1. This policy applies to any College vehicle (“College vehicle”), defined as a College owned or leased vehicle, regardless of the department that operates or controls the use of the vehicle. This includes, but is not limited to, the departments of maintenance, security, athletics, president’s office, student activities, and to student field trips and to the use of a College vehicle by an outside entity. This policy does apply to short-term vehicle leases in which the College is named as the lessee and the College is primarily liable under the insurance provisions of the lease. If, however, the employee is the named lessee and the College is not primarily liable under the lease insurance provisions, the lease is exempt from the following policy, except that, the vehicle may only be used for business purposes, except in the case of an emergency.

2. Only College employees are permitted to drive a College vehicle. They must be at least 21 years of age and meet all other requirements of the College’s insurance carrier.

3. No employee may drive a College vehicle unless the College has performed a MVR request and the employee’s driving record meets the requirements of the insurance company. This MVR request must have been done within the past twelve months to be valid. The employee must submit the necessary data to the College to permit the MVR search. The Secretary to the Athletic Director is responsible for assuring that the driver’s record check has been completed and for maintaining a current list of authorized drivers.

4. It is the responsibility of the Ursuline College employee to notify the Secretary to the Athletic Director and the Chief Financial Officer, as soon as practical, of any change in license status or points added to their license record during the year, so that an interim MVR search may be conducted and the employee’s authorized driver status may be reevaluated.

5. A College vehicle may only be used for College business, except in an emergency. The President’s vehicle is exempt for this provision.

6. Any accident resulting from the use of a College vehicle, whether property damage or personal injury, must be reported as soon as practical to the Chief Financial Officer and the Secretary to the Athletic Director regardless of the severity of the damage. The department is also responsible for any insurance deductible and the rental cost of a replacement vehicle for any period when such replacement is reasonably necessary for the College to conduct its activities without disruption.

7. Rental of any College vehicle by an outside person or company is prohibited unless and authorized Ursuline College driver is used to drive the vehicle and no fee is charged to the passengers including pass through fees.

8. The following items, in general, are applicable to the use of a College vehicle other than a maintenance department, security department, admissions department or President’s Office vehicle.
   a. The department using a College vehicle is responsible for cleaning the interior of the vehicle after its use. A minimum fee of $50 may be assessed to any department that does not comply with this provision.
   b. It is the responsibility of the department using the College vehicle to return the vehicle with a full tank of gas and to absorb the cost of gasoline used.
   c. To reserve a vehicle for use a “Van Reservation Form” must be completed and delivered to the Secretary to the Athletic Director allowing sufficient advanced notice to the College to permit the driver’s record check and evaluation.