TRANSPORTATION GUIDE

GUIDELINES FOR COLLEGES FLEET, LEASE VEHICLES AND RENTAL VEHICLES

Hobart and William Smith Colleges vehicles are available on a charge-back rental plan for the following types of institutional uses:

- **Educational/Departmental Trips**, which are part of your current course work, departmental professional development activities, or for business trips.
- **Athletic Trips** to scheduled athletic events for team members.
- **Established Clubs/Groups**, which are part of developmental activities, community service activities, enhancement of Student Activities.

The Hobart and William Smith Colleges fleet consists of nine 12-person vans, two 8-person Traverse vehicles, and one 4-passenger car.

**REQUIREMENTS:**

**Departments or organizations must have their own approved drivers.**

To drive a Colleges vehicle, a leased vehicle, or a rental vehicle, all drivers are required to adhere to all vehicle pool policies and procedures, HWS Community Standards, 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.
Cell phones – No talking while driving. No texting while driving.

Travel must occur between the hours of 6:00 a.m. – 10:00 p.m.
Anyone traveling in unaccompanied vehicles after 10:00 p.m., and/or otherwise violating vehicle pool guidelines, Community Standards, Federal, State and Local laws during a college-sanctioned trip will be subject to Colleges discipline.

For long trip travel (3+ hours), the group must travel between the hours of 6:00 am – 10:00 pm, the group must have at least two fully approved drivers per vehicle, the drivers must rotate driving every 3 hours, and a driver can only drive a maximum of 8 hours in one day.
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HOW TO BECOME AN APPROVED DRIVER:

Drivers must successfully complete a Department of Motor Vehicle background screening by e-mailing Human Resources at HR@hws.edu. Please include in the e-mail the department, the department account number to charge and the department contact person. The person requesting to drive must provide copy of driver license to HR.

The person requesting to drive will be receiving an e-mail from GoodHire support@goodhire.com to complete the DMV screening to drive for Hobart and William Smith Colleges. The person must be 18 years of age or older. Once the person submits the necessary information to Good Hire then the DMV screening will occur and the person will receive notification via e-mail from Good Hire. This notification from Good Hire is notification about the clearance screening only. The status of the screening will state “Clear” or “Alert”.

If you receive a “Clear” status then contact Buildings and Grounds at 315-781-3660 to schedule a van test. Drivers must pass a general driving test administered by the Buildings and Grounds Department. Please note: testing days and times fill in quickly, please schedule in advance.

If you receive an "Alert" status then please e-mail Human Resources at HR@hws.edu on how to proceed to complete the process.

The Good Hire background screening does not provide approval to drive for the Colleges.

The Conferences and Events Office will notify requestor of driver approval standing once the van coordinator receives van test completion notification from the Buildings and Grounds Office and a “drive/no drive” notification from Human Resources. DMV background screening details are not provided to Conferences and Events, please contact Human Resources for further questions regarding the DMV background screening details.

Please note: The cost for the DMV background screening ranges from $10.00 to $30.00 per person. The department contact must provide the department account number to HR.

If you are in need of completing the on-line driver safety training, to complete your driver approval process, the course is accessible at https://learn.ue.org/T43Gl799649/HWSdrivers.
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RESERVING A VEHICLE:
The Conferences and Events Office manages vehicle reservation. Requests are on a FIRST COME, FIRST SERVED BASIS. The Office of Conferences and Events/Van Fleet Services must receive a reservation request in writing at least one (1) week prior to the scheduled trip departure, and must include the approved driver’s name for each vehicle reserved.

Departments or organizations must have their own approved drivers.

Van Request Form: http://www.hws.edu/offices/conferences/van_form.aspx

Cancellation guide: Please give notice of the cancellation no less than 1 day prior to your scheduled time. Failure to provide proper notification to the Office of Conferences and Events (315-781-3103 or pietrusinski@hws.edu) will result in a charge to your department’s account for the scheduled time(s).

Vehicle use must be during the time period requested and only to the destination requested. Please be mindful of the time as another group may have the same van scheduled at your scheduled return time.

Inspection of vehicles occurs daily and any damage found is noted. It is your responsibility to check the vehicle before leaving campus and to inform the Office of Conferences and Events of any damage not listed before you use the vehicle.

Damage to a vehicle may incur a charge, up to a $1,000 deductible, to your department’s account.

The Colleges vehicles are not to be used for any type of personal use by employees or outside acquaintances due to liability and policy requirements.

The Colleges fleet vehicles are not to be used for transporting furniture or large equipment, and the seats must not be removed.

No food, beverage or pets allowed in the vehicles.
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RATES:
Round trip mileage LESS than 100 miles:
  • The rates for vehicle use are $20/half day (4 hours or less) or $40/full day (over 4 hours)
Round trip mileage MORE than 100 miles:
  • The rate is $.40 per mile in lieu of the half-day or full day charge.
Fueling charge is placed on your bill.
Non-fueling fee: $50.00 in addition to fueling charge charged to department.
Cleaning fee: $20.00 will be added if a vehicle is returned with dirty interior then the cleaning fee will be charged to the department.
Future use of the vehicle may be suspended if problem occurs more than once.

KEYS:
Key pick-up: Campus Safety Office on the day and time that the vehicle is scheduled for use. Only authorized drivers must pick-up key. You must show your College ID, sign for the key, and record the "out time" on the Vehicle Sign-Out Sheet.

Key return: Campus Safety Office and record the "in time" on the Vehicle Sign-Out Sheet.

RETURNING A VEHICLE TO CAMPUS:
Vehicle must be clean. Please BACK the vehicle into the assigned parking space in Medbery Parking Lot, roll up/close and secure all windows, lock/secure all doors, and return with a full tank of gasoline.

HOW TO USE GASOLINE PUMP ON CAMPUS:
The gas pump is located behind Campus Safety near the sidewalk that leads to South Main St.
Back the van into its parking place next to opening of fence around gas pump.
All van keys have a black plastic gas key on the ring
The gas key machine is located next to the gas pump.
  Lift the clear plastic window up
  Insert the black plastic gas key into the machine with the two side bumps facing you.
  Enter the code 01
  Hit enter again
Turn to the gas pump and lift the nozzle off the lever...push the lever and the gas pump will come on.
Please note: The hose is very long so it takes a few minutes to fill the van.
If gas pump does not work, send email to pietrusinski@hws.edu and communicate the information.
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IN CASE OF ACCIDENT

Off-campus
Step 1: STOP – call 911 or local authorities.
Give your precise location of accident.
Complete police report and ask for copy of report.
Use the accident form provided in the orange folder in the vehicle to guide you in exchanging information.

Step 2: Immediately call Campus Safety at 1-315-781-3656
You must file a report with Campus Safety.

On-campus
Step 1: STOP – immediately call Campus Safety at 1-315-781-3656
You must file a report with Campus Safety.
Use the accident form provided in the orange folder in the vehicle to guide you in exchanging information.

Campus Safety must complete a report for insurance purposes and submit this report to Sue Campbell in the Finance Office immediately because the accident must be reported to insurance within 24 hours of the accident.

CAMPUS TELEPHONE NUMBERS:
Office of Conferences and Events: 315-781-3103 (Mon.-Fri. 8 a.m. to 5 p.m., except holidays)
Campus Safety Department: 315-781-3656 (24 hrs. a day)

RENTING A VEHICLE
All HWS representatives and/or employees, when renting a vehicle from Enterprise or any other vehicle rental company must use their American Express Card.
Departments or organizations must have their own approved drivers.
Questions on renting a vehicle, please contact Sue Campbell, Finance Office, 315-781-3337.

The Colleges appreciate your understanding and acceptance of our procedures and policies in order to continue to have a well-kept, attractive, safe, and usable vehicle pool for institutional use. Thank you for your cooperation.