

CSC Vehicle Rentals: Policies and Procedures

**It is necessary to read this handout at the beginning of each semester, as policies are subject to change.

PLEASE NOTE: Transportation to service sites will now be provided primarily by the South Bend Transpo bus system. Route maps to community organizations are available at the CSC. Additionally, anyone who has a vehicle on campus is strongly encouraged to use it rather than rent one from the Center for Social Concerns. There are instances in which students will still be able to rent vehicles, and if you think you are one of them, please contact the vehicle coordinator by e-mail at cscvans@nd.edu or by phone at 1-5319.

The Center for Social Concerns will *ONLY* schedule and rent Transportation Services Vehicles for community service, social action groups, or CSC-related experiential service and community-based learning classes. Vehicle requests for non-service activities will only be processed by the Notre Dame Transportation Services Department. Groups or departments with budget support may be asked to help defray the CSC's cost of renting vehicles.

Step One: Completing Vehicle Training

Complete the vehicle training offered by Transportation Services; this need only be done once during your tenure at Notre Dame. The 20min. Driver-Safety video is shown at the Transportation Services Building on Tuesdays at 10:30am and Thursdays at 3:00pm. Alternatively, call Brenda at Transportation Services (1-6467) to schedule a different time for Driver-Training.

Step Two: Requesting a Vehicle (Refer to Form 1)

Vehicle Transportation Request Form Spring 2004
Center for Social Concerns
Phone: 631-5319 E-mail: cscvans@nd.edu
Before completing, please refer to the Policies and Procedures Handout (<http://socialconcerns.nd.edu>) for review each semester.
(Specific) Group with whom you are doing service: _____
(If you are a Federal Work Study student, write **FWS** in the blank. If you are doing service on your own, write **Individual** and for a course, write your **course name**)

Form 1

Destination: _____

Authorized Driver*: (Please Print) _____
*Only the authorized driver can fill out the request forms. Any alternate drivers must complete an alternate driver form to be turned in with this request form.

Driver Phone: _____ Driver e-mail: (Please Print) _____

****By signing below, I confirm that I have been authorized to drive by the Transportation Services Department, and I understand that I may be charged a \$55.00 vehicle rental fee for canceling without notifying the CSC as per the specifications of the time chart located on the back of this sheet. I acknowledge responsibility for reviewing and adhering to all CSC policies and procedures and all other fines that may be incurred.**

Authorized Driver's Signature _____
Date _____

If Alternate Driver(s) used: It is your responsibility to inform alternate driver(s) that he/she must fill out a separate "Alternate Driver Request Form" and turn in before they are allowed to drive.

Alternate Driver _____ Alternate Driver _____
Alternate Driver _____ Alternate Driver _____

Number of riders (including driver): _____ (E-mail the coordinator if this changes during the semester.)

Will you be transporting non-ND/SMC persons? Yes ___ No ___
(If yes, contact Risk Management regarding necessary procedures.)
I have contacted Risk Management and will follow their instructions _____ (Please initial)

Are you applying to use a vehicle every week at same time? (Circle one) YES NO
(Specify after "Date Vehicle Needed" the date that you will begin using the vehicle. You will be assigned that specific day of the week for the rest of semester)

If using each week please specify last date of use *this semester*: ____ / ____ / ____
(last available Wed., April 28 before 5pm.)
(Note: A special request form available at the CSC must be used to request use during breaks.)

Date Vehicle Needed : (mm/dd/yy) ____ / ____ / ____ (Circle one day) M T W H F Sa Su
(For multiple days, please fill out one form per day)

Time Vehicle Needed (e.g. 4:00 P.M. to 5:00 P.M., or 4:30 P.M. – 6:00 P.M.)
Time: from ____ A.M. P.M. to ____ A.M. P.M. Second choice time: ____ to ____
(circle one) (circle one)

A Due to a change in vehicle policies, if you fail to pick up your vehicle and do not call ahead (1-5319) AND email cscvans@nd.edu, you will be charged the full rental price.

B You must obtain special approval and complete a different form in order to use vehicles outside of St. Joseph Co. This form will not be accepted.

C Please only circle one to expedite the scheduling process, if you need it another day of the week, please fill out a second request form.

D We need an extra time in order to search for additional scheduling options. Your request WILL NOT be considered if this is not filled in!

E We will only accept vehicle times scheduled on the quarter hour.

F Please make sure to turn the form over and complete the necessary information on the back.

In order to properly complete the vehicle request form, you will need to read all of the following information.

NOTE: Vehicles we rent are limited to local travel. If you are requesting a vehicle for use outside of St. Joseph County, you must first get your faculty advisor's approval and then e-mail the Associate Director, Jim Paladino, at Paladino.1@nd.edu (tell him you have the faculty advisor's approval). Then, if he approves your request, you must complete the request form located on the Transportation Services website. To schedule your vehicle, this form, along with a copy of the Associate Director's e-mailed permission, must be submitted to the CSC vehicle coordinator for final approval and scheduling.

Request forms can be picked up from the Center, and all items on the form must be correctly filled in.

IMPORTANT: A group leader cannot fill out one form for several vehicles going to various sites. If one group will have one or more alternate drivers for a site, the primary authorized driver **will be responsible to inform the alternate drivers that they must read the CSC Policies and Procedures and follow the rules contained therein. If an alternate driver for a group breaks one of the rules in the Policies and Procedures, the individual who filled out the form will be responsible for paying any fines/infractions that are incurred.** Alternate drivers are required to be vehicle trained by Transportation Services before driving a vehicle rented through the Center.

Make sure you read each section on the form carefully and fill in every blank with the required information.

Your request will not be considered if something is left blank or the spaces are not filled in correctly.

You will be notified if your request was not accepted because of missing information; however, you will have missed the window for requesting a vehicle for the following week. Before your request is considered again for the week after your original request, you must make sure that all requested information is given.

The request form must be turned in at 5:00 p.m. on the Thursday preceding the Monday through Sunday week of desired use. The vehicle coordinator will notify you sometime on Friday regarding your request. **One blanket notification is given to students requesting weekly use. NO LATE REQUESTS WILL BE ACCEPTED UNLESS A VERY GOOD REASON IS GIVEN FOR THE LATE SUBMISSION.** However, regardless of circumstance, approval of any late request cannot be guaranteed.

Some points to note:

- **We schedule vehicles on the quarter hour (e.g., 9:00- 10:15 or 9: 00 – 10:30). REQUEST FORMS WITH TIMES OTHER THAN THE QUARTER HOURS WILL NOT BE ACCEPTED!**
- Make sure to circle "YES" if you will be using the vehicle at the same time every week.
- When specifying usage times, be certain to include time spent on key pick up and key return.
- **You cannot turn in one request form if your usage will be every other week. You MUST FILL IN SEPARATE REQUEST FORMS for this situation. Your request will not be processed if you turn in a form that states that the usage will be every other week.**
- On the sign-in sheet, make sure you indicate how many passengers, including the driver, were in your vehicle.
- You **MUST** complete the section entitled "Second-Choice Time." This is very important in making the schedule, as we try to schedule as many people as possible for one vehicle throughout the day. If this section is not completed, you **WILL NOT** be approved for a vehicle until it is filled in. The earliest point for which you will then be scheduled is the week following your original request date.
- PLEASE be sure to **check to make sure that the date and the day of your request match up.** If the two do not match, your request will not be considered since the exact desired date is unknown.

Step Three: Picking Up and Using Your Vehicle (Refer to Form 2)

FORM 2

VEHICLE SIGN OUT



Vehicle Use Sign in/Sign out Form for
Center for Social Concerns Vehicles

Vehicle #	Driver NAME <small>Please Print</small>	Driver PHONE	GROUP NAME	Destination <small>(if it is not personal, between agencies or schools, please specify)</small> <small>Indicate each if more than one</small>	DATE	Time out	Time of return	Miles Driven	Total # persons (include driver)
120	John Doe	4-1111	Individual	Center for the Homeless	4/2	5:00	6:30	9	4
Jeep	Suzy Sample	4-3214	Circle K	There Are Children Here	4/3	5:15	7:30	15	3
SET 1									
Blue Super									
SET 2									

Include SET # for BLUE SUPER and JEEP

EACH FIELD IS VITAL TO OUR DATA ENTRY PROCESS AND HELPS US TO ENSURE YOU WILL BE ABLE TO USE VEHICLES THROUGH THE CSC IN THE FUTURE.

PLEASE DO NOT LEAVE ANYTHING BLANK!

You must sign out your vehicle before leaving and sign in upon returning to the Center. It is imperative that all the fields of the sign-out sheet are completed. We are required to have complete usage data in order for our director to provide accurate information on vehicle usage to the University. Please refer to the last section of these policies to view the repercussions for not following this process.

Picking Up Your Keys:

In order to pick up keys, you must arrive at the CSC shortly before your scheduled time of use.

On weekdays, after signing out your vehicle at the Center, drivers scheduled for use will either receive keys at the Reception Desk or will be directed to the Transportation Services Building to pick up keys. If you are scheduled to use a vehicle before 8:00 a.m. on weekdays, you must sign out and pick up the vehicle information card the night before (the keys as well). At sign out, you will be given a folder that contains emergency procedures to be followed in the event of an accident or vehicle breakdown. The folder must be taken on your trip and **returned** to the CSC along with the check-out card. Please refer to the section entitled “Fines and Violations” to view the repercussions for not returning your folder and card to the CSC.

Weekends are often an exception to the standard pick up protocol, depending on your time of use. It is your responsibility to check with the Center if you are in doubt as to the best time to pick up and return weekend keys. If you are scheduled to use a vehicle before 10:00 a.m. on Saturdays, you must sign out and pick up the vehicle information card and keys the night before. The next day, you will go directly to pick up your vehicle. Remember, it is your responsibility to know when the CSC is open so you can pick up your keys. If your keys are not picked up because the CSC was closed when you came, you will be recorded as a “No

Show.” Please refer to the section marked “Fines and Violations” to see the repercussions for this. The CSC hours are listed below:

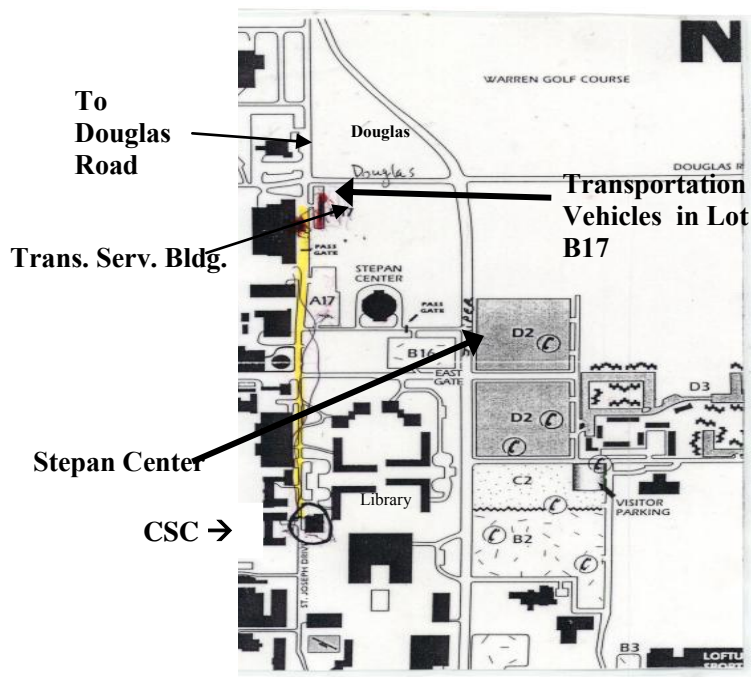
Sunday	5:00 p.m. – 10:00 p.m.
Monday	8:00 a.m. – 10:00 p.m.
Tuesday	8:00 a.m. – 10:00 p.m.
Wednesday	8:00 a.m. – 10:00 p.m.
Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 7:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m. (except on home football weekends when Saturday hours are 10:00 a.m. until one hour before game time)

During breaks (including the last day of classes before a break), holidays, and the summer, the CSC is closed on the weekend and is open from 8 a.m. -5 p.m. on Monday – Friday.

Finding Your Vehicle:

If you are using a CSC vehicle, it will be parked in Lot D02, located to the east just past Stepan Center. If you have a rental vehicle from transportation services, that vehicle must be picked up from lot B17, located across from the transportation services garage, just north of Stepan Center. Please consult the maps below if you need help finding lot D02 or lot A17.

- **CSC Vehicles Parked in lot D02 just east of the Stepan Center**
- **Transportation Services Vehicles Parked in Lot B17**



Returning to Campus with Your Vehicle:

Upon returning to campus and parking in the lot from which you took the vehicle, be sure to remember to record your mileage (beginning and ending mileage, not simply the total miles driven) and other required information on the check-out card and then return the card to the CSC. If this is not completed, you will be fined for not returning a vehicle card with complete mileage (Please refer to Fines and Violations section.). If you return after the Center has closed, you must come in at the next earliest possible time to return your card and folder and sign in, even if you have no keys to return. Do not drop keys in the garage drop box **until you double check** the directions on the bottom of your card, as sometimes the keys are to be returned to the CSC where the next student group will pick them up. The garage drop box is located on the door directly behind the fuel pumps at Transportation Services.

Also, please do not put your keys or the vehicle card in the folder. The CSC needs the card for our records, and sometimes the key is needed after your arrival. If they are left in the folders, they may be overlooked and result in some confusion.

Transportation Rental	Transportation Rental
NAME _____	NAME _____
Vehicle # _____	Vehicle# _____
DATE: _____	DATE: _____
Group _____	Group _____
Destination _____	Destination _____
Mileage out _____	Mileage out _____
Mileage in _____	Mileage in _____
Please RETURN key to garage dropbox	Please return key immediately to CSC

NOTICE THE DIFFERENCE!! ALWAYS LOOK AT THE BOTTOM OF YOUR CARD! No matter where you are instructed to take the keys, the card must always be returned to the CSC with every blank filled out!

If the B17 lot is full and you cannot return your vehicle to the same parking area where it was picked up, find a place along the side of the Transportation Services Building and notify the CSC receptionist of your vehicle's location. If the vehicle is found parked anywhere else on campus and is ticketed, you are responsible to pay the University.

Please make sure that you return to campus at the time that you stated on your request form. Vehicles are often scheduled back to back, and if the person going after you is late because of your return, and they have to be given another vehicle at the last minute in order to get to their site, you will be required to pay for the cost of the extra vehicle rental.

Additional Information:

Canceling a Vehicle:

To cancel a vehicle, you must **BOTH** call 631-5293 **AND** e-mail cscvans@nd.edu as per the days and times indicated on the chart below. We request that you both call and e-mail because we only have a part-time coordinator; hence, the CSC vehicle e-mail does not get checked every day, and phone messages may not reach her in time. **Reminder:** You must cancel any scheduled vehicle when discontinuing use or you will be fined for every day it remains on the schedule.

Cancellation Chart

VEHICLE RESERVED FOR:	CANCEL BY:
Sunday	4:00 P.M. Friday
Monday	4:00 P.M. Friday
Tuesday	9:00 A.M. Monday
Wednesday	9:00 A.M. Tuesday
Thursday	9:00 A.M. Wednesday
Friday	9:00 A.M. Thursday
Saturday	9:00 A.M. Friday

When, for some unavoidable reason, you do have to e-mail and call to cancel after the specified cancellation deadline, the reason for cancellation is required. There are a few valid reasons for late cancellations that will be accepted to avoid a fine. A cancellation, by or after the deadline, because of sickness, will be considered as an exemption from a fine (maximum of 3 sickness exemptions if accepted).

Refer to the section below to view the repercussions for not following this process.

Fines and Violations:

Failure to Pick Up Your Vehicle:

If you fail to pick up your vehicle and you did not call and e-mail to cancel it, you will be fined the entire vehicle rental price: \$55.00 for vans and \$35.00 for cars. You will be unable to use a vehicle again until this fine is paid.

When the Cancellation Policy is not followed:

If your cancellation is not verified because you did not both call and e-mail, you will be charged the full rental fee: \$35.00 for cars and \$55.00 for vans. You will not be allowed to drive again until this fine is paid.

Late/Incorrect Key Return:

If your keys are returned late or to the wrong location, you will be fined \$5.00 and will be unable to use a vehicle until the fine is paid.

Loss of Vehicle Keys:

Please note that if a vehicle key is lost the authorized driver is the person responsible for the loss and will be charged the cost of a replacement.

Late in Returning to Campus:

If you are late in returning your vehicle to campus and you did not call to inform the front desk, you will be warned the first time. However, the second time this happens, you will be fined \$5.00 and will be unable to use a vehicle until the fine is paid.

Incomplete Sign In/Out:

If you leave any section incomplete in the vehicle sign-in/out book, you will be fined \$5.00 and you may not drive again until completing the missing section and paying the fine.

Incomplete Vehicle Card:

If you leave a line blank on your vehicle card, you will be fined \$5.00 and will lose your driving privileges until the form is completed and your fine is paid. You must provide complete beginning and ending mileage on your card. Simply writing how many miles total were driven is not sufficient, and you will be fined the amount previously stated for not completing this properly.

Failure to Return Folder:

If you fail to return your folder to the CSC, you will be charged \$5.00 and will not be able to drive another vehicle until the fine is paid and the folder is returned.

Failure to Return Vehicle to the Proper Location: If you fail to return your vehicle to the proper location, you will be fined \$5.00. (Exception: If the lot is full and you park it in another location and notify the CSC receptionist of the change in location, you will not be fined.)

****NOTE:** If you are unable to pay the fine in full, a weekly payment plan can be setup in order for you to continue vehicle use. If you do not follow through with the payment plan you set up, you will not be able to drive a vehicle again until you pay the remaining balance of your fine in full. Students may also contest a fine by contacting the vehicle coordinator who will arrange a meeting with herself and the Associate Director.

Drivers who are ticketed, towed, or fined for any on- or off -campus violations will be required to cover all incurred costs.

We regret the need to enforce the collection of fines. Our intentions are not to deter students from using vehicles, and they are not to make rental difficult or costly. Rather, the fines are to encourage student responsibility and insure that the transportation system is cost effective and runs efficiently for the good of all participants. We ask for your assistance and cooperation so that this program can continue for future Notre Dame students wishing to serve the community.

Extra Important Information:

Please remember to be considerate of other users. It is imperative that you return your vehicle and keys at the designated time. **In the unavoidable event that you will be late, you must call the Center (631-5293) so that proper arrangements can be made for the group waiting to use your vehicle.** Refer to the section “Fines and Violations” to view the repercussions when this procedure is not followed.

If you noticed any mechanical problems with your vehicle, please be certain to inform the receptionist at the front desk so that she, in turn, can inform the transportation maintenance staff. Do not simply write it on your card or on the sign-in sheet.

A review of all of this information is on the Center’s website: socialconcerns.nd.edu. If you ever have any questions or a change of information on your request, contact the vehicle coordinator at cscvans@nd.edu. During breaks and summer months, you must contact the CSC Front Desk at 631-5293 as well as e-mail the vehicle coordinator.