



HOBART AND WILLIAM SMITH COLLEGES

Office of Conferences and Events

TRANSPORTATION GUIDE

EDUCATION DEPARTMENT TUTOR/ASSISTANT TEACHER VEHICLE REQUEST FORM

Please check one:

New Request _____ Cancellation _____ Change _____

Weekly (Long Term) Use:

Start Date: _____ End Date: _____

Day(s):

Monday _____ Thursday _____
Tuesday _____ Friday _____
Wednesday _____

Times:

Pick Up Time: _____ Return Time: _____

Destination School Name/Location:

School: _____

Address: _____

How many passengers (including yourself) are you expecting? _____

Driver's Full Name: _____

Phone Number of Driver: _____

Name of Person Requesting the Vehicle (if not the driver): _____

Phone Number of Requestor (if not the driver): _____

Requestor's Email: _____

Department to be Charged: Education Department

Transportation & HWS Vehicle Use Policies for TEP Students

Primary responsibility for transportation to/from your placement resides with students. All TEP students are placed in local schools within an approximately 30 minute radius of HWS. A survey is conducted prior to the start of each semester where students can indicate whether they have a driver's license and access to a vehicle in order to get to their teaching placements.

Every effort will be made to place students without driver's licenses in the Geneva City School District. Campus Safety (315-781-3656) is typically available to provide rides to/from a Geneva teaching placement. Please reach out to Campus Safety in advance to request transportation, and leave plenty of time for delays so that you are not late to your placement. A limited number of taxi/ride-share vouchers and bus passes may also be available for student use (please see Education Chair), and HWS has a bicycle share program that may be helpful in getting to/from your placement.

For those teaching outside of Geneva, the Education Department encourages students to collaborate with each other to arrange carpools together, where possible (the Department expects everyone carpooling to contribute towards the cost of gas to/from placements). Note for F20-S21: Due to Covid-19 protocols, it is important to follow face covering requirements and social distancing guidelines when carpooling.

Tutors and ATs who have driver's license, but do not have access to a vehicle, are permitted to apply to use an HWS vehicle. Reservations are on a first come - first serve basis. **Important: Student Teachers are not permitted to use HWS vehicles to travel to/from school placements, only Tutors and AT's.**

In order to be eligible to reserve a vehicle, a student must plan to use the car at the same time each week for the entire semester. The Education Department will pay for the daily use fee and gas to/from placement; however, the Department is not responsible for additional fees and fines, see details below. Note: During Fall 20-Spring 21, carpooling is possible, but vehicle occupancy will be limited to due to COVID-19 social distancing requirements (2 people per car, 3 per van). Face coverings are required when using school vehicles with multiple passengers.

HWS VEHICLE USE POLICIES: Students should be aware of the following HWS policies:

- **If you are in need of a Colleges-owned vehicle, you are required to become an HWS-approved driver. Please see below on how to become an approved driver.**
- **You must be 18 years of age or older.**
- To drive an HWS vehicle, a leased vehicle, or a rental vehicle, all drivers are required to adhere to vehicle pool policies and procedures, HWS Community Standards, and state, federal and local laws when driving for Colleges business.
- If you receive a ticket for failure to follow motor vehicle laws then *you*, not the Colleges, will be responsible for the payment of the violation.
- Driving a Colleges vehicle under the influence of alcohol or impairing drugs is PROHIBITED.
- Seatbelts are required.
- No Cell phone use while driving. Talking, texting, or other use is prohibited
- Travel must occur between the hours of 7:00 a.m. – 5:00 p.m.
- Anyone violating vehicle pool guidelines, Community Standards, and/or federal, state and local laws during a college-sanctioned trip will be subject to the Colleges' discipline.
- **If a student reserves an HWS vehicle but does not use it without canceling it in advance, then the student will be required to pay a vehicle fee.**
- **Students must fill the vehicle with gas every time they use it.** No matter if the gauge reads full, you must fill the vehicle. Some of the vehicles can go 30 miles before the gas gauge moves from the full position. Every driver should have a full tank when leaving the Colleges.
 - **There is a \$50.00 fine plus a normal gas usage amount charged to your student account for not filling the vehicle after you use it.**
- Please be courteous to other educational students using the vehicle after you; be back at the scheduled time of arrival with the gas tank filled and parked in the correct parking place.

HOW TO BECOME AN APPROVED DRIVER FOR TEP EARLY FIELD EXPERIENCES:

- 1) Email Chrissy Jacobs, Coordinator of Teacher Certification, at cjacobs@hws.edu indicating your intent to become an approved driver for an HWS vehicle. Please provide a copy of your Driver's License (front and back) and a completed Education Department Tutor/AT Vehicle Request Form (see sample on p. 45). Form available online: https://www.hws.edu/offices/pdf/student_transportation_guide.pdf
- 2) Chrissy Jacobs will contact HR, along with Pam Pietrusinski in HWS Conference and Events, to initiate the request for you to become an approved driver.
- 3) After being contacted by the Education Department, HR will initiate a background screening with the Department of Motor Vehicles. The Education Department will cover the cost for the DMV background screening for TEP students (costs range from \$9.00 to \$30.00 per person).
- 4) After HR receives the request, you will receive an e-mail from a third-party vendor called GoodHire support@goodhire.com with a request to complete the DMV screening in order to drive an HWS vehicle. You must be 18 years of age or older. Once you submit the necessary information to Good Hire, the DMV screening will occur and you will receive notification that it has been completed via e-mail from Good Hire. This email from Good Hire is a notification about the screening only. The status of the screening will state "Clear" or "Alert". This information is only provided to you and HR, it is not provided to the Education Department.

Please note: Good Hire does not make a determination about approval to use a vehicle. The HWS Conference and Events Office is charged with making the final determination about whether or not someone is approved to use the Colleges' vehicles.

- 5) If you receive a "Clear" status from Goodhire, you should contact Pam Pietrusinski in the Conferences and Events Office at (315) 781-3103 or PIETRUSINSKI@hws.edu. Pam will assist you in scheduling a short, general driving test conducted by HWS B&G staff. Please note: testing dates and times fill quickly, so please arrange a test as soon as possible.

Alternatively, if you receive an "Alert" status, then please e-mail hr@hws.edu on how to proceed to complete the process.

- 6) Once you pass the driver's test, Pam Pietrusinski will notify you about approval to use the Colleges' vehicles and will work out scheduling details with you. Pam will provide a copy of the schedule to the Education Department. You will be provided with specific instructions for borrowing the campus vehicle. Please make sure you read and follow the instructions.

Note: If Pam Pietrusinski notifies you that you are required to complete a follow up on-line driver safety training in order to complete your driver approval process, the course is accessible at <https://learn.ue.org/T43GI799649/HWSdrivers>. There is no cost to you to take this course, but it is required before being cleared to use an HWS vehicle.

If you have any questions about this process, please contact Chrissy Jacobs, Coordinator of Teacher Certification, at cjacobs@hws.edu.