CALVIN COLLEGE
Transportation Procedures

Transportation Staff
Transportation is staffed by a combination of a part-time temporary staff, two students working limited hours on vehicle requests, one student working limited hours on AlertDriving requests, and administered by the physical plant services manager. All emails are to be sent to ‘vehicles@calvin.edu’ and not to individual transportation staff or to ‘plant’, or call transportation at ext. 6-6843. Because of the limited staffing, please plan ahead for Calvin authorized driver requests and vehicle requests.

Calvin Authorized Drivers
Calvin’s insurance company requires all individuals who drive for college-related business to become an authorized driver, by completing on-line defensive driving courses and tests, and having a satisfactory Motor Vehicle Report (MVR).

Step 1 to become a Calvin authorized driver begins by the driver reading the Transportation Policy and the Transportation Procedures. Step 2 is filling out the Motor Vehicle Driving Release Form: Calvin webpage > A-Z Index > Physical Plant > Transportation > Step 2 - link to the Motor Vehicle Driving Release Form.

Transportation will enter the driver data in AlertDriving.com, and request an MVR. 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 MVR from the issuing state or province. Persons from a foreign country, other than Canada, must obtain 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 authorized driver by e-mail [from AlertDriving.com, and may be diverted to the Junk Mail folder]. Prospective drivers must complete the on-line driving courses and tests prior to driving for the college. 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. If the requirements are completed within the 30-day period, the physical plant transportation department will cover the expenses.

Upon completion of the on-line defensive driving courses and assigned tests, receipt of the signed Transportation Policy and Transportation Procedures, and after transportation obtains the driver’s satisfactory MVR, the driver will be notified that they have been authorized to drive for the college. Previously a sticker was issued to adhere to the back of a Calvin ID card. Soon the college database will have a designated field indicating authorized driver status, and a Calvin ID card with the proper endorsement will be required to be swiped at physical plant or at campus safety office when checking out a vehicle.

Transportation also offers a service of scheduling On-Call Drivers when departments are unable to arrange for Calvin authorized driver(s). On the Vehicle Request Form under the Calvin Authorized Drivers field there is a checkbox to Request On-Call Driver, with a pop-up information box.

Vehicle Reservations
Only faculty and staff may request vehicle reservations. Students who are part of an officially recognized student organization may rent vehicles, but the request must be submitted by the coordinator of student activities and organizations on behalf of the student organization.

All vehicle requests, including golf car and bus requests, are made by completing the vehicle request form on the transportation webpage. The on-line request is required so that all of the information needed is provided, unlike when making a phone or voice-mail request, and to print as part of the specific transportation reservation packet (history of a specific reservation). Vehicle requests may be made well in advance (up to a year 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 filled (due to limited transportation staffing or lack of vehicle
Transportation will send an email reservation confirmation for each request. It is the requesters’ responsibility to keep the reservation numbers and to reference the reservation number with any questions, including invoice questions.

The Calvin transportation fleet vehicles are reserved on a first-come, first-served basis. When a transportation fleet vehicle is not available, a rental agency vehicle will be reserved. There may be occasions when a class of vehicle is not available to be rented — such as large passenger vans or minivans — during area schools’ Spring Breaks or other high-volume travel times. A chart of possible vehicle makes/models is available as a pop-up next to the Vehicle Type on the request form, and the fee structure is on the transportation webpage.

Enterprise Rental is the contracted rental agency preferred provider to Calvin College. If a rental agency vehicle is necessary, either due to the destination of the vehicle, or if a Calvin fleet vehicle is not available, 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. And Enterprise Rental requires drivers of large passenger vans to be 21-years of age. For reservations of multiple vehicles, each driver name must be included, and transportation will check on driver age and status as an authorized driver.

Notify transportation of any schedule change or cancellation of a reserved vehicle as soon as possible. All cancellations must be sent by e-mail. 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 just 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.

A Calvin account number to be debited is required in order to process the request. 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. 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.

**Account Numbers**
The financial services office uses the following account suffixes.

- **50385 Transportation** is used only for charges for Calvin fleet vehicles, Calvin fuel charges, and vehicle repairs. The -50385 expenses off-set the -50386 income to transportation — for every Calvin account debit there is an off-setting Calvin account credit.

- **58100 Faculty and Staff Travel** is for travel if driving a non-Calvin vehicle. -58100 is also used for airfare and other travel expenses.

- **58182 Bus and Van Trips** is used for expenses from Enterprise Rental, Holiday Coach, Budget Rental, Sign & Drive Renal, U-Haul Rental, Ryder Truck Rental, etc. where the expense is incurred by Calvin, but no income is received.

Any other account suffix a department may request to designate for their expenses for a particular account cannot be accepted by transportation — only transportation suffixes can be processed by transportation. After transportation processes invoices, and the department receives a copy of the charges, the department may make a request to the financial services office (FSO) for a journal entry to transfer funds between their own accounts. The department must make the request to FSO for debit and credit accounts that both belong to the requesting department, and does not need to ask transportation to make a request.
Vehicle Check Out and Return

All drivers must present a valid Calvin College ID to swipe on a card reader to check the authorized driver status. Vehicles will not be checked out to other individuals. When signing out the vehicle, the driver is required to sign the agreement statement on the reservation form:

“I understand and agree that I must meet Calvin insurance requirements and accept user responsibilities and abide by transportation policy.”

The list of responsibilities is included in the transportation notebook, which accompanies each vehicle. The driver is required to perform an inspection at the beginning and 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 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 physical plant office 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 is required to check out a vehicle from campus safety as well.

Vehicles are to be returned promptly, as there may be subsequent reservations with little time between. Returned vehicles are to be locked and parked in Parking Lot 8 (across from the physical plant 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.

I have read and understand the procedures, and agree to follow the Transportation Procedures.

Authorized Driver Name (print) _________________ Driver Signature _________________

ID# ____________________ Date ____________________

Approved 10/03
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