

Bethlehem University

Car Policy

Reason for Policy:

To establish guidelines for governing the use of Bethlehem University Vehicles.

General Information:

Motor vehicles may be acquired and used by University employees as necessary for authorized University business in accordance with the Vehicle Use Policy. Vehicles shall not be used for personal transportation or other personal purposes.

This policy is applicable to all motor vehicles owned, leased, or operated by the University regardless of the method obtained, the source of funds or the intended vehicle use.

The Director OF Business and Contracts Unit is responsible for the implementation, administration, and interpretation of this policy.

USE OF VEHICLES

University vehicles are to be used only for authorized University business and operated only by authorized individuals. Authorized users are employees who obtain permission to use the vehicles from the Finance Office. Use of University Vehicles is only limited to Deans, Department Heads, Research Heads, and employees with special permission assuming that funds are available in their budget to cover transportation cost. Due to the limited number of drivers, approved service will be on first come first serve base.

Employees requesting transportation service should place their request in writing from the fleet manager at least three days before.

- University vehicles shall be returned and parked on University campus after each official use. Users are not permitted to have university vehicle at their place of residence before, during, and after official use.
- Usage of University vehicles must be documented on a log book available in each vehicle.

- Drivers of all University operated vehicles must comply with all traffic laws. Drivers are responsible for payment of any fines resulting from violation of motor vehicle regulations while operating University vehicles.
- Only authorized passengers may ride in University vehicles. These may be faculty, staff, students, or guests of the University.
- Personal use of a vehicle is prohibited.
- Employees may use their own cars after getting approval from the Finance Office. Employees will be reimbursed 1.5 NIS per kilometer calculated according to fixed distances between towns. Other distances not listed below will be calculated based on distances trusted related websites.
- Transportation services requested from the University fleet Department with drivers is subject to 500NIS charge per day or 80NIS per hour, such charges apply on vehicles with Israeli and Palestinian license plates.
- Employees misusing University vehicles may be personally liable for damages to persons or property resulting from misuse.
- Conveying passengers other than persons directly involved with University business is prohibited.

<i>Distance Schedule between Towns</i>		
<i>From</i>	<i>To</i>	<i>Kilometers</i>
Bethlehem	Ramallah	50
Bethlehem	Birzeit	57
Bethlehem	Hebron	26
Bethlehem	Yatta	50
Bethlehem	Doura	40
Bethlehem	Thahrieh	55
Bethlehem	Al-Eizarieh	21
Bethlehem	Nablus	80
Bethlehem	Jenin	125
Bethlehem	Qlaqilia	110

<i>Distance Schedule between Towns</i>		
<i>From</i>	<i>To</i>	<i>Kilometers</i>
Bethlehem	Tulkarem	120
Bethlehem	Jericho	40
Bethlehem	Jerusalem	20
Bethlehem	Tel-Aviv	55
Bethlehem	Beir Haninah	30

Fueling:

University vehicles should be washed and fueled every Friday by the University Drivers. If for any reason any of the cars needs refueling at any other day, the fleet supervisor should be contacted to arrange refueling. If for any reason the drivers using the car ran low on fuel and immediate fueling is a must to reach destination, the driver can fill the car at the closest Gas Station and the Invoice for reimbursement.

ACCIDENTS

The University has insurance with different insurance companies. In case of any accident authorized drivers are responsible for paying insurance deduction fee of 800 NIS if the insurance report holds them liable for the accident. An accident is defined as any incident that causes damage to persons or property. An accident report must be filed with local authorities for any accident involving a vehicle that is owned by the University.

In case of an accident the driver should contact the Fleet Supervisor immediately to report the accident, if the accident is within the Bethlehem area, the Fleet Supervisor should report to the accident site immediately to follow-up with requirements. It is the responsibility of the driver to contact the police to come on site to determine the liable party for insurance and other purposes.

An instruction sheet is available in the glove compartment of each vehicle. The sheet contains necessary contact information and general instructions.

If the accident takes place outside of Bethlehem and the Fleet supervisor is unable to come to site immediately the driver should collect the following information prior to the arrival of the police:

1. Name and Identification of the other driver involved in the accident.
2. Name of Insurance Co.
3. Insurance Policy number.
4. Car license plate number.
5. Contact information (phone number and address).

Safety Issues

- Drivers are required to obey traffic laws; they are liable for fines resulting from traffic law violations.
- Drivers are required to use seat belts and to ensure that other passengers travelling with them are secured with their seat belts.
- If for any reason the driver felt that the car is not functioning properly, the car should be parked and the Fleet Supervisor should be contacted immediately.
- Every driver must have a valid driver license in possession and over 24 years of age to be legally covered by the University car insurance.