

## 2024 Community Connections Vehicle Policy - Interns & Volunteers

Beloit College currently has one 4-seat sedan used specifically for volunteering and internship opportunities. This vehicle is reserved through the Beloit College Security Office located on the lower level of Pearsons Hall.

### What can the vehicle be used for?

- The Community Connections vehicle can only be used by students for course-based or individual volunteer opportunities or internships.
- 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.
- 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](mailto: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 Security. The driver must email Security at [security@beloit.edu](mailto:security@beloit.edu) with their relevant information to finalize the reservation once you and your driver have settled on a time and date.
- You must provide the following information to Career Works to finalize the reservation after the driver has made the reservation with Security:
  - Sponsoring Department & Account Number
  - Destination, time, and dates.
- To ensure that everyone has an equal opportunity to access the vehicle, your driver must reserve your time through Security on a weekly basis 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 the privilege of using the vehicle 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](mailto:drivers@beloit.edu). You are responsible for communicating with and reserving your own driver, so please monitor this group regularly.
- When you have located a driver and confirmed an opening with Security, please ask the driver to confirm the reservation with Security.
  - Drivers confirm by email through Security with their name, your name, the date, and the time of the reservation. After confirmation, they should copy you and themselves so both of 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 (ground floor of Pearsons).
- The vehicle is parked in the marked stall in front of 703 Emerson Street (located near the corner of College and Emerson). 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 the 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 use of the chip or first card swipe usually gives an error due to updated card readers & bank regulations.
- 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 for \$20.00 and you only get \$16.00 worth of gas in the tank, get the new receipt at the pump when you finish pumping gas.

### **What if I have problems with the vehicle?**

- 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 that occur while the

car is in your possession. Failure to do so will result in losing the privilege of using the vehicle for the rest of the semester. Please check the vehicle for any damage before you drive it.

- If you have a breakdown during the trip, call Security (608-363-2355) first. There are jumper cables and other emergency-related items in the trunk of the vehicle for your use. Please make sure to put all the emergency items back in the vehicle once they are not needed anymore.
- If you have an accident or need the local police for any other reason, please call 911 before you call Security.

#### **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 privileges.