

# Vehicles 101

## Center for Service and Learning

### Policies and Procedures for Student Drivers

- **APPROVED DRIVERS** – All drivers for community service programs and events must have a valid driver's license and complete the driver safety course with the CC transportation department. You must be 18 to drive in-town and 20 to drive outside of the city limits. Approved drivers will receive a CC driver card that must be presented to check out a vehicle.
- **DRIVER SAFETY COURSES** - The mandatory Driver Safety Course is now offered online. Contact Facilities for the web course. This course can be taken whenever, and a valid driver's license is necessary. Upon completion of the course, it will take **10 days** to process the results and confirm that one passed, so plan advance. *If an accident occurs that is your driver's fault, either your organization or the individual will be charged a \$500 insurance deductible fee.*

### Center for Service and Learning Policies and State Laws

- Alcohol use by drivers of community service programs and events is absolutely prohibited.
- No more than 11 passengers in a 15-person van for trips outside Colorado Springs.
- No driving after 10pm.
- No individual student may drive over 8 hours until they have had a 12-hour break.
- Seat belts must be worn by everyone in the van at all times.
- Drivers must follow all traffic rules and laws at all times.
- Any tickets received are the responsibility of the person that gets them.
- The Center must be informed of all tickets and accidents during Community Service trips through an Incident Report Form (copies are in this binder).

## Using Facility Vehicles

• **RESERVATIONS** – Reserve your vehicle by calling Bob Winkelblech at 389-6175. Please reserve vans **well** in advance (this cannot be stressed enough)!!! Before you call, get your budget code from a Center staff member. You can also request a vehicle online, but follow up to make sure it was received and your request was accepted. If all the CC vans are already reserved, Bob can rent a van for your organization. Rental vans are \$100/day. You may find that a CC-driven bus is more economical for your activity. Plan in your budget process for the eventuality of having to use one or more rental vans or a CC driven bus, since this can easily happen—especially at the beginning and end of the school year when many vehicles are utilized.

• **PICK-UP AND RETURN** – Vehicles can be picked up between 7:00 and 4:30 Monday through Friday. Vehicles used on weekends must be registered for, and keys picked up at, Facilities Services before 4:30 PM on Friday. Please cancel a vehicle as soon as you know that you will not need it by calling Bob Winkelblech at x6175. If he is not in, leave him a message. \$25.00 will be charged for extra clean up or late return. If you do not cancel a vehicle reservation your organization will be charged full price.

**The College has the following vehicles at the rates indicated:**

Description	Minimum Cost	Other info.
<b>1</b> 6-passenger station wagon	\$ 16.60	\$.33/mile after 50 miles
<b>2</b> 7-passenger mini-vans	\$ 16.60	\$.33/mile after 50 miles
<b>1</b> 8-passenger Suburban (SUV)	\$ 24.86	\$.49/mile after 50 miles
<b>5</b> 15 or 12 -passenger vans	\$ 24.86	\$.49/mile after 50 miles
<b>1</b> 25-passenger bus *Facilities Driver Required	\$33.08 Minimum \$16.55 /hour driver	\$.66/mi. after 50 mi. minimum 2 hrs. for driver
<b>1</b> 45-passenger bus *Facilities Driver Required	\$71.66/ first hour \$16.55/hour driver	\$1.43/mi. after 50 mi. minimum 2 hrs. for driver
<b>1</b> 45-passenger bus	\$71.66/ first hour \$16.55/ hour driver	\$1.43/mi. after 50 mi. minimum 2 hrs. for driver
Rental vans (15 passenger)	\$ 100.00/day *Depending on market rate	

Recharge rates for outside rental vehicles

- Departments will pay current rental rates from outside rental agencies plus a mileage fuel charge. The fuel charge for S.U.V's and vans will be \$.20 per mile. For cars and mini-vans the charge will be \$.10 per mile.

# Center for Service and Learning

## Student Policy, Requirements And Safety Procedures

### When Driving College Vehicles

The Center for Service and Learning may be reached at 791-389-6846  
Security may be reached by calling 719-389-6707



- APPROVED DRIVERS** – All Drivers must have a valid driver’s license and have completed the driver safety course with the CC transportation department to be designated as a “Driver.” If you are not an experienced driver and/or not familiar with a 15-passenger van, it is strongly recommended that you complete behind-the-wheel instruction with the CC transportation department.
- OUTSIDE THE CITY LIMITS** – All drivers driving outside the City Limits must be 20 years of age.
- VAN ONCE-OVER** – Drivers must give all passengers a quick review of the van and the location of critical items, such as emergency equipment, insurance information, first-aid kit, etc. before leaving campus. You are responsible for returning these items and will be charged a replacement cost if not returned.
- ALCOHOL/ DRUG POLICY** – Alcohol/Drug use by trip leaders, Drivers, and passengers is strictly prohibited on all trips (even if you are 21). The use of any controlled substance on the trip will result in disciplinary action.
- SPEED LIMIT**- Drivers should never exceed a maximum speed limit of 65 MPH, regardless of the posted speed limit.
- SEAT BELTS**- Drivers and passengers must wear a seat belt at all times.
- TRANSPORTATION OF CHILDREN** – Children participating in a College program may only be transported in CC owned vehicles (no private vehicles). Facilities will provide on-the-road training for anyone requesting it. At least one CC student leader or a designated supervisor from the community partner must accompany the Driver. All children passengers are required to be buckled in a seat belt, as required by law. Also required is a separate form requiring permission from the child’s parents\ or guardian to be transported and providing CC drivers emergency contact information. Drivers must have original copies of the parental release form for all children being transported with them at all times. The Center for Service and Learning must have a copy of each form on file at all times. See Parental Consent to Transportation & Health Release Form.
- INCLEMENT WEATHER** - If weather and/or driving conditions are inclement (ice or snow packed roads, poor visibility, severe rain, dense fog) you are not to continue driving. You must stop and stay in a motel until conditions improve. Concerns regarding cost or getting behind in your travel itinerary should never be a reason to continue driving when conditions are poor. You must notify the Center for Service and Learning as soon as practical of the change in itinerary (Day 719.389.6846 or Night 719.389.6707).
- NUMBER OF PASSENGERS** - The maximum number of occupants for non-highway driving in a fifteen passenger van (within the city limits), is fifteen (15); for highway driving (outside the city limits), the maximum is eleven (11). **DRIVERS MUST NOT** drive past 10 PM and cannot drive more than 6 hours per day with one Driver and 10 hours per day with two Drivers.
- VAN REPAIRS** – If you have any kind of mechanical problems with your van, you must call Facilities Services to negotiate repairs. Contact Security at 719.389.6707.
- LAW VIOLATIONS** – If you, as a Driver, are issued a speeding, parking ticket, or any other type of violation while driving a CC vehicle, you are responsible for the cost of the ticket. You must notify the Center for Service and Learning and the student leader(s) about the ticket(s) immediately upon your return to campus by filling out an Incident Report (available on-line at [www.coloradocollege.edu/servicelearn](http://www.coloradocollege.edu/servicelearn)). If you, as a Driver, are involved in an accident while driving a CC vehicle, your driving privileges will be revoked for a period of four blocks, after which you will be required to retake the certification test and have your driving record reexamined by Facilities before privileges are reinstated. The cost of any deductible to the College’s insurance policy on the damaged vehicle will be shared between the Center for Service and Learning (\$250) and the student organization (\$250).
- DRIVING ROUTE AND DEPARTURE TIMES**- Notify the Center for Service and Learning if you have any change in itinerary or departure times. (Day 719.389.6846 or Night 719.389.6707).
- TRANSPORTATION** - There are to be no changes in the approved list of volunteers, leaders, or participants without prior approval of the Center for Service and Learning. Under no circumstances should friends, relatives or other non-affiliated persons including people who are not volunteers for the program in question, employees from the college outside the Center, or our community partners be transported.
- RETURN OF VAN** - It is the responsibility of the Drivers to return the van, keys, and gas receipts to Facilities when you return. Any delay will result in you or your student organization being charged an extra day of rental. It is also your responsibility to clean the inside of vans when returning them. Vans that are returned excessively dirty on the inside will result in a charge to you or the appropriate organization.

**General Driving Policy:**

- DRIVING YOUR OWN VEHICLE** - If you are driving your own vehicle to participate in a College authorized activity, you assume all responsibility for yourself, your vehicle, and all passengers. You are never to drive program participants in your vehicle.

I have read and understand the Center for Service and Learning Student Policy, Requirements and Safety Procedures When Driving College Vehicles and agree to abide by them.

**CONSEQUENCES:**

I understand that any violation of the above policies and procedures may seriously limit my ability to drive and/or participate in any Colorado College programs that require transportation off campus. I understand that any violation of the above policies and procedures may also result in disciplinary action.

Printed Name \_\_\_\_\_ Student I.D. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_