

Vehicle Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

The purpose of this policy is to establish policies regarding the use of University-owned vehicles to ensure West Chester University (WCU) is compliant with the Commonwealth of Pennsylvania's code for Operation of Commonwealth Motor Vehicles ([Chapter 73, Section 73.8](#)). To mitigate risks with insurance and liability, this policy includes authorized drivers, appropriate use of vehicles, driving rules and accident and damage reporting.

University employees in violation of this policy can face discipline up to and including termination.

Policy Statement

West Chester University owns and operates a fleet of vehicles that are available to faculty, staff and student-employees who comply with the university's policies and procedures. The WCU Motor Pool Department utilizes best practices to provide safe and reliable transportation to the campus community while enforcing vehicle use guidelines. To ensure WCU-owned vehicles are operated for university-related purposes by designated employees, only authorized drivers are permitted to use university vehicles. In addition to fleet vehicles, a limited number of sedans, minivans and full-sized vans are available to rent from the Motor Pool Department on a first-come, first-served basis for use by faculty and/or staff while on official university business.

Failure to comply with any aspect of this policy could invalidate the University's insurance coverage and may have financial consequences. This may include the driver being held legally liable to pay any damages suffered by the injured parties, including damages to vehicles or other property.

Definitions

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Acceptable Driver's License: A regular or commercial license that is: Lawful, current, and valid; Issued by the state or country where the driver resides.

Authorized Drivers: Authorized Drivers are defined as the following: Individuals who possess a valid state driver's license; Individuals who are University employees in a current paid status; Individuals who are operating the vehicles pursuant to their employment responsibilities; Individuals who reviewed the Motor Pool Vehicle Policies and Procedures Training and completed Authorized Driver Form on Motor Pool website. The University's Human Resources Compliance Department will conduct bi-annual DMV checks to ensure that all authorized drivers maintain valid and compliant driving records.

Volunteers are not permitted to operate university vehicles. Faculty members, who are on paid sabbaticals, may use university vehicles for official university business, provided the above requirements are met.

Employees under the age of 21; student employees; and graduate assistants employed by WCU may not drive university vehicles unless they possess an acceptable driver's license; complete the **Student Driver Form** (as applicable) and are approved by the Vice President of Finance and Administration. The driving assignment must be part of the employee's, student employee's or graduate assistant's normal University job responsibilities and the driver shall be considered in compensable time be paid while performing driving duties.

Students who are College Work Study appointees are not permitted to drive university vehicles.

Provided all above-mentioned requirements are met, individuals looking to drive 15-passenger vans or Box Trucks must also complete the certified trainings listed in the *15 - Passenger Van and/or Box Truck Policy*.

University Vehicle: University vehicles include all vehicles owned by West Chester University (WCU-owned), as well as any vehicle rented or borrowed for university use, categorized as sedans, mini-vans, 15-passenger vans, cargo vans, pickup/utility trucks, box trucks, and low speed vehicles.

Policy Framework

Driver Requirements & Responsibilities:

- Drivers must possess a valid driver's license.
 - All suspensions or violations that result in the revocation of an employee's driver's license, must be self-reported no later than 72 hours after the occurrence to Human Resources and Department Head.
 - Proof of a valid driver's license is always required when picking up Motor Pool rental vehicles.
- Drivers must review the Motor Pool Vehicle Policies and Procedures Training and submit the Authorized Driver Form located on the Motor Pool website on a yearly basis.
- The University's Human Resources Compliance Department will conduct bi-annual DMV checks to ensure that all authorized drivers maintain valid and compliant driving records. Any violations identified during these DMV checks may result in disciplinary action, up to and including termination. Driving records will be retained by the Human Resources Compliance Department only until new records are received.
- Drivers shall only use university vehicles for permitted uses. See section below for Permitted and Prohibited uses.
- Drivers should always use safe driving principles, practices and techniques while complying with all Federal, State, and local motor vehicle regulations and laws. Drivers can be held liable for any damages or costs caused by carelessness, negligence, or actions beyond the scope of authorized use.
- Drivers should avoid long periods of idling. If in one place for more than three minutes, turn off the engine. At no time should a vehicle be left running while unattended. Leaving university keys in an unattended vehicle is prohibited.
- Prior to operating a university-vehicle, drivers should inspect the vehicle for safety concerns and report any defects to the Motor Pool Office immediately.

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- Motor Pool Rental Vehicles – Report any defects or existing damage on **WCU Motor Pool Trip Sheet** form prior to leaving WCU's parking lot.
- Drivers are responsible for keeping the interior and exterior of vehicles clean.
 - Drivers may visit the Motor Pool Maintenance Garage to use vacuums on site or obtain the card to use at the local car wash.
- On trips, drivers need to use the most direct route to the destination.
- No drivers, before or during trips, are permitted to use medications, alcohol, drugs or other substances that cause drowsiness or other physical or mental impairment. Drivers shall not operate any vehicle while intoxicated or impaired.
- Drivers always need to ensure that all vehicle passengers wear seat belts.
- Smoking, vaping or use of tobacco products, alcohol or illegal substances is prohibited in university vehicles.
- Use of mobile devices for texting while driving University vehicles is prohibited.
- No modification of university vehicles shall be made without approval of the Motor Pool Office. This includes but is not limited to affixing signs, stickers, antennas, ladders, etc.

Passenger/Cargo Requirements & Responsibilities

- Alcohol may not be transported in university vehicles.
- All passengers must be participating in university business, or a university sponsored activity or event at the time they are traveling in a university vehicle. Passengers shall be limited to employees, students, or individuals on official University business. Family members, who are not WCU employees, are not permitted as passengers.
- Animals are prohibited in university vehicles, except for Service Dogs or in instances where an appropriate intended use of the vehicle has been approved for transporting animal(s).
- No chemicals, pressurized tanks, or flammable liquids should be transported in university vehicle without the approval from Environmental Health and Safety.

Student Driver Form

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- The **Student Driver Form** is required for all student employees and graduate assistants to drive a university vehicle.
 - The form must be completed and endorsed by the appropriate cost center authorizer, supervising Dean or University Vice President, and approved by the Vice President of Finance and Administration.
 - One form for a semester length of time may be submitted for student employees or graduate assistants who use University vehicles multiple times during a semester. A new form is required each semester.
 - No vehicle will be released unless the **Student Driver Form** has been received.

Permitted Uses

- Operated in pursuant to an employee's specific responsibilities with WCU.
- **Permitted** uses include:
 - An authorized driver may drive students to a conference if they are attending the conference as part of their employment responsibilities, the students are attending the conference, and attendance at the conference is in support of the University's mission.
 - An authorized driver may drive students for a research trip or field trip if the trip is part of the faculty member's legitimate responsibilities with WCU and the students are participating as part of their formal education with WCU.
 - An authorized driver may drive athletes to an event where they are participating on behalf of WCU.
 - An authorized driver who is a member of a search committee can pick up and return a candidate to the airport as part of their responsibility on the search committee.

Prohibited Uses

- University vehicles must not:
 - be loaned or rented to individuals or organizations not directly affiliated with WCU.
 - be loaned or rented for non-University use or activities.

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- used for personal use.
- Use of University vehicles by student groups or clubs is prohibited. Requests for vehicle use by clubs or student organizations funded by the Student Government Association should be addressed through the SSI Business Office.
- Drivers of university vehicles are prohibited from taking the vehicle to their residence unless previously approved in writing on the WCU Motor Pool Trip Sheet by the driver's supervisor, for out-of-town travel. At such times, the vehicle may not be used for personal use.
- Sidewalk or lawn access involving University vehicles must be approved by Facilities Management or Public Safety. Approved vehicles should not be operated more than 5 m.p.h. and whenever possible avoid driving over curbs.
- Do not park University vehicles at airports or train stations, while employing other means of transportation.

Refueling

- University vehicles must be fueled at university-owned and operated sites whenever possible. Other fuel purchases may be done with a Wright Express (WEX) fuel credit card.
- Wright Express (WEX) fuel credit cards are issued for each Motor Pool rental vehicle. All fuel purchases made with this WEX credit card must be listed on the WCU Motor Pool Trip Sheet with attached receipts.
 - While traveling, fluids or minor repairs may be purchased with the WEX card. Items and repairs must be listed with receipts attached on the WCU Motor Pool Trip Sheet.
 - WEX cards should not be used for any other purpose including personal items or food.

Accidents and Damage Reporting

- Drivers involved in an accident while driving University vehicles (owned, rented, or personally owned vehicles being used for university business) must follow all accident, injury reporting, and claim procedures, including:

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- If driving a University Vehicle, complete the applicable documents in the **Accident Report Packet**, which can be found in the glovebox of every WCU-owned vehicle, and turn into the Motor Pool Office.
 - **STD-541 Form:** An STD-541 form is required for all accidents and/or damage to university vehicles.
 - **Accident Report:** If an accident involves another vehicle or damage to property an Accident Report must be filed by Local or State Police.
 - **Pictures:** Take pictures of accident damage/scene.
- Report serious accidents, including those that result in injuries, immediately or as soon as possible to the Motor Pool Office, Department Manager and Human Resources (if injured).
- Report all minor vehicle accidents or vehicle damage to the Motor Pool Office and Department Manager within 24 hours from the time of incident. Departments are responsible for damage costs.
- Theft or vandalism to university vehicles must be reported immediately to Local Police and the Motor Pool Office.
 - WCU is not responsible for the loss or damage to personal property left in university vehicles.
- If a university vehicle requires emergency road service, then consult with the WCU Motor Pool Office for guidance on how to proceed and obtain authorization for repairs. During non-business hours, contact WCU Public Safety to reach the Motor Pool Office.
 - In the event the Motor Pool Office is unreachable, then use the WEX card or personal card to pay for necessary repairs and report it to the Motor Pool Office as soon as possible with documentation and receipts.

Insurance Coverage

- All University vehicles contain a copy of the vehicle's registration card and WCU's insurance verification card in the event proof is needed at the time of an accident or driving infraction.
- If an employee chooses to drive a personal vehicle for University related business, that person's own vehicle insurance is primary and will be

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responsible for any 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.

- 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.

Fines, Violations, Citations, Misuse

- Drivers are personally responsible for fines or citations resulting from their actions. Drivers should pay all towing, parking and moving violation fines that occur while driving a university vehicle, immediately. No University funds should be used.
- Any fines, violations or citations received while driving a university vehicle, including rental vehicles may result in suspension or revocation of privileges to drive a university vehicle, as well as other disciplinary action.

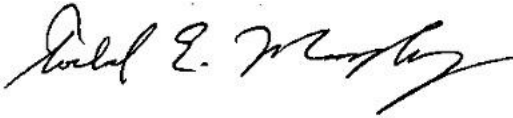
References

<https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/004/chapter73/s73.8.html>

Reviewed by: Executive Director of Facilities Campus Services, Assistant Vice President for Facilities Operations, Director of Environmental Health and Safety, Vice President for University Affairs and Chief of Staff, Director of Employee & Labor Relations

Policy Owner: Assistant Vice President of Facilities Operations

Approved by:



Todd E. Murphy

Vice President for Finance and Administration

Effective Date: 6/21/2025

Next Review Date: 6/21/2029

History:

- 10/5/2023 – Initial version (v1) implemented and distributed
- 06/09/2023 – (v2) Authorized Driver section and Driver Requirements & Responsibilities section updated for internal review.
- 04/25/2025 – (v2) Proposed final draft vetted by stakeholders and prepared for submission.
- 06/20/2025 – (v2) Final version reviewed and approved by VP – official effective date.

Initial Approval: 10/5/2023

Review Dates: 06/09/2023

Amended: