

CALVIN COLLEGE

Transportation Procedures

Calvin Authorized Drivers

Calvin's insurance company requires all individuals who drive for college-related business to become an authorized driver, and to complete an on-line defensive driving course.

Requests to become a Calvin authorized driver must be made a minimum of two weeks prior to driving a vehicle, in order for the physical plant transportation department to receive a motor vehicle report (MVR) from the issuing state or province. Persons from a foreign country other than Canada must obtain an international driver license. Contact physical plant for details on the requirements.

Instructions for completing the on-line defensive driving courses are sent to the prospective authorized driver by e-mail after the Motor Vehicle Driving Release Form has been submitted and processed by the physical plant transportation department. [The e-mail will be 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 and within 30 days from being issued the log-on and password information from AlertDriving. For prospective authorized drivers who do not complete the on-line courses and tests within 30 days, the sponsoring department will be charged \$50. 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 and when the physical plant transportation department obtains the driver's MVR, a Calvin authorized driver sticker will be sent to the applicant to adhere to the back of the Calvin College ID card.

Yellow	-	Car (only)
Red	-	Van (large passenger van and minivan)
Green	-	Tow
Blue	-	KnightRider accessible van

The physical plant transportation department may require additional on-line defensive driving courses from time to time.

Vehicle Reservations

Only faculty and staff may request vehicle reservations. Officially recognized student organizations may rent vehicles, and the request must be submitted by the faculty or staff advisor — or by the coordinator of student activities and organizations — on behalf of the student organization.

Vehicle requests, including golf cart and bus requests, are made by completing the vehicle request form on the physical plant Web page. 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. Note that 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.

The 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 no vehicle is available to be rented — such as during area schools' Spring Breaks or other high-volume travel times. A chart of the available vehicles and fee structure is on the transportation webpage.

Notify the physical plant office 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.

Account Numbers

The financial services office has clarified the use of account suffixes for -50385 Transportation and -58100 Travel.

-50385 is used only for charges for Calvin fleet vehicles and for Calvin fuel charges. The -50385 expenses off-set the -50386 income to transportation — for every Calvin debit there is an equal Calvin credit.

-58100 is used for invoices received from Budget Rental, Enterprise Rental, Holiday Coach, U-Haul Rental, Ryder Truck Rental, etc. where the expense is incurred by Calvin, but no income is received. -58100 is also used for airfare and other travel expenses.

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 may make the request themselves to FSO, and does not need to ask transportation to make a request, for debit and credit accounts that both belong to the requesting department.

Vehicle Check Out and Return

All drivers must show a valid Calvin College identification card with the appropriate driver authorization sticker on the back. 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.

Vehicle(s) are checked out from the service building between the hours of 7 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.

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.

Approved 10/03
Revised 7/08
Revised 8/10
Revised 8/11