



QUAD-CITIES CAMPUS POOL TRAVEL VEHICLES AVAILABLE FOR BHC BUSINESS

To reserve one of the vehicles, send an email to QC Vehicle Reservations found in the BHC Address List in Outlook (qcvehiclereservations@bhc.edu).



#1 – 2007 Ford Fusion (5 passenger)



#2 – 2010 Pontiac G6 (5 passenger)



#3 – 2004 Chevy Venture Van (8 passenger)



#4 & #7 – 2006 Ford Econoline Van (12 passenger)



#5 – 2008 Chevy Impala (5 Passenger)



#8 – 2004 Chevy Venture Van (8 passenger)



#9 – 2006 Ford Taurus Sedan (5 passenger car)



#10 – 2009 Ford Mini Bus (Green 15 passenger bus)



#11 – 2009 Ford Mini Bus (Maroon 15 passenger bus)



2008 Chevy HHR – Campus Service

**QUAD-CITIES CAMPUS
POOL TRAVEL VEHICLE PROCEDURE**

Table of Contents

- **Acceptable Use Statement**
- **Driver Qualifications**
- **Proper Vehicle Use; the Driver's Responsibilities**
- **Mini-Bus Vehicle Procedures**
- **Reserving the Vehicles**
- **Priorities**
- **Cost of using the Vehicles**
- **Picking up the Vehicle**
- **Operating the Vehicle**
- **Breakdowns**
- **Accidents**
- **Returning the Vehicle**
- **Unavoidable Delays**
- **Canceling the Vehicle**
- **Reimbursement for Out-of-Pocket Expenses**
- **Vehicle Checks and Maintenance**
- **Unscheduled Maintenance**
- **Charges and Fines**
- **Suggestions/Comments/Complaints**
- **Key Contacts**
- **Vehicle Assignment Form**

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 the BHC 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 Director of Auxiliary Services. 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 BHC 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 BHC Campus Services and provide a copy of your license to the BHC Police Department.
3. Student Drivers must have had background check(s) performed.
4. Inform BHC 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 Director of Auxiliary Services.
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 Campus Services. A copy of the accident report will be forwarded to the Administrative Assistant to the VP for Finance and the Director of Auxiliary Services by the BHC Police Department.

Mini-Bus Vehicle Procedures:

1. Mini buses are to be parked in last two parking spaces **ONLY** (closest to 34th Avenue).
2. Place orange cone, located inside of mini buses, in the parking space you are leaving.
3. Roadside assistance is available at 800-241-3673.
4. **ONLY BHC's** coaches may drive the mini buses.
5. Student drivers may drive the 12 passenger vans, minivans, and/or cars.

Reserving the Vehicles:

1. Vehicles must be reserved by emailing QC Vehicle Reservations (qcvehiclereservations@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 Campus Services will contact the involved party advising them of availability.
7. In the event that a vehicle is not available at the QC Campus, the Campus Service Department will attempt to secure a vehicle by either arranging for use of an EC 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 Campus Services when making your reservation 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 the Director of Auxiliary Services.

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 Campus Services 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 Director of Auxiliary Services, as there will be times when early pick-up is justified.**
2. Campus Services, located on the lower level of Building 3, will direct you to the vehicle. The vehicles are parked in the spaces marked "BHC Vehicles." These spaces are on the north-east side of Campus Services (located outside of the Shipping and Receiving dock). Use of the Shipping and Receiving door is prohibited; please only use the double-glass doors next to Campus Services. **The traveler may park their personal vehicle in place of the College vehicle they will be using. Parking in the Roads & Grounds or Vendor spaces or any other space not marked "BHC Vehicles" is not allowed.**
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 Campus Services immediately at (309) 796-5082.

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. Please make sure all vehicles are returned with a full tank of gas (½ tank of gas for the large 12-passenger vans and mini buses). **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 compartment 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 for assistance.
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, BHC Police Department and Campus Services (a copy of the accident report will be forwarded to the Administrative Assistant to the VP for Finance and the Director of Auxiliary Services by the BHC 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, BHC Police Department and Campus Services.
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, BHC Police Department and Campus Services, **DO NOT** discuss the accident with anyone other than the VP for Finance or the Administrative Assistant to the VP for Finance.
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 for assistance.

Returning the Vehicle:

1. Please fill up the vehicle with gas for the next person traveling before returning the vehicle (½ of a tank for 12-passenger vans and minibuses).
2. The vehicle needs to be returned to the College **as scheduled** so it is available for the next person traveling. This is very important.
3. Return the vehicle to the parking spaces marked “BHC Vehicles”. These spaces are on the north-east side of Campus Services in Building 3, located outside by the Shipping and Receiving dock.
4. 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.
5. 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.
6. Return the vehicle keys to Campus Services 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. If it is after business hours, the bag containing the keys, credit card, receipts, travel form, and I-Pass device must be dropped in the box next to the Shipping and Receiving outside door. If any of the systems do not fit through the box opening, please write on the Vehicle Assignment Form that you have it and will return it to the Campus Service department on the next business day. Remember, the driver is responsible for the College credit card and electronics 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, call (309) 796-5082 to report the delay to Campus Services.
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 QC Vehicle Reservations (qcvehiclereservations@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 01-84333-54105-84. Forward the form to Campus Services with all receipts attached. Upon approval of the expenses, a check will be issued from the Accounts Payable Department.

Vehicle Checks and Maintenance:

1. Campus Service personnel will perform an inspection of the pool vehicles 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 Director of Auxiliary Services based on the charges/fines schedule listed below.

Unscheduled Maintenance:

Unscheduled maintenance may delay departure from time to time. If this should occur, Campus Services 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 Director of Auxiliary Services 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 vehicle does not have a full tank of gas (½ tank for the large vans).
 - 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 Campus Services.
 - Up to \$20.00 If vehicle is NOT canceled in advance with Campus Services 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 Director of Auxiliary Services. Email is preferred at quickk@bhc.edu but calls are also welcome at (309) 796-5501.

Key Contacts:

Contact	Number
Admin. Asst. to the VP of Finance	(309) 796-5302
BHC Police Department	(309) 796-5913
Campus Services	(309) 796-5082
Vice President for Finance	(309) 796-5933
Director of Auxiliary Services	(309) 796-5501

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

Revised 10/04/11