

Vans and Travel Policy

VANS AND USE OF PERSONAL VEHICLES

The University maintains vans for use by recognized student groups, faculty and staff for official university business. Only those persons on the University's approved drivers list and who maintain a good driving record may operate a university van.

In order for students to be eligible to operate University vans, a Van Drivers Training Course must be completed. The course consists of an application, classroom instruction and road test. To qualify for the course, students must be at least 19 years of age, have had three years of driving experience and maintain a safe driving record. Faculty and staff are not required to complete the course if they are driving 6-passenger vans only. However, if they are operating vans that occupy more than seven passengers then they must also complete the Van Drivers Training Course. A Drivers Application form must first be submitted to the Moseley Center Information Desk or Campus Box 2995 with a copy of the applicant's driver's license. Once the form is approved and the driver completes the Van Drivers Training Course he or she will be added to the University's drivers list. Driver application forms are available online at <http://www.elon.edu/e-web/students/campuscenter/vans.xhtml>. **Please note that only drivers who meet the underwriting standards of the University's insurance company will be approved to drive University vehicles.**

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside a 60 mile radius of Elon University. Faculty, staff and students are insured by the University's policy while operating University owned or University rented vehicles. Students and employees' personal automobile coverage is primary when using their own vehicles on University business including attending events required for academic credit. Students driving personal vehicles must sign a Driver Responsibility Form and leave it with the trip advisor and the Moseley Center Information Desk. The Driver Responsibility Form can be found on the Moseley Center website. http://www.elon.edu/docs/e-web/students/campuscenter/Personal_Vehicle_Driver_Responsibility_Form.pdf

Policies for Driving Vans for University Organizations

All vans driven during activities or trips, whether owned by the University or leased for the duration of the trip, will be driven only by approved Elon University drivers. These vehicles must be operated in full compliance with applicable campus ordinances and state laws. Each organization is responsible for ensuring that each trip has approved drivers. Organization Advisors and their members are entitled to use the Elon University vans for travel throughout the school year. These vans require certified drivers and the keys to be picked up prior to departure. All reservations require that the organization or department account number, driver and license information, destination of travel with anticipated miles, and passenger list

are submitted before van keys can be picked up. Keys can only be picked up during the building hours of operation (<http://www.elon.edu/e-web/students/campuscenter/hours.xhtml>). Lastly, it is against University policy to transport alcohol, drugs, or weapons in any University vehicle.

To become a Certified Elon University Van Driver:

1. Drivers must have no less than three years of driving experience, must not be a freshman and must submit a clear copy of their valid driver's license and completed Drivers Application form to the Moseley Center Information Desk for approval.
2. Once the application form is approved, drivers must read and become familiar with the Elon University Guidelines for Vans and successfully complete the Van Drivers Training course.
3. Use of the 15 passenger mini-bus requires additional training. Inquire at information desk located in Moseley Center for more information.
4. Elon University may make exceptions to the policies based on an individual's driving history or special needs.

Who can use them? All students who are members of recognized student programs and organizations that are traveling off campus for an event. The student drivers are required to be van certified with the Moseley Center. The vans are for service projects, practices, games, break trips and other approved activities. The organization must not exceed the number of approved occupants in a van at one time when traveling. This is governed by the number of seatbelts provided.

How much will it cost? Student organizations are responsible for covering the cost of travel, including gas. Elon University has 12-passenger vans, a 9 passenger handicapped van, 7-passenger mini vans, a 14 passenger mini-bus and a 24-passenger bus (requires CDL to drive). Located in McMichael parking lot, these vans provide student organizations the opportunity to travel off-campus for events. The 9 and 12 passenger vans have a thirty gallon tank and gets approximately 13.5 miles per gallon.

Reservations: Reservations are on a first-come, first-serve basis. A student organization member must complete online reservation form found on the Moseley Center site at <http://www.elon.edu/e-web/students/campuscenter/vanrequest.xhtml>

Check In, Check Out: The van check in and checkout will be handled by the Moseley Center staff on the day of the scheduled trip (Keys can be picked up the day prior to the schedule trip if leaving before the building's hours of operations). At the time of van check out, the driver is required to be van certified, have a valid driver's license, and be on the University's approved driver's list (requires a license check by the University's insurance company). The driver must provide the destination and anticipated miles to be traveled, the organization's account number, and a passenger list (passenger list may not be required in some situations). A key will be given to the driver with a matching number which can be found on the front windshield of the van. If the assign van is not filled with gas, contains trash, has been damaged or needs immediate maintenance call the Moseley Center at 336-278-7215.

Upon returning from the trip, the key along with a completed van mileage card to the van should be turned in to the Moseley Information Desk immediately. If the organization returns during an off hour, the driver is responsible for making sure that the key is at the Moseley

Information Desk for the next group to use the following morning. **All vans must be returned cleaned by emptying all trash and removing all belongings. It also must be returned with a full tank of gas! There is a minimum \$25 fee for not refilling the gas tank or removing trash.**

Driver Responsibility:

1. Driver(s) must have a valid driver's license with them.
2. Driver(s) or organizations are personally responsible for any law violations that result in warrants, fines, tickets, or damage.
3. Driver(s) or organizations are financially responsible for uninsured costs, including the deductible, incurred in any accident in which they are involved.
4. Ensure all passengers wear seatbelts.
5. Do not use cell phones while driving. Calls or texting is prohibited.
6. Drive no faster than the posted speed limit or 65 mph, whichever is lower.

Advisor's Responsibility: To verify the trip in regard to its appropriateness, length, destination, and purpose. The advisor will also be held responsible for the group's reservation, understanding all policies, and ensuring all required van information is provided. University policy requires an advisor to accompany all student trips outside of a 60 mile radius of Elon University.

The Use of Personal Vehicles: If a personal vehicle is used for any Student Organization or Academic sponsored trip a Personal Vehicle Driver Responsibility Form must be completed and submitted to the appropriate offices. Download the Personal Vehicle Driver Responsibility Form: http://www.elon.edu/docs/e-web/students/campuscenter/Personal_Vehicle_Driver_Responsibility_Form.pdf

TRAVEL POLICIES FOR ELON UNIVERSITY ORGANIZATIONS

Travel is considered Elon travel if any one of the following conditions are met:

- The University or Elon organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is transportation, reimbursement for expenses, food, registration fees, etc.
- The organization and University names are advertised or used in any way
- You are representing the University or organization at conferences, using promotional flyers/handouts advertising the event, announcements at meetings, email/listserv/Facebook distributions, website calendar of events, registration materials, etc
- Attendance of the members (regardless of how many there are) present at the event is based on their affiliation rather than individual initiative (i.e. it is more likely that they attended because of their organization affiliation).
- Travel that is an expectation placed upon a student as a component of the students experience at Elon, or a travel experience sponsored by the University.

Individual travel:

- Each student required to travel in the performance of official duties shall have prior authorization from his/her faculty, department head or other designated official for the

purpose of the travel. Each department is responsible for maintaining the approval record of students authorized to travel.

- Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

Group Travel:

- A group is defined as an organization sponsored by the University or an event promoted by the organization.
- All attempts should be made to travel as a unit. Exceptions are at the discretion of the sponsoring University employee and must follow student travel protocol of informed, consent, and follow up.

TRAVEL POLICIES FOR ELON UNIVERSITY

Elon University values faculty/staff mentored student travel as a developmental and educational experience. For this reason, resources and guidelines are provided for travel by Students. Organization Advisors and Course Faculty are responsible for sharing the travel policy with their members before the start of each year and prior to travel. In order to make the most of the mentoring process, it is vital that all parties be informed of these guidelines, as well as the specifics of the proposed travel, and that proper follow-up occur following travel.

1. For travel within Alamance County, the faculty/staff Advisor should be aware of the group's general travel plans and participants.
2. For travel outside of a 60 mile radius of Elon, NC, the University requires that a faculty/staff Advisor accompany the organization or class. In cases where the official Advisor/Faculty member is unable to travel with the organization/class, a substitute full time faculty/staff member or otherwise approved Advisor must travel with the group. For the purpose of determining the 60 mile radius or anticipated distance to destination use 400 N. O'Kelly, Elon, NC as the starting point.
3. For travel outside of Alamance County, but within the 60 mile radius of Elon, it is preferred that an Advisor accompany the group. For travel within the 60 mile radius where no Advisor is traveling:
 - a. Groups may leave no earlier than 6:00 am and return no later than midnight of the same day.
 - b. The organization and Advisor should identify an "Approved Elon Trip Leader" (AETL) who will coordinate required paperwork, meet with the advisor prior to the trip for planning and to read through this document together, serve as primary contact while traveling, and communicate regularly with the advisor should any problems arise while travelling (accident, injury, illness, travel disruption, natural disaster, local emergency, etc.). The AETL should also be instructed to call Campus Safety and

- Security to have the University's Administrator on Call (AOC) paged in the event of any illness or injury requiring medical treatment or causing a travel disruption).
- c. The AETL should be an approved driver of University owned vehicles (regardless of mode of transportation).
 - d. The AETL should leave with the Advisor a copy of travel itinerary with destination contact information, list of all participants & their personal contact information, and if needed, the Driver Responsibility Form (for individuals using personal vehicles).
<http://www.elon.edu/e-web/students/campuscenter/forms.xhtml>
 - e. The AETL should communicate with the advisor upon departure from Elon, arrival at destination, departure from destination, and arrival back at Elon.
4. Drivers of University owned vehicles must be registered and approved by the University before departure. If students will be driving personal vehicles, each driver should sign a Driver Responsibility Form and leave it with the Advisor and the Moseley Center Information Desk. The Advisor should retain this form on file for the period of three years.
 5. In case of an accident or injury, first contact local police to seek medical attention and obtain a police report, then the organization must contact Campus Safety and Police immediately (336) 278-5555, the Moseley Center Information Desk (336-278-7215) and file appropriate forms with the Business, Finance and Technology office in Alamance 113 or call (336) 278-5428. A copy of the Accident and Injury Report form can be obtained through a link on the Business, Finance and Technology web page:
http://www.elon.edu/e-web/administration/business_finance_technology/accident.xhtml
 6. During any organization/class activities, practices, conferences, retreats, etc., no alcohol/drugs are to be present. This includes transporting alcohol in a University vehicle or on a University trip.
If alcohol/drugs are found, have been used, or proved to be present at any of these activities, the organization will have all travel privileges suspended by the University. This means that all organizations found in violation will be denied access to University vehicles, travel policies, or reimbursement for such expenses (hotels, off campus tournaments, registration fees, etc.).
 7. While traveling, students are bound by University policies as stated in the Student Handbook, including the Honor Code as well as local and state traffic laws and regulations. Failure to abide by these policies may result in University review and judicial sanctions.
 8. While the above guidelines serve as the general policy, Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

The Van registration form can be found online on the Moseley Center website:
<http://www.elon.edu/e-web/students/campuscenter/vanrequest.xhtml>