



## **EAST CAMPUS POOL TRAVEL VEHICLES AVAILABLE FOR BHC BUSINESS**

To reserve one of the vehicles, send an email to the EC Welcome Center found in the BHC Address List in Outlook ([ecwelcomecenter@bhc.edu](mailto:ecwelcomecenter@bhc.edu)).



**E1, E2 & E3 – 2006 Ford Econoline Vans (12 passenger)**



**E4 – 2005 Ford Freestar Mini Van (8 passenger)**



**E5 – 2008 Chevrolet Uplander Mini Van (8 passenger)**



**E6 – 2010 Dodge Grand Caravan Mini Van (8 passenger)**



**E7 – 2009 Ford Starcraft Minibus (15 Passenger)**

**EAST CAMPUS  
POOL TRAVEL VEHICLE PROCEDURE**

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### **Acceptable Use Statement:**

Black Hawk College Pool Travel vehicles are available to College staff, faculty, and students with prior permission for use in the support of College business. These vehicles are the preferred method of travel for College business and are expected to be used if at all possible. It is very expensive to provide and maintain a fleet of pool vehicles. This procedure is in place to help maintain the best quality vehicles for College travel at the lowest possible cost.

### **Driver Qualifications:**

1. **Must have a valid driver's license that is free of restricted driving privileges appropriate for the class of the vehicle being driven in order to operate a College owned vehicle.**
2. Must provide a copy of the license to East Campus Police Department.
3. Must be **18 years of age** to operate a College vehicle, must possess at least 2 years of driving experience for the class of vehicle to be operated, and be free of major moving violations as defined in the administrative guidelines for a period of three (3) years.
4. Drivers must be free from preventable accidents and must have no more than two (2) moving violations in the previous three (3) years.
5. May need to provide your date of birth and social security number as required by our insurance carrier.
6. A driver's driving record must be checked with the Iowa and Illinois Department of Motor Vehicles before the driver is eligible to drive a college pool vehicle.
7. Students and approved College volunteers must be accompanied by a College employee when driving College vehicles unless prior arrangements are made with the EC Facility Superintendent. When more than one vehicle is being used, only one College employee is required to accompany all vehicles as long as they are in a convoy.
8. At no time may unauthorized individuals drive College vehicles.
9. Upon renewal of your driver's license, you must provide a photo copy of the new updated license to the EC Police Department for record maintenance.

### **Proper Vehicle Use; the Driver's Responsibilities:**

1. Your driver's license must be in your possession while operating the College vehicle.
2. Register with the EC Welcome Center and provide a copy of your license to the EC Police Department.
3. Student Drivers must have had background check(s) performed.
4. Inform EC Police Department of any change in the status of your license.
5. The driver must secure the College provided credit card.
6. Driver is responsible for fines and traffic violations while driving a College vehicle. Employees are expected to report any moving or parking violations received while driving on College business.
7. Use of these vehicles is for **College business only**.
8. Record mileage when leaving and returning.
9. Safety belts are to be worn by driver and all passengers at all times.
10. Unauthorized passengers are not allowed except with prior permission from the EC Facility Superintendent.
11. Use of handheld cell phones, whether for personal or business purposes, while behind the wheel of a moving vehicle is strictly prohibited. Although use of hands-free technology may be warranted in unusual or emergency situations, it is strongly discouraged while driving.
12. Never drive while under the influence of alcohol or drugs. Use of prescribed medications and certain over-the-counter cold and allergy medications that in any way impair driving ability are prohibited.
13. Smoking is **NOT** allowed in the vehicles at any time.
14. Conduct of the driver (eating, putting on make-up, reading, or changing the radio) or that of the passengers must not interfere with safe handling of the vehicle.
15. The driver is responsible for the cleanliness of the vehicle while in their possession.

16. Turn off the ignition, remove the keys, and lock all the doors when left unattended.
17. Never drive the vehicle at speeds that are inappropriate for road conditions. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
18. All accidents must be reported to the local police, BHC Police Department and EC Welcome Center. A copy of the accident report will be forwarded to the Administrative Assistant to the VP for Finance by the BHC Police Department.

### **Reserving the Vehicles:**

1. Vehicles must be reserved by emailing the EC Welcome Center ([ecvehicle@bhc.edu](mailto:ecvehicle@bhc.edu)) located in the BHC Global Address List in Outlook. Please include the dates of travel required and specific times the vehicle will be picked up and returned.
2. The department requesting the vehicle must provide a travel budget account number at the time of vehicle reservation.
3. Please make reservations as much in advance as possible. One week minimum notice is suggested. Special consideration will be given to unforeseen circumstances.
4. Reservations are made on a first-come first-serve basis, with exceptions based on the priorities below.
5. In the event a vehicle is not available for checkout on the day requested, a Vehicle Assignment Form will be completed stating that there is no vehicle available and a copy will be forwarded to the Budget Manager. This form should be attached to any travel expense reimbursement for personal mileage.
6. Should a vehicle become available for use, a member of the EC Welcome Center will contact the involved party advising them of availability.
7. In the event that a vehicle is not available at the EC Campus, the Welcome Center will attempt to secure a vehicle by either arranging for use of an QC vehicle (only in the case of a 12-passenger van), if available, or by alterations to the vehicle schedule (please see priorities below).
8. In the event that an employee must use their own vehicle to conduct College business, a copy of their current driver's license and proof of insurance must be on file with the Finance Department.
9. IPASS devices are available for travel routes which would incur tolls. Please ask the EC Welcome Center for an IPASS device if your trip will incur Illinois toll ways.
10. A copy of the signed Pre-Travel Approval Form must be submitted to the Welcome Desk at the time of reservation for all out of district travel.

### **Priorities:**

Reservation requests will be prioritized based on the system outlined below:

1. Academics – Student Travel
2. Out-of-district Travel

Priority will also be based on distance traveled and number of people using the vehicle. If necessary, exceptions will be made based on the nature of the situation and will be made by EC Facility Superintendent.

### **Cost of Using the Vehicles:**

1. The department or college organization requesting the vehicle will be charged at a rate of \$.25 per mile.
2. Additional fines and charges may apply if these procedures are not followed.
3. If you chose not to use a pool vehicle or you do not qualify to use a pool vehicle due to your driving record, then you will be reimbursed for mileage at the \$.25 per mile. If a pool vehicle is unavailable and you must provide your own transportation, then you will be reimbursed at the prevailing mileage rate established and periodically updated by the Internal Revenue Service and instituted by the College.

### **Picking Up the Vehicle:**

1. The keys and assignment form can only be picked up at the EC Welcome Center during regular business hours, so it is important for you to be on time when picking up the vehicle bag. **The vehicle must only be picked up at the time of your travel departure, unless otherwise approved by the EC Facility Superintendent, as there will be times when early pick-up is justified.**
2. The EC Welcome Center, located on the lower level of Building A, will direct you to the vehicle. The vehicles are parked in the spaces marked “College Vehicles Only”. These spaces are located outside of Building A.
3. In the event that the vehicle is in an unacceptable condition when picked up (i.e. trash, spills, less than a full tank of gas in cars or ½ tank of gas in 12-passenger vans, etc.), please contact the EC Welcome Center at extension 1741.

### **Operating the Vehicle:**

1. On occasion, the purchase of gas and other vehicle related items (i.e. windshield solvent) may be required. Credit cards are provided by the College for this purpose and are included in the bag you are given at the time of check-out. **All receipts from these purchases must be kept in the bag.**
2. Record mileage on Vehicle Assignment Form when leaving and returning.
3. Vehicle insurance, registration cards and a copy of the Pool Travel Vehicle Procedure are located in the glove box of each vehicle or in the owner’s manual.

### **Breakdowns:**

In case of a breakdown while driving a College vehicle, follow these procedures.

1. It is the responsibility of the driver to make a reasonable judgment of any need for repair or any damage to or malfunction of any part of a College vehicle which may constitute any type of safety hazard or by its neglect could cause additional or long-term damage to the vehicle.
2. Upon making such a determination, the driver is to make arrangements on his/her own using the College credit card provided or by contacting the VP for Finance at (309) 796-5933 or the Administrative Assistant to the VP for Finance at (309) 796-5302.
3. In case of a flat tire, it is at the driver's discretion whether he or she changes the tire. If the driver, or one of the passengers, chooses to change the tire, all appropriate safety procedures are to be followed; such as moving the vehicle to a safe and legal distance from traffic, using the proper tools according to the specified directions, etc. The vehicle is then to be driven on the emergency tire no further and no faster than is recommended on the tire. The tire is to be repaired or replaced at the most convenient and/or most economical place which will accept the College provided credit card. If the driver and passengers choose not to personally change the tire, immediately upon discovering the flat, the vehicle is to be moved to the nearest safe and legal place off the road and parked. **It is not to be driven on the flat tire.** The driver is then to use a cell phone to make arrangements to have the tire changed by either fixing or replacing.

### **Accidents:**

In the case of an accident, no matter how insignificant, it must be reported to the proper authorities, local police, EC Police Department and Welcome Center (a copy of the accident report will be forwarded to the Administrative Assistant to the VP for Finance from the EC Police Department). In the event of an accident while driving a College vehicle, follow these procedures:

1. The primary concern is for the safety of the driver and passengers of the vehicles involved. The well-being of all travelers involved must be assured before attending to any repairs.
2. Immediately after ensuring that everyone is safe, the driver must do the following:
  - a. Obtain all accident details including names, addresses, and phone numbers of all witnesses.

- b. Report any accidents to the appropriate authorities, local police, EC Police Department and Welcome Center.
3. **DO NOT** divulge information with regard to insurance information other than providing the information that is contained on the insurance card. Respond to any questions regarding insurance by directing the questions to the VP for Finance at (309) 796-5933 or the Administrative Assistant to the VP for Finance at (309) 796-5302.
4. **DO NOT** admit responsibility for the accident or injury.
5. After the initial report to the proper authorities, local police, EC Police Department and Welcome Center, **DO NOT** discuss the accident with anyone other than the VP for Finance at (309) 796-5933 or the Administrative Assistant to the VP for Finance at (309) 796-5302.
6. It is the responsibility of the driver to make a reasonable judgment of any need for repair or any damage to or malfunction of any part of a College vehicle which may constitute any type of safety hazard or by its neglect could cause additional or long-term damage to the vehicle.
7. Upon making such a determination, the driver is to make arrangements on his/her own using the College credit card provided or by contacting the VP for Finance at (309) 796-5933 or the Administrative Assistant to the VP for Finance at (309) 796-5302.

#### **Returning the Vehicle:**

1. The vehicle needs to be returned to the College **as scheduled** so it is available for the next person traveling. This is very important.
2. Return the vehicle to the parking spaces marked “College Vehicles Only”. These spaces are clearly marked outside of Building A.
3. Please remove all of your personal belongings and any trash from your trip. The vehicle must be left in good condition for the next person using the vehicle.
4. Please write any comments concerning the drivability of the vehicle on the Vehicle Assignment Form. It is the intent of the College to maintain these vehicles in the best possible condition for College use.
5. Return the vehicle keys to Welcome Center personnel along with the completed Vehicle Assignment Form in the bag. You must also include the receipts from the use of the provided credit card. Remember, the driver is responsible for the College credit card while it is in their possession.

#### **Unavoidable Delays:**

1. Should unavoidable delays arise during a trip which will prohibit the return of a vehicle on time please contact the EC Welcome Center at extension 1741.
2. Failure to properly communicate an unavoidable delay in returning a vehicle may result in the department being assessed a charge.

#### **Canceling the Vehicle:**

1. Requesting parties must email EC Vehicle Reservations ([ecwelcomecenter@bhc.edu](mailto:ecwelcomecenter@bhc.edu)) when it has become necessary to cancel a reserved vehicle.
2. Failure to properly cancel a vehicle may result in the department being assessed a charge.

#### **Reimbursement for Out-of-Pocket Expenses Incurred to Operate the Vehicle:**

1. In the event that the College credit card did not work or could not be used for expenses incurred to operate the vehicle, you will be reimbursed for out-of-pocket expenses. Complete a Black Hawk College “Travel Expense Report” which is available on the Finance section of BHC site <https://myblackhawk.bhc.edu>.
2. Please enter all out-of-pocket expenses on the travel expense form for the pool vehicle operation under “miscellaneous” on the form and use account number 01-84332-54105-84. Forward the form to the

Welcome Center with all receipts attached. Upon approval of the expenses, a check will be issued from the Accounts Payable Department.

**Vehicle Checks and Maintenance:**

1. Facility personnel will perform an inspection of the pool vehicles at the start of each workday. A log will be kept of current miles, gas level, cleanliness of the inside and outside of vehicle and any damage.
2. Routine scheduled maintenance will be performed. It is the intent of the College to maintain these vehicles in the best possible condition for College use.
3. Budget Managers will be notified of vehicles returned with damage or in an unacceptable condition. **Departments may be billed for repair or cleanup cost at the discretion of the EC Facility Superintendent based on the charges/finest schedule listed below.**

**Unscheduled Maintenance:**

Unscheduled maintenance may delay departure from time to time. If this should occur, the Welcome Center will make every effort to advise you in advance.

**Charges and Fines:**

1. Budget Managers will be notified of vehicles returned with damage or in an unacceptable condition. **Departments may be billed at the discretion of the EC Facility Superintendent for up to the following amounts:**
  - Up to \$10.00 If all debris/trash has not been removed from the vehicle.
  - Up to \$10.00 If driver or a passenger has smoked in the College vehicle
  - Up to \$10.00 If driver or passenger has stained the College vehicle with a drink spill.
  - Up to \$20.00 If vehicle is not returned on time and no call was received by the Welcome Center.
  - Up to \$20.00 If vehicle is NOT canceled in advance with the Welcome Center when not needed.
  - \$0 - ? Vandalism or damage to the vehicle, other than an automobile accident or normal wear and tear, will be investigated. If driver and/or passengers are deemed responsible, the department may be held responsible for repairs.

**Suggestions/Comments/Complaints:**

Please direct all suggestions, comments or complaints to the EC Facility Superintendent. Email is preferred at [jacobsr@bhc.edu](mailto:jacobsr@bhc.edu) but calls are also welcome at (309)854-1740.

**Key Contacts:**

Contact	Number
Admin. Asst. to the VP of Finance	(309) 796-5302
BHC EC Police Department	(309) 854-1784
Vice President of Finance	(309) 796-5933
EC Facility Superintendent	(309) 854-1740
EC Welcome Center	(309) 854-1700. Ext. 0

# VEHICLE ASSIGNMENT FORM

\*\*\* RETURN THIS FORM WITH VEHICLE BAG AND ALL CONTENTS INCLUDING RECEIPTS \*\*\*

College Vehicle # & Description \_\_\_\_\_

Reservation taken by \_\_\_\_\_ Date reservation taken \_\_\_\_\_

Date & time requested \_\_\_\_\_ To \_\_\_\_\_

Driver \_\_\_\_\_ Passengers \_\_\_\_\_

Person requesting reservation \_\_\_\_\_ Budget Manager's Name \_\_\_\_\_

Travel destination \_\_\_\_\_ Account # to charge \_\_\_\_\_

Mileage in (end of trip) \_\_\_\_\_

Mileage out (start of trip) \_\_\_\_\_

Total Miles driven \_\_\_\_\_ x .25 = \_\_\_\_\_

Credit card purchases \$ \_\_\_\_\_ Visa – last 4 digits \_\_\_\_\_

Comments \_\_\_\_\_

06/2007

White Copy – Campus Services

Yellow Copy – Budget Manager