

## S1.23

## USE OF COLLEGE VANS BY STUDENT GROUPS

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### *Procedures regarding Use of College Vans by Student Groups*

Campus Ministry, Residence Life, Student Affairs and the Student Government Association have vans that are available for student organization use. Each department has its own regulations for reserving, checking-out and returning vans. Individuals should contact each department for reservation information and authorization for use.

Each year the Director of Campus Ministry, the Director of Residence Life, the Director of Student Activities and the Vice President for Student Affairs shall collectively publish a single set of guidelines which outline the use of the College vans. These guidelines may be published as part of an existing College publication or posted on the College website.

The following guidelines apply to the use of all College vans:

1. Drivers must be at least 18 years of age and must be certified through the Office of Student Activities, or designee. Certification includes a written exam. Drivers, who fail to pass certification, may attempt certification at the next scheduled exam. Stonehill employees do not need to take a driving test, but must still supply the Office of Student Activities with a copy of their valid driver's license.
2. State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually for Risk Management purposes. Stonehill College will notify a person not meeting the established criteria. The person brought to Stonehill College's attention will have the opportunity to work with the College to have a full review of the driving record. Driving privileges may be withdrawn or suspended or additional periodic MVRs may be used to monitor driving for any authorized driver not meeting the requirements set forth.
3. A copy of a valid driver's license must be on file in the Office of Student Activities at all times.
4. Students, faculty and staff, who fail to comply with van guidelines and regulations, risk the removal of their certification.
5. Vans may only be reserved and used for approved, College-related events. Vans may not be reserved for personal use.
6. Drivers may not consume alcoholic beverages at any time while the van is under their control.
7. Alcohol or drugs are not permitted in the vans at any time. From time to time transporting sealed bottles or cases of alcoholic beverages may be a business necessity. The unauthorized carrying of sealed bottles or cases of alcohol while on Stonehill College business is

prohibited. The use of prescription medications, which may affect a driver's alertness, judgment, or reaction time, is also prohibited.

8. Drivers are required to abide by all state driving laws while operating College vans. Fines for parking, moving violations, or Fastlane violations are the personal responsibility of the driver or sponsoring student organization or team. The driver is required to report all moving violations to his or her manager within 24 hours.
9. In the event of an accident:
  - \* Do not comment regarding the accident including admitting negligence or liability;
  - \* Do not attempt settlement, regardless of how minor;
  - \* Obtain the name, address and phone number of injured person and witnesses if possible;
  - \* Exchange vehicle identification, insurance company name and policy numbers with the other driver;
  - \* Take a photograph of the scene of the accident if possible; and
  - \* Call the police if injury to others or property damage is involved.
  - \* Notify Stonehill College and complete the motor vehicle accident report found on the Stonehill Purchasing Office homepage. Submit the report to the department head and contact the Purchasing Office at extension 1357.
10. Smoking is not permitted in the vans at any time.
11. Drivers and passengers must wear seatbelts at all times.
12. Any reports of reckless driving brought to the attention of the Office of Student Activities can result in the loss of van driving privileges for either the driver on record or the entire student organization.
13. Per Massachusetts' "The Safe Driving Bill," all drivers are prohibited from using any mobile telephone or other mobile electronic device to write, send, or read any electronic message or to access the internet while operating a vehicle. The law further bans the operator of a vehicle that is being used for public transportation purposes (such as the College-owned vans) from using a mobile telephone, hands-free mobile telephone or other mobile electronic device while operating such vehicle, except in cases of emergencies. As a result, it is the responsibility of all drivers to adhere to this state law and to be aware of cell phone laws in other states in which they may be driving.
14. The van must be clean and free of trash when returned. Any organization that fails to return the van clean may be assessed a fine and may also have its use of the van suspended. Drivers must confirm the location and status of the on-board first aid kit and check the operational status of the on-board fire extinguisher for college owned/leased vans and trucks. All maintenance problems should be immediately reported to the Stonehill College person responsible for the vehicle.