



# Motor Pool Vehicle Policies & Procedures

*WCU Motor Pool | 610-436-2434 | [Autoshop@wcupa.edu](mailto:Autoshop@wcupa.edu)*



# Authorization to Drive University-Owned Vehicles

If you will be driving a University vehicle you are required to review this information in its entirety. This must be completed in order to be authorized to operate University-owned vehicles.

After reviewing this information, you must submit the **Driver Authorization Form** located on the Motor Pool website. Once processed, you will be notified via email of your approved status.



# Vehicle Policy

The purpose of WCU's Vehicle Policy is to establish guidelines regarding the use of University-owned vehicles to ensure WCU is compliant with the Commonwealth of Pennsylvania's code for the Operation of Commonwealth Motor Vehicles. To mitigate risks with insurance and liability, guidelines include authorized drivers, appropriate use of vehicles, driving rules, and accident and damage reporting.

*Failure to comply with any aspect of the Vehicle Policy could invalidate the University's insurance coverage and may have financial consequences. This may include the driver being held legally liable to pay any damages suffered by the injured parties, including damages to vehicles or other property.*

# WCU Driving Policy Definitions



## Acceptable Driver License:

A regular or commercial license that is: Lawful, current and valid; Issued by the state or country where the driver resides.

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## Authorized Drivers:

Authorized Drivers are defined as the following: Individuals who possess a valid state driver's license; Individuals who are University employees in a current paid status; Individuals who are operating the vehicle pursuant to their employment responsibilities; Individuals who reviewed the Motor Pool Vehicle Policies and Procedures Training and completed the Authorized Driver Form on the Motor Pool website. *The University's Human Resources Compliance Department will conduct bi-annual DMV checks to ensure that all authorized drivers maintain valid and compliant driving records.*

Student employees or graduate assistants must complete the **Student Driver Form** and be approved by the Vice President of Finance and Administration.

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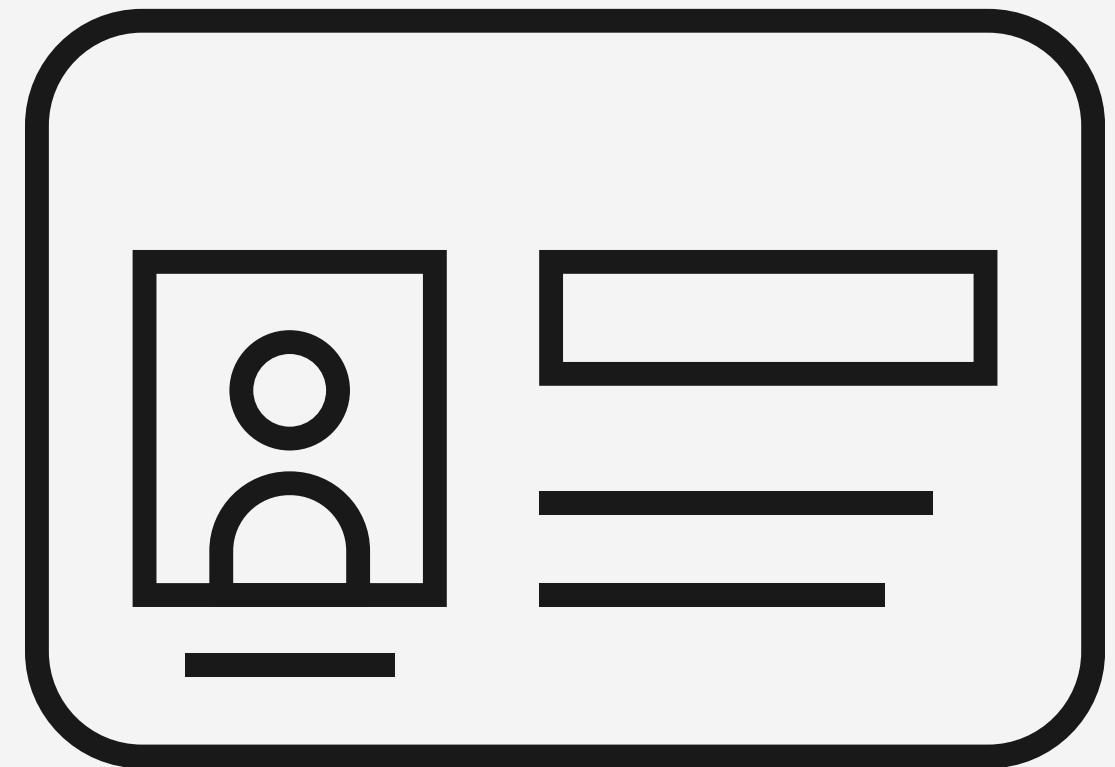
## University Vehicle

University vehicles include all vehicles owned by West Chester University (WCU-owned), as well as any vehicle rented or borrowed for university use, categorized as sedans, mini-vans, 15-passenger vans, cargo vans, pickup/utility trucks, box trucks, and low speed vehicles.

# Driver Requirements

## **Drivers must possess a valid driver's license**

- All suspensions or revocations of driving privileges must be self-reported to **Human Resources and Department Head**.
- Proof of a valid driver's license is always required when picking up *Motor Pool Rentals*.



# Driver Requirements

## **Drivers must be employed, in a paid status, by WCU**

- Volunteers are **NOT** permitted to operate university vehicles.
- Faculty members, who are on **PAID** sabbaticals, may use university vehicles for official university business.
- Student employees or graduate assistants employed by WCU may drive university vehicles with authorized **Student Driver Form**.
  - This does **NOT** include College Work Study appointees.



# Student Driver Form

## Required for ALL student employees and graduate assistants

- Must be completed and endorsed by the appropriate cost center authorizer, supervising Dean, or University VP and approved by the VP of Finance and Administration.
- No vehicle will be released unless the Student Driver Form is received.

**STUDENT-DRIVER FORM**  
Part-Time Student Employee or Grad Assistant to Drive a University Vehicle  
*This form needs to be completed in addition to a WCU Trip Sheet Form*

Date Prepared:  Type of University Vehicle (Fleet Vehicle or Motor Pool Rental):  WCU Fleet Vehicle #:   
 car/minivan  
 15 pass-van/  
if applicable box truck

Supervisor Name:  Office | Department Cost Center (employing student):

Student Employee or Graduate Assistant Name:  Signature:  Date of Birth:

Driver License #:  State:  Date(s) student is requested to drive:  TO

Purpose of driving assignment (Assignment must be part of the student employee's normal job duties):

**Signature / Endorsements (All Three Blocks are Required)**  
As the supervising sponsor, I confirm that this student employee or graduate assistant meets all of the following criteria:

- Possesses a current valid driver's license.
- Is at least 21 years of age.
- Is in a paid status of WCU student employee or graduate assistant (NOT a college work study appointee).
- The driving assignment listed above is part of this student employee's or graduate assistant's normal University job duties.
- Will be paid by the University while performing driving duties.
- Has received, reviewed and accepted all vehicle use policies and guidelines.

**Supervising Sponsor**  
  
Title:

Printed Name:  Signature:  Date:

**Divisional Vice President**  
  
Printed Name:  Signature:  Date:

**Vice President for Finance and Administration Authorization:**  
  
Printed Name:  Signature:  Date:

# Driver/Passenger Requirements and Responsibilities



## Official University Business

University Vehicles should be only operated pursuant to an individual's specific responsibilities with WCU. NO PERSONAL USE!

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## Comply with all applicable motor vehicle laws

Drivers should always use safe driving principles, practices, and techniques while complying with all Federal, State, and local motor vehicle regulations and laws. *Drivers can be held liable for any damages or costs caused by carelessness, negligence, or actions beyond the scope of authorized use.*

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## Passengers participating in university business

All passengers should be limited to employees, students, or individuals participating in university business, sponsored activity, or event at the time of traveling. Family members, who are not WCU employees, are not permitted as passengers.

# Driver Responsibilities

## Medications, alcohol, drugs

No drivers, before or during trips, are permitted to use medications, alcohol, drugs or other substances that cause drowsiness or other physical or mental impairment. Drivers shall not operate any vehicle while intoxicated or impaired.

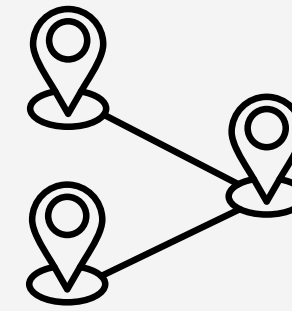


## No Idling



If in one place for more than three minutes, turn off the engine. ***At no time should a vehicle be left running while unattended.***

## Direct Route



On trips, drivers need to use the most direct route to the destination.

## Inspect Vehicles



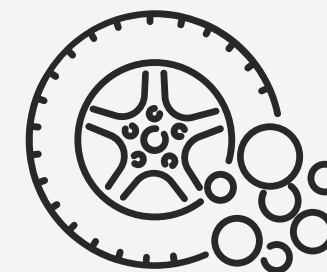
Prior to operating a University vehicle, inspect the vehicle for safety concerns and report any defects to the Motor Pool Office immediately.

## Don't leave University keys unattended



Leaving university keys in an unattended vehicle is prohibited.

## Clean Vehicles



Drivers are responsible for keeping the interior and exterior of vehicles clean. Vacuums are onsite at Motor Pool Maintenance Garage as well as a card to use at local car wash.

# Driver Responsibilities

## Mobile Devices

Use of mobile devices for texting while driving University vehicles is prohibited.



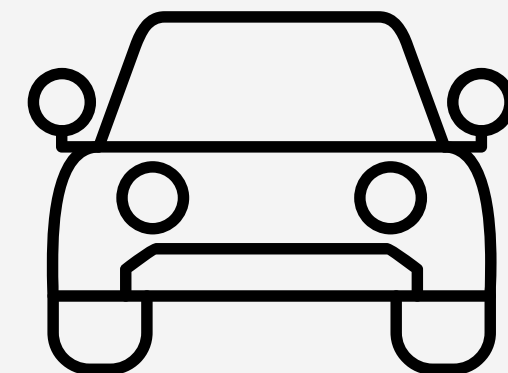
## No Smoking, alcohol or illegal substances

Smoking, vaping or use of tobacco products, alcohol, or illegal substances is prohibited in university vehicles. Alcohol may not be transported in university vehicles.



## No Modification to Vehicles

No modification of university vehicles shall be made without the approval of the Motor Pool Office. This includes but is not limited to affixing signs, stickers, antennas, ladders, etc.



# Cargo Restrictions



No Animals, except for Service Animals are permitted in University Vehicles or unless prior approval is obtained by emailing the Motor Pool Office at [autoshop@wcupa.edu](mailto:autoshop@wcupa.edu)



# Fines, Violations, Citations, Misuse



- Drivers are personally responsible for fines or citations resulting from their actions.
- Drivers should pay all parking and moving violation fines that occur while driving university vehicles immediately. **No University funds should be used.**
- Any fines, violations, or citations received while driving a university vehicle, including rental vehicles may result in suspension or revocation of privileges to drive a university vehicle, as well as other disciplinary action.

# Vehicles Off-Campus

University Vehicles should only be operated in pursuant to an individual's specific responsibilities with WCU. NO PERSONAL USE!

**This includes trips to local convenience stores, picking up lunch, or running personal errands off-campus.**





# Vehicle Access on Sidewalks and Campus

## Pedestrian Priority



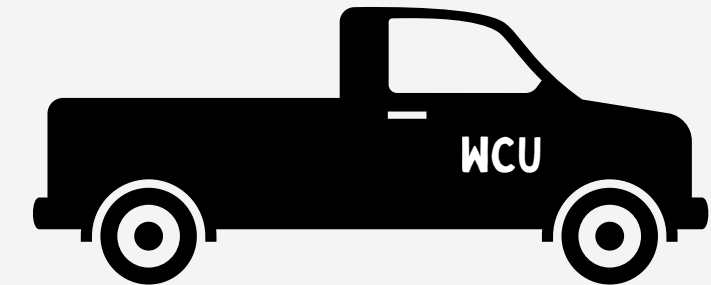
- Pedestrians and non-motorized vehicle users have the **absolute right-of-way**.

## Operational Guidelines



- **Speed Limitations:** Maximum 5 mph on sidewalks and fire lanes
- **Driving Precautions:** Use extreme caution at all times on sidewalks and fire lanes.
- **Parking Regulation:** Park in designated service vehicle spaces or marked parking lot spaces whenever possible.

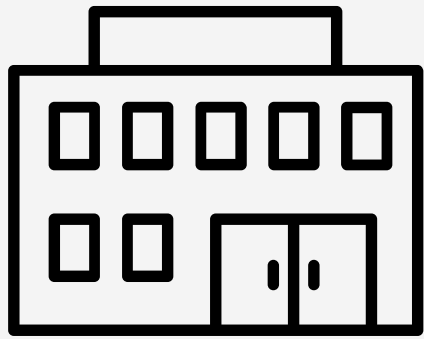
## Authorized Vehicle Access



- Motor vehicles must stay on established roadways and service roads whenever possible.
- Deliveries and services should use loading docks and service entrances as the primary access points.
- Access to pedestrian areas (walkways, patios) is restricted to essential needs only:
  - Emergency or life-threatening situations
  - Protecting individual or property safety
  - Delivery/removal of heavy or oversized items
  - Services requiring immediate proximity to buildings

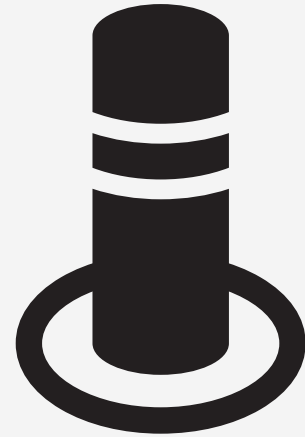
# Vehicle Access on Sidewalks and Campus

## Building Access



- Building entrances must not be obstructed during loading or unloading operations.
- Vehicles must be moved to an approved parking location immediately after unloading.

## Bollard Management



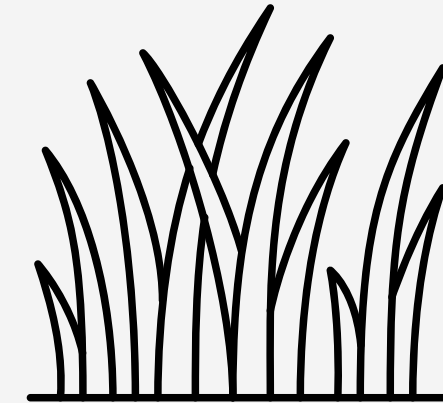
- **Removal and Replacement Responsibility:** The driver of an authorized vehicle requiring access is responsible for the removal and replacement of bollards.

## Off-hours Preference



- Projects or services requiring vehicle operation on sidewalks or fire lanes should be scheduled during **off-peak hours** whenever possible.

## Lawn Driving



- Operation of vehicles on turf/grass is prohibited, except for the following authorized vehicles:
  - Vehicles designated for lawn care
  - Vehicles for landscape/site work
  - Vehicles designed to drive on turf/grass

**Any incident/accident involving  
any WCU-owned vehicle  
must be reported to the Motor  
Pool Office**



**Motor Pool Office**

610-436-2434 | [autoshop@wcupa.edu](mailto:autoshop@wcupa.edu)

# Accident/Damage Reporting

*All WCU-owned vehicles have an Accident Report Packet located in the glove box.*

- All University vehicles contain a copy of the vehicle's registration card and WCU's insurance verification card in the glove box.
- Instructions for reporting accidents are found in the Accident Report Packet also located in the glove box of every WCU-owned vehicle.
- Any Accident or damage to WCU-owned vehicles needs to be reported to the Motor Pool Office within **24 hours** of the incident.



# STD-541 Form

## Automobile Accident or Loss Notice

### **\*\*All Accidents or Damage Require a STD-541 Form\*\***

- The STD-541 Form is known as the Automobile Accident or Loss Notice, which is required for all damage to Commonwealth-owned vehicles.
- Copies of the STD-541 forms can be found in the Accident Report Packet, Motor Pool Office, or on the Motor Pool website.



COMMONWEALTH OF PENNSYLVANIA STD-541  
REV. 09/2017

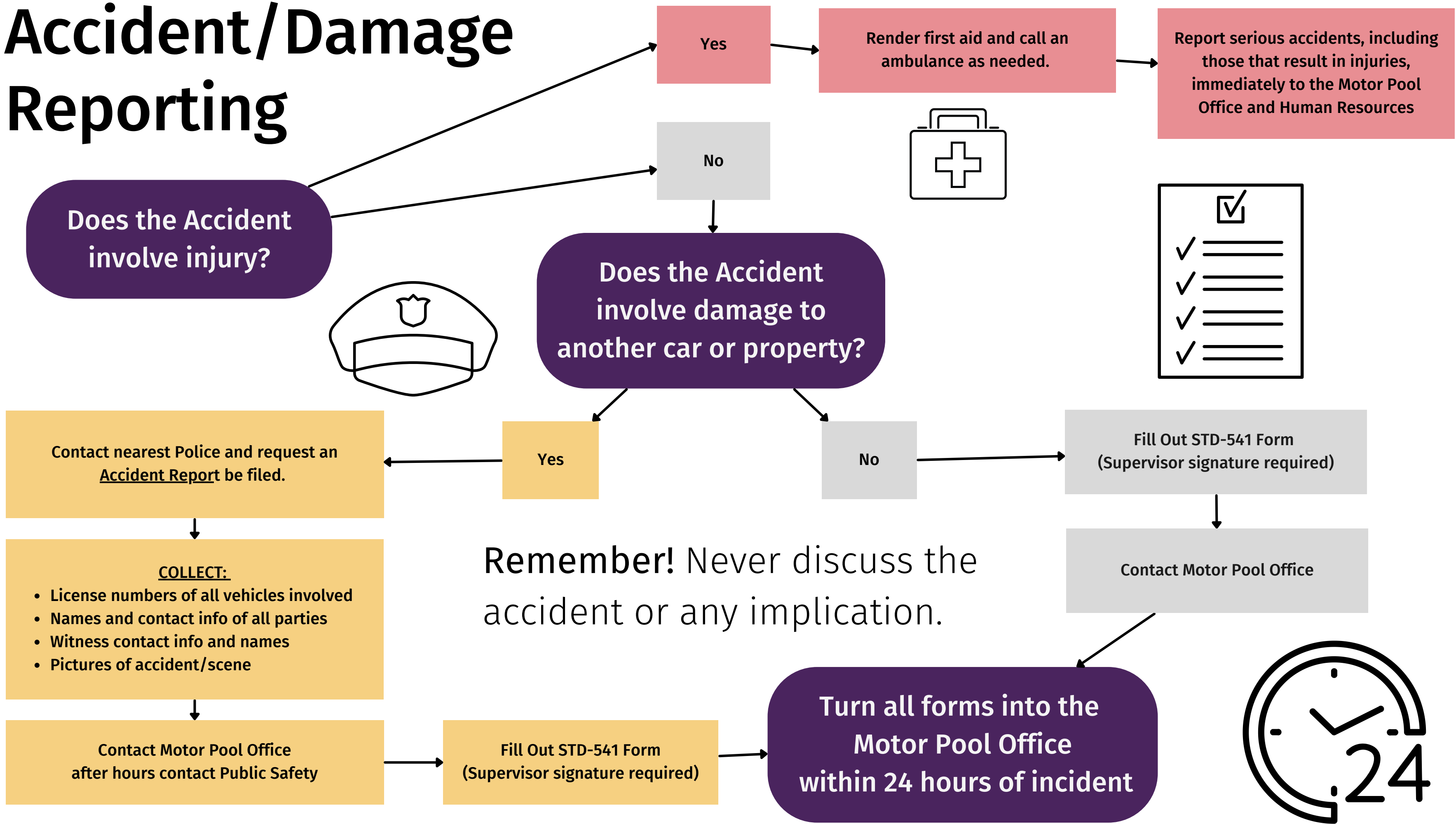
### AUTOMOBILE ACCIDENT OR LOSS NOTICE FOR COMMONWEALTH OWNED VEHICLES

THIS NOTICE SHALL BE PREPARED BY THE OPERATOR OF THE INVOLVED VEHICLE AND SUBMITTED TO THE BUREAU OF VEHICLE MANAGEMENT - CLAIMS DIVISION BY EMAILING TO [246336-6487@pa.gov](mailto:246336-6487@pa.gov) WITHIN ONE BUSINESS DAY AFTER ACCIDENT, THEFT, OR LOSS IN ACCORDANCE WITH MANAGEMENT MANUAL 415.3, COMMONWEALTH FLEET PROCEDURES MANUAL.

INSURANCE CARRIER FILE NO. (INSURANCE USE ONLY)

DATE OF ACCIDENT	DAY OF WEEK	TIME OF DAY	ACCIDENT NUMBER
COMMONWEALTH VEHICLE INFORMATION	YEAR	MAKE	MODEL
	VIN	LICENSE PLATE	UNIT NUMBER
HAVE YOU HAD A PREVIOUS ACCIDENT WHILE DRIVING ON COMMONWEALTH BUSINESS? <input type="checkbox"/> Y <input type="checkbox"/> N	IF YES, PLEASE LIST DATES AND/OR ACCIDENT #S	ODOMETER	THIS SPACE FOR INSURANCE USE ONLY FAULT OF VEHICLE NO.
ASSIGNED TO (GIVE NAME OF DEPARTMENT, BOARD OR COMMISSION, AND BUREAU)			
VEHICLE NO. 1 (COMMONWEALTH OWNED)		VEHICLE NO. 2	
OPERATOR'S NAME		OPERATOR'S NAME	
OPERATOR'S LICENSE NO.	WORK PHONE #	E-MAIL ADDRESS	OPERATOR'S LICENSE NO. & STATE
WORK ADDRESS (STREET & NUMBER)		ADDRESS (STREET & NUMBER)	
CITY	STATE	ZIP	CITY
			STATE
			ZIP
BUREAU	JOB TITLE	COLOR	YEAR
		MAKE	MODEL
OPERATOR AT FAULT <input type="checkbox"/> Y <input type="checkbox"/> N	VEHICLE DRIVABLE? <input type="checkbox"/> Y <input type="checkbox"/> N	VIN	LICENSE PLATE & STATE
PURPOSE FOR USING THE VEHICLE AT THE TIME OF THE ACCIDENT		INSURANCE INFORMATION	
DESCRIBE DAMAGE TO COMMONWEALTH VEHICLE		INSURANCE COMPANY	
		POLICY NUMBER	
		ADDRESS	
		PHONE NUMBER	
IS THE VEHICLE EQUIPPED WITH TELEMATICS? <input type="checkbox"/> Y <input type="checkbox"/> N		DESCRIBE DAMAGE TO VEHICLE NO. 2	
SEATBELTS FASTENED? <input type="checkbox"/> Y <input type="checkbox"/> N			
LOCATION OF ACCIDENT		LOCATION OF VEHICLE/TOWING COMPANY	
ACCIDENT OCCURRED AT:		VENDOR NAME:	
CITY OR TOWN:			
STREET NAME:		ADDRESS/PHONE NUMBER OF TOWING COMPANY/STORAGE FACILITY:	
COUNTY:			
RURAL AREA:			
MILES NORTH SOUTH EAST WEST (CIRCLE ONE)			
OF (CITY OR TOWN)			
DAMAGE TO PROPERTY OTHER THAN AUTOMOBILE			
OWNER OF PROPERTY	ADDRESS	PHONE NUMBER	
LIST DAMAGE			

# Accident/Damage Reporting

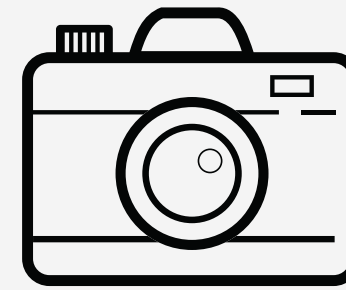


# Accident/Damage Reporting

**STD-541 Form:** Copies of the form can be located in the Accident Report Packet as well as on the Motor Pool website.

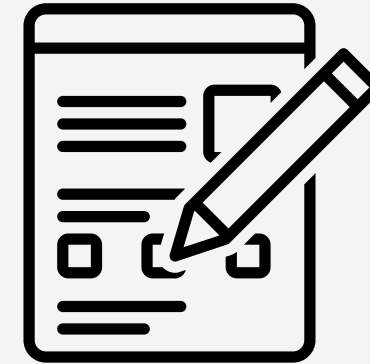
**Accident Report:** If an accident involves another vehicle or damage to property an Accident Report must be filed by the Police. *NEVER leave the scene of an accident or damaged property without contacting Police.*

Theft or vandalism to WCU-owned vehicles must be reported immediately to Police and the Motor Pool Office.



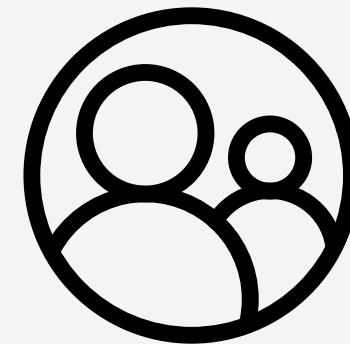
## Take Pictures of Damage/Scene

Take pictures of damage/scene whether it involves other vehicles or property.



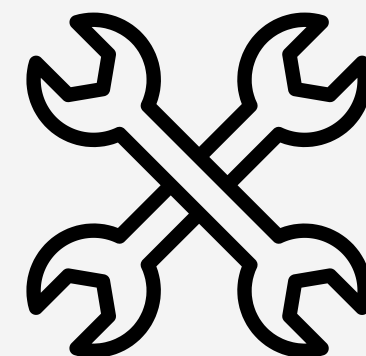
## Complete STD-541 Form & Request Accident Report (If Necessary)

Every accident requires an STD-541 form to be filled out. The STD-541 form is found in the Accident Report Packet in every vehicle's glove box. If the accident involves another vehicle or property call Police to request an accident report be filed.



## Notify Your Supervisor / Manager

Notify your Supervisor / Manager of the accident/damage and have them sign off on the STD-541 Form.



## Report Accident to Motor Pool Office

Report the Accident with 24 Hours to the Motor Pool Office. Turn in all forms and pictures.

# Damage Reporting

**Damage to University-owned vehicles should be REPORTED to the Motor Pool Office in a timely manner.**

The Motor Pool Department documents all damage sustained to University vehicles.

If damage occurs while driving a University vehicle a [STD-541](#) Form should be filled out and submitted to the Motor Pool Office within 24 hours.

If damage to a University vehicle is noticed and is unknown in origin, bring the vehicle to the Motor Pool Office to report the damage.



# Roadside Assistance



## On-Campus Breakdown

Contact the Motor Pool Office at **610-436-2434**. If the vehicle cannot be operated safely, Motor Pool staff will arrange for the repair and/or removal of the vehicle. If the vehicle can be legally and safely driven, take it directly to the WCU Motor Pool Maintenance Garage.

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## Off-Campus Breakdown

If a university vehicle requires emergency road service, then consult with the WCU Motor Pool Office for guidance on how to proceed and obtain authorization for repairs.

Non-business hours, contact WCU Public Safety to reach the Motor Pool Office.

In the event the Motor Pool Office is unreachable, then use the WEX card or personal card to pay for necessary repairs. Report to the Motor Pool Office as soon as possible with documentation and receipts.

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# Refueling Procedures

## Fueling WCU-Owned Vehicles

University vehicles must be fueled or charged at university-owned and operated sites whenever possible. Other fuel purchases may be done with a Wright Express (WEX) fuel credit card. Motor Pool staff are available to assist during normal business hours.

Location	Fuel	Hours
WCU Maintenance Garage (821 S. Matlack St.)	Unleaded, diesel, CNG (Using ProKee System)	24/7
Carter Drive (201 Carter Drive)	EV Charging	24/7

*Instructions for fueling WCU-Owned Vehicles can be found on the Motor Pool website.*

*Managers & Supervisors are responsible for getting their new employees set up with the Pro-Kee system. Email the Motor Pool Supervisor with employee's Ram Card Number to be entered in the system.*

# Thank you for reviewing the Motor Pool Vehicle Polices & Procedures Training.

Please submit the *Driver Authorization Form* found on the Motor Pool website.

**Motor Pool Office**

610-436-2434 | [autoshop@wcupa.edu](mailto:autoshop@wcupa.edu)