

REGULATIONS FOR THE USE OF VEHICLES THAT ARE  
PROPERTY OF *INSTITUTO EDUCATIVO DEL NOROESTE, A.C.*

APRIL 2002

# **REGULATIONS FOR THE USE OF VEHICLES PROPERTY OF *INSTITUTO EDUCATIVO DEL NOROESTE, A.C.***

## **CHAPTER FIRST**

### **OBJECTIVE AND AUTHORITY:**

1. These regulations' objective is to regulate the use of transportation units from *Instituto Educativo del Noroeste, A. C. (IENAC)*, assigned to CETYS University Mexicali Campus.
2. The Department of General Services and Physical Plant is in charge of fulfilling with these regulations.
3. If there were cases that cannot be typified in these regulations, they will be solved by the Department of General Services and Physical Plant together with the Administrative Department of CETYS University.
4. The total or partial ignorance of these regulations does not exempt the responsibility that implies its failure to fulfilling it at no time.

## **CHAPTER II**

### **SERVICE:**

1. All persons using the Institution's transportation units are subject to the dispositions in these regulations.
2. The regular daily schedule for using the units assigned to the Departments is the following:

From Monday thru Friday from 8:00 am to 1:00 pm and from 3:00 to 6:00 pm

In order to use the units on Saturday, Sunday, holidays, during the administrative vacation period or in schedules different from the stated ones, authorization in writing is needed from the Director responsible of the driver's unit; this authorization must be presented to the General Services area.

3. The service for the use of transportation units of the academic area (vans and bus) and utility units will be subject to the following dispositions:
  - a) The service must be requested to the Department of General Services and Physical Plant in writing with a minimum of one-week anticipation.
  - b) Relevant information must be written down to offer the service, by filling out a format designed for the use of these units; the signature of the Director in charge of the area that solicited the service is required.
  - c) For services involving the transportation of students, due to academic activities, the authorization signature from the Director of the corresponding school is required; for sports activities, the signature of the Director of Student Services is required. In both cases, an instructor must be present, who will be responsible of the group during transportation.
  - d) In order to optimize resources, we seek to respect, as much as possible, the following capacity of passengers per unit:
    - Compact unit from 1 to 5 passengers
    - Unit van from 6 to 15 passengers
    - Bus from 16 to 40 passengers
  - e) Due to security, the following actions must be followed:
  - f) Forbid students to drive any of the Institution's transportation units.
    - Assign sufficient time between services, according to the case, so the driver is in optimal driving conditions and/or give sufficient time for the necessary revision of each transportation unit.
  - g) The authorized person cannot authorize another person to use the unit, except in extraordinary cases and only due to security reasons.
  - h) The costs that the service generates, such as fuel, compensation payment and travel expenses (if required and the driver is authorized) will be charged to the area requesting the service.

### CHAPTER III

#### OBLIGATIONS AND RESPONSIBILITIES:

1. All persons using an Institutional transportation unit is required to and obliged to use them carefully and well.

## THE DRIVER

1. All persons driving a vehicle that is property of IENAC, must have a driver's license, it must be updated and must be coherent to the vehicle that is being used.
2. It is the driver's obligation to report any damages observed in the unit during its operation, this report must be made in writing and directed to the Department of General Services, using the service format; if the unit was assigned, the format must be signed by the Director in charge of the unit.
3. It is the driver's obligation to know the normal conditions for operating the unit, taking into account while driving, the necessary precautions, such as observing the engine's temperature, oil pressure, battery charge, etc., since the unit's well functioning depends on this.
4. The driver must check the proximity of the preventive maintenance service, according to the miles or kilometers label glued to the driver's door, reporting it in the services format.
5. It is the authorized driver's full responsibility, when using the unit, to obey the traffic laws and regulations established locally.
6. Regarding the insurance policy, the authorized person is in charge of knowing and respecting what is stated in it, and he must verify there is a copy of the policy and the manual in case of accident; if the policy's validity is only nationwide, he must not drive in foreign territory.
7. The driver will respect the indications that, due to safety or better development of the travel, are requested to him by the person designated in charge of the travel.
8. At the end of the service, the driver will leave the unit in the designated parking area (next to the Maintenance building), so the following day it proceeds to its revision by the Department of General Services.

## THE PERSON ASSIGNED AS RESPONSIBLE OF THE TRAVEL (during service with students)

1. It is the obligation of the person responsible of the travel to verify that students have the corresponding travel permit (for travels abroad), as well as an extension of Medical Insurance that may be applicable abroad.
2. Check there is a good behavior inside the units, by observing the socially accepted moral rules, as well as respect among the classmates and the Institution's personnel.

3. Check that at no time there is introduction and/or consumption of alcoholic or stimulating beverages or any substances that may alter the nervous system of the human body.
4. Promote a good care of the units' interiors, as well as support in the order and cleanliness of them.
5. Coordinate and respect the itinerary, schedule, and calendar previously fixed when requesting the service to the Department of General Services.

#### GENERAL SERVICES

1. Coordinate the use of transportation units to support the academic area (vans and bus) and utility units.
2. Notify the user the rights and obligations acquired in order to use the Institutional transportation units.
3. Check the appropriate use and make the maintenance service to the units.
4. Report any infringements incurred to these regulations.

### CHAPTER IV

#### IN CASE OF ACCIDENT:

1. It is the obligation of the authorized person, to report in writing, as soon as possible, any anomaly presented to the unit, since the authorized person will be responsible for any damage occurred that can be later noticed, if not done so.
2. In case of accident, the responsible person must report the official authorities, the Insurance Company and the Institution's Administrative Director, as soon as possible, (no deal can be made with the counterpart, if done so, he or she will be responsible).
3. If the authorized driver has an accident and the insurance report declares the driver of the unit property of IENAC as responsible, the Institution's authorities will study the case and will support the driver; if possible, however, if there is a high degree of irresponsibility, sanctions according to the damage made and the Institutional authorities' criteria will be applied.
4. The person assigned as responsible of the travel will decide the actions that best suit in the moment, depending on the type and size of the event; these actions will be respected by the driver of the unit, as well as by the passengers.

### CHAPTER V

GENERAL DISPOSITIONS:

1. All person assigned to a transportation unit, must be formally received by a physical inventory, where accessories, tools, and the conditions of receiving the unit are specified, signing as agreement.
2. Abuse, mistreatment or carelessness of the unit will be considered as a lack of responsibility, which will be sanctioned by the Administrative Department in terms of how it thinks it pertinent.
3. CETYS is not responsible for personal objects damaged during the travel service, or objects left after the travel was made.
4. CETYS reserves the right to cancel or authorize the use of the Institutional transportation units when incurring in a fault, or when transportation units are not available.

These regulations will enter into force from April 15, 2002.

CETYS University  
GENERAL SERVICES AND PHYSICAL PLANT

SERVICE REQUEST FOR THE USE  
OF TRANSPORTATION UNITS

SOLICITANT'S NAME \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

REASON FOR SERVICE \_\_\_\_\_  
\_\_\_\_\_

NUMBER OF PEOPLE BEING TRANSPORTED \_\_\_\_\_

UNIT REQUESTED  
COMPACT UNIT ( )      VAN ( )      BUS ( )

DESTINATION

CETYS TIJUANA ( ) CETYS ENSENADA ( ) OTHER ( )

SPECIFY \_\_\_\_\_

TIME AND DATE OF DEPARTURE \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_ A.M. ( ) P.M. ( )

TIME AND DATE OF ARRIVAL \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_ A.M. ( ) P.M. ( )

NAME OF THE PERSON IN CHARGE

DURING THE SERVICE \_\_\_\_\_

CHARGING ACCOUNT \_\_\_\_\_

SOLICITANT

AREA DIRECTOR

\_\_\_\_\_

\_\_\_\_\_