

**PACIFIC UNIVERSITY**  
**Driver's Responsibilities**  
**Revised January 2014**

Once you have completed all necessary paperwork and passed all required portions of the Driver Training program, you will be an authorized driver of Pacific University owned and rented vehicles. **Along with this privilege comes the responsibility for the lives of the up to 14 people who may accompany you, as well as other drivers on the road.**

**As an authorized Pacific University Driver, you must read and follow the guidelines addressed in this document:** If you have any questions, please call the Facilities Office at 503-352-2799.

- If there are any changes to your Motor Vehicle Record (i.e. accidents, citations, etc.) since completing the Driver Information form, you are required to notify the Facilities Management Office immediately. **Failure to report a suspension of your driver's license will result in disciplinary action, including revoking your University driving privileges.**
- The vehicles are located in the motor pool parking lot at 2352 Sunset Drive. The vehicles are to be picked up and returned to this area, in the same parking space. Parking of personal vehicles is not allowed in this lot. Please make arrangements with CPS if you need to leave your personal vehicle in another campus parking lot overnight.
- It is State law that seat belts must be worn at all times by ALL occupants. It is the driver's responsibility to instruct passengers to "**buckle up**" before the vehicle leaves the lot. Any person who refuses to use a seat belt should be reported to the Facilities Director or Campus Public Safety (CPS).
- **No cell phone usage or texting is allowed while driving any of the University vehicles.**
- **Use of tobacco, alcoholic beverages, or illegal drugs is NOT permitted in vehicles owned or rented by Pacific University.**
- **No non University members are allowed to be transported in any of the Pacific Motor Pool vehicles without granted permission from the Director of Facilities.**
- **No children are allowed in any of the University or rented vehicles. Permission from the Director of Facilities is necessary for any exemptions to this.**
- **No pets / animals are allowed in the vehicles. Service animals are exempt with permission from the Facilities Office.**
- **Nothing can be transported on the TOP of any of the University vehicles.**
- **No flammables such as gasoline or propane tanks shall be transported in any of the University vehicles. If you need to transport any such items for your trip, please make arrangements to do so without using a Pacific vehicle.**
- **If you or any passenger in a University vehicle has reason to believe they may have been in contact with or exposed to any parasitic/invasive insects, (bed bugs, roaches, hair lice, etc) or any contagious disease, they must notify the Facilities Office **AS SOON AS POSSIBLE**. Additional vehicle cleaning will be necessary.**
- **Before leaving Pacific University, inspect the vehicle and record any damages and correct fuel level on the Vehicle Pre-Trip Condition Report which is provided in the trip pouch issued to the driver. Leave this form in the drop box located in the shop door here at the Motor Pool parking lot. Failure to do so may result in your department having to pay damage repair costs.**
- **Before leaving Pacific University, the Driver and Passenger Verification Form must be completed and left at the Facilities Office. If after business hours, the form should be dropped in the Motor Pool drop box. This form is a requirement. It must be completed and returned before departure.**
- **State driving laws and speed limits are to be obeyed **AT ALL TIMES**.** Any vehicular citation will be the responsibility of the person receiving it. Please record any accident information on the accident report form provided in the vehicle and return this form to the Facilities Department with the key pouch. Notify the Facilities Department (or CPS if after hours) as soon as possible by referring to the back of the yellow Trip Card in the pouch for telephone numbers. If you are involved in an accident and there are injuries and/or damage to one or more vehicles of \$1500.00 or more, the driver is required, by State law, to file an accident report with the Oregon Department of Motor vehicles within 72 hours of the time of the accident. If the accident report form is misplaced in the vehicle, it can be obtained online at <http://www.odot.state.or.us/forms/dmv/32.pdf>. An emergency kit containing flares, fire extinguisher, First Aid supplies, and a flashlight is located in the back of each vehicle. An emergency kit key is on the issued vehicle key ring. **If an accident occurs, the department OR user group of the vehicle will be charged for repairs up to the amount of any insurance deductible.**

- Only authorized drivers are allowed to drive university or university rented vehicles. Even if a student, staff or faculty member has a valid driver's license, if he/she has not completed the Driver Training Course and is not registered with Facilities Department, he/she is **NOT** an "AUTHORIZED" driver and **cannot be allowed to drive a Pacific University owned or rented vehicle**. It is the responsibility of the "Driver" recorded on the Vehicle Reservation Request form to determine who will drive the vehicle on a trip. For long trips, please register a relief driver(s) prior to leaving campus.
- A van or minibus, with a higher center of gravity, handles differently than a passenger car would, especially when pulling a trailer. Extra precautions, such as slower speeds and increased stopping distance, should be taken when driving a heavy loaded vehicle. **ALWAYS** avoid sharp turns, abrupt maneuvers, such as lanes changes and give yourself more room when legally passing another vehicle. Failure to drive cautiously could result in an increased risk of loss of vehicle control, vehicle rollover, personal injury or death.
- Please be conscious of other drivers and do not cut too close during lane changes, run yellow lights, or drive in a reckless manner that could put the Pacific vehicle or others at risk. **Be aware:** University vehicles have "How's my driving" decals indicating the university's phone number and other drivers **DO** call our office to report bad drivers. **These reports are taken very seriously and are reported to our insurance agent. They make the determination whether the driver will be allowed to continue driving university vehicles.**
- Mileage must be recorded on the yellow MOTOR POOL TRIP RECORD CARD enclosed in the key packet at the beginning of the trip and again at the end of the trip. **Make sure the reading is that of the Odometer, not the trip meter.** Failure to record mileage or the driver's signature will result in **an additional fee** being added to the trip cost for your group.
- The credit cards are to be used for refueling the vehicle if needed before, during AND after your trip, and before returning the vehicle to campus. Please place all fuel receipts in the key pouch. **Failure to refuel the vehicle prior to returning it to campus will result in a per-gallon fine assessment to your department or group. Credit cards must NOT be used to fuel vehicles not owned or rented by Pacific University OR to purchase any items that are not automotive related.** A receipt is required to verify the automotive related purchase when using the credit card.
- We need your help to keep the vehicles in top condition! **ANY** problems with the vehicle noted during your trip should be written down on the appropriate line on the yellow Trip Record Card. Our maintenance staff reviews these cards daily to be sure that the vans are all operating properly and will attend to any problems if notified.
- Please lock the vehicle, securing all windows and turning off all lights when you return it to the Motor Pool lot. All items in the packet (including any receipts for gas expenses incurred using the credit cards) are to be returned to the Motor Pool drop box when you arrive back on campus. Any materials from the packet not returned will result in an **additional per day charge** to your group until the materials are returned.
- **The University is not responsible for lost, stolen or damaged personal property.**
- Read all procedures listed on the Trip Record card. Phone numbers are listed on the back of the card if there is a need to contact a staff member when the office is closed. Any incident involving or damage to a Pacific University vehicle needs to be reported to the Facilities Department immediately at extensions 2799 or 2213 or to Campus Public Safety at extension 2230. Please feel free to contact Facilities if there are any questions regarding vehicle use.
- All University vehicles should have in the storage compartment: Proof of Insurance, an Oregon Traffic Accident and Insurance report form, Incident Response & Motorist Assistance Program sheet (COMET) and information on Les Schwab Tire Centers, as all the vehicle tires are serviced and warranted through this company.
- It will be the responsibility of the department and the driver to be sure that any group signing up for a trip uses the vehicle for the purpose specified on the "Vehicle Reservation Request" form. **Vehicles cannot be used for personal use BEFORE, DURING OR AFTER the group's function. Also, no destination changes are allowed without notifying the Facilities Department.** If the vehicle is driven by an unauthorized driver or used for a function for which it was not assigned, motor pool privileges may be suspended for the offending group.

**ANY DRIVER FAILING TO ADHERE TO THE ABOVE REGULATIONS RISKS LOSING HIS/HER DRIVING PRIVILEGES.  
AUTHORIZATION TO DRIVE PACIFIC UNIVERSITY VEHICLES IS A PRIVILEGE.**