



Chippewa Car Club Policy

Mileage:

- You are assigned a certain number of miles by the dealership to drive the vehicle before returning. It is your responsibility to contact Nick Williams when you reach 1000 miles prior to your mileage limit. Vehicles driven past the mileage limits severely strain the relationship with the dealership and jeopardize your ability to receive a courtesy vehicle. You may be personally responsible to pay for any costs resulting in over-mileage charges.
- You must complete and submit your monthly mileage logs to Darlene Jenkins by the date requested. Mileage audits are routinely completed and if your mileage log is not on file you jeopardize your ability to receive a courtesy vehicle.

Mileage/Travel Limit:

Travel limits are in place for all courtesy vehicles. Drivers are restricted to travel with their CMU issued vehicle in the States of Michigan, Indiana and Ohio, northern part of Illinois, Southern Wisconsin, Western Ontario. Travel by courtesy vehicle outside of these areas, except for game/tournament specific, singular trips, is prohibited. Recruiting by CMU issued courtesy vehicle outside of these areas requires air travel, unless arranged specifically with Nick Williams and the dealer.

Limits are in place to reduce excessive mileage put on vehicles and protect relationships with dealers in the Chippewa Car Club. Excessive mileage and/or violation of the travel restrictions will be charged to sport/area budgets and will result in the loss of vehicle.

Vehicle Exchanges:

- Vehicles can only be exchanged by Nick Williams. All necessary paperwork must be completed and in place before a vehicle can be driven by anyone.
- Vehicle mileage and updated logs for a returned vehicle need to be submitted to Darlene Jenkins immediately following a car exchange.
- A valid CMU parking pass must be in place before the vehicle can be driven by anyone.

Driver Guidelines/Restrictions:

Must have a valid driver's license

Must be 18 or older to drive a CMU assigned vehicle

No major traffic violations and/or felonies in the past 3 years

All drivers must be CMU employees and have to be approved through CMU Risk Management to drive a CMU assigned vehicle

Cannot have the following violations on driving record within the past 3 years

- Operating a vehicle under the influence of drugs or alcohol
- Driving on a suspended license
- More than 2 at fault auto accidents in past 3 years
- Evading arrest
- Reckless driving
- Using a vehicle to commit a felony
- More than 5 speeding tickets in the past 3 years

Your vehicle can and will be changed and/or removed all together from your possession at any time if these guidelines are not met.

Vehicles must also be maintained in proper conditions at all times -- Including, maintenance, tire rotations, oil changes. Oil changes, car washes and general maintenance are at the expense of the assigned driver. Mechanical repairs will be made through the assigned sport/administrative budget by Purchase Order/Invoice. Failure to keep vehicles in appropriate operating condition may result in loss of vehicle.

Damage:

- If you have damage to your vehicle or are in an accident, complete the M.U.S.I.C. form included with your insurance packet and contact Nick Williams as soon as possible. Nick will help you with follow the proper steps to submit the report to CMU Risk Management and contact your dealership. These steps must be taken immediately following an accident.
- Report all minor damage to Nick Williams (989-560-1606) as soon as possible following the incident or discovery of damage.
- Due to the university insurance policy, vehicles are only covered by insurance when driven by a university employee. If your university issued vehicle is damaged while someone other than a CMU employee is driving the vehicle, you may be liable to pay the damages in full out of your pocket.

Important Information

Relationship:

- Car dealers make a significant investment in CMU Athletics by providing a vehicle(s) for coaches and staff to drive as a part of the Chippewa Car Club. They do this because they want to help. When they do not feel that they are helping or being appreciated/recognized for their investment in the CMU Athletic program we risk losing their vehicle(s).

Consequently, the most important thing you can do is develop a positive relationship with your dealer.

Purchasing Vehicles:

- If you are looking to purchase a personal vehicle or know someone that is looking for a vehicle, you are strongly encouraged to purchase that vehicle from the dealer that is providing your vehicle. Automotive sales directly tied to their involvement in the Chippewa Car Club are the best way to insure their continued support of CMU Athletics.

Treat them like a recruit . . . take some time to get to know them and their family . . . make a personal investment in the relationship

Ideas to build a strong relationship with your dealer:

- Personal visit to the dealership
- Invite them to lunch or dinner
- Invite them to join you for a CMU sporting event or a community event
- Provide them tickets to an event they are interested in
- Invite them to play golf
- Learn about their family and provide their wife and kids with gear (within the NCAA rules)
- Invite their children and relatives to a sport camp or clinic
- Send them periodic notes
- Call or email them on a regular basis
- Purchase a vehicle from them or recommend business
- Get your CMU vehicle and personal vehicles serviced at their dealership – if applicable. Service appointments are a great chance to provide them with business combined with a personal visit.

Requirements for the Chippewa Car Club:

- Call or email your dealer once every 4 months
- Write your dealer a thank you note once every 4 months
- Personal contact with your dealer once every 6 months
- Provide dealer with gear from your program once per year

Use the above suggestions to provide easy methods for contact. Combine opportunities to interact with your dealer to enhance relationship building. Each time you contact your dealer update them on anything that is going on with the vehicle and give them your mileage. This will create an open dialogue with them and let them know that you are actively involved in taking care of their vehicle. Please update Nick Williams anytime important information is exchanged with your car dealer.

SAMPLE CONTACT CALENDARJanuary

- Phone call or email

February

- Invite dealer to attend a CMU Sporting Event with you (personal contact, call / email)

March

- Thank you note

April

- Service your CMU vehicle at their dealership and arrange for a personal visit - if possible

May

- Invite their children or relative(s) to come to your sport camps (personal contact, call / email)

June

- Invite them to play golf or go to lunch/dinner

July

- Service your vehicle at their dealership and arrange for a personal visit – if possible

August

- Thank you note

September

- Invite them to a CMU Football game or other fall sport game

October

- Service your CMU vehicle at their dealership and arrange for a personal visit - if possible

November

- Phone call or email

December

- Send some gear to them as a Holiday gift with a thank you note