Community Service & Civic Engagement Transportation Policy

This policy pertains to student use of College-owned and/or rented vehicles for local transport to and from Community Service and Civic Engagement programs and activities. The purpose of the policy is to provide the framework for the safe operation of College vehicles when utilized for local community service activities.

Driver Certification Process
1. Student must present a valid driver’s license to the Office of Community Engagement.
   a. The Office of Community Engagement will forward license information to the Treasurer’s Office. The Treasurer’s Office will solicit a Department of Motor Vehicles (DMV) record report from the pertinent state. Results of the DMV report will be evaluated based upon the College’s DMV Policy. A satisfactory DMV report is necessary before proceeding to the next step in the process.
2. Student must attend a vehicle orientation session at which he/she will:
   a. Take a written driving test
   b. Complete appropriate forms for the Office of Community Engagement
   c. Review Transportation Policy
   d. Bring planner to choose driving test date
3. Attend and pass on-road, in-city driving test including parallel parking.

Pre-trip Preparations
1. A reservation must be made at the Office of Community Engagement: a minimum of two (2) students must be traveling together in order to reserve the vehicle. No more than four (4) students are permitted in the vehicle at any one time. Reservations must be approved by the Office of Community Engagement.
2. Driver and all passengers must read this Policy and sign form acknowledging their respective understanding of this Policy.
3. Names of all students traveling in vehicle must be submitted prior to departure. All participants must have a valid Volunteer Information Sheet filed in the Office.
4. No non-Muhlenberg passengers are permitted to travel with Muhlenberg students in a college-owned vehicle.
5. During normal business hours (8:30 am-5 pm) students can pick-up the car keys in the Office of Community Engagement.
6. Review directions to the site and print off for navigator (if necessary)
7. Review parking locations
8. Pick up the keys 10 minutes prior to your scheduled time
9. Proceed to Prosser parking lot to pick-up vehicle
10. Perform vehicle check using card provided
11. The keys must be taken to Campus Safety if returned after normal business hours.
Rules for Usage
1. You are permitted to drive solely to the locations approved by the Office of Community Engagement. Car must not be used on personal business even if that business is on the way to/from the community site.
2. Respect the schedule- Pick-up and return the vehicle (and keys) according to the time it was reserved. There may be others waiting to use it immediately after scheduled return.
3. Only Office-approved participants of the program (volunteers) will be allowed to ride in the vehicle- you may not take extraneous other individuals
4. No cell phones will be used while driving vehicle (texting, voice, directions, etc.)
5. All passengers must wear seatbelts at all times and obey all traffic signals, signs and laws.
6. Report any problems with the vehicle to Campus Safety and/or the Office of Community Engagement
7. The driver will be held responsible for the cost of replacing a lost vehicle key (this could be as high as $300).
8. Car may only be reserved for up to 3 hours per day unless otherwise arranged with OCE staff.
9. Empty any trash brought into the vehicle and ensure the vehicle is clean upon return. Driver will be fined for excessive cleaning fees if the vehicle is not returned in reasonable condition.
10. Any parking or speeding violation fines are the driver’s responsibility and may result in a loss of driving privileges. The car is not exempt from parking restrictions- obey the rules.
11. Students may not drive more than a 20 mile radius from Allentown in this vehicle
12. Parking must be in designated locations within the city where possible.
13. Do not drive in hazardous weather or if uncomfortable with current or pending conditions.
14. In case of an emergency contact Campus Safety at 484-664-3112. If you are in an accident dial 911.