

Ohio Northern University

General Travel Policies

Use of Fleet Cars and Vans

1. Authorized personnel may reserve a vehicle with the Physical Plant not more than 30 days in advance for vans and buses and 10 days for cars. Scheduling must be arranged during regular work hours Monday - Friday.
2. A trip ticket is to be picked up with the keys at the Physical Plant. The trip ticket is to include the purpose of the trip, account number, mileage at the time of departure and return, and driver's signature.
3. Gasoline credit cards are in the key cases for each vehicle. These cards are only to be used for the vehicle to which they have been assigned. Cards may not be used for personal vehicles, even if the vehicle will be used for University business.
4. Fleet vehicles are generally parked in the lot on the corner of Lincoln Ave. and Union St., adjacent to the University tennis courts. In the event that a vehicle will not be picked up until after office hours or on the weekend, contact the Security Office at Ext. 2222 or 2061.
5. Return vehicle to the parking lot from which it was picked up. Return keys, gas cards, trip ticket and driver log, if applicable, to Physical Plant office or place items in drop box located near the door.
6. The Physical Plant is to be notified of any vehicle mechanical problem and/or damage.

Use of Fleet Buses

1. Scheduling use of a fleet bus will be accomplished through the Physical Plant office.
2. The buses will be scheduled on a first-come, first-served basis in respect to official University groups. Sports teams will be given preference. Other University groups or clubs may also rent the buses on a first-come, first-served basis after requirements are met.
3. Responsibilities of the driver include safe and lawful operation of the buses at all times, recording time and mileage spent on the trip, and insuring that the buses are parked in a safe area while on trips and when not in operation. The driver will not assume responsibility for chaperoning the group.
4. The authorized user's responsibilities include providing non-student chaperones or guides for the group, maintaining good group conduct, and paying all applicable charges. Charges include all toll and parking fees and established mileage charges.

Standard Operating Procedures

1. All vehicle occupants must wear seat belts while vehicle is in motion.
2. Smoking is not allowed in any University vehicle.
3. Consumption of alcohol is not permitted within 12 hours prior to driving a University vehicle. No alcohol containers, open or closed, will be allowed in any University vehicle.
4. Use of a cell phone by the driver is strongly discouraged and texting by the driver is absolutely prohibited.
5. University vehicles are to be used for University business and only for out of town trips.
6. Vehicles are to be kept only for the specified time that has been scheduled and must be returned to the Physical Plant Office immediately upon return to campus.
7. Reserved vehicles that will no longer be needed should be cancelled by calling the Physical Plant as soon as possible.
8. Drivers of University vehicles are subject to laws and restrictions that govern vehicles in that operating area. Any violations or fines are the responsibility of the driver, not the University.
9. All drivers are responsible for supplying the V.P. for Financial Affairs with a copy of their valid driver's license upon request.
10. All drivers must have certification on file stating that they have completed the defensive driving requirement and license check as dictated by the Campus Security
11. Contact the Business Services office prior to vehicle travel outside the U.S. for proof of insurance coverage and instruction for purchase of additional auto insurance.
12. Use good judgment when traveling in inclement weather. Check weather and driving conditions at www.usroadconditions.com.

Students Onboard

1. No student may contract for a rented or leased vehicle in the name of Ohio Northern University.
2. No driving after midnight. If extenuating circumstances occur, approval must be gained by the department chairman or director before proceeding to drive after midnight. Information must also be logged with Campus Security by calling Ext. 2222.
3. Drivers must alternate or take a break after every two hours of driving.
4. An advisor must be present in vehicles leaving the State of Ohio.
5. Vehicles traveling more than 100 miles from the University require at least two certified drivers per vehicle.
6. Vehicles traveling more than 250 miles from the University require at least two certified drivers per vehicle and require the completion of a driver log.

7. When signing out vehicles, the driver and/or advisor must sign a copy of the Fleet Vehicle Check List indicating agreement to comply with the General Travel Policies.

Chartered or Rented Vehicles

1. Provisions of the General Travel Policies are applicable to all vehicles rented, leased, or chartered by Ohio Northern University.
2. Business Services will make all local arrangements for rental vehicles, including vans and buses. (This does not include arrangements that are made for rental vehicles after flying to other cities.)
3. Copies of driver's licenses may be requested for some rental situations.
4. No 15-passenger vans are to be rented or driven.
5. All vehicles must be rented and/or leased in the name of Ohio Northern University and driven only by ONU certified drivers.
6. Insurance for vehicles rented within the U.S. is provided by the University's automobile liability policy. **Additional insurance should not be purchased through rental agencies or by credit card.**
7. A physical inspection of the vehicle is the responsibility of the individual picking up a rented or leased vehicle to insure that defects are noted with the agency prior to signing the agreement.
8. Rentals should be cancelled as soon as possible if not needed. Fees may apply for late cancellation.
9. Fees will be assessed to the renter if a vehicle is delivered to campus and then not used.

Aircraft

1. It is expected that long distance travel will be done on commercial airlines if the cost of the air fare is less than the travel costs by vehicle.
2. Travel by unscheduled or private aircraft of any type is not a recommended mode of travel for University business. If this is necessary, contact Business Services for additional insurance requirements and information.

Personal Vehicles

1. Any vehicle not owned, rented or leased in the University's name is considered a personal vehicle.
2. The vehicle owner's auto insurance policy will provide primary insurance coverage even if the vehicle is driven on University business.

Disciplinary Action

1. A conviction of any vehicle violation while operating an owned, rented or leased University vehicle can be cause for disciplinary action.
2. A driver operating an owned, rented or leased University vehicle under the influence of drugs or alcohol will receive disciplinary action, which may result in the termination of employment. Students may also face disciplinary action.

Accidents

1. While traveling on University business, immediately report any accidents to local law enforcement or state highway patrol. Dial 911 on any land line or cell phone if there are injuries.
2. In the event of an accident involving a University vehicle, the accident report in the glove box should be filled out immediately at the scene by the driver and turned in as soon as possible to the Business Services or Security office. The details of each accident are reported to the University insurance company, even if there are no apparent injuries.
3. Accidents involving rented or leased vehicles must be reported to the Business Services office (Ext. 2501) and a full report must be made to the Security Dept. as soon as possible.
4. If you have immediate questions or problems while at the scene of an accident call the ONU Security Dept. at 419-772-2222 or 419-772-2061 for additional instructions.

Lost or Stolen Credit Cards

1. Report any lost or stolen gasoline credit cards as soon as possible to Business Services at 419-772-2066 or 2501, or to the Physical Plant at 419-772-2460.