

POLICY FOR USE OF HENDRIX COLLEGE RENTAL VEHICLES

Facilities Management Department

The following policy is in effect for the use of Hendrix College vehicles for college-related activity trips:

1. Priority for the scheduling of the bus will be given to the varsity intercollegiate athletic teams until Aug. 15 each year for the upcoming academic year. Trips for all qualified groups may be scheduled contingent upon availability of the vehicles at any time after that date.
2. Charges are as follows:
 - Vans (15-passenger) – If the trip exceeds 150 miles, the charge is \$85 per day **plus** 40 cents per mile for each mile over 150. If the trip is less than 150 miles, the charge is \$65 per day and no mileage fee. The time and mileage will be calculated from the time the van leaves until it returns.
 - Compact Car - The charge is \$37 per day, unlimited mileage (regardless of number of hours in the case of one-day use).
 - Fuel - Vehicles will be rented with a full tank of gas and renters are responsible for fuel used, including returning the vehicle with the tank full. If returned less than full, a \$30 handling fee will be charged in addition to the cost of the fuel.
3. A “Vehicle Request Form” must be completed and returned no later than 4 p.m. two days prior to the trip. The request should be made sooner if possible. This form is available on the Facilities Management website under the Facilities Management Forms section or is available at the Facilities Management office.
4. A sponsor (faculty or staff member) must accept responsibility for the group on activity trips and accompany the students.
5. The vehicles should not be loaded beyond capacity (15 persons for vans or 4 persons for car).
6. A fee will be assessed for any damage to the vehicle resulting from abuse. If a rented vehicle is involved in an accident and it is determined that the driver of the Hendrix vehicle is at fault, the cost center (department) being charged for the rental will be responsible for paying the College’s insurance deductible for any repairs.
7. In case of an accident, call Travelers Insurance immediately at 1-800-832-7839. An insurance identification card is located in the glove box of the vehicle.
 - Be sure to get name and address of each driver, passenger and witness.
 - Get insurance company and policy number for each vehicle involved.
 - Do not assume responsibility for accident.
 - Call Police.
 - Protect against further damage.

- Request medical assistance, if required.
- Only discuss the accident with police officers or Travelers representatives.

If the vehicle is not drivable and you need transportation, call the Hendrix College Public Safety 24-hour number at 501-450-7711.

8. The sponsor should not retain the vehicle longer than the time requested.
9. The cost for the use of the vehicle will be calculated upon completion of the trip.
10. A cancellation fee of \$50 will be charged if cancellation is not made before 24 hours before the scheduled pick-up time and it results in a vehicle having to be rented outside of Hendrix College because all of our vehicles were reserved.
11. The driver must be at least 18 years of age and meet the requirements of Hendrix College's insurance carrier. Requirements are a valid driver's license, a good driving record, knowledge of the vehicle and completion of the College's in-house safety program.
12. A "Pre-Trip Inspection Checklist" must be completed by the driver prior to departure and turned in upon completion of the trip. The Mileage Returning to Terminal and Date & Time Returning sections of the "Vehicle Activity Trip Request Form" must be completed and turned in by the sponsor or driver upon completion of the trip. The keys and both of these forms are located in the vehicle binder and are issued to the driver prior to the trip.
13. **NO SMOKING or ALCOHOLIC BEVERAGES** are allowed in the vehicle.
14. If after hours or on weekends, call Public Safety at 450-7711 and arrange a time to return vehicle. The paperwork can be placed in a drop slot located in the front door of the Facilities Management building.

VAN SAFETY GUIDELINES

All drivers are required to complete a training program prior to driving a 15-passenger van. This policy also applies to 15-passenger vans that are rented for college events and functions. Each individual who needs to complete this program should schedule training through the Department of Public Safety.

1. All drivers are required to complete the college's in-house safety program, conducted by the Department of Public Safety, prior to operating a van.
2. All drivers must be at least 18 years of age and have a current driver's license in the state in which they are considered a resident. Drivers who have driving citations on their record may be prohibited from driving a College van.
3. All drivers and passengers are required to wear seat belts while traveling. Responsibility for enforcing the seatbelt rule lies with the driver. To encourage enforcing this rule, drivers should be aware that an extension of the College's liability insurance coverage requires all occupants to have been belted if an accident occurs.
4. All drivers are banned from using cell phones (including phones equipped with external speakers) while driving.
5. The College requires no more than eight hours driving time in a 24-hour time period.
6. In the event of severe weather, drivers will contact the Department of Public Safety for a ruling on when or if the van may be driven. If the State Police issues a weather advisory against driving, the van will not be authorized for travel.
7. Vans are not to be used for towing and no gear should be transported on the roof of the van.
8. A Vehicle Trip Inspection Checklist must be completed for each trip.

Winter Driving – Use Extra Caution

All vans are inspected and serviced on a regular basis by College personnel. However, pre-trip and post-trip inspections by the driver are required. Make sure your tires have adequate tread and air pressure and the windshield washer has sufficient solvent.

Even though the road may appear to be in good condition, be alert for frost and ice on bridges, overpasses and shady areas. Whenever the temperature is near freezing, frost and ice can form on these structures even when other pavements are clear and dry.

Even though you take all proper precautions, there will be occasions when conditions become too hazardous to proceed. A good driver will pull off the road at the first safe place, notify the institution of the delay, and wait until conditions improve before proceeding.