

# HOBART AND WILLIAM SMITH COLLEGES

## DRIVER AUTHORIZATION APPLICATION & MOTOR VEHICLE RECORD REQUEST FORM

(APPLICATION MUST BE APPROVED **PRIOR** TO DRIVING)

**All College personnel** (including faculty, staff and students) **MUST complete this form and pass a college driving test/instruction in order to be approved to operate a College owned, leased or rented vehicle** for the purpose of College business. Carefully read and complete this form and submit with a photocopy (*enlarged*) of your current drivers license to the **Office of Conferences and Events** (Delancey House 1st floor) **2 weeks in advance** of any scheduled HWS vehicle use.

### PRINT OR TYPE ALL INFORMATION CLEARLY

Name (*as it appears on your license*) Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Maiden Name (*if applicable*) \_\_\_\_\_

Name of Staff/Faculty Member requesting you to drive \_\_\_\_\_ Dept. you will be driving for \_\_\_\_\_

Street Address (as listed with DMV) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Email address (*checked daily*): \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

I have **3+ YEARS experience** as a **Licensed Driver**? YES \_\_\_\_\_ NO \_\_\_\_\_ I am a: Staff/Faculty Member \_\_\_\_\_ Student \_\_\_\_\_

Have you had any **tickets, accidents** (*at-fault*) or **violations** in the **past 39 months**? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please give dates and descriptions: \_\_\_\_\_

I hereby authorize HOBART AND WILLIAM SMITH COLLEGES and/or its insurance representative, pursuant to the Driver's Protection Act to periodically obtain and review my Motor Vehicle Record as needed in order to evaluate my insurability when driving a College owned, leased or rented vehicle. I understand that this information will be kept confidential and released only to those College representatives charged with overseeing the College's insurance and employment policies.

**I understand that I have an obligation and responsibility to the College and any negative change in the status of my driving record may result in the revocation of the privilege of operating a College owned, leased or rented vehicle.**

**I also acknowledge reading and understanding the "Vehicle Pool Guidelines" and will follow these rules and regulations.**

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Print Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VEHICLE POOL GUIDELINES

The vehicle pool consists of six 12-person vans and three 7-person minivans (all including the driver). **They are available on a charge-back rental plan for the following types of institutional uses:**

- **Educational/Departmental Trips** which are part of your current course work, departmental professional development activities, or for business trips to other regional institutions.
- **Athletic Trips** to scheduled athletic events for team members.
- **Established Clubs/Groups**, which are part of developmental activities, community service activities, enhancement of Student Life & Leadership.

**NOTE: All overnight trips or day trips over 100 miles must be accompanied by an employee of the Colleges (regular staff or faculty member). All day trips less than 100 miles do not need the accompaniment of an employee of the Colleges.**

### RESERVING A VEHICLE:

- Requests are taken on a FIRST COME, FIRST SERVED BASIS. The Office of Conferences and Events/Van Fleet Services **must receive a reservation request in writing at least one (1) week prior to the scheduled trip departure.** Please complete and submit a **Van Request form** to the Office of Conferences and Events (you can obtain a copy of the form on-line). You can e-mail [econnor@hws.edu](mailto:econnor@hws.edu) or you may use intra-campus mail, or via fax (781-4325). Included on the written request is your name, driver's name, type of vehicle requested, the date and time period you wish to use the vehicle, the name of the department or organization, the account number to be billed, the purpose of the trip, destination, and the name of the department chair approving the trip.
- Reservations are accepted on a first-come, first-serve basis.
- If you decide not to use your reserved vehicle, it is required that you will give notice of **the cancellation no less than 1 day prior to your scheduled time.** Failure to give proper notification of cancellation to the Office of Conferences and Events (ext. 3071, ext. 3103 or [econnor@hws.edu](mailto:econnor@hws.edu)) will result in a charge to your department/organization for the scheduled time(s).

### DRIVERS:

- Drivers **must** furnish evidence of a current, valid driver's license (21 years old with 3+ years experience) before operating a vehicle from the pool and must pass a general driving test administered by the Office of Conferences and Events in order to be approved to drive a College vehicle. **Driving tests must be scheduled in advance.**
- Only those authorized may drive the vehicle.
- The insurance carrier will only approve those with acceptable driving records.
- Departments or organizations must have their own approved drivers.
- Vehicles are to be used **only during the time period requested and only to the destination requested** since the same vehicle may be scheduled by another party at your scheduled return time.
- Pick up your key for the vehicle at the Security Office on the day and time that the vehicle is needed. **Only the authorized driver will be given the key.** You must show your College ID, sign for the key, and record the "out time" on the Vehicle Sign-Out Sheet.
- You **must** record your **beginning and ending mileage** on the Trip Ticket for billing purposes.
- All vehicles are to be returned full of gasoline**, which is purchased at the **Town and Country Sunoco** (368 Hamilton Street, across the street from Staples/Blockbuster Video Plaza). Their hours are 7AM-11PM, 7 days a week. Charge the gas with the Colleges' card, which is at the station, and obtain a receipt. The return gas charge will be added to your bill. The gas charge slip **must** be returned with the keys. The slip must have the license plate number, vehicle number, and the driver's name both printed and signed. **Failure to comply will result in a \$50 charge to your department.**
- When returning the vehicle, please back the vehicle into the **assigned parking space** and lock the vehicle. Return the keys and gas receipts to Conferences and Events (or the Security office, if after regular business hours) and record the "in time" on the Vehicle Sign Out Sheet.
- Be sure the vehicle is clean. No food, beverages, or pets are allowed in vehicles. **If a vehicle is returned with dirty interior, a \$15 cleaning charge will be charged to the department or organization. Future use of the vehicle by that department or staff member may be suspended if the problem occurs more than once.**

### RATES:

If the total round trip mileage is LESS than 100 miles: the rates for vehicle use are \$15/half day (4 hours or less) or \$30/full day (over 4 hours)

If the total round trip mileage is MORE than 100 miles: A rate of \$.30 per mile will be charged. This will be in lieu of the half day or full day charge.

### ADDITIONAL INFORMATION:

- Your department will be charged for any damage to the vehicles**, up to a **\$1,000 deductible.** Vehicles are checked between all trips and any damage found will be noted. It is your responsibility to check the vehicle before leaving campus and to inform the Office of Conferences and Events of any damage not listed before you use the vehicle.
- It is STRICTLY PROHIBITED to drive a College vehicle under the influence of alcohol or other impairing drugs.**
- IN CASE OF ACCIDENT**, the driver must obtain the name, address, license number, and name & address of the insurance company of the other driver involved in the accident (if applicable). If the accident occurs off campus, please contact the local authorities to complete a Police Report. The driver must contact Security immediately. Upon returning from the trip, the driver must inform the Office of Conferences and Events of the accident and **file a report** with the **Security Department.**
- The vehicle pool is **not to be used for any type of personal use** by employees or outside acquaintances due to liability and policy requirements.
- The vehicles are not to be used for transporting furniture or large equipment, and the seats must not be removed.

### CAMPUS TELEPHONE NUMBERS:

**Office of Conferences and Events:** 781-3103 (Mon.-Fri. 8 a.m. to 5 p.m., except holidays)

**Security Department:** 781-3656 (24 hrs. a day)

*The Colleges appreciate your understanding and acceptance of our procedures and policies in order to continue to have a well-kept, attractive, safe, and usable vehicle pool for institutional use. Thank you for your cooperation.*

# HOBART AND WILLIAM SMITH COLLEGES

## VAN SAFETY TEST FOR DRIVERS

1. Full-sized vans pose several potential safety hazards, including:

- a. Handling characteristics that differ from those of private passenger vehicles.
- b. Limited side-impact protection for passengers.
- c. A greater risk of passenger injury when vans are used to transport numerous passengers.
- d. Increased risk of rollovers under certain conditions.
- e. All of the above.

2. A full-sized van traveling 60 mph can take 330 or more feet to stop. This calculation includes:

- a. Braking distance, wind resistance, and speed.
- b. Reaction time, braking distance, and wind speed.
- c. Perception time, reaction time, and braking distance.
- d. Speed, weather conditions, and tire pressure.

3. When a van's passenger and cargo load increases, its:

- a. Stopping distance and center of gravity increase.
- b. Center of gravity decreases and stopping distance increases.
- c. Weight increases and stopping distance decreases.
- d. Stopping distance decreases and center of gravity increases.

4. What are some of the precautions a driver should take when driving a van fully loaded with passengers and baggage?

- a. Adjust driving to account for slow acceleration.
- b. Reduce speed when traveling around corners, curves, and highway entrance and exit ramps.
- c. Avoid sudden, hard steering maneuvers.
- d. All of the above.

5. Which of the following can help you AVOID breakdowns, delays, and accidents?

- a. A cell phone.
- b. Thorough vehicle inspections.
- c. Roadside emergency kit.
- d. All of the above.

6. Which of the following does NOT help reduce the risk of roll-over accidents?

- a. Exceeding the passenger or gross vehicle weight rating of the vehicle.
- b. Scanning the roadway ahead for hazards.
- c. Avoiding distractions.
- d. Driving at a conservative speed, especially in curves and around corners.

7. Vehicle stopping distance is *not* affected by:

- a. Speed and vehicle weight.
- b. Road and weather conditions.
- c. Condition of the vehicle's tires and brakes.
- d. Driver alertness.
- e. None of the above.

8. Full-sized vans have unique handling characteristics compared to many personal passenger vehicles because they:

- a. Have diesel engines.
- b. Are longer, heavier, wider, and higher.
- c. Drive faster.
- d. Have a tighter turning radius.

9. Stacking baggage above seat level is not recommended because it:

- a. Restricts the driver's view through the rear window.
- b. Adversely affects the vehicle's center of gravity.
- c. Could injure passengers in the vehicle if the vehicle comes to a sudden stop.
- d. All of the above.

10. The advisory speed limit posted at curves, entrance and exit ramps are intended for which type of vehicles in ideal road and weather conditions. \_\_\_\_\_

- a. Heavy trucks and buses.
- b. Motorcycles.
- c. Personal passenger vehicles.
- d. All of the above.

*Now... let's see how well you did.*

*Check your answers. This is not a test you can fail... but a test to LEARN from. This is for your safety:*

1.e   2.c   3.a   4.d   5.b   6.a   7.e   8.b   9.d   10.c