

# CALVIN COLLEGE

## Transportation Procedures

### Calvin Authorized Driver

Fill out the Motor Vehicle Driving Release Form, an on-line Google doc form, to begin the process. Requests must be made a minimum of two weeks prior to driving a vehicle, in order for transportation to process the form and receive the Motor Vehicle Report (MVR) from the issuing state or province. If not enough time is allowed for Transportation to receive the MVR, then the requester must obtain their own certified driving record and deliver it to Transportation. Persons from a foreign country, other than Canada, must have an international driver license, and must provide an MVR from their country. Contact physical plant services manager for details on the requirements.

Instructions for completing the on-line defensive driving courses are sent to the prospective driver by e-mail [from AlertDriving.com, and may be diverted to the Junk Mail folder]. For prospective authorized drivers who do not complete the on-line courses and tests within 30 days, the sponsoring department will be charged for the incurred \$50 expenses. The driver will be notified that they have been authorized to drive for the college. A sticker will be issued to adhere to the back of a Calvin ID card, and must be shown to check out the vehicle.

### Vehicle Reservations

Only faculty and staff may request vehicle reservations. Students who are part of an officially recognized student organization may rent vehicles, and the request must be submitted by the student organizations coordinator in Campus Involvement & Leadership. Vehicles are not to be used for personal use.

All vehicle requests, including golf car and bus requests, are made by completing the vehicle request form which provides all of the information needed to make the reservation. Vehicle requests may be made well in advance and should be made *at least* two business days prior to the rental. A vehicle request submitted less than two business days in advance may not be able to be filled. Each driver name must be included, and transportation will check on status as an authorized driver, and driver age (for Enterprise large passenger vans). Transportation will send an email confirmation for each request with the reservation number. It is the requester's responsibility to reference the reservation number with any questions, changes, cancellations, and invoice questions.

When a Calvin fleet vehicle is not available, a rental agency vehicle will be reserved. Enterprise Rental is the preferred provider to Calvin College. If a rental agency vehicle is necessary, then Enterprise Rental will be the first choice for a vehicle reservation. There are two restrictions to note regarding Enterprise rentals. Enterprise corporate policy does not allow *large passenger vans* to drive to Canada (cars and minivans and SUVs are fine). And Enterprise Rental requires drivers of *large passenger vans* **only** to be 21-years of age (cars and minivans and SUVs are fine).

Notify transportation of any schedule change or cancellation of a reserved vehicle by email as soon as possible. If the cancellation is close to the reservation time, please call as well, however, the cancellation will only be official when sent by e-mail. If a vehicle is cancelled less than 4 business hours prior to the scheduled pick up time, or after a rental agency vehicle has already been delivered to campus, a cancellation fee equal to a one-day rental will be assessed.

The vehicle pickup date, pickup time, return date and return time refer to the actual time of the reservation period / trip, and indicate the period of time during which Calvin's insurance coverage is in effect. Transportation will make the arrangements to have the vehicle(s) delivered to campus during regular business hours and prior to departure. A vehicle may not be driven off campus prior to the stated pickup date and time. If a driver wishes to drive a vehicle earlier than the stated pickup date and time, the date and time must be revised and additional rental charges will accrue.

### Vehicle Check Out and Return

All drivers must present a valid Calvin College ID with an authorized driver sticker. The driver is responsible to perform a vehicle inspection at the beginning, and at the end of the rental period, using the blue two-sided Vehicle Condition Form, and to make note of the return mileage, and actual date and time of return.

Vehicle(s) are checked out from the physical plant service building between the hours of 8 a.m. and 4:30 p.m., Monday through Friday (excluding holidays). In the case of a weekend vehicle use, or vehicle use beginning outside of regular business hours, the keys and transportation notebook may be checked out earlier if available, but the use of the vehicle is restricted to the reservation period (for example, vehicles may not be driven home for an early morning or weekend departure). Transportation may make vehicle keys and transportation notebooks available to be checked out from campus safety when transportation is not open. A Calvin ID with the proper driver sticker is required to check out a vehicle from campus safety as well.

Vehicles are to be returned promptly by the stated return date and time. Returned commercial vehicles are to be locked and parked in Parking Lot 8 (across from the physical plant service building). Calvin rental fleet vehicles are to be pulled forward into (not backed into) the signed parking space on the east side of the service building. Keys with the transportation notebook are to be placed in the overnight deposit slot by the front door of the service building. If the keys and transportation notebook are locked in the vehicle, there will be a fee charged for a lock shop to unlock the vehicle. Transportation will refuel all vehicles as we have fuel available at a cheaper rate than commercial gas stations.