



FACILITIES MANAGEMENT POLICIES AND PROCEDURES

NUMBER: 801

DISTRIBUTION:

ISSUED BY: Director of Transportation Services and Work Management

EFFECTIVE: September 10, 2008

SUBJECT: **WCU VEHICLE POLICY**

A. Overview: A limited number of sedans, mini-vans, and full-sized vans are available at the Motor Pool on a first-come, first-served basis for use by the faculty and staff while on official University business.

B. Purpose:

1. The purpose of this policy is to ensure WCU compliance to [Chapter 73, Section 73.8 of the Pennsylvania Code](#).
2. Violation of this policy or related documentation can result in the suspension or revocation of the privilege to use WCU Vehicles per [Chapter 73, Section 73.8 of the Pennsylvania Code](#).

C. Policy:

1. WCU Vehicle Driver/Passenger Requirements

Violation of any aspect of this policy could invalidate the University's insurance coverage for the particular vehicle trip and could result in the driver being held legally liable to pay any damages suffered by the injured parties, including damages to vehicles or other property.

a. The driver must:

- i. Possess a valid operator's license. Drivers must self-report suspensions or revocation of driving privileges to the Public Safety Department and their supervisor.
- ii. Be at least 21 years old.
- iii. Be employed, in a paid status, by WCU Commonwealth of Pennsylvania.
 - Volunteers are not permitted to operate WCU owned vehicles.
 - Faculty members, who are on paid sabbaticals, may use WCU vehicles for official WCU business, providing that all other requirements are met.
- iv. Be operating the vehicles pursuant to his/her specific responsibilities with WCU. Some examples of allowable uses include:
 - The Vice President for Student Affairs can drive students to a conference as long as he is attending the conference as part of his employment

responsibilities, the students are attending the conference, and attendance at the conference is in support of the University's mission.

- A faculty member can drive students for a research trip or field trip if the research trip or field trip is part of the faculty member's legitimate responsibilities with West Chester University and the students are participating as part of their formal education with West Chester University.
- A coach can drive his athletes to an event where they are participating on behalf of WCU.
- An employee who is the member of a search committee can pick up a candidate at the airport and return the candidate to the airport as part of the employee's responsibilities on the search committee.

Some examples of non-allowable uses include:

- The Vice President for Administration & Finance cannot drive athletes to an event.
- Except as noted above, a faculty member cannot drive students for a field trip if the trip is not part of his/her specific class curriculum and the students are not registered in that class.
- A coach cannot drive athletes from another sport to an event.
- A member of the Grounds Department cannot provide chauffeur services to pick up guests at the airport.

- b. WCU student employees or graduates assistants on the University's payroll can drive a University vehicle as long as they meet all other requirements of this policy. NOTE: Students who are College Work Study appointees are not permitted to drive University vehicles.
 - c. Passengers of WCU vehicles must be employees, students, or individuals who are on official WCU business, for which the vehicle is being driven. Family members, who are not WCU employees, are not permitted as passengers.
 - d. All persons who will be driving the vehicles during the trip must meet the requirements listed above and must add their signatures and license information to the [WCU Vehicle Requisition Form](#) prior to departing on the trip.
2. Individuals who are not authorized to drive a WCU vehicle are not authorized to rent or drive a leased vehicle on behalf of the University.
 3. The [WCU Vehicle Requisition Form](#) must be completed and approved by the appropriate cost center director, as well as by the college dean or University vice president and presented to the Motor Pool staff before keys to the vehicle will be released.
 4. WCU Vehicle Use Limitations:
 - a. The operator must:
 - i. Comply with all Federal, State, and local motor vehicle regulations and laws.
 - ii. Use the vehicle only for official WCU business (no personal use).
 - iii. Ensure that vehicle passengers wear seat belts at all times.
 - b. Consumption of alcohol or the use of illegal drugs prior to driving a WCU vehicle is prohibited. Alcohol may not be transported or consumed in WCU vehicles.

- c. Drivers should pull over and find a safe place to park prior to making or receiving calls on a cell phone.
 - d. Do not park WCU vehicles at airports or train stations, while employing other means of transportation.
 - e. WCU vehicles are not permitted on out-of-state trips in excess of 300 miles from West Chester, per a Commonwealth of Pennsylvania regulation. Exceptions to this regulation must be approved in writing by the appropriate Vice President or designee(s).
 - f. Drivers of WCU vehicles are prohibited from taking the vehicle to their residence unless previously approved in writing by the driver's supervisor, for out-of-town travel. At such times, the vehicle may not be used for personal use.
 - g. The restrictions above also apply to persons using rental vehicles on behalf of the University. (see [Rental Car Guidelines](#))
5. Reserving, Operating and Returning a WCU Vehicle: See the [Use of WCU Vehicles Procedure](#).
6. Charges for WCU Vehicles Use:
Cost Centers are charged for the following:
- The applicable mileage and daily or monthly charges per the [Motor Pool Rates](#) list.
 - Any E-ZPass usage
 - Other non-vehicle related purchases charged to the Voyager card
7. WCU Vehicle Theft or Vandalism:
- a. Theft or vandalism must be reported immediately to local police and the WCU Motor Pool Office (610-436-2434). In case of an accident, see [What To Do In Case Of An Accident](#).
8. WCU Vehicle Emergency Repair Service:
- a. If the vehicle requires emergency road service, then consult with the WCU Motor Pool Supervisor or staff (610-436-2434) for guidance on how to proceed or to obtain authorization for repairs. After hours and on weekends, contact WCU Public Safety (610-436-3311) in order to reach the Motor Pool Supervisor.
 - b. If contacting the WCU Automotive Staff is impractical, then use the Voyager card to pay for necessary repairs and report it to the Motor Pool Supervisor as soon as possible.
9. When an employee drives his/her own vehicle for Commonwealth business, whether or not reimbursed for mileage:
- a. The employees' own insurance is primary (in all cases).
 - b. The employee should notify is/her insurance company of this business use. This may result in an increase in the employees' insurance premium; however, if the employee is receiving reimbursement for mileage, here is a built-in factor for insurance expense to possibly cover the additional premium.

- c. The Employee Liability Self-Insurance Program provides excess insurance for the employee using his/her own vehicle for Commonwealth business, providing that mileage reimbursement will be made. Excess coverage is limited to bodily injury coverage and limits of \$15,000 each person and \$30,000 each accident.

- d. If an employee chooses to drive their personal vehicle, then their personal auto insurance would be considered primary for repair/replacement expenses. The Commonwealth provides excess “liability” insurance coverage (liability coverage addresses claims against the individual that may result from their actions) when the employee’s policy limits are exhausted. It is strongly recommended that employees seek prior approval from their department head before they take their own vehicles.