allowed. An exception for special transportation needs such as transporting equipment will require prior approval by either the Associate Dean of the Faculty or Director of Human Resources. Per policy, Lawrence students are not permitted to drive their personal vehicles to Bjorklunden.

Only authorized drivers are allowed to operate a university-owned or rented vehicle. All authorized drivers for a particular trip must be identified no later than when the vehicle is picked up. All authorized drivers on a trip must sign the reservation form at the time the vehicle is picked up. Drivers may pick up the vehicle 15 minutes prior to departure.

If an employee is making a short University business trip or if a Reet vehicle or rented vehicle is not the preferred vehicle choice, a personal vehicle is an acceptable means of travel. Anyone transporting a student in a personal vehicle (whether or not reimbursement is requested) must:

be an authorized driver.
complete and submit the Personal Vehicle Information Form:
https://www.lawrence.edu/offices/campus-services/university-vehicle-use

Mileage reimbursement may be sought by a student or student organizations (through the LUCC budget process) or faculty and staff when using a personal vehicle for university business and grant-

\$0.50/mile up to 250 miles.

There is no minimum mileage amount eligible for reimbursement; however, staff and faculty are not required to submit mileage for reimbursement so it acceptable to determine for yourself when mileage reimbursement will be requested. The mileage rate is designed to cover gas, oil, and fixed costs such as insurance and vehicle depreciation. Tolls and parking fees are additional costs that are reimbursable.

Employees should review the University Travel and Business Expense policy and website for mileage reimbursement procedures.

If renting a vehicle for University business or there is a break-down or accident and a vehicle needs to be rented, the auto insurance coverage for the rental should be declined when renting to policy covers rentals in the

USand Canada. Auto insurance coverage is required in all other countries. The departmental or organizational account may be liable for the amount of the insurance deductible in the event of physical damage to a vehicle.

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All drivers are required to carry auto insurance on any personal vehicle that is used for University business and grant-sponsored travel. The University requires that all drivers using their personal vehicles for University business carry personal auto liability insurance with limits of at least \$100,000 per person, \$300,000 per accident, and \$25,000 property damage (or \$300,000 Combined Single Limit).

vehicle. When using your personal vehicle for University travel, the primary liability coverage shifts from Lawrence University to your personal auto insurance. Your personal auto insurance is in

All maintenance on Lawrence-owned vehicles is the responsibility of the Facilities

NOTE: This section of the policy does not apply to travel that only involves faculty or staff with