

Policy: Motor Pool Usage	Effective Date: July 1, 2026
Number of Pages: 11	Reviewer: Chief Lee McCartney

Mission:

The mission of the Wittenberg University Motor Pool is to utilize best practices to provide safe and reliable transportation to the campus community in order to carry out our educational mission and to support student-focused university business. The department is committed to serving others with respect and fairness while enforcing the official policies of the department.

Overview:

Wittenberg University owns and operates a small fleet of 12-passenger vans (11 passengers + 1 driver) that are available to faculty, staff, and students who comply with the university's policies and procedures. If an employee uses their vehicle for university purposes on a regular and continuing basis, their vehicle is included with the meaning of "university vehicles" for the purpose of this policy statement when that vehicle is being operated for university business.

Wittenberg University recognizes the operation of motor vehicles involves many risks, and it takes this responsibility to promote safety seriously. By its adoption of these policies and procedures, the university intends to promote safety and to reduce risk to itself, its employees and students, as well as to pedestrians and other motorists. We also require all University vehicles/rentals are driving in compliance with the law and the highest standards of safety. Accordingly, the policies are strictly enforced.

In keeping with the university's concern for safety and security, the university reserves the right to grant, deny, or restrict any and all privileges to drive or use university vehicles/rentals. Also, the university has established special procedures with regard to the use of its vans and with regard to the privileges that can be granted to students. If an applicant to drive or to use a university vehicle intentionally gives any false information, their privileges will be immediately denied or revoked.

Motor Pool is a part of the Wittenberg Police Division (WPD). The Assistant Director of Campus Safety and Chief of Police is responsible for making sure all procedures for the use of university

vehicles/rentals are followed. Due to the limited number of 12-passenger vans, request for the use of the vans should be made as far in advance as possible. If the number of passengers will fit into a car or mini-van, Avis should be contacted to rent from (Andrea at Avis 937-543-8019). While tentative scheduling can be discussed over the phone, requests will not be considered finalized unless ALL forms are properly completed, submitted, and approved.

Application To Drive:

All drivers (faculty, staff and students) must be authorized ANNUALLY (JULY 1-JUNE 30) to drive a university vehicle, rental vehicle, or any other vehicle in circumstances when Wittenberg's insurance coverage would be in force. Authorizations can take 7 to 10 days so be sure to plan accordingly. If you don't know whether you or your planned driver(s) is authorized to drive, please call or email the Assistant Director of Campus Safety. Any person who drives a university vehicle/rental must complete the follow documents AND be approved to drive PRIOR to driving the vehicle.

To Qualify To Drive A University Vehicle/Rental All Applicants Must:

- Complete the Application For Driver Authorization form. ****Note – you MUST disclose all accidents/or moving violations in which the applicant has been involved during the previous two (2) years & any under the influence citations.**
- Provide a copy of a valid driver's license. Valid driver's license can be from Ohio, another state, or an international driver's license. Please note, the license must be updated when it is renewed or replaced.
- Complete the Motor Pool Acknowledgement form which verifies the receipt, accepted conditions, rules and regulations for driving a university vehicle/rental.
- Provide a printed Certificate of Completed Driver Training Lesson form. ALL individuals must pass and complete an on-line driver training lesson. To access the on-line training site, follow the steps below. If you are unable to access the on-line training, please contact the Solutions Center at 937-525-3801.
 1. Log into "Experience" through the Wittenberg home page.
 2. Select the "Campus Safety" tile.
 3. Select "Wittenberg Driver Training".
 4. Follow the step-by-step instructions on the testing page.
 5. Print the completion certificate and provide a copy to the Assistant Director of Campus Safety along with the other required forms and copies.

The insurance provider for Wittenberg University requires any individuals driving 12 passenger vans to be at least 20 years old.

Rejected Driver Status:

The above are minimum qualifications to become a university certified driver. Circumstances may arise which affect the authorization of an individual to drive a university vehicle, rental vehicle, or any other vehicle where Wittenberg's insurance coverage would be in force. The Assistant Director of Campus Safety and/or the Chief of Police may deny driving privileges. The university reserves the right to require additional qualifications if it deems necessary.

Applications will be rejected for the following reasons for drivers 25 years of age and older:

- 2 violations, including at-fault accidents, in a 2-year period will be placed on a watch basis. The watch basis starts the day the driver (applicant) is notified of the watch and will continue for 1 year from the notification date.
- 3 or more violations in a 2-year period will be denied.
- Major violation (DUI, Vehicular Homicide, Reckless Operation, etc.) will be denied.
- Any other cause considered to be in the best interest of Wittenberg University.

Applications will be rejected for the following reasons for drivers 25 years of age and under:

- 1 violation, including at-fault accidents, in a 2-year period will be placed on a watch basis. The watch basis starts the day the driver (applicant) is notified of the watch and will continue for 1 year from the notification date.
- 2 or more violations in a 2-year period will be denied.
- Major violation (DUI, Vehicular Homicide, Reckless Operation, etc.) will be denied.
- Any other cause considered to be in the best interest of Wittenberg University.

A person whose application has been denied for any reason may reapply when 12 months have lapsed from the date of the most recent denial. The Assistant Director of Campus Safety and/or the Chief of Police will review the reapplication and make a determination of approval or denial.

Any employee, university certified driver applicant, who has been denied approved driver status will be notified by the Human Resources (HR) department. The Wittenberg Police Division will provide the information to the HR department who will then contact the employee.

Students who have been denied approved driver status will be notified by the Assistant Director of Campus Safety or the Chief of Police.

Loss of Driving Privileges

The following offenses will result in immediate suspension or termination of the privilege to drive a university/rental and may also result in disciplinary action:

- Operating a university vehicle/rental without a valid driver's license.
- Failure to report the suspension or revocation of a driver's license.
- Failure to obey university rules and/or traffic laws.
- Permitting any unauthorized person to drive a university vehicle/rental.
- Operating a university vehicle/rental in a reckless or unsafe manner.
- Failure to report an accident involving a university vehicle/rental.
- Operating a university vehicle/rental while under the influence of alcohol or drugs.
- A chargeable offense related to auto accidents while operating a university vehicle/rental.
- Any other active of negligence which shows disregard for safety or shows disregard for the security of university vehicles/rentals; and/or any violations of the Motor Pool policies.

Once approved to drive Wittenberg insured vehicles, the driving record of any person who is cited for driving under the influence, whether or not that person was driving a university vehicle/rental will be reviewed by the Assistant Director of Campus Safety and the Chief of Police.

Any approved individual **MUST** notify the Assistant Director of Campus Safety or Chief of Police to report the citation the following business day. As a result of the review, that person may permanently lose their privilege to drive a university vehicle/rental.

Wittenberg's insurance carrier requires all approved driver's driving status be rechecked annually. For this requirement, all drivers MUST take the on-line driving course, resubmit ALL paperwork and a copy of their driver's license. **THIS IS A REQUIREMENT FOR EACH ACADEMIC YEAR.** Anyone who will be driving a university-owned vehicle or renting a vehicle on behalf of the university must complete these steps annually (each academic year). Anyone who has not completed these steps is not authorized to drive. If an individual drives uncertified, they may be subject to disciplinary action.

Administrative Reviews In The Event of Accidents or Moving Violations

If a person, who has been granted the privilege to drive a university vehicle/rental, is subsequently involved in an accident or moving violation while operating a university vehicle/rental:

- The person must **immediately** report the accident or moving violation to the Wittenberg Police Division Dispatch at 937-327-6231. The Assistant Director of Campus Safety

and/or Chief of Police will review the person's report to determine whether driving privileges will be suspended. In making the review, the Assistant Director of Campus Safety and/Chief of Police, may obtain verifications through the Bureau of Motor Vehicles, the police department, or any other independent sources. If a person's privilege is suspended, they may reapply for reinstatement after a 12-month period.

Requesting A University Vehicle

A completed and approved Motor Pool Vehicle Request Form must be received for each vehicle that is requested. Example, if you need more than one (1) 12-passenger van, a form for each van is needed. The Motor Pool Vehicle Request Form must be approved (see below) and received by the Assistant Director of Campus Safety at least 5 business days in advance of the date of intended use. **Requests received less than 5 business days in advance will not be granted.** If the paperwork is incomplete, it will be returned to the originator. The re-submission is subject to the 5 business day rule.

University Vehicle Request Supervisor Approvals

All requests for Motor Pool Vehicles must be approved by the supervisor of the individual submitting the form. The supervisor's email address must be submitted on the form. The approver's email address must be submitted on the form. Approvers should be the submitting staff member's supervisor i.e. Greek organizations must have the approval from the Director of Fraternity & Sorority Life; student organizations must have the approval from the Director of Student Activities; student groups must have the approval from their advisor; faculty must have approval from the Chair of their department; staff must have the approval of their supervisor; and athletics must have the approval of the Sr. Associate Athletic Director.

When submitting the approved request to the Assistant Director of Campus Safety for scheduling, the form must have the names and cell phone numbers of the approved drivers. The Assistant Director of Campus Safety/Chief of Police will make the scheduling arrangements for Wittenberg-owned vehicles. The Assistant Director of Campus Safety and/or Chief of Police reserves the right to cancel the use of any university vehicle/rental as a result of severe or adverse weather conditions.

Adverse Weather Conditions Cancellation

If Clark County and/or counties of travel enroute to the destination of the scheduled trip is under the snow emergency levels listed below, the trip will be handled:

- **Level 1** – Each scheduled trip will be handled on a case-by-case basis. The Assistant Director of Campus Safety and/or Chief of Police will contact the driver, scheduler, or approving supervisor to discuss the details of the trip. A decision will be made as to whether the trip will be approved to continue or will be cancelled. The Wittenberg Police Division supervisory staff will make the final decision.
- **Level 2** – No university owned/leased vehicles will be permitted to be driven. Road conditions are extremely hazardous.
- **Level 3** – All roadways are closed to non-emergency traffic. No university owned/leased vehicles will be driven until the snow emergency level has been reduced to Level 1. Again, a decision will be made by the Assistant Director of Campus Safety and/or Chief of Police before travel starts again.

Travel Restrictions

- Any single-destination travel requiring more than 2 large vans, must charter with an approved bus or transportation service. Exceptions may be requested for travel within a 15-miles radius of Wittenberg University. Such exceptions, if granted, are at the discretion of the Assistant Director of Campus Safety and/or Chief of Police.
- Any request for travel to destinations outside the state of Ohio will require the use of a rental vehicle. ** NOTE - If the group needs to pull a trailer, the use of the Witt-owned 12 passenger vans will be approved.
- Any request for travel destinations more than 200 miles from Wittenberg (and for which NO advisor or other faculty/staff member is accompanying the group) must make the request to the Vice President of Finance & Administration (VPFA) for risk management assessment. If the request is granted, the group will be required to attend safety awareness training for driver(s) and all passengers provided by the VPFA's designee.
- Motor Pool/Rental vehicles cannot be requested for non-student involved professional development programs.

Pick Up and Return of University Vehicles

Before picking up a scheduled Motor Pool vehicle, the requesting department needs to obtain a "Vehicle Packet". The packet will be available at noon the day before scheduled use. Unless other arrangements are made **prior** to the scheduled trip with the Assistant Director of Campus Safety, all vehicle packets will be available at the WPD Dispatch walk-up window. A valid university ID and signature of receipt of the packet will be required for pick up.

A "Vehicle Packet" consists of vehicle keys, documents explaining emergency procedures, accident instructions, and a Proof of Insurance card stapled inside the packet.

Picking Up The Vehicle

- Scheduled university vehicles are available for pick up in Recitation Hall Parking Lot which is located behind the WPD offices, unless other arrangements have been made between the requesting party and the Assistant Director of Campus Safety/Chief of Police.
- University owned vehicles are identified by the blue tag attached to the vehicle key. The tag identifies the vehicle by make, model, color, and license plate number.
- The authorized driver must keep the vehicle packet in the vehicle during use so the driver has immediate access to instructions in the event of a breakdown or emergency.

Returning The Vehicle – The Authorized Driver is Responsible For:

- Returning the university-owned vehicle to the Recitation Hall Parking lot or other approved, pre-arranged area.
- Removing all trash, cleaning up all spills, closing all windows, and locking all doors.
- ***Vehicle MUST BE RETURNED WITH **NO LESS THAN A FULL TANK OF GAS.**
- The driver is responsible for credit card receipt retention. DO NOT leave any credit cards receipts in the vehicle itself or in the "Vehicle Packet".
- Return vehicle to the Recitation Hall Parking Lot as soon as possible after returning to campus. Other groups may be scheduled and waiting for the vehicle return for an approved trip.
- Place keys in the vehicle packet and return the envelope to the WPD Dispatch walk-up window as soon as possible after returning to campus. The WPD walk-up window is staffed 24/7/365.

Note – If the above responsibilities are not met, especially the return of the vehicle with a full tank of gas, privileges may be denied for the group to use any Wittenberg-Owned vehicles for the rest of the academic year. The Assistant Director of Campus Safety along with the Chief of Police will make the decision on utilizing Wittenberg-Owned vehicle privileges.

***Wittenberg Police Division, including Motor Pool, does not provide credit cards for use with vehicles. The requesting department will need to provide a credit card for the driver to utilize or the department will need to make arrangements with the VPFA's office for the use of a credit card. The driver is responsible for credit card receipts and to turn the receipt into the individual who is in charge of the credit card. Do not leave receipts in the Motor Pool vehicles or place them in the "Vehicle Packet" envelope.

The Safe Operation of University-Owned/Rental Vehicles

Drivers are required and responsible to:

- Make sure all traffic laws & university regulations are obeyed
- Wear seatbelts and require all passengers to wear them. One seatbelt per passenger/driver.
- Assume full responsibility for any and all fines, traffic violations, and citations associated with their use of university/rental vehicles.
- Use university-owned/rental vehicles for authorized purposes only.
- Practice good defensive driving techniques, taking into consideration road, weather, and traffic conditions.
- Lock university/rental vehicles when they are left unattended.
- Clear any obstructions to vision from windows, mirrors, and lights before driving.
- Do not use a cell phone while driving.
- NEVER drink alcoholic beverages and/or use controlled substances in a university/rental vehicle and never permit others to do so.
- NEVER drive university/rental vehicles while under the influence of controlled substances and/or alcohol. NEVER permit others to do so.
- NEVER smoke or vape in university/rental vehicles and never permit others to do so.
- NEVER permit unauthorized persons to drive university/rental vehicles.
- NEVER transport unauthorized passengers such as hitch hikers, family or friends, or those that are not associated with the program. Family and friends listed and approved on the submitted passenger list may be transported.
- NEVER drive university/rental vehicles at speeds which are inappropriate for road conditions. Always drive in accordance with the law.
- Never use car top carriers.

Drive Time Limitations

Drivers may not drive more than 10 hours in a 24-hour period and must include at least one (1) 30-minute rest stop in any trip or trip segment that exceeds six (6) hours. Total drive time is limited to a maximum of 16 hours of continuous travel after which a layover of at least eight (8) hours is required in a 24-hour period.

Accidents

In the event a university/rental vehicle is involved in an accident, the AUTHORIZED driver shall behave reasonably and responsibly to minimize further injury or damage and the risk of accidents at the scene. **THE DRIVER SHOULD:**

- Stop immediately as conditions permit.
- Take precautions to prevent further accidents.
- Turn on the four-way flashers (hazard lights) and shut off the engine.
- If conditions permit, set up a reflective warning triangle (found in the plastic supply box), 100-feet or more behind the vehicle.
- Notify the LOCAL police and/or emergency personnel.
- Contact WPD Dispatch to report the accident, whether or not damage or injury occurs. Phone number is 937-327-6231.
- If another driver is involved, obtain their name, address, phone number, and insurance information.
- File a police report as soon as possible. Failure to do so may sacrifice the insured status of the driver and the vehicle.
- Obtain a copy of the report and turn it in to the Wittenberg Police Division as soon as possible.
- DO NOT leave the scene of the accident until excused by the property authorities i.e. Sheriff, Police, State Patrol.
- At the scene, **DO NOT MAKE ANY STATEMENT REGARDING THE ACCIDENT EXCEPT TO THE POLICE.**

In the event of an accident or breakdown, drivers should refer to the yellow instruction sheet located in the vehicle packet. Proof of Insurance is located stapled to the inside of the Vehicle Packet and current registration can be found in the console area.

Breakdowns/Flat Tires

In the event a university vehicle/rental breaks down or otherwise needs maintenance, the authorized driver shall:

- Use common sense when a breakdown or flat tire occurs on the road.
- Be mindful of their safety and the safety of passengers & others.
- Consult the information included in the vehicle packet as to specific instructions to obtain and pay for repairs.
- If a rental vehicle is being used, please refer to the paperwork received from the rental company for instructions.
- If conditions permit, set up reflective warning triangles, 100-feet or more behind the vehicle.

- Contact the Assistant Director of Campus Safety if the breakdown occurs during regular business hours at 937-327-7307. If no answer or after regular business hours, contact Wittenberg Police Division Dispatch at 937-327-6231.

Maintenance Concerns

If a driver or other party who has requested the use of a university vehicle has ANY concerns about the safe condition of the vehicle, they are required to report the concern to the Assistant Director of Campus Safety or the Chief of Police immediately. They will be prohibited from driving the vehicle in question until the concern is resolved. If there are non-functioning items or if there is other damage to the vehicle that a driver notices after they pick up the vehicle, but before it is driven, they should notify the Assistant Director of Campus Safety or Chief of Police **prior** to using the vehicle. Call 937-327-6231 to make contact or report the issue.

Credit Card Usage

Credit cards are **not** supplied with vehicles/rentals. All departments are responsible for utilizing the Wittenberg credit cards issued to employees/departments and should be used for expenses, i.e. gasoline and vehicle rental charges. If you do not have a credit card available, you can contact the Business Office at purchasing-office@wittenberg.edu for further instructions.

See next page for Acknowledgement of Motor Pool Policy Guidelines. **Note – This page must be completed and returned when applying to become a university certified driver.

Approved : Chief Lee McCartney Date: 7/1/24
Chief Lee McCartney
Director of Campus Safety

Attachments: Appendix A
Appendix B
Appendix C
Appendix D



ACKNOWLEDGEMENT OF MOTOR POOL POLICY GUIDELINES

Please read the following paragraph carefully. Once completed, if you can and will abide by the procedures set forth in this policy, sign below. Return this signed Acknowledgement Of Motor Pool Policy Guidelines to the Assistant Director of Campus Safety or the Chief of Police. ****DO NOT RETURN THE POLICY ITSELF, YOU ARE TO KEEP THE ATTACHED POLICY FOR YOUR FILES AND FUTURE REFERENCE.**

I have carefully read the Motor Pool policy in its entirety and acknowledge receipt of the policy for my files. I accept the conditions, regulations, and responsibilities contained in the policy. I further agree to immediately notify the Assistant Director of Campus Safety or Chief of Police if any circumstance arises which prevents me, in the future, from fully complying with the Motor Pool policy. I understand my driving privileges may be suspended if I do not fully comply with the policies herein.

By signing below, you confirm that you have read and agree to abide by the policies and procedures in all sections.

Check the applicable box below:

- ☐ **Faculty/Staff**
- ☐ **Student**

Department/Organization Driving On Behalf Of (list above)

Printed Name

Signature

Date

Appendix B

INSTRUCTIONS TO BECOME A CERTIFIED UNIVERSITY DRIVER

To become a certified university driver:

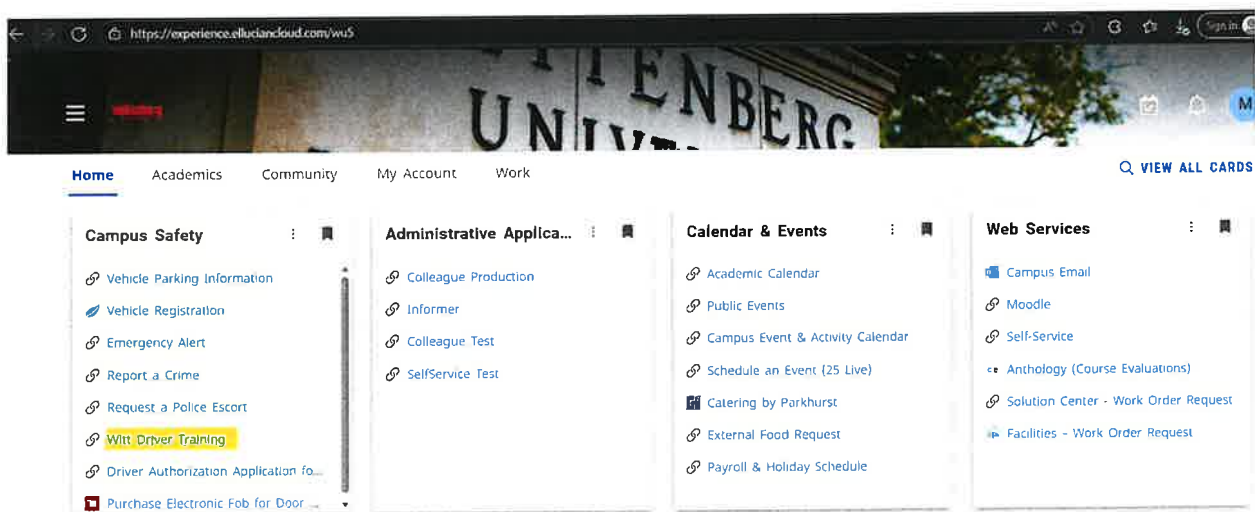
- Complete and pass on-line driver's course and test.
- Complete the attached forms in their entirety.
- Submit a copy of the front of your valid driver's license.
- Submit a copy of the on-line driver's training certificate.

Attached are instructions on how to take the drivers training course and test. The forms which need completed and returned are also attached. Be sure to send a copy of the front of your valid driver's license.

Once you have completed the course work and forms, you can scan and email them to mhilliard@wittenberg.edu or you can drop the forms off at the WPD walk-up window. The window is staffed 24/7/365.

If you have any questions, please contact Megan Hilliard, Assistant Director of Campus Safety, via the above email address or call 937-327-7307 during normal business hours.

The on-line drivers training course is available on the Wittenberg home web site by clicking on “Email & Portals”. You will need to sign in using your Wittenberg account log on. Go to the “Experience” page on the “Campus Safety” tile. The link below is hi-lited. *One item of note: the employee/student will need to go to the very bottom of the last page once the test has been completed. There is a prompt to print the certificate. Please print the certificate to place in the certified driver application packet.



There is also a questionnaire which is required to be completed, in its entirety, along with the last page of the Motor Pool Policy Agreement. A copy of the front of the valid driver's license is also required. Once all of these steps have been completed, employees/students can scan or email the packet to mhilliard@wittenberg.edu or drop off all paperwork at the WPD walk-up window which is open 24/7/365.

After receiving all required paperwork, the Assistant or Director of Campus Safety will complete a driving record composite and will email the applicant advising if they are approved or not to drive a university-owned/rented vehicle. Allow 7-10 business days when requesting to become a certified driver. Out-of-state driver licenses may take longer.



POLICE DIVISION

Appendix D

APPLICATION FOR DRIVER AUTHORIZATION

- ☐ Faculty/Staff
- ☐ Student

SSN # Last 4 Digits (Required): _____

Name: _____
(First) (Middle) (Last)

Home Address: _____

Wittenberg Email Address: _____

Student/Employee ID # (REQUIRED): _____ *Students-Class of (Grad Year): _____

Cell Phone #: _____ Date of Birth: _____

Driver's License # (Include State) _____ Expiration Date: _____

- Has your driver's license EVER been SUSPENDED? _____ Yes _____ No
- Has your driver's license EVER been REVOKED? _____ Yes _____ No
- Have you EVER been REFUSED A DRIVER'S LICENSE? _____ Yes _____ No
- Have you EVER been convicted of OVI, PHYSICAL CONTROL/
UNDER INFLUENCE, RECKLESS DRIVING, or FAILURE TO STOP
AT THE SCENE OF AN ACCIDENT? _____ Yes _____ No

If YES to ANY of the above, please explain:

In the past **two (2) years** have you been CITED for any of the following?

- Moving Violation _____ Yes _____ No
- Accident _____ Yes _____ No

If YES to ANY of the above, please explain and include date, nature of violation, location, and fine:

TO MY KNOWLEDGE, THE ABOVE INFORMATION IS COMPLETE AND ACCURATE.

Signature: _____ Date: _____

****Note** – These are minimum qualifications and circumstances may arise that affect the authorization of an individual to drive a university owned or leased vehicle. The Assistant Director of Campus Safety or Chief of Wittenberg Police may deny driving privileges at any time when deemed necessary. The university reserves the right to require additional qualifications. WITTENBERG UNIVERSITY OR IT'S INSURANCE CARRIER WILL REVIEW YOUR DRIVING RECORD ANNUALLY.

Rev. 7-1-2026



POLICE DIVISION

Appendix C

Wittenberg University Motor Pool Vehicle Request Form

Date: _____

Requestor Name: _____

Cell Phone #: _____

Wittenberg E-Mail Address: _____

Department/Club/Greek Org. Name: _____

Number of Passengers (including driver) _____

Vehicle Pick Up Date: _____ Vehicle Return Date: _____

Trip Destination (city & state): _____

Reason for Travel: _____

Driver Name: _____ Driver Cell #: _____

Driver Name: _____ Driver Cell #: _____

Are proposed driver(s) Wittenberg Certified to Drive? _____ Yes _____ No

Approver Name (please print or type): _____

Approver Title: _____

Approve []

Deny []

Approver Signature: _____ Date: _____

Email completed, approved form to mhilliard@wittenberg.edu

WPD USE ONLY

Approve [] Deny [] Reason: _____

WPD Signature: _____ Date: _____

Notification Made: _____ Phone Call _____ E-Mail _____ Date: _____

7-1-2026