

2024 Community Connections Vehicle Policy

Section 1: For Interns, Volunteers, Certified Drivers

What is the Community Connections Vehicle and who can drive it?

- The Community Connections Vehicle is a 4-seat sedan used specifically for volunteering and internship opportunities that may be used by students for individual volunteer opportunities or internships. You must be [certified to drive](#) it.

How far can the vehicle be driven?

- The vehicle may only be used for transportation to or from volunteer and internship sites within the Beloit, Janesville, and Rockford metro areas. The vehicle may not travel further north than Janesville or further south than Rockford.

What are my financial responsibilities?

- The vehicle is available to you free of charge. A sponsoring college department pays for the transportation costs.
- To identify a sponsoring department, you must first work with one of your professors for course-based opportunities. Contact Career Works at careerworks@beloit.edu for all other opportunities or assistance with locating a sponsoring department.

How do I schedule and reserve the car?

- The vehicle is available on a first-come, first-served basis through the Beloit College Security Office located on the lower level of Pearsons Hall through email. Call or email Security first to ensure your time is available before reserving.
- Once you have settled on a time and date, you provide the following information to Career Works to start the reservation:
 - Sponsoring Department & their Account Number
 - Destination, time, and dates.
- The driver confirms the reservation by email through security@beloit.edu with:
 - The names of the 1-3 students who will be in the vehicle that have reservations (maximum occupancy of 4 people including you)
 - The date and times the vehicle will be out.
 - The locations the vehicle will be driven to.
- To ensure that everyone has an equal opportunity to access the vehicle, the driver must reserve the time through Security every week by Friday at 3:00 p.m. for the following calendar week (Sun-Sat).
 - In other words, to reserve any vehicle times for Sunday, January 7th, 2024 through Saturday, January 13th, 2024, your driver must have finalized your reservation through Security by 3:00 p.m. on Friday, January 5th.

- Please utilize the weekend to resolve any disputed time slots for the week after next. Priority should be given to new students using the program or those who only have one-time transports.
- Reservations must be canceled with a 24-hour or longer notice before your scheduled trip. Students who fail to use a vehicle that they have reserved will be issued a written warning. The second offense will result in a written warning and the loss of vehicle privilege for the rest of the semester.

What if I need a driver?

- If you are pursuing a course-based opportunity, please try to carpool with other students in your class.
- If you need a registered driver, you can post your request in the Campus Drivers Google Group: drivers@beloit.edu. Their policies are located in Section 2 of this document below.
 - You are responsible for communicating with and reserving your own driver, so please monitor this group regularly.
- When you have located a driver, please ask the driver to confirm the reservation with Security. The driver should CC you on the email so you are aware of the reservation.

Where do I pick up the keys and the car?

- Keys for the vehicle, a trip ticket, and the gas card are in the Security Office located on the ground floor of Pearsons Hall in the north hallway.
- The vehicle is parked in the marked stall in front of 703 Emerson Street located near the corner of College Street and Emerson Street. The vehicle must be returned AND backed into the parking spot after each use.
- Please return the keys to the Security Office immediately following the use of the vehicle so others may also use the vehicle.

Do I need to fill out anything?

- For each trip, you must complete the trip ticket provided by Security.
- You must refuel the vehicle before returning it if it has less than ½ of a tank of gas.
- You should read all of the rules and regulations that are on the trip ticket and adhere to them as well.
- The completed trip ticket along with any gas receipt must be returned with the vehicle keys at Security.

How do I refuel the vehicle?

- Drivers are responsible for filling up the Community Connections vehicle. The key packet includes a gas card and PIN, which you will use to pay for gas.
- You will often need to prepay inside the gas station AND swipe the card twice for it to accept the card before entering the PIN/Driver code. The card chip or first card swipe usually gives an error due to updated card readers & bank regulations. Swipe twice!
- If you're not sure about how much gas to put in, please default to \$20. Any amount that is overpaid will get refunded to the bank. ALWAYS get a receipt for any gas purchases

and turn the receipt in with the vehicle keys at Security. If you default to \$20.00 and you only get \$16.00 worth of gas, get the new receipt at the pump when you finish refueling.

What if I have problems with the vehicle or get in an accident?

- Please check the vehicle for any damage before you drive it!
- If you notice any mechanical problems with the vehicle, please note them on the trip ticket. The same is true for any scratches, dings, or other damages, even if minor, that occur while the car is in your possession. Failure to do so will result in the loss of the privilege of using the vehicle for the rest of the semester.
- If you have an **accident or need the local police** for any other reason, please **call 911** before you call Security.
- If you have a breakdown during the trip, call Security first at 608-363-2355.
 - There are jumper cables and other emergency-related items in the vehicle's trunk for your use. Please make sure to put all the emergency items back in the car once they are not needed anymore.

What if I get a ticket or incur fines while using the car?

- If you get a traffic or parking ticket while using the Community Connections Vehicle, it is your responsibility to pay the fees associated with it by the deadline noted on the citation.
- You must report the ticket to Security the same day when turning in the keys, trip ticket, and gas receipt.
- Security will need a photocopy of the ticket for its records because the vehicle is registered to Beloit College. We must be made aware of violations associated with the license plate number on the vehicle.

What does the GPS Vehicle Tracking Hardware do?

- Reports any attempt to disconnect the GPS tracking system hardware.
- Tracks and locates vehicles in near real-time.
- Monitors vehicle data such as mileage, speeding, and fuel consumption.
- Tracks engine diagnostic trouble codes.
- Emergency Roadside Assistance including stolen vehicle recovery assistance.

How is the safety of students, faculty, and staff monitored while on the road?

- Your route can be tracked to ensure your safety or verify misuse of the vehicle.
- Any speeding above 10 mph of the posted speed limit or any hard acceleration or braking will be reported to our system. These circumstances relate to higher fuel consumption and thus higher costs.
- You will be contacted if repeated or excessive violations are registered in the system which may result in suspension of your Beloit College driving privilege.

Questions? Please check out the policies for the Community Connections Vehicle on the Security website. If they do not address your concern, email security@beloit.edu and they will point you in the right direction

Section 2: Paid Drivers

How will I find students to drive?

- Students who are looking for drivers will post in the Campus Driver Google Group (drivers@beloit.edu).
 - **SEAL staff members will not be facilitating the schedule any longer.**
- Drivers respond directly to students to arrange transportation. This is on a first-come, first-serve basis. Please read the Google Group posts regularly to ensure that you're aware of any changes, updates, or new scheduling requests.
 - Please keep communication to email and text only.
 - You must arrange a new driver for the student if they need to cancel their shift.

Who maintains the schedule?

- Security maintains a private schedule for when the Community Connections Vehicle gets picked up and returned — just as they do with their vans.
- Students and Drivers maintain their own schedules.

What will shifts/schedules look like, and can I drive multiple people?

- Drivers are responsible for working with the students they will be driving.
- You are allowed to transport more than one person at a time, have overlapping shifts, or have multiple shifts in one day as long as the vehicle is returned to the parking stall in between shifts. This will ensure that anyone else who needs the vehicle can access it.

Who reserves the vehicle if I'm driving for a student?

- You, the driver, are responsible for reserving the vehicle through Security. The student is responsible for sending the hosting department's information to CareerWorks.
- When you confirm the reservation with Security, copy yourself and any students so everyone is aware of the reservation. Students **must** have emailed Community Connections with an account number for you to finalize their reservation.
 - If you are transporting multiple students, you must use the Career Works budget number (available in Security) and email Career Works at careerworks@beloit.edu with any other sponsoring departments for the trip.

How will I get paid?

- There is now a flat rate for trips. They are:
 - Traveling within Beloit = 15 minutes of paid time each way. (30 paid minutes)
 - Traveling to Janesville or Rockford = 30 minutes of paid time each way. (60 paid minutes)
- Please report your time on your time card using the date of the trip.
- It is your responsibility to report your hours accurately using the new flat rates.
 - SEAL remains the employer of record for the drivers. Contact them for irregularities such as lots of hours in one day or irregular / extended trips.