



SNU POLICY: SNU Group Travel/Vehicle Fleet Use Policy

SNU POLICY ID: General Information A-18

Policy Reviewed by: SNU Director of Transportation and SNU Director of University Operations/Risk Management

Approval Authority: Senior Vice President for Business and Finance/CFO

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Southern Nazarene University maintains a certain number and varying types of vehicles within its Transportation Fleet to aid in travel and transportation for the needs of our campus community members and groups. Please see the following policies and guidelines to determine the best way to accommodate your group travel requirements.

Southern Nazarene University Group Travel, Fleet Vehicles, and Rental Companies

Group travel for Southern Nazarene University sanctioned events, intercollegiate athletic competitions, trips, etc. via SNU-owned fleet vehicles is dependent on a number of factors. Primary among such factors is the distance being traveled for the trip or to the event location. The following guidelines apply to the SNU fleet vehicles use.

Trips of up to 200 miles one-way are able to use ***both SNU buses and vans*** in conjunction with additional guidelines provided here.

Trips between 201 and 250 miles one-way may use SNU vans without additional factors consideration but still in conjunction with additional guidelines provided here. ***For SNU buses requested to travel this distance, other factors will be considered before the use of these vehicles will be approved.*** These considerations can include but are not limited to factors such as the relative ease or difficulty of anticipated travel route, predicted weather conditions during the time of the trip and event, times of day or evening for the travel, availability of properly qualified drivers, etc. Decisions related to the use of SNU buses for trips in this mileage category are intended to be made collaboratively between the SNU Transportation Department, SNU Operations/Risk Management, and the leadership of the group traveling. In instances where there is disagreement between these groups about a trip continuing via SNU buses, SNU Operations/Risk Management will make the final determination and decision.

For trips of 251 miles or more one-way, SNU vans may be used in conjunction with additional guidelines provided here. SNU buses may not be used for trips of 251 miles or more one-way. Any SNU travel group traveling this distance when SNU vans are not available or able to meet the group capacity, vehicles must be chartered or rented from commercial travel or vehicle rental companies. Renting vehicles from an organization whose primary purpose is not travel transportation or vehicle rentals is not permitted for safety and risk transfer reasons.

The one-way mileage limits are to be calculated from the Southern Nazarene University Bethany campus address of 6729 Northwest 39th Expressway, Bethany, Oklahoma 73008 to the address of the physical facility where the group or team will be competing, primarily meeting, serving, etc. The center of a particular city or metropolitan area would not be an acceptable calculation point for example. If a trip involves multiple destinations, the calculation for purposes of the mileage limits should be figured between SNU's Bethany campus address and the destination at the furthest physical distance away from the Bethany campus.

Any charter company or other vehicle/travel service used by an SNU group or team is required to provide and fully execute a written vehicle use agreement clearly defining rates, liability delineation, and evidence of the following minimum amounts and types of insurance coverages in force for the duration of the trip. The company must list Southern Nazarene University as the certificate holder and an additional insured on the general liability, umbrella/excess liability, and auto liability policies.

- General Liability – \$10,000,000
- Umbrella/Excess Liability – \$25,000,000
- Auto Liability – \$10,000,000
- Workers Comp./Employers' Liability – Statutory/\$500,00

SNU Vehicle Fleet and Charges (subject to change year to year)

Buses - \$175/per day minimum charge - \$2.00 per mile rate past the \$175 minimum

T37 – 37 passenger seats – CDL Driver required – Over seat storage areas for smaller items and separate rear storage compartment for larger items.

T35 – 35 passenger seats – CDL Driver required – Over seat storage areas for smaller items and separate rear storage compartment for larger items.

Vans - \$50 per day minimum charge - \$.80 per mile rate past the \$50 minimum

10 passenger transport vans – 4 available – SNU approved, and group provided driver required at a minimum age of 21 – minimal storage area behind last seat at rear of van.

Cargo van – 1 available - SNU approved, and group provided driver required at a minimum age of 21 – open area in main compartment of van – Only seating available for driver and front passenger.

SNU Fleet Reservation Guidelines

Vehicles requiring hired drivers (Buses)

1. Reservations must be submitted minimum 45 calendar days in advance of trip departure date using the attached Vehicle Request form emailed to transportation@mail.snu.edu.
2. Reservation must include all required information. Estimations of departure times are understandable. However, please estimate an earlier departure time than expected if necessary, as having a driver available earlier than necessary is better than trying to hurry a driver to be ready earlier than a time he was originally assigned. Reservations with *To Be Determined, TBD, TBA*, etc. for any field is not acceptable.
3. SNU transportation will provide an email confirmation of reservation and driver assignment no later than 30 calendar days ahead of departure date.

Vehicles requiring group provided drivers (Vans)

1. Reservation should be submitted minimum 14 calendar days in advance of desired date using the attached Vehicle Request form emailed to transportation@mail.snu.edu.
2. SNU Transportation will provide an email confirmation of reservation at a minimum of 7 calendar days in advance of desired date.
3. Reservation must include all required information.

Trip/Travel Planning Guidelines

Approved Drivers

All Individuals that will be driving a vehicle (whether SNU-owned, rented from a third party, or a personal vehicle) for the purposes of Southern Nazarene University business, must be at least 21 years of age and be a properly authorized driver through the SNU Driver Authorization process. This process can be initiated by contacting transportation@mail.snu.edu and involves the following steps:

1. Viewing/completing certain online driver's training provided by SNU Transportation area.
2. Submitting an official motor vehicle record (MVR) from the individual's state of driver's license issue to SNU Transportation for evaluation. This MVR will also be completed/repeated annually as needed for drivers.
3. These steps should be completed well in advance of the anticipated travel dates to allow for evaluation and certification by SNU Transportation and university insurance carriers. **Please plan on having the above steps completed and submitted at least one calendar week ahead of first travel date minimum.**

Miles Traveled per Day Allowance

Southern Nazarene University and the Nazarene Higher Education Risk Management Consortium guidelines for all vehicles owned or operated by a member university is no more than 500 miles traveled in one day. This includes trips to and from a destination as well as all miles traveled in between the departure and return.

On Duty Time for Drivers

U.S. Department of Transportation rules also mandate that drivers can only be on duty for 15 hours in a 24-hour period and can only drive a maximum of 10 hours of that 15. This likely would not be too much of a problem on the majority of trips. Please note that a driver is "on duty" when he/she is available to the travelers. When a driver picks up or starts the bus or van to be ready for folks to load up, they are on duty. If the person is not driving but at the event with the group and available to take them somewhere if needed, they are considered on duty. When the driver is waiting for the group to be done after the event and load up, he/she is on duty.

Travel During Overnight Hours

Vehicles owned by or operated on behalf of the university should not be on the road between the hours of 1AM and 5AM if at all possible. For those university fleet vehicles requiring hired drivers, additional charges may apply if travel between these restricted hours is necessary. Please plan your travel times accordingly.

Housing for Hired SNU Drivers

For multi-day trips, SNU hired drivers will be housed alone at the reserving group's expense. Please plan accordingly.

Cancellations

Cancellations with less than 24 hours' notice to SNU Transportation will result in a \$100 charge for bus reservations and \$25 for van reservations.

Care of Vehicles by Users

SNU Transportation will provide a pre-trip checklist with each SNU van used by a university group showing the readiness and condition of the vehicle prior to its use. Each van user is encouraged to review the checklist and to re-verify that all lights, signals, windows, wipers, and other equipment are in good working condition prior to their departure. Additionally, any damage or malfunction to an SNU owned vehicle should be reported promptly to SNU Transportation while traveling or as soon as returning the vehicle to campus.

Please remove all loose trash from the vehicle prior to return. SNU Transportation works to provide vehicles cleaned and ready for each use. Your assistance in removing the trash items generated on your trip will greatly assist in this. Failure to comply with this request or other abuse of SNU owned vehicles can result in additional charges to the reserving department's budget.

Accidents or Breakdowns

In the event of an accident or breakdown please reach out to one of the following.

- Sam Harkey – Cell: 405-818-1555, Office: 405-491-6309 Email: sharkey@snu.edu
- SNU Campus Police/Public Safety – 405-491-6309 Email: snusecurity@snu.edu
- Dennis Martin – Cell: 405-623-2811 Email: dlmartin@snu.edu