

Pomona College Vehicle Use Policies and Procedures

I. Use and Reservation

Pomona College maintains 3 vehicles for use by student groups for College authorized and sponsored activities. The vehicles include one Chevrolet Suburban (9-passenger) which is allocated first to On the Loose and then to other groups. Also available are two Toyota Camrys for smaller groups. The vehicles may be reserved at the ASPC office Monday through Friday, 8:00 a.m. to 5:00 p.m.. The vehicles are available for use only for College-approved activities and are not for students' personal use. Vehicles must go to previously authorized destinations only. Reservations must be made through the ASPC office located in the Smith Campus Center, Room 244. Requests can be made by filling out the College Vehicle Reservation form available in the ASPC office. Priority is given on a first-come first-served basis. Although last minute requests will be accepted if possible, **they are not guaranteed.**

II. Use Requirements

- A. The following must be satisfied as a prerequisite to using the College vehicles:
 - a. The vehicle must be driven by a College-authorized driver. A current list of drivers will be maintained by the ASPC office. Authorization must be renewed annually.
 - b. Drivers must have paid all previous use fees and agree to take responsibility for any damage incurred while the vehicle is checked out to him or her.

III. Reservation and Billing Procedures

- A. Reservations are required for any person requesting use of a College vehicle and may be made at the ASPC office during business hours. Reservations are on a first come, first serve basis and will be confirmed by either the manager if the request can be fulfilled. If requests are received on the same day, the time that the request came in will be used to determine priority. If no confirmation has been received 24 hours before the time of use, the ASPC office should be contacted.
- B. Reservations will be accepted up to three months in advance for recurring or regularly scheduled activities that require the use of a vehicle. The Suburban will be reserved for On the Loose every weekend (Friday-Sunday) as well as Fall break and Spring break. OTL drivers must still request use of the Suburban on an individual basis during these times. Requests will be fulfilled on a first-come first-served basis and must be approved by the OTL student director or staff member.
- C. In the event of a reservation cancellation or change, please contact the ASPC office (x18611) as soon as possible.

Driver Guidelines

I. Vehicle Maintenance

- A. Upon return of the vehicle (or immediately in case of accident) report any damages or vehicle problems to the ASPC office (or the SCC Building Manager if returning vehicle outside regular business hours).
- B. **ALWAYS DRIVE SAFELY AND COURTEOUSLY.** However, in the case of accident or breakdown during regular business hours (Monday – Friday 8 – 5 pm) contact the ASPC office. If something happens after hours that is serious in nature contact Campus Safety at 909-607-2000 they will page the dean on call.
- C. Do not violate any traffic or parking laws. **Tickets incurred while driving College vehicles are the driver's responsibility.**
- D. Fill up the gas tank on Pomona's account at the 76 gas station on the corner of Mills and Foothill. If gas must be obtained at another gas station, get a receipt to turn into the ASPC office for reimbursement.
- E. Vehicles **MUST** be returned clean and with a full tank of gas. Turn receipts for cleaning into the ASPC office for reimbursement.
- F. Vehicles should be treated as if they were personal vehicles, with the same amount of care and respect. They are not intended for off-road or hard use on highways or mountain roads. Do not climb on or overload the vehicles. Any damage incurred will be the responsibility of the driver.

II. Courtesy Requirements

- A. The fuel tank must be full when returning the vehicle.
- B. The vehicle should be clean inside and out -- all personal items (newspapers, trash, etc.) must be removed before returning the vehicle.
- C. Keys should be returned to the ASPC office upon return. If the office is closed, return them to the Building Manager (across from Rose Hills Theater). If the Building Manager is not around, go to the COOP store and they will page him.
- D. **SMOKING IN THE VEHICLES IS NOT PERMITTED UNDER ANY CIRCUMSTANCE!**
- E. Always return the vehicle to the designated spaces in the Alexander lot.

III. Driver Qualification Requirements

- A. All drivers must have a valid driver's license and have it in their possession while driving.
- B. Drivers must have their driver's license information checked by the College's Risk Management Office and therefore covered by the College insurance plan. The standards for drivers are the same as Zipcar standards. Drivers must complete the Driver Authorization Form and the questionnaire regarding their driving history. See Susan Deitz in SCC 235 to complete this process.

College Vehicle Request Form

*Usage fees:
Mileage \$.40/mile*

Requests must be submitted at least one week in advance.

- When submitting a request, please aim to have the request form in no later than 5 working days (Monday-Friday) before your trip date. The earlier your request is submitted, the more likely your request will be confirmed.
- When your trip is confirmed, you will receive a notice via e-mail or voicemail informing you of the status of your request.
- Please contact the ASPC Office with any questions or concerns: x18611 or x18610.
- **24 Hour cancellation notice is required (you will be charged a \$5 fee for last-minute cancellations).**
- Signature and title of appropriate staff member: _____

Name: _____

Phone Number: _____ e-mail: _____

Box #: _____ Pomona College Vehicle Requested: _____

Number of vehicle occupants: _____ Destination: _____

Location and Time of Departure from Pomona: _____ am/pm

Time Departing from Destination: _____ am/pm Date and time of return _____

The vehicle must be returned in clean condition with a full tank of gas. Please pick up any litter or a cleaning fee will be assessed. The A.S.P.C. office is not responsible for any lost or stolen items.

In the event of an emergency, please contact Campus Security at 909 607-2000.

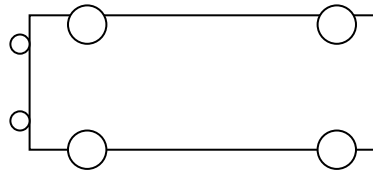
For Office Use

Driver's Name: _____ Phone Number: _____

Vehicle Inspection: Initial items in satisfactory condition at the start of the trip and inform the vehicle manager or ASPC office of any problems. *If you deem the vehicle unsafe to operate, postpone the trip and immediately notify the ASPC office.* Initial items a second time upon return of the vehicle.

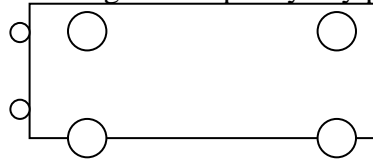
Headlights	_____	Turn Signals	_____
Tail/Brake Lights	_____	Brakes	_____
Steering	_____	Horn	_____
Climate Controls	_____	Seats/belts	_____
Windows	_____	Doors	_____
Mirrors	_____	Wipers	_____
Tires	_____	Gas tank full?	_____
Vehicle clean?	_____		

Departure Visual Inspection (please use diagram to specify any problems or damage):



Additional Notes: _____

Return Visual Inspection (please use diagram to specify any problems or damage):



Additional Notes: _____

Starting Mileage	_____	Ending Mileage	_____
Time Out	_____	Time In	_____
# of Occupants	_____		
Driver's Signature	_____		

In the event of an emergency, please contact Campus Security at 607-2000.

Invoice Number	_____	Payment Received	_____
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