

## Student and Paid Driver Policy for the Community Connections Vehicle

For the past year, drivers have been transporting students to internships and volunteer opportunities. To increase the efficiency of this process, we're instituting a few improvements.

SEAL has been the employer of record for the drivers, the intermediary between the drivers & students, and the supervisors of the vehicles. In our new process, SEAL remains the employer of record for the drivers and Security will be the supervisor of the vehicles. Lastly, drivers and students will work together to arrange their own rides.

### What is the Community Connections Vehicle?

- The Community Connections Vehicle is an automobile that may be used by students for course-based or individual volunteer opportunities or internships.
- The vehicle may only be used for transportation to and from volunteer and internship sites within Beloit, Janesville, and Rockford.

### How will shifts be scheduled?

- Students who are looking for drivers will post in the Campus Driver Google Group ([drivers@beloit.edu](mailto:drivers@beloit.edu)).
  - **SEAL staff members will not be facilitating the schedule any longer.**
- Drivers will respond directly to the student to arrange transportation. This is on a first-come, first-serve basis. Please read the Google Group posts regularly to ensure that you're aware of any changes, updates, or new scheduling requests.
- Drivers are responsible for their own schedule and for working with the students they will be driving.
  - Please keep communication to email and text only.
  - Drivers must arrange a new driver for the student if they need to cancel their shift.
- You are allowed to transport more than one person at a time, have overlapping shifts, or multiple shifts in one day as long as the vehicle is returned to the parking stall in between shifts. This will ensure that anyone else who may need to use the vehicle can access it.
- You are responsible for reserving the vehicle through Security. Call or email Security first to ensure your time is available before confirming.
- Confirm by email through Security with:
  - Your name
  - The names of the 1-3 students who will be in the vehicle that have reservations (maximum occupancy of 4 people including you)
  - The date and times you will have the vehicle out.
  - Locations where you will be driving.
- After confirmation, copy yourself and any students so that you are aware of your reservation. Students will need to email Community Connections with a Sponsoring

Department's account number to finalize it. If you are transporting multiple students, you must use the Career Works budget number (available in Security) and email Career Works at [careerworks@beloit.edu](mailto:careerworks@beloit.edu) with any other sponsoring departments for the trip.

### Who maintains the schedule?

- Security will maintain the schedule for when the Community Connections Vehicle gets picked up and returned — just as they do with their vans.
- Students and Drivers will maintain their own schedules as there is no public calendar.

### Where do I pick up or drop off the keys and the car?

- The vehicle key, gas card, and trip ticket can be picked up and dropped off in the Security Office on the ground floor of Pearsons Hall.
- The vehicle is parked in the marked stall in front of 703 Emerson Street (located near the corner of College Street and Emerson Street).
- The vehicle must be returned and **backed** into the marked stall after each driver's session is completed.
- The driver returns the key and trip ticket to Security immediately after parking the vehicle.

### How do I refuel the vehicle?

- Drivers are responsible for filling up the Community Connections vehicle at ½ a tank. The key packet includes a gas card and PIN, which you will use to pay for gas.
- You will often need to prepay inside the gas station AND swipe the card twice for it to accept the card before entering the PIN/'Driver code'. The use of the chip or first card swipe usually gives an error due to updated card readers & bank regulations.
- If you're not sure about how much gas to put in, please default to \$20. Any amount that is overpaid will get refunded to the bank. ALWAYS get a receipt for any gas purchases and turn the receipt in with the vehicle keys at Security. If you paid for more gas than you received, get the new receipt at the pump when you finish pumping gas.

### What if I have problems with the vehicle or get in an accident?

- If you notice any mechanical problems with the vehicle, please note them on the trip ticket. The same is true for any scratches, dings, or other damages, even if minor, that occur while the car is in your possession. Failure to do so will result in the loss of the privilege of using the vehicle for the rest of the semester. Please check the vehicle for any damage before you drive it!
- If you have an **accident or need the local police** for any other reason, please **call 911** before you call Security.
- If you have a breakdown during the trip, call Security at 608-363-2355 first.

- There are jumper cables and other emergency-related items in the trunk of the vehicle for your use. Please make sure to put all the emergency items back in the car once they are not needed anymore.

### **How will I get paid?**

- There is now a flat rate for trips. They are:
  - Traveling within Beloit = 15 minutes of paid time each way. (30 paid minutes)
  - Traveling to Janesville or Rockford = 30 minutes of paid time each way. (60 paid minutes)
- Please report your time on your time card using the date of the trip.
- It is your responsibility to report your hours accurately using the new flat rates.
  - If the SEAL staff notices any irregularities such as lots of hours in one day, we will be in contact with you to verify your timecard.

### **Any other questions?**

- Please check out the policies for the Community Connections Vehicle on the Security website. If they do not address your concern, email [security@beloit.edu](mailto:security@beloit.edu) and they will point you in the right direction.