

CU-Owned Fleet Vehicle Use Guidelines for Ministry Teams

1. **Only team leaders** may schedule CU-owned vehicles and any requests for vehicles beyond the scheduled ministry time(s) must be approved by the director of Community Ministries.
2. The Community Ministries Office is charged for every mile ministry teams put on the CU-owned vehicles. **Do not** use your assigned vehicle for any other use than to transport you and your team to and from your ministry. Vehicles are **not** to be used for personal or non-ministry team use. ***Unauthorized use of CU-owned fleet vehicles will result in a \$250 fine plus any other costs incurred (i.e., mileage charges, etc.)***
3. All drivers **must** be approved by Campus Safety **this year** in order to drive. If you are driving a van, you must have special training to obtain a van license. Even if a team member was approved by Campus Safety last year, they must get approved again for the current school year. The student team leader must email the Community Ministries Office with a list of drivers for your ministry. When those names are received, the Community Ministries Office will notify Campus Safety and those students will then be able to go to the Campus Safety Office to get their Cedarville license.
4. **On the day of your ministry.** Pick up the key and travel sheet for your vehicle. You may do this 8:00am-5:00pm, M-F in DMC 170. If you pick up the key early, DO NOT take the vehicle until the time your travel sheet indicates. Weekend ministry leaders must pick up their key/travel sheet on the Friday before their ministry by 5:00pm. Return the vehicle key and completed travel sheet **immediately** after returning from your ministry to DMC 170 or the key drop after business hours. ***If the key and travel sheet are not returned immediately, your driver's CU-issued license may be suspended and you may forfeit the privilege of using a CU-owned vehicle for your ministry. Lost keys will result in the cost for the replacement key being charged to you.***
5. **DO NOT** take a vehicle before the scheduled reservation time & always return vehicles **ON-TIME** to the fleet-vehicle parking lot. This rule is very important because of the demand for vehicles, and the scheduling is very tight.
6. It is **essential** that the driver or team leader cancel a reservation via the on-line vehicle system **in advance** if they are not going to use it, even if it is a last minute cancellation. This enables us to let other groups use that vehicle. If you have not canceled or come in to pick up the key within a reasonable time after the scheduled pick-up time, the vehicle **may be rescheduled** for someone else. Continued failure to provide advance notice for cancellation of a vehicle request will result in loss of access to CU-owned vehicles. *Our office is charged \$10 each time a vehicle is not canceled ahead of time.*

*****Please note that violations of rules 4 thru 6 will result in vehicle privileges being revoked.***
7. Do not take the seats out of the vans.
8. If the vehicle you have reserved needs fuel and you are still on campus between 8am – 5pm weekdays, take it to the Maintenance building on Bridge Street (937-766-7779). On evenings or weekends, contact the Campus Safety Officer on duty (937-239-6491 or #999) to meet you there. *If you need to purchase fuel off-campus, keep the receipt, write your name and ID # on it, & submit it to our office for reimbursement.*
9. Vehicles are grounded during bad weather. You will be notified by e-mail if this happens.
10. **Buckle up!** Everyone riding in a CU-owned vehicle **must** wear their seat belt. If there are more people in the vehicle than seat belts, you are overloading it. Only put as many people in any vehicle as there are seat belts in that vehicle. To do anything else is not only unsafe but also unlawful.

11. **Cell phone use (talking or texting) by the driver** is not permitted at any time during the operation of any CU-owned fleet vehicle.

According to the Insurance Institute for Highway Safety, a teen driver age 16 or 17 doubles his or her likelihood of having an accident by driving with two passengers; the risk quadruples when three or more passengers ride along, particularly teen passengers. Also, young drivers (18-25) using cell phones—even if they're hands-free units—reduce their reaction time to that of a 70-year-old driver (an 18% slower reaction to brake lights than normal), according to research findings by the University of Utah. [washingtongpost.com, 1/23/05; washingtontimes.com, 2/3/05 stats]

12. You should monitor the team's driving habits and make corrections when necessary. Communicate to your drivers that it is important that they **DO NOT SPEED OR DRIVE RECKLESSLY**. Do not compromise the safety of the ministry team in order to save a couple of minutes. You are responsible for the safety of your team. In addition, full payment of any traffic tickets (parking, speeding, etc.) is the sole responsibility of the student driver, not Cedarville University.
13. Do not use CU-owned fleet vehicles to transport non-Cedarville students.
14. **The Emergency Packet.** If you have trouble on the road or have an accident, follow the instructions in the Emergency Packet found in the vehicle door pocket, console, or glove box and contact the Director of Community Ministries (see Emergency Contact Card for phone numbers and e-mail). *Please notify the Community Ministries Office if you notice the vehicle does not have an Emergency Packet.*
15. **Parking.** When parking your vehicle, always park in a secure area. Also, be aware of the height of the vans (some parking garages will be inaccessible). **After you have returned from your ministry, you must immediately return the vehicle to the fleet vehicle parking lot on campus.** *The fleet vehicles should never be parked at a dorm or other unspecified campus parking lot.*
16. Many faculty, staff, and students use the CU-owned fleet vehicles during the school year. It is the responsibility of each team to take care of the vehicles and do their best to keep them in the best condition possible at all times. Remember this principle: ***Always leave it in better condition than you found it.*** When you return from your ministry, always:
 - Record beginning & ending odometer readings on the travel sheet.
 - Make it a team responsibility to check the vehicle for trash or items being left behind when you return from ministry. Leave it cleaner than you found it.
 - Close all the windows & lock the doors.
 - Turn off all interior and exterior lights when you exit the vehicle (especially the vehicle's dome light – this light is sometimes accidentally left on).
 - On the travel sheet, report any problems with the vehicle and/or anything that gets broken or dented.
 - Return the vehicle key and travel sheet **immediately**. A key-drop box is located on the north/Printy side of the DMC in the loading-dock area for returns after regular business hours.