

Travel Policy: Use of College Rental Van Vehicles

1. All College sponsored trips involving College rental vehicles must be approved by the Department of Public Safety and Transportation.
2. All student drivers on trips must be approved by the Department of Public Safety and Transportation.
3. The following guidelines will be used by the Director of Transportation when reviewing trips for approval.
 - Sponsorship. Trips must have appropriate sponsorship by a student organization, a College department or a faculty or staff member.
 - The length of the trip. Generally trips should not be more than 300 miles.
 - The length of time of the trip. Trips should be scheduled to permit adequate time for sleeping. Students should not expect to be involved in activities all day and drive at night.
 - Number of approved drivers going on the trip. For long trips there should be at least two approved drivers.
 - Weather and time of year. Trips during the winter to areas with snow may not be approved because of the danger of driving on snow covered roads.

College Rental Vans

1. The College rental vans will be used for student trips if one is available. If there are an insufficient number of College vans, student organizations that made the earliest reservations will be rented the available vans. If there are no College vans available, the College will arrange for a rental of an appropriate vehicle or vehicles for the trip. If vans are rented from an outside agency for a trip, drivers will be approved for the trip only if they are at least 21 years old.
2. Students should reserve vehicles as early as possible. If vehicles are not reserved at least two weeks before the trip there will be no guarantee that a vehicle will be made available for the trip.

Financial Arrangements

1. The rental fees for College vans are listed on the rental agreement. If a vehicle from an outside agency is rented the student organization will be responsible for paying the full amount charged by the agency. Students shall make arrangements directly with the rental agency for paying the bill.
2. Payment is due within thirty days of the receipt of the bill for College rentals. If a student organization does not pay the bill on time the amount of the bill will be added to the tuition account of the student who signs the rental agreement.
3. Organizations that do not cancel their reservations for a College vehicle at least 24 hours before the time of their reservation will be charged for one full day of rental.

Accidents and Vehicle Damage

1. When College vans are rented the student organization is responsible for inspecting the vehicle and documenting any vehicle damage before the start of the trip.
2. Organizations will be charged for the repair of the vehicle up to \$250 for any damage to the vehicle during the rental period unless the repair costs will be covered by insurance other than the College insurance policy. If the organization does not pay for the damage, the amount of the charge will be added to the tuition account of the student who signed the rental agreement.

3. Organizations using vehicles from outside agencies will be responsible for paying for damage as stated in the contract of the agency. Organizations will be required to purchase the optional available insurance.