



**John Carroll University**  
**Van Fleet**  
**Policies & Procedures**

*Administered by:*

**Office of Student Activities**  
**Suite 201, D.J. Lombardo Student Center**  
**(216) 397-4288**

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**[www.jcu.edu/osa](http://www.jcu.edu/osa)**

**Updated 8/08/2012**

# John Carroll University Van Fleet Policies & Procedures Certification

In order to start the process of becoming a certified van fleet driver, you must:

1. Complete the Driver Certification Request Form.
2. Photocopy your valid state driver's license.
3. Request and receive a Motor Vehicle Record (MVR) from your insurance company or state's Department or Bureau of Motor Vehicles (see instructions below).
4. Bring the above three items, as well as \$10 cash (exact change) or a \$10 check (payable to "John Carroll University") to the Office of Student Activities (OSA), Suite 201 in the Lombardo Student Center (above the bookstore).

Upon completion of these steps, a staff member in the OSA will record your certification request and you will receive, by e-mail, instructions on how to access and take the online safety course and test and continue with the next step of the certification process.

**Note: The certification process will cease if any one of the following occur: Three or more attempts are used to pass the on-line driving test via Alert Driving, failure to receive a passing grade on the pop quiz administered by the Office of Student Activities, or failure to receive a passing grade for the in-van driving and maneuverability test. There will be no further attempts for one year if any one of three occur.**

## **Instructions for Obtaining a Motor Vehicle Record**

In order to provide the Office of Student Activities with an official copy of your Motor Vehicle Record (MVR), it is necessary to request that one be sent to you from your insurance company or state's Department or Bureau of Motor Vehicles. Faxed copies are acceptable. Each state usually has its own process, system and/or fees for the MVR so please contact your state's appropriate office for more detailed information.

## **Evaluating the Motor Vehicle Record (MVR)**

The staff in the Office of Student Activities will evaluate each MVR to see if the individual wishing to become certified is eligible. Typically, an individual retains certification eligibility with any standard moving violation or minor speeding ticket in the past three years. Multiple tickets in the past three years will be evaluated on a case-by-case basis.

Below you can find website addresses for some states:

*Florida Department of Highway Safety & Motor Vehicles*

<http://www.hsmv.state.fl.us>

*Illinois Department of Driver Services*

[http://www.cyberdriveillinois.com/departments/drivers/drivers\\_license/purchaseabstract.html](http://www.cyberdriveillinois.com/departments/drivers/drivers_license/purchaseabstract.html)

*Indiana Bureau of Motor Vehicles*

<http://www.state.in.us/bmv/bmvexpress>

*New York Department of Motor Vehicles*

<http://www.nydmv.state.ny.us>

*Maryland Motor Vehicle Administration*

<http://mva.state.md.us>

*Ohio Bureau of Motor Vehicles*

<http://www.bmv.ohio.gov>

*Michigan Department of State*

<http://www.michigan.gov/sos>

*Pennsylvania Department of Motor Vehicles*

<http://www.dmv.state.pa.us>

## John Carroll University Van Fleet Policies & Procedures Driver Certification Request Form

Please complete the form below and return to the Office of Student Activities, Suite 201 in the Lombardo Student Center, along with a copy of your valid driver's license, motor vehicle report (MVR), and \$10 cash or check to continue the certification process. **This form will not be processed without a valid driver's license, MVR, and \$10 fee.**

### Personal Information

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

School Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Anticipated Graduation Year: \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp.: \_\_\_\_\_

Please circle if you are a:      Resident Assistant      Grad. Assistant (Dept: \_\_\_\_\_)  
Employee of the Center for Service & Social Action

### Motor Vehicle Accidents & Driving Violations

*Please list any driving violations and describe any accidents in which you were involved as a driver in the last three (3) years. If none, please indicate by stating "None."*

| Date | Description of Accident/Offense/Violation | Injuries/Fine/Penalty |
|------|---|-----------------------|
|------|---|-----------------------|

**Organizations, departments, offices, or groups that reserve and operate any van that is involved in an accident or is damaged in any way will be held liable and may be subject to paying a \$1,000 deductible through a process conducted by the Risk Management Office and the JCU judicial system.**

### Statement of Certification and Commitment

I certify that all pending violations or citations are included and that the above is true and accurate to the best of my knowledge. I have also read and understand the Van Fleet Policies and Procedures and commit to upholding a high standard of conduct and safety while driving university-owned vehicles.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# John Carroll University

## Van Fleet Policies & Procedures

All certified drivers operating vehicles in the university's van fleet shall abide by all John Carroll University Van Fleet Policies & Procedures as stated herein.

Only drivers who have gone through the Van Fleet Certification Process are permitted to reserve and operate vans. All vans reserved through the Office of Student Activities are for official University activities only. For questions and/or assistance, please contact the Office of Student Activities at 216-397-4288 or come to the office during normal business hours (8:30am-5:00pm) in Suite 201 of the Lombardo Student Center.

### **Van Fleet Inventory**

|        |                               |                              |
|--------|-------------------------------|------------------------------|
| Van #2 | Driver and up to 9 passengers | 100 mile range (round-trip)  |
| Van #3 | Driver and up to 5 passengers | 100 mile range (round-trip)  |
| Van #5 | Driver and up to 9 passengers | 100 mile range (round-trip)  |
| Van #9 | Driver and up to 9 passengers | 100 mile range (round- trip) |

**\*Please note: in accordance with safety regulations, there is a maximum of 10 people (9 plus the driver) allowed in all vans (except for van #3 which holds 6).**

### **Van Fleet Certification Process**

The following is the process to become a certified driver:

1. Download or obtain a hard copy of the "Van Fleet Policies & Procedures" packet from the Office of Student Activities (available in Suite 201 of the Lombardo Student Center or online at [www.jcu.edu/osa](http://www.jcu.edu/osa)).
2. Within this packet is a step-by-step list of required initial items to become a certified driver and continue with the certification process. Complete and/or obtain the necessary materials in the aforementioned packet and submit them to the Office of Student Activities.
3. Take the online certification safety course, and pass the accompanying online test. A score of 100% must be achieved to move forward; you have the ability to take the test twice to achieve this score. If it takes more than two times to successfully pass the test, there is an automatic two-month waiting period prior to being able to take the driving test.
4. Upon passage of the online test, sign up with the OSA to take the driving test.
5. Bring your "Certificate of Completion" from the online course to the driving test.
6. Upon passage of the driving test, you are an officially certified driver!

### **Van Fleet Certification Renewal Process**

To maintain "certified" status, it is necessary to, at the start of every academic year, submit an updated Motor Vehicle Report (MVR) and photocopy of your valid state driver's license to the Office of Student Activities. No drivers will be permitted to request and operate a van until these materials have been submitted on an annual basis.

### **Van Fleet Fee Structure**

Anyone wishing to become a certified driver must pay \$10, cash (exact change) or check (payable to John Carroll University), for the required online certification safety course and test. This is due prior to taking the online course.

Vans reserved by departments, offices, or groups that are not recognized student organizations or resident assistants taking their floors, will be assessed a fee for using university vans. The charge for up to **4 hours (half-day) is \$50** and the charge for between **4 and 8 hours (full day) is \$100**. These fees will be charged, upon return to campus after using the van(s), to the appropriate organization code given at the time of van request and reservation.

**Please note: Organizations, departments, offices, or groups that reserve and operate any van that is involved in an accident or is damaged in any way will be held liable and may be subject to paying a \$1,000 deductible through a process conducted by the Risk Management Office and the JCU judicial system.**

## **Van Fleet Reservation Process**

Any JCU certified driver may request and reserve a van.

To request a van, pick up the JCU Van Fleet Request Form outside the Office of Student Activities on the second floor of the Lombardo Student Center. Complete this form in its entirety and return to the Office of Student Activities during normal business hours, Monday-Friday, 8:30am – 5:00pm.

Once submitted, the staff member in the Office of Student Activities will ensure that the form is completed properly, the driver is certified, and that there is a van available for use at the requested time. Due to increased usage we cannot guarantee that a van will be available at any given time. A van is not reserved until the form has been submitted, signed by the staff member and a yellow copy of the request form has been given to the requestor, along with a blank passenger log. **The person who will be driving the van needs to be van certified by the Office of Student Activities AND be the one to sign off on the form before it is turned in.**

### **RESERVING A VAN:**

Please observe the following guidelines when reserving vans:

1. One form has to be completed for each van being requested and must be signed by the certified driver.
2. No more than two vans can be requested per organization/group/department per day.
3. Vans are not permitted to leave campus overnight, unless accompanied by a van-certified advisor or coach. The maximum trip length is one night, and vans must be returned on the second day no later than **11:00 AM**.
4. Vans are not permitted to be driven through the night; driving must cease at 12:00 midnight and can resume at sunrise (**6:00 AM**).
5. **All vans have a 100-mile range round-trip.** Other arrangements for transportation should be made for trips that **exceed the 100-mile limit**.
6. Vans can only be requested for use by student organizations, residence hall floors led by their Resident Assistant, offices, or departments recognized by the university. No van can be reserved for personal use.
7. All passengers must be members of the John Carroll University community.
8. Vans are not available to be used when the university is closed, either for regularly scheduled holidays, administrative closures or closures due to inclement weather or other emergencies.

## Van Fleet Operation Process

### **BEFORE LEAVING CAMPUS:**

In order to properly and safely begin the operation of the vans, please follow these steps:

1. Complete the passenger log so that there is an accurate record of who is traveling in the van.
2. At the time when the van is reserved, take the yellow copy of the JCU Van Fleet Request Form, the passenger log, and the driver's John Carroll University Identification Card to the Campus Safety Services attendant in the Belvoir Gatehouse. The attendant will give the driver the van keys and hold the ID Card until the van is returned.
3. Before departing, the driver should thoroughly inspect the exterior and interior van for any damages, loose trash (that could roll and lodge under the accelerator or brake pedals), etc. This is commonly called a "walk-around." Any damages during the pre-trip inspection should be immediately reported to the CSS attendant before departure. If the van is found to be inoperable, the CSS attendant will make any necessary changes in van assignments.
4. Finally, before departing the driver should complete the Van Usage Log found in the binder in the driver's side door, recording the beginning odometer reading, departure time, destination, and other required fields. Make sure all passengers and cargo are secured and seat belts are fastened.
5. Drivers should use their own discretion and judgment about operating a van during inclement weather. The vans will be unavailable when the university is closed for any reason.

### **DRIVING THE VAN:**

While operating the van, please observe the following rules:

1. The driver and all passengers **must** be in seat belts at all times while traveling in the van.
2. Smoking is **not** permitted in any university-owned vehicle, including the van fleet.
3. Alcoholic beverages, illicit drugs, or controlled substances **cannot** be transported in a university vehicle and are **not** to be present, used, or consumed by the driver or any passenger at any time while in possession of the van.
4. The driver is required to obey all local, state, and federal traffic laws pertaining to the safe operation of a vehicle. **Drivers will be held personally responsible for paying any parking or traffic violation fines and/or associated costs incurred while operating the vans.**
5. Vans must never be parked in an area where there is serious risk of theft or damage to the van. Drivers must secure the van whenever it is left unattended and unsupervised.
6. When backing up a van, use a "spotter" who can guide the driver and see all blind spots.
7. Keep the van clean at all times and ensure that no bottles or litter is on the floor that could create a potentially hazardous situation for the driver (i.e. lodging under the pedals).
8. If it is necessary to refuel a van, do not refuel with the engine running, nor smoke near any vehicle being refueled or serviced.
9. Remember that the name of the university is on the van. Drivers and passengers will be held to a high standard of conduct while representing the university in this capacity and will be held responsible for any inappropriate behavior while traveling in the van.
10. Absolutely under no circumstance should the driver use a cell phone, personal digital assistant, or any electronic device while the operating the van. Should the need arise to use one of these devices, the driver should safely signal and pull the van into a parking lot or other open space away from the flow of traffic.

### **OUT OF GAS OR OTHER VAN PROBLEMS:**

If you encounter any of the following types of problems with the van while operating it, follow these guidelines:

1. If the fuel gauge is low and the driver is not sure that the van can be safely returned to campus, refuel the van and submit the receipt to the Office of Student Activities for reimbursement.
2. If the van breaks down or otherwise becomes inoperable, first and foremost make sure all passengers are out of harm's way. If possible, pull the van into a nearby parking lot and notify the lot owner of the situation. Otherwise, pull the van to the side of the road in plain sight of traffic. Call Campus Safety Services at (216) 397-4600 if you need assistance in getting information to arrange for a taxi back to campus and a tow. All taxi and tow truck fares will be reimbursed by the Office of Student Activities provided a receipt is submitted. If, after further investigation, the driver or organization is found at fault for the inoperability of the vehicle, charges will be assessed to those entities.

### **INVOLVED IN AN ACCIDENT:**

If you are involved in an accident or another incident that causes damage to the van or another vehicle, follow these guidelines:

1. First, if the van is operable, pull over to a safe spot on the side of the road in plain sight of traffic or into a parking lot.
2. Make sure that all passengers are okay, and render aid when necessary.
3. If the accident occurs on-campus, call Campus Safety Services immediately at 216.397.1234. If the accident occurs off-campus, call the police immediately.
4. There is a binder in each van (the same one which includes the Van Usage Log) detailing further steps for you to take in the event of an accident, and includes insurance information and accident reports. Be sure to follow these outlined procedures. Never falsify, withhold, or suppress any van-related reports or information.
5. Upon return to campus, the driver must notify Campus Safety Services immediately of any accident or property damage incident. Also, please contact the OSA to make the staff aware of the situation at 216.397.4288. Also be sure to contact the Risk Management Office during normal business hours.
6. **If, after investigation, the driver is found to be at fault, the driver/organization/department will be charged an insurance deductible in upwards of \$1,000 for any damages sustained and will go through the JCU judicial system.**

When you arrive back to campus at the conclusion of your trip, follow these steps:

1. Slowly and carefully back the van into its numbered space in the Belvoir Lot, (the Pacelli if using the minivan) using a spotter as the online training suggests.
2. Once the van is parked, make sure that the driver completes the Van Usage Log, indicating the ending odometer reading and arrival time.
3. Make sure the van is clean of litter and debris and all outside and inside lights are off.
4. Secure the van by making sure all windows are up and doors are locked.
5. Return the keys to the CSS attendant in the Belvoir Guardhouse. He/she will return the driver's identification card.
6. If necessary, be sure to report any problems/incidents/accidents to the CSS attendant or other applicable university entities, such as the OSA, including low fuel, warning lights on the dashboard, strange sounds, or any other mechanical difficulties.

**Please contact the Office of Student Activities at 216-397-4288, [studentactivities@jcu.edu](mailto:studentactivities@jcu.edu), or visit Suite 201 in the Lombardo Student Center for any questions or clarifications.**

## **John Carroll University Van Fleet Policies & Procedures Pre-Trip Checklist**

Follow these simple steps before departing on your journey:

- Reserve the van using the Van Fleet Request Form, and take to the Office of Student Activities. The staff person in the OSA will give you a copy of the form along with a blank passenger log.
- Complete the passenger log so that there is an accurate record of who is traveling in the van.
- At the time when the van is reserved, take the yellow copy of the JCU Van Fleet Request Form, the passenger log, and the driver's JCU identification card to the Campus Safety Services attendant in the Belvoir Gatehouse.
- The attendant will give the driver the van keys and hold the ID card until the van is returned.
- When you come upon the van, be sure to do a thorough "walk-around" inspection of the exterior, making sure that there are not any damages, scratches, etc. Report any problems to the CSS attendant. This is an important step as you or your organization can be held liable if damage is not documented in a timely fashion before your departure; it will be assumed any damage found after your trip occurred during your trip.
- Open the van and perform an inspection of the interior, making sure that there are not any damages or loose trash that could roll and lodge under the accelerator or brake pedals. Report any damages to the CSS attendant and dispose of any trash.
- Turn the lights and four-way flashers on. Get back out of the van to ensure that none of these lights are burned out. Report any problems to the CSS attendant.
- If the van is out of gas or fluids, there are any strange noises, or if the van appears to be inoperable, please notify the CSS attendant.
- The driver should complete the Van Usage Log found in the binder in the driver's side door, recording the beginning odometer reading, departure time, destination, and other required fields.
- Make sure all cargo is securely fastened.
- Make sure the driver and all passengers are in their seat belts.
- Adjust the seat, steering wheel, and mirrors to fit the driver's needs.
- Slowly and carefully pull out of the parking space and have a safe trip!



## **John Carroll University Van Fleet Policies & Procedures Post-Trip Checklist**

Follow these simple steps when arriving back to campus from your journey:

- Enter the parking lot and drive with caution.
- Pull up to the numbered space in the Belvoir parking lot (or van #3 minivan in the Pacelli lot), and have one of the passengers get out of the van to act as a “spotter” (as shown in the online safety training).
- Slowly and carefully back up the van into the space.
- Once the van is parked, the driver should complete the Van Usage Log (located in the binder in the driver’s side door), indicating the ending odometer reading and arrival time.
- Make sure the van is clean of litter and debris, and all windows are up and doors are locked.
- You should be sure to do a thorough “walk-around” inspection of the exterior, making sure that there are not any damages, scratches, etc. Report any problems to the CSS attendant in the Belvoir Gatehouse. This is extremely important as you or your organization could be held liable for any unnoticed damage if you do not complete this step!
- Return the keys to the CSS attendant in the Belvoir Gatehouse. He/she will return the driver’s JCU identification card in exchange for the keys.
- If necessary, be sure to report any problems/incidents/accidents to the CSS attendant, the OSA, or other applicable university entities (i.e. Risk Management Office), including if the fuel level is low, there are warning lights on the dashboard, strange sounds, or any other mechanical difficulties.
- Have a great day!

# John Carroll University Van Fleet Policies & Procedures

## Driving Skills Checklist

Anyone taking the Driving Test will be expected to follow and demonstrate safe and successful driving skills using the criteria listed below.

**Pre-Trip Inspection**

- Walks around vehicle.
- Makes sure the van is free of trash and debris.
- Knows where horn, wipers, turn signals, lights, parking brake, and hazard lights are located.
- Turns on lights and four-way flashers to make sure they're working properly.
- Checks instruments and gauges (gas, oil, engine light, etc.).
- Completes vehicle usage log.
- Checks that all occupants are using seatbelts and all cargo is secured.

**Driving through Intersections**

- Comes to a complete stop at stop signs and traffic lights.
- Stops far enough behind the vehicle in front at intersections to see the pavement between the van and vehicle in front.
- Looks "left-right-left" before proceeding through intersections.
- Anticipates changing traffic lights (enters intersection on green, not yellow).
- Yields the right-of-way as appropriate.

**Changing Lanes**

- Checks blind spots before lane changes.
- Is aware of other drivers' blind spots.
- Uses signals before lane changes.
- Yields to other vehicles.

**Turning**

- Signals at least 100 feet before turning.
- Reduces speed before turning.
- Checks for traffic.
- Yields to cars and pedestrians.
- Is aware of turning radius, particularly with right turns.

**Parking**

- Demonstrates understanding of where to park in a parking lot.

**Backing**

- Checks blind spots before backing up.
- Asks passenger(s) to act as a "spotter."
- Maintains a slow speed while backing.

**General Driving**

- Uses appropriate following distance (following 4-second rule).
- Starts, moves, and stops smoothly.
- Checks mirrors frequently.
- Anticipates braking solutions by covering the brake.
- Appears relaxed and comfortable.
- Adjusts speed to road, traffic, and weather conditions.
- Demonstrates correct hand position on steering wheel.

**PASS**       **FAIL**

\_\_\_\_\_  
Driver's Name (Print)

\_\_\_\_\_  
Evaluator's Name (Print)

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

## John Carroll University Van Fleet Policies & Procedures Van Fleet Request Form

Date Needed: \_\_\_\_\_

Departure Time: \_\_\_\_\_ AM/PM

Return Time: \_\_\_\_\_ AM/PM

Destination (Specific): \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Organization Code: \_\_\_\_\_

No. of Passengers (10 max): \_\_\_\_\_

Name(s) of Certified Driver(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Driver is (circle one): Undergraduate Student    Graduate Student    RA / GA    Faculty / Staff

By signing below, I certify that I have read and understand the Van Fleet Policies & Procedures and agree to abide by the guidelines stated therein. Failure to recognize any of the policies may result in suspension or forfeiture of any future van privileges. **Furthermore, I and/or my organization or department acknowledges that my organization code will be charged a usage fee (if applicable) as well as for any damages sustained while driving the van, up to \$1,000.**

\_\_\_\_\_  
*Signature(s) of Van Driver(s)*

\_\_\_\_\_  
*Date*

-----  
OFFICE USE ONLY

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DENIED

Van: 2  
3 (mini van – max 8 passengers)  
5  
9

No vans available  
Driver not certified  
Not recognized group

\_\_\_\_\_  
*Signature of Approval*

\_\_\_\_\_  
*Date*

White – Office of Student Activities

Yellow – Take with completed passenger log to  
Campus Safety Services Belvoir Gatehouse

## **John Carroll University Van Fleet Policies & Procedures Passenger Log**

Please print the names of all passengers in the van and attach this log to the Van Fleet Request Form before taking to the Campus Safety Services attendant in the Belvoir Gatehouse to get the van keys.  
Thank you!

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

Van Number: 2 3 5 9

Driver's Name: \_\_\_\_\_

Passengers: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

## **John Carroll University Van Fleet Policies & Procedures Top 10 Things to Remember**

Please read and review the list below of the top 10 things to remember about vans!

1. Perform a thorough walk-around pre-trip inspection and complete the Van Usage Log before beginning your journey.
2. The driver, passengers, and any cargo should be properly and safely secured before beginning travel, and vans should be clear of litter or debris that can act as potentially dangerous projectiles.
3. No alcoholic beverages, illicit drugs, or controlled substances can be transported in the van or consumed by the driver or any passenger. Smoking is also not permitted in or around the van.
4. Large passenger vans have a higher center of gravity, making tipping over a real possibility. Be safe while turning, changing lanes, and in poor weather conditions.
5. Under no circumstance should drivers use a cell phone while in the process of driving. Have a passenger use the cell phone or pull over into a parking lot or the shoulder of the road in plain sight of traffic.
6. Drivers and passengers should remember that they are serving as official representatives of the University while traveling in the vans and will be held to a high standard of conduct.
7. Use a “spotter” when backing into any parking spots!
8. No more than two vans can be reserved per organization per day, and vans can only be taken for one overnight (but not driven through the night) if the group is accompanied by a van certified advisor or coach, and returned by 11:00 AM on the second day.
9. The driver, and ultimately the organization/office/department he/she represents, will be held liable for any damages caused to the van if found at fault, which could result in paying in upwards of \$1000 in insurance deductible and is subject to the JCU judicial system.
- 10.** In the event of an emergency, notify the police and refer to the procedures listed in the binder, found in each van’s driver side door. Remember to notify CSS, the OSA, and the Risk Management Office within 24 hours of the accident.