



## **Fleet Vehicle Reservation Policy**

Randolph College vehicles are provided for administrative and program use in the pursuit of college-related business. Supporting the College's mission for educating current students, connecting with our alumnae and alumni, and meeting our commitment to the community, form the core of vehicle reservation priorities and decisions.

All efforts will be made to honor all reservation requests, though the limited number of fleet vehicles may affect the outcome of a request. The College may cancel or amend any reservation if the change is deemed to be in the best interest of the College. The College reserves the right to alter or revoke this policy at any time.

### **Administration of Vehicle Reservations**

The Reception & Information Desk (part of the Department of Campus Safety), in collaboration with Buildings & Grounds, oversees fleet vehicle maintenance and facilitates vehicle reservations.

- The reservation request form is located on the Randolph College portal.
- Log-in requires a Randolph College user name and password.
- When a reservation request is completed, the reservation system will automatically generate a confirmation of receipt of the request.
- Confirmation of an approved reservation will be received via email after a review by a Reception & Information Desk staff member. The confirmation request will list any additional documentation required prior to the release of the vehicle.
- If the Reception & Information Desk staff determines that a request supersedes a confirmed reservation, the point of contact of the confirmed reservation will be notified immediately so that alternative transportation can be arranged.
- No vehicle reservation will be superseded by the Reception & Information Desk staff less than 72 hours before departure.
- If a vehicle reservation employs a staff driver and is cancelled by the trip sponsor within 24 hours of departure, the trip sponsor or sponsoring department will be charged three hours of wages for the driver.
- Persons needing assistance with completing a vehicle registration request can contact the Reception & Information Desk during normal business hours (M-F 8:00 a.m-4:00 p.m.) at 434-947-8000.
- Limited assistance is available after business hours. Contact the Reception & Information Desk, where a communications operator is on duty 24-hours each day, at 434-947-8000.



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## Information required for completion of reservation request:

- Dates of departure/return
- Purpose of trip
- Driver name (Staff will verify driver qualifications/certification)
- Number of passengers
- Destination address or zip code
- Trip distance (250 mile maximum one way)
- Budget code to be used for billing

## Fleet Vehicle Procedure Information

The Fleet Vehicle Policy and the Vehicle Reservation Request Form can be found on the portal under *mylinks*, letter 'V'. <https://myportal.randolphcollege.edu/SitePages/Home.aspx>

## Guidelines and Information for Vehicle Pick Up and Return

- Pick up the assigned vehicle keys and trip paperwork from the Reception & Information Desk in Main Hall lobby no more than 24 hours prior to scheduled trip departure. The Reception & Information Desk is open and available for this service at any time of day or night.
- The vehicle keys will not be released until all additional documentation required on the request confirmation is provided to the communications operator on duty.
- Fleet vehicles are parked in various locations on campus: designated spaces immediately surrounding the Randolph Athletics & Dance (RAD) Center, East Campus Drive at Norfolk Avenue, or the Quinlan Lot on the corner of Norfolk Avenue and Quinlan Street. Minibuses are parked at the College's Boiler Room along East Campus Drive, near WildCat Stadium. Each vehicle is identified by vehicle make, color, license plate information, and/or letters/numbers imprinted on the rear bumper.
- Complete the pre-trip portion of the Vehicle Inspection Form provided by the communications operator before the vehicle departs the campus.
- Upon trip completion, each fleet vehicle shall be returned to its previous location, properly parked in a designated space.
- Complete the post-trip inspection section on the Vehicle Inspection Form noting any vehicle safety or maintenance items that require attention.
- Remove all trash, debris, and personal items from the vehicle.
- Close all windows, apply the parking brake, and lock the vehicle.
- Immediately proceed to the Reception & Information Desk to return the vehicle keys and all trip-related paperwork.



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## **Reimbursement Procedure for fuel purchases:**

- If a staff driver from the college driver pool is employed for the trip and the trip distance warrants the purchase of fuel, the college driver will have a credit card for the fuel purchases.
- Reimbursement for fuel purchased for a fleet vehicle driven by anyone other than one of the staff drivers is the responsibility of the trip sponsor. The sponsor will retain fuel purchase receipts and initiate and complete the current business office procedures for reimbursement.

## **Emergency information:**

- Procedures in case of accident
  - If possible, immediately evaluate circumstances and check for personal injury.
  - Call 911 to report the accident – do not move injured persons.
  - If the accident is minor move the vehicle to the side of the road. Turn on hazard lights.
  - Exchange information with the other parties involved in the accident to include: name, address phone number, insurance carrier, policy number, driver license, and license plate number. If the driver's name is not that of the insured establish the relationship and obtain the contact information for the insurer of the vehicle. Also note the exact location of the collision and how it happened.
  - Use your cell phone camera to photograph the damage to the vehicles.
  - Phone the Reception & Information Desk as soon as you are able to do so.
- Insurance carrier information is provided in each fleet vehicle's glove compartment and is also available at the Reception & Information Desk.
- Report accident to College's insurance carrier as soon as possible IF vehicle has sustained excessive damage, is inoperable, or unsafe to operate.

## **Vehicle Operations Safety Policy**

The Randolph College Vehicle Operations Safety Policy may be found at this web address:

<https://www.randolphcollege.edu/humanresources/wp-content/uploads/sites/46/2014/06/Vehicle-Operations-Safety-Policy-2019.pdf>

A written copy of this document will also be available at the Reception & Information Desk and may be viewed at any time prior to trip departure.