

Policies and Emergencies

Vehicle Policies

- University-owned/leased vehicles are for official purposes. Personal use of University-owned/leased vehicles is prohibited.
 - All drivers must be cleared by the University. See new [driver clearance policy](#). Driver is responsible for following all the rules of road. Traffic tickets are the responsibility of the driver and must be paid within seven days.
 - Tolls & toll violations will be charged back to the requesting department.
 - Seatbelts must be worn at all times by all passengers.
 - No one may operate a Loyola vehicle under the influence of drugs or alcohol.
 - Drivers must complete mileages, fuel, and remove trash from the vehicle upon return.
 - If involved in an accident, driver must notify Motor Pool at 410-617-5396 and sponsoring department immediately. [Written accident report](#) must be returned with to the motor pool coordinator.
 - University vehicles may not be loaned or rented due to insurance requirements.
 - Picking up hitch-hikers is prohibited.
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Requesting Department Responsibilities

- Provide each driver with a written department contact – name and phone number.
 - Department will designate a trip leader, head, and follow-up vehicle.
 - Review day's route each morning. AAA will provide maps, trip tix, guide books, etc.
 - Review emergency protocols and phone procedures with all drivers at least once a semester.
 - Enforce seat belt usages for all passengers.
 - Ensure vans are not overloaded with people or cargo.
 - Always review motor pool users guide.
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Driver Responsibilities

- Check vehicle each morning for proper operations including, but not limited to oil, tires, wipers, lights, fuel, doors, hitches, and trailers.

- Driver's responsibility to see that everyone wears a seat belt.
 - Driver ensures vehicle is not overloaded.
 - Driver knows route and has reviewed with other drivers. Take frequent rest breaks.
 - Fuel vehicles at same time – keep vehicles clean.
 - Driver's responsibility to ensure no alcohol or drugs in vehicles.
 - Understands emergency and phone procedures.
 - Keep all gas receipts; store them in plastic pouch with the gas cards.
 - Return vehicle clean with full tank of gas. Return and complete all paper work.
 - Report all problems on check-in/out sheet and work order form.
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Breakdowns

- Pull as far off the road as possible.
 - Call AAA found in notebook at their number for repairs and towing. Then call the department of parking and transportation at 410-617-5396 or 410-366-3040 after hours.
 - Use only AAA approved Exxon/Mobil or Sunoco's Motorclub number or dealership for repairs.
 - If repairs are over \$500, call 1-410-617-5396 for advice.
 - Call your destination with revised arrival time.
 - Call your sponsor with details of the problem
 - Use your best judgment and stay calm.
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Accidents

- Stop immediately, keep calm. Secure your vehicle.
- Warn on-coming traffic, use emergency equipment found in yellow box
- Help the injured. Do not render first aid unless you are trained. Use phone to call a doctor or ambulance if necessary.
- Do not argue, accuse anyone, make any admissions or blame, or apologize for the accident.
- Call the appropriate law enforcement agency (highway patrol, police, sheriff, etc.)
- Obtain complete information called for in the "In Case of Accident" booklet, and an [accident report form](#) completed in detail.
- Call your departmental sponsor.
- Call Parking & Transportation Services at 410-617-5396.
- Do not talk to media, refer them to Loyola public relations at 410-617-5025.
- Refer to AAA booklet for towing/repair/bail bond/rental vehicles, etc.
- Take care of your passengers, stay calm.

- Call your destination. Advise them of your situation.