

RENTAL VEHICLE POLICIES AND PROCEDURES

- The Facilities Management Department has Two (2) 15-passenger buses available for rent to faculty and staff only. In addition we have (3) 7-passenger mini-vans available for rent to faculty, staff and students. However the student **must be at least 20 years old or a junior/senior, no exceptions.** Vehicles may be used only for College funded and College sponsored activities. (College vehicles are insured only when used for College activities. They are NOT insured when they are used for an individual's personal business).
- Vehicles are reserved on a first come first serve basis. Reservations must be made at least 3 days in advance. In the event of a scheduling conflict, academic use of the bus will be given priority. Size of the groups, destinations and alternative methods of transportation will all be considered by Facilities Management as we attempt to resolve scheduling conflicts.
- Faculty or College staff of a recognized college function may only make reservations. Information listed below must be given at the time the reservation is made. It is the responsibility of the faculty and or staff member to become familiar with the rules and regulations.
- **PLEASE MAKE CERTAIN THAT ALL PERSONS YOU HAVE DESIGNATED TO DRIVE ON YOUR TRIP ARE CERTIFIED.**

In order to accept a bus/van reservation request, the Facilities Management Dept. **Must** have the following information at the time of the reservation request:

- A. The name of the department or group requesting the vehicle.
- B. The name of the sponsoring faculty or staff member of the group.
- C. The name of the registered driver(s).
- D. The exact date and time of the rental.
- E. The destination of the rental vehicle.
- F. The account number to be charged.
- G. The purpose of the use of the rental vehicle.

- Drivers must have a valid U.S. driver's license, be at least 20 years of age, and be registered by the Facilities Management Dept. as being authorized, in order to drive this vehicle. The following documentation is needed for authorization to drive the bus/van: the driver must complete a driver application packet (this can be obtained at FacMan). Drivers must re-register each academic year. Drivers must show and carry their valid U.S. driver's license every time and anytime they drive a college vehicle. Only employees of Lake Forest College may drive this bus. An authorized driver may drive for any group or department of the College.
- Reservations or "holds" will not be accepted without an account number.
- Reservations for these vehicles must be made at least 3 days in advance, and they should be made as far in advance as possible. We must have a 24-hour notice for cancellation of the bus or van. The minimum charge for any reservations or not canceling a reservation is \$20.00.
- During the week (Monday-Friday), keys may be picked up at the Facilities Management Office from 8:30am to 5:00 pm. After 5:00pm and on weekends, keys may be obtained at the Campus Security Office. Keys should not be picked up sooner than one-half hour before the time of the rental.
- Only the registered driver(s) assigned to the vehicle is (are) authorized to drive College vehicles. If the registered driver does not, cannot or should not do all of the driving, it is the responsibility of the group to have additional authorized drivers along. If a person claims to be registered but is not, insurance will not cover the bus and the driver will be held responsible.
- Any overnight trip, round trip in excess of 250 miles or trip requiring one way driving in excess of 4 hours must have two authorized/registered drivers. One must sit nearest to the driver and act as the "navigator" and co-pilot. This person is responsible for assuring that the driver remains alert and free from distractions. After 4 hours or 125 miles, the driver and co-pilot must rotate driving time. Trips starting after 11pm require drivers to rotate after 60 miles or 1 hour.

- No alcoholic beverages or controlled substances are permitted in any College vehicles. Any alcoholic beverages or controlled substances being consumed or transported in the bus will result in the person and the organization having rental privileges revoked.
- Report all accidents to Facilities Management and Campus Security immediately. If you have an accident, do not admit fault. The driver is authorized to provide the information contained on the certificate of insurance located in the glove compartment. The driver is required to obtain the following information from the other driver(s): name, address, phone, driver's license number, insurance company, automobile insurance policy number, and the other driver's insurance agent and phone number. Give this information to Facilities Management.
- Vehicle or property damage due to negligent driving will be the responsibility of the driver. Any moving violations, parking tickets or citations for non-use of seat belts will be the responsibility of the assigned driver. All drivers and navigator/co-pilots are required by Illinois law to wear safety belts. The driver is required to pay all fines, court costs, penalties, or other expenses for parking, traffic, or other violations during the period for which the driver is assigned the vehicle.
- Vehicle malfunctions should be reported to the Facilities Management Office.
- Reimbursement for gas purchases will be made upon presenting proper receipts to the Facilities Management Office. We request that if you are low on gas you purchase only enough to return to campus.
- Vehicles should be returned at the scheduled time. In the event you cannot return on time, notify the Facilities Management Office or Campus Security, reporting the estimated time of arrival.
- Vehicles should be returned to the parking places reserved for them in front of the Facilities Management Office in clean condition with windows rolled up and doors locked.

- The keys (with the key tag completely filled out) must be returned to the Facilities Management Office upon completion of the trip. After 5:00pm, the keys may be deposited in the key drop slot in the entrance door to Facilities Management Office. Failure to completely and accurately fill out the key tag may result in Facilities Management estimating the cost of the vehicle use and a fine.
- Lake Forest College is not responsible for any personal property that might be damaged, lost or stolen during your designated rental period of the vehicle.
- Failure to follow these rules may result in the revocation of rental privileges. The Facilities Management Dept. of Lake Forest College reserves the right to interpret these rules and enforce these policies.

Cellular Phone Policy while Driving

It is well supported by accident statistics that using a cellular phone, either a hand-held or a hands-free model, while operating a motor vehicle distracts a driver's attention from traffic conditions. To help reduce the possibility of vehicle accidents in connection with the use of cellular phones, your company should adopt a cellular phone policy applicable to all employees while driving a company vehicle at any time, or while driving any other vehicle (rented, leased, borrowed or their own vehicle) while conducting company business. The written policy should include, but not be limited to, the following points:

- Cellular phone calls, incoming or outgoing, are discouraged while driving.
- The cellular phone's voicemail feature should be on to store incoming calls while driving.
- All non-emergency calls should be made after the vehicle is safely parked.
- Accidents incurred while the employee driver is using a cellular phone may be considered to be preventable, and the employee driver subject to disciplinary action.
- Hands-free cellular phones are subject to the same policy as the hand-held cellular phones.

**REMINDER: ALL DRIVERS MUST RE-REGISTER EACH YEAR TO
DRIVE THE VEHICLES!**

SCHEDULE OF FINES

Vehicle not returned to proper spot.....	\$10.00
Failure to enter beginning and ending mileage on tag.....	\$16.00
Cancellation without 24 hours notice.....	\$20.00
Late return of vehicle.....	\$20.00
Failure to report accident.....	\$20.00
Misuse of vehicle.....	\$40.00
Improper driver.....	\$40.00

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