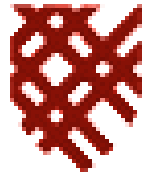


MACALESTER COLLEGE



# **MOTOR POOL REGULATIONS**

Macalester College  
Saint Paul, Minnesota

Regulations last updated – October 2011

The Macalester College Facilities Services Office operates a motor pool of five leased Ford 8 passenger vans. Additional vans are rented by Facilities Services as needed and available, from Midway Ford. The minimum age for drivers of leased vans is 19. The minimum age for drivers of rental vans is 19.

Macalester van users are required to follow the manufacturers and NHTSA recommendation of a maximum occupancy load of people (including the driver) per van. **No person is to ride in the area for luggage.**

These vehicles are available for use which is directly related to the academic or departmental activities of the College. Vans may be reserved only by College departments and Macalester College Student Government (MCSG) chartered and funded organizations.

**The Motor Pool Regulations apply to all Macalester sponsored van trips in leased or rented vans, whether rental takes place locally or out of town.**

- Rentals to MCSG chartered and funded organizations and College departments only.
- A maximum of 8 passengers per van with no more than 4 vans may be used for a single-destination trip. Groups of 32 or more will be required to use commercial buses with paid drivers or other commercial transportation options i.e. airplanes, trains.
- Maximum mileage on Fall Break van trips is 800 miles round trip.
- Maximum mileage for all Spring Break van trips will be determined by the direction of travel. For this policy Macalester/St. Paul is the center point in all directions. The southwest axis line extends from St. Paul southwest to Big Spring, Texas. The east-west axis line extends east from St. Paul to Philadelphia, PA and west from St. Paul to Casper, WY. See attached the map. All other mileage and trip requirements remain in effect for other trips taken during other times of the year.

Zone 1: All trips with destinations west, north and east of St. Paul have a maximum one-way mileage of 500 miles or 1,000\* miles round trip.

Zone 2: All trips with destinations south and south east of St. Paul have a maximum one-way mileage of 1, 200 miles or 2,400\* miles round trip.

Zone 3: All trips with destinations south west of St. Paul have a maximum one-way mileage of 900 miles or 1, 800\* miles round trip.

\*There is an additional mileage credit of 20% of the total maximum round trip miles that may be added to your total mileage. This credit is for driving around at your final destination. This additional mileage cannot be used to extend the one-way or maximum mileage limits.

Van Departure times for all Fall and Spring Break trips are not to begin before 4:00 p.m. on the day prior to the start of Fall or Spring Break. **NO EXCEPTIONS.**

- All van drivers must be pre-qualified, including: a minimum age of 19, driving record check, classroom/video training, successful completion of a behind-the-wheel check (for all drivers), and a minimum of eight hours of local driving experience with Macalester vans before driving on a long trip.
- Training must occur at regularly scheduled sessions. Training is to include mechanical orientation as well. Pre-qualified drivers must be identified at the time van reservations are made.

- Minimum number of qualified and certified driver(s) required for all trips with the following mileages;

<b>Total MILEAGE</b>	<b>MINIMUM # OF CERTIFIED DRIVERS - RECOMMENDED #</b>	
0-99 miles	1	2
100-499 miles	2	2
500-899 miles	3	3
900-1200 miles	4	4
1000-1499 miles	5	5

- A maximum of 16 hours of continuous travel is allowable, after which a layover of at least eight hours is required. Van operation is prohibited between midnight and 4:00 a.m.
- Cargo trailers and car top units are prohibited.
- Detailed trip itineraries must be submitted for trips of 400 or more miles. Itineraries will be reviewed by the Director of Campus Programs (for student groups) and Director of Safety and Security. Review will include route, distance/time relationship, and programmatic goals/risk relationship. Denial of rental may occur with agreement of the above.
- Layovers are required in the event of adverse weather and unsafe road conditions. Trip leaders are to contact their sponsor or Macalester Security for assistance and guidance during emergencies. The college will assist with layover expenses and in most cases, will fund these unexpected expenses.
- In the event of severe weather along the trip route or at final destination or other extenuating circumstances the College reserves the right to delay or cancel any trip.
- A faculty or staff sponsor must be identified for all trips of 400 or more miles. The sponsor will either go along on the trip, or provide, in writing, acknowledgement of responsibility to serve as emergency contact here on campus. The sponsor must attest to the adequacy of trip leader training in issues of risk management.
- Non-compliance with any of the Macalester motor pool regulations will result in suspension of all rental rights of the offending organization for two calendar years from the date of the offense.

## **DRIVER RESPONSIBILITY**

**Driving a vehicle loaded with people is a large responsibility. The following are meant to Assist drivers in taking necessary precautions to help keep all travelers safe.**

- The driver will operate the vehicle in a safe manner, observing all town, village, city and state ordinances and laws pertaining to the operation of motor vehicles.
- The driver will announce at the beginning of each ride that passengers must use their seat belts. Seatbelts will be worn at all times by all occupants.
- Vehicle headlights will be turned on at all times while vehicle is in motion.
- A co-pilot or navigator is required on all trips during the hours of darkness.
- Vehicles must stop, at a safe location, on trips of more than 250 miles, at least once every 4 hours or 200 miles of operation for a driver change and a minimal vehicle check. (Walk around the vehicle, visually inspect tires and operation of all lights). This may be done more frequently if the driver wishes.
- The use of tobacco products, alcohol, or illegal drugs is prohibited. The driver must not operate the vehicle for a minimum of 12 hours after his or her last drink of alcohol.
- The driver will not eat while operating the vehicle.
- The driver will NOT use a mobile telephone (to talk or text) or other two-way communication device while the vehicle is in motion. Hands free devices are included in this prohibition.
- Vehicle load capacities must not be exceeded, including number of passengers (MAXIMUM 8), cargo weight or any combination thereof.
- On long trips (over night), the driver will check and maintain proper fluid levels, recommended tire pressure, and exterior lights.
- The driver will ensure that all interior and exterior lights are turned off and all doors and windows are locked when the van is parked.
- The driver will record beginning, ending odometer readings and total miles on the trip log sheet.
- The driver is responsible for providing to Facilities Services a complete and accurate roster of all van occupants immediately prior to departure.
- Accidents must be promptly reported to civil authorities and Macalester College (see the accident report packet on the clipboard).
- Fines resulting from traffic or parking violations will be the obligation of the driver. If citations are not paid, the sponsoring group will be charged for the fines.

## **COSTS**

**Vehicle rental rates are reviewed annually.  
Please call the Facilities Services Office at 651-696-6278 for the correct rates.**

Please contact the Facilities Services Office at 651-696-6278 for current rates. Van rentals are charged to the department or organization account number at the end of each month.

Gas for van trips is paid for by Facilities Services. A Macalester College gas credit card may be checked out at the time keys are picked up. Any personal expenditure for gas, engine fluids or other mechanical repairs for College vans will be reimbursed by Facilities Services. All receipts for gas or other fluid or mechanical purchases must be returned to Facilities Services with the clipboard and keys.

The departmental or organizational account is liable for the amount of the insurance deductible in the event of physical damage to a vehicle.

The account may also be charged a fine equal to the daily rental rate under some circumstances, including, but not limited to: late cancellation or failure to pick up a reserved van; picking up or returning a van outside the reserved hours/days; returning a van with loose trash and excess dirt; returning a van with less than  $\frac{3}{4}$  tank of gas.

## **RESERVATIONS**

Van reservation requests are made in writing on forms supplied by Facilities Services. The form is also available online at: [www.macalester.edu/facilities/vehiclereservationform.pdf](http://www.macalester.edu/facilities/vehiclereservationform.pdf)

Completed van reservation request forms should be returned to the Facilities Services office well in advance of the desired travel date. Reservations for certain busy times of the year, such as Spring Break, need to be made at least 6-8 weeks in advance. All vehicles will be assigned by Facilities Services according to priority of request, trip duration, distance and need.

## **CANCELLATIONS**

Cancellation of a van reservation must be called in to Facilities Services at least 3 days in advance. A late cancellation, or failure to pick up a reserved van, may result in a charge equal to the daily rental rate. There will be no charge for unavoidable cancellations, such as those due to bad weather.

## **KEY PICK UP, VEHICLE PARKING, KEY DROP OFF**

Van keys are to be picked up at the Facilities Services Office during College business hours (8:00 a.m. – before 4:00 p.m., Monday-Friday). Keys will be attached to a clipboard along with a trip log sheet, passenger roster sheet, accident/emergency information, a gas credit card if needed. **An accurate passenger roster for each van is to be given to Facilities Services (or put into the Facilities Services drop box) at the time of departure.**

Van keys for evening, weekend, and holiday use are issued in advance, during office hours. However, the assigned van may **NOT** be taken in advance. The same van may be scheduled for several trips over a weekend, with each group having keys in their possession. **VANS MAY BE TAKEN ONLY DURING THE HOURS RESERVED BY YOUR GROUP.**

At the conclusion of the trip the van, the keys and clipboard must be promptly returned to the Facilities Services Office, or, after hours, to the drop box mounted next to the Facilities Services duplex side door.

Vans are to be parked (**backed in**) in the reserved spaces in the north row of the Janet Wallace Fine Arts West parking lot. Please double check your parking and make sure the vehicle is centered in the parking space and you are only using one parking space.

## **DRIVER QUALIFICATIONS**

All van drivers must have a valid U.S. driver's license. Drivers of the leased Macalester vans must be at least 19 years of age.

All van drivers must be pre-qualified by Facilities Services (Safety Department), including driving record check, classroom/video training and a behind-the-wheel check ride. Facilities Services will schedule safety training classes several times per year and maintain a list of qualified van drivers. Qualification is valid for 4 years.

A motor vehicle driving record check for the three (03) previous years will be completed prior to a driver being eligible to drive and annually thereafter.

## **VEHICLE MAINTENANCE**

All vehicle maintenance will be the responsibility of the Facilities Services Motor Pool. Exceptions include long trips when it is the responsibility of the driver to check and maintain fluids and tire pressure as recommended by the manufacturer.

- On a trip, if the vehicle is damaged or needs repairs, an information sheet is provided with each clip board.
- Users of College and rental vehicles are asked to return them with a minimum of  $\frac{3}{4}$  tank of gasoline.
- Users of College and rental vehicles are expected to clean the vehicle of all loose trash and excessive amounts of mud or dirt.

Regulations last updated - October 2011

## **MACALESTER COLLEGE VEHICLE SAFETY PROTOCOLS**

### Guidelines:

- Rentals to College Departments and Macalester College Student Government (MCSG) chartered and funded organizations only.
- No more than 4 vehicles may be used for a single-destination trip. Groups of 32 or more will be required to use buses with paid drivers. Contact the purchasing department for bus information.
- Maximum mileage on Fall Break trips is 800 miles round trip. Maximum mileage on Spring Break trips is 2,400 miles round trip. No more than 800 miles may be traveled in one day.
- Van Departure times for all Fall and Spring Break trips are not to begin before 4:00 p.m. on the day prior to the start of Fall or Spring Break.
- All drivers must be pre-qualified. Pre-qualification includes:
  - minimum age of 19,
  - Driving record check (motor vehicle report), for the past three years & annual thereafter.
  - classroom/video training,
  - successful completion of a behind-the-wheel checkout and
  - A minimum of 8 hours of local driving experience with Macalester vans before driving on a long trip.

Training must occur at regularly scheduled sessions and pre-qualified drivers must be identified at the time van reservations are made. Training is to include mechanical orientation as well.)

- A minimum of one qualified driver per 400 miles of driving must be identified with a two-driver minimum for any trip.
- A maximum of 16 hours of continuous travel is allowable after which a layover of at least eight hours is required. Van operation is prohibited between midnight and 4:00 a.m.
- Cargo trailers and car top storage units are prohibited. Vehicle occupancy may be reduced to accommodate baggage or equipment, if maximum vehicle weight is expected.
- Detailed trip itineraries must be submitted for review by the Director of Campus Programs (for student groups) and the Director of Safety and Security. Review will include route, distance/time and programmatic goals/risk relationships. Denial of rental may occur with agreement of the above.
- Layovers are required in the event of adverse weather and unsafe road conditions. Renters will be issued a College credit card for such emergencies and the College will fund layover expenses, with no charge back to renters (subject to review by the Director of Business & Administrative Services for the College).
- A faculty or staff sponsor must be identified. The sponsor will either go along on the trip or provide written acknowledgement of responsibility to serve as emergency contact here on campus. Sponsor must attest to the adequacy of trip leader training in issues of risk management.
- Non-compliance with any of the above will result in suspension of all rental rights of the offending organization for two calendar years from the date of the offense.

**MACALESTER COLLEGE  
VEHICLE TRIP SPONSOR and ITINERARY FORM**

*Groups traveling 400 or more miles one-way must submit a Vehicle Reservation Request Form and a Sponsor and Itinerary Form. The proposed trip must comply with the Macalester College Vehicle Safety Protocols, which can be found on the back of the Sponsor and Itinerary form. Completed forms for trips over 400 miles must be returned to the Facilities Services Office at least 3 weeks before the departure date.*

DEPARTMENT/GROUP: \_\_\_\_\_

TRIP LEADER (S): \_\_\_\_\_ PHONE: \_\_\_\_\_

PLANNED ROUTE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LAYOVERS and FINAL DESTINATION (8 hour layover required after 16 hours of travel)**

Date/Time: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPONSOR AGREEMENT**

- I agree to serve as the faculty/staff sponsor for this College trip.
- I have reviewed the trip plans for compliance with the Vehicle Safety Protocols on the back of this form.
- I have discussed with the trip leaders potential hazards and safety issues that may arise during travel or at the destination, along with appropriate responses to any such situations.
- I hereby attest that the trip leaders are adequately trained in issues of risk management, and understand their responsibilities as leaders.

Check one:

- I am a trip participant.
- The trip participants will know how to reach me at all times in case of Emergency or for assistance with decision-making.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Approved by:

Director of Safety & Security \_\_\_\_\_

Director of Campus Programs \_\_\_\_\_



**MACALESTER COLLEGE  
VEHICLE RESERVATION REQUEST**

Requested Date(s) of Use: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Estimated One-way Mileage: \_\_\_\_\_

Destination: \_\_\_\_\_

**Groups traveling 400 or more miles one-way must submit a Vehicle Reservation Request form and a Sponsor and Itinerary Form. The proposed trip must comply with the Macalester College Vehicle Safety Protocols, which can be found on the back of the Sponsor and Itinerary form. Completed forms for trips over 400 miles must be returned to the Facilities Services Office at least 3 weeks before the departure date.**

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Class/ Group: \_\_\_\_\_

# of passengers (including driver): \_\_\_\_\_

Hauling Equipment/Luggage (please circle one)? **YES NO**

**All vehicle drivers must be pre-qualified including van driver training and a driving record check (see protocols).  
All drivers must be at least 19 years of age. Drivers of non-Macalester vehicles must be at least 21 years of age.**

**DRIVER NAMES:**

_____	_____
_____	_____
_____	_____
_____	_____

**LIST OF PASSENGERS (See vehicle trip roster form to be completed prior to departure)**

\* DEPARTMENT ACCOUNT NUMBER (required): \_\_\_\_\_

\* DEPARTMENT CHAIRPERSON/ MANAGER/ SUPERVISOR APPROVAL (required signature below): \_\_\_\_\_

Signature: \_\_\_\_\_

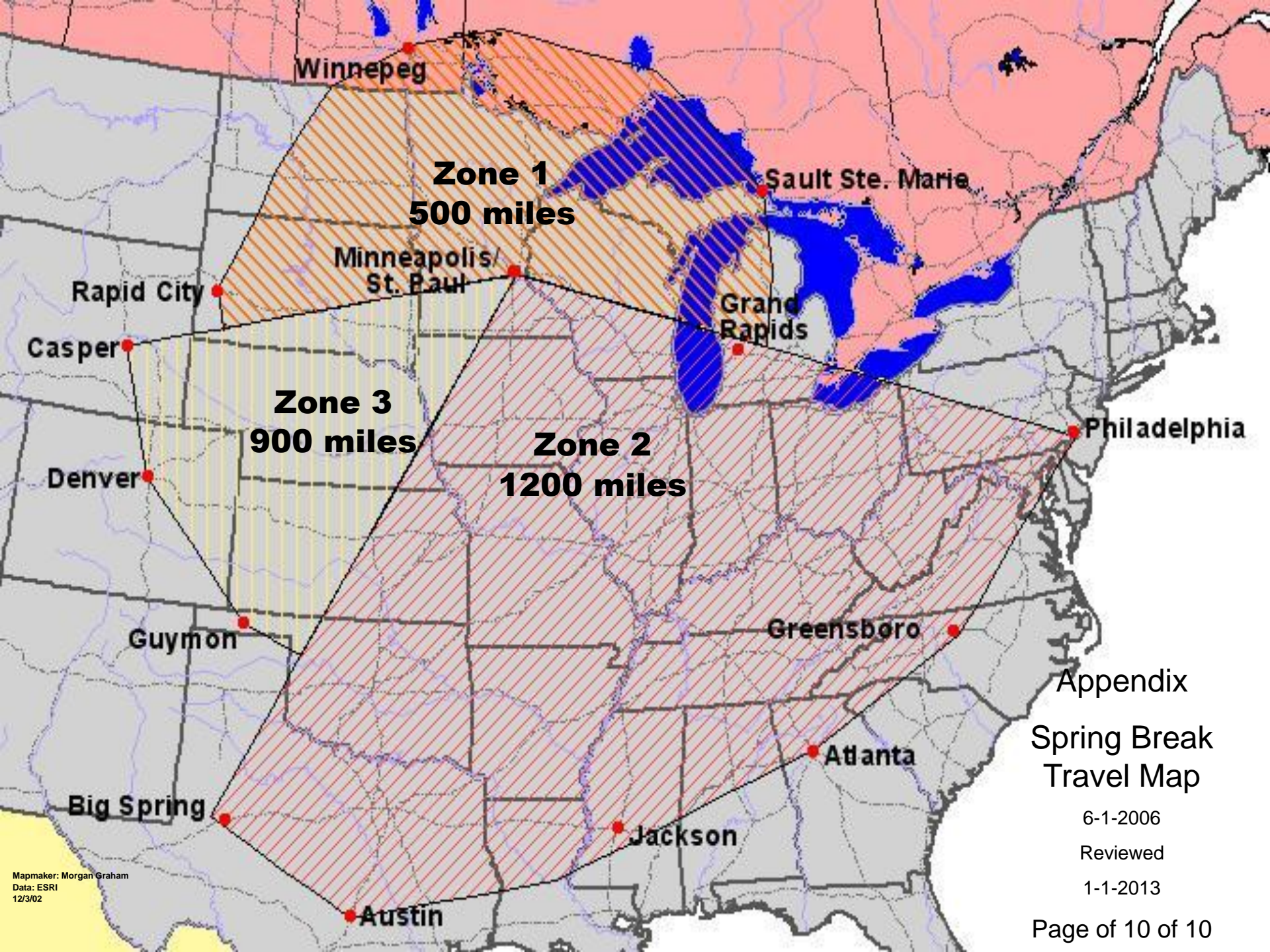
Print Name: \_\_\_\_\_

Vehicle keys may be picked up at the Facilities Services Office during normal College business hours (8:00 a.m. - 4:00 p.m., Monday - Friday). The Facilities Services Office is located at 1663 Princeton Court (duplex south end of Fine Arts Lot).

**\* Keys for weekend and evening trips are issued in advance; however, the assigned vehicle must NOT be taken except during the hours reserved.**

Vehicles must be returned to the north row of the Janet Wallace Fine Arts West parking lot by the scheduled reserved return time. Return clipboards, keys, gas cards and receipts promptly to the Facilities Services Office or to the drop box located next to the Facilities Services duplex side door.

**\* All vehicles must be returned with at least 3/4 tank of gas or a \$30 charged will be assessed to the assigned group. Make sure all interior lights are turned off and doors and windows are locked.**



Winnipeg

**Zone 1**  
**500 miles**

Sault Ste. Marie

Minneapolis/  
St. Paul

Grand  
Rapids

Rapid City

Casper

**Zone 3**  
**900 miles**

**Zone 2**  
**1200 miles**

Philadelphia

Denver

Guymon

Greensboro

Atlanta

Jackson

Big Spring

Austin

Appendix

Spring Break  
Travel Map

6-1-2006

Reviewed

1-1-2013

Page of 10 of 10