

Student Vehicle (University Fleet) Rental & Use ADM 12.1

Student Affairs/Office of Student Involvement & Leadership/Physical Plant/Office of Human Resources

Policy Type: Administrative

Applies to: Faculty, staff, student leaders, and student members

POLICY DATES (required)

Issued:

Revised:

Edited:

It is the policy of the Office of Student Involvement & Leadership of the University of Mount Union that registered Mount Union student organizations or philanthropic project members may use University fleet vehicles for approved activities and programs when specific guidelines are met, as outlined below. Mount Union provides recognized student organizations the opportunity to reserve the University bus for transportation of participants to and from a recognized student group program. All individuals must follow Mount Union fleet policy (available at the Office of Physical Plant) when reserving and using University vehicles. Failure to follow University, state, and federal rules and regulations or irresponsible use of vehicle will result in that privilege being withdrawn.

Definitions

Term	Definition

Reviewed:

Policy Details

The following guidelines must be met for eligible groups to use University fleet vehicles for approved activities and programs:

- I. The organization/project is fully recognized by Mount Union and is registered with the Office of Student Involvement & Leadership
- II. The president (*or organizational equivalent*) of the organization has submitted a request form (*available online or at the Physical Plant*)
- III. The proposed travel is compatible with the purpose of the organization and the educational mission of the University.
- IV. The fleet vehicle will be used only for the approved activities and programs that are educational in nature and not for private purposes or entertainment.
- V. The request is made at least 10 working days prior to the scheduled date of the proposed trip.
- VI. The fleet vehicle will be used to support an event occurring on campus or in the Alliance community.
 - a. Vehicles are available for other purposes outside of Alliance if the organization has at least one full-time campus advisor per vehicle as a driver on the trip.
- VII. Drivers must be 21 years of age or older.
- VIII. An application for driving privileges must be completed by the intended driver (who is also 21 years of age or older) with Human Resources a minimum of 10 business days prior to the scheduled date of the proposed trip.
 - a. A full-time campus advisor must accompany the group on the trip and ride in the vehicle.

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- IX. The organization agrees to abide by all policies and procedures applicable to the use of University assigned vehicles.
- X. The organization is responsible for the charges as a result of mileage.
- XI. The Physical Plant verifies that the fleet has a University vehicle available for use by a student organization.

The use of a bus is a privilege reserved for recognized and registered student organizations and is subject to compliance with the following guidelines:

- I. The student organization president must complete a vehicle request form from the Office of Physical Plant.
- II. Completed forms must be submitted to the physical plant office at least 10 working days prior to the event.
- III. The requesting group must designate specific beginning and ending dates and times for the service. The bus will be available for service only within this specified time.
- IV. Specific pickup and departure points must be designated at the time of the request. The driver will not alter from these points.
- V. At the time of the request, the organization will submit the names of specific individuals who will be designated to work with the bus driver to monitor member usage. Specifically, these people will insure member/participant compliance with safety and behavioral expectations; monitor boarding and departing of members; inform the driver of the "last trip"; pick up excess litter on the bus; address problem situations; and assist the driver as directed.
- VI. Behavioral expectations of the bus include all passengers must remain seated; excessive noise and/or shouting is not permitted; no littering; extend normal courtesy to the driver; and no intoxicated person will be permitted to ride the bus to a function.

PROCEDURE (required)

Issued:

Revised:

Edited:

Reviewed:

Responsibilities (required)

Position or Office	Responsibilities
Student Involvement & Leadership	Ascertain that all organizations applying for vehicle rental and usage is a registered organization, recognized by the University Ensure that the advisor is a full-time faculty member and will be attending the trip
Human Resources	Assist students in the application process for driving privileges
Physical Plant	Have vehicles available for usage by eligible student organizations

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Position or Office	Responsibilities
	Ensure that the reservation form is accessible and available to students
	Have the Mount Union fleet policy available for student usage and review

Resources (required for any resource referred to in the policy)

Contacts (required)

Position	Office	Telephone	E-mail/URL
Director of Student Involvement & Leadership	Student Affairs	(330) 823 - 7288	Student_Affairs@mountunion.edu
Human Resources Specialist	Human Resources	(330) 829 – 6560	Humanresources@mountunion.edu
Fleet and Vehicle Services	Physical Plant	(330) 823 – 7366	physplant@mountunion.edu

History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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Reviewed: