

## **Springfield College Transportation Guidelines**

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### **To Request Transportation:**

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Vehicles are available for use by faculty, staff and students in order to facilitate official academic, athletic and student life activities. **Personal use is not allowed. The vehicles are for official College business only.**

To secure required transportation, a request must be submitted a minimum of 2 weeks prior to the event.

Requests received less than 2 weeks in advance are not guaranteed, but all efforts will be made to provide adequate transportation.

To request transportation, faculty and staff first must be able to access their e-mail through the web with their proper **Web E-mail user name and password**. If you are unable to access your e-mail through the web, please contact the helpdesk to request that your "web e-mail password" be reset and sent to you.

Faculty and staff must then complete the reservation form located on the Springfield College web site. To access from the main screen click: College Resources/Campus Police/Transportation. The Transportation Request Database will now be in view. You now have several options: Transportation Policy, Guidelines and Transportation Database. The Transportation Database contains the request form.

Once you have completed the form, click the SUBMIT button (bottom left of form). If you have completed the form correctly, your screen will display the following message:

**REQUEST SUBMITTED  
APPROVAL PENDING  
ONCE APPROVED – CONFIRMATION TO BE FORWARDED**

Once the form is completed properly, it will be forwarded to the Transportation Coordinator, who reviews the request. The Coordinator will then forward the request to the Department Head for authorization electronically.

Once the request has been approved by the Department Head, the request is again forwarded electronically to the Transportation Coordinator to reserve and assign the most appropriate vehicle needed. The Transportation Coordinator will confirm/acknowledge that transportation has or has not been secured through e-mail.

Confirmation/Acknowledgement will be received 2-3 days after receipt of authorization from Director/Chair/Department Head.

**Any questions regarding a request should be directed to the Transportation Coordinator at ext. 5553 or e-mail at [transportation@spfldcol.edu](mailto:transportation@spfldcol.edu)**

## Guidelines for Appropriate Vehicle

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The following guidelines relate to the number of passengers and length of trip and are to be used in reserving an appropriate vehicle.

The College has five vans. Each van will accommodate six passengers plus one driver. In addition, the College has four buses, which can accommodate 23 – 52 passengers. A professional driver is supplied for all buses.

If you have any questions regarding the most appropriate vehicles or need suggestions, please contact the Transportation Coordinator.

	Approx. Driving Time	Number of Passengers To Be Transported	Storage/Equipment
6 passenger van(s)	2 hours one way	Maximum 12 passengers and 2 drivers (2 vans required)	Limited space
23 passenger bus	4 hours one way	15-23 passengers Professional driver provided	Storage compartment in rear of bus
52 passenger bus	Over 4 hour trip	47 –52 passengers Professional driver provided	Storage compartment under bus

The Transportation Coordinator has the right to change/reserve an appropriate vehicle(s) based on the request and/or availability.

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## How/where to pick up your transportation and return

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To pick up a van that has been reserved, you need to go to the dispatcher at Campus Police (located on the lower level of Marsh Memorial). Only an authorized driver of the vehicle is approved to pick up the key. You must present your Springfield College ID and a valid driver's license to the dispatcher. The dispatcher will give the driver a vehicle checklist and the key to the van.

Springfield College Driver Policy, emergency phone numbers and an Accident Reporting Package will be located in a notebook in the Springfield College vehicle.

All drivers should familiarize themselves with the information contained in the notebook. Please complete vehicle checklist prior to driving.

	<b>VANS</b>	<b>BUS</b>
<b>Where to Pick Up</b>	Campus Police Dispatcher For key and parking lot number	Determined at time of booking
<b>Where to Return</b>	To designated lot and key to dispatcher	Determined at time of booking
<b>Late Pick-Up</b>	May incur additional fees if expenses accrue	May incur additional fees if expenses accrue
<b>Late Return</b>	May incur additional fees if expenses accrue	May incur additional fees if expenses accrue
<b>No Pick-Up</b>	See Cancellation Section for details	See Cancellation Section for details

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## **Cancellation**

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If transportation previously reserved needs to be cancelled, please contact the Transportation Coordinator as soon as possible via e-mail, voice mail or phone. Please remember, you are not the only department/group/activity who needs transportation. Please be considerate of others. No additional fees will be incurred if proper notice has been received.

	<b>No Show, No Pickup, No Call</b>	<b>Cancellation Fees</b>
Passenger Van(s)	Additional fees will be incurred	24 hours notice – no charge Less than 24 hours notice - \$15.00
23 Passenger Mini Bus	Fees charged	24 hours notice – no charge Less than 24 hours notice - \$150.00
52 Passenger Coach Bus	Fees charged	24 hours notice – no charge Less than 24 hours notice - \$150.00

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## **Inclement Weather**

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There may be occasions when the College officially closes, has a delayed opening, or suspends some operations due to inclement weather or other emergencies. Usage of vehicles due to inclement weather will be determined as follows:

<b>Vehicle Type</b>	<b>Determination made by</b>
Passenger Van(s)	Department Head/Event Coordinator will confer with Springfield College Campus Police for recommendation and road conditions. Respective Department Director and/or Vice President consultation may be required.
23 or 52 Passenger Bus	King Ward

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## **BASIC SAFETY**

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Drive defensively because others do not. This includes being constantly alert to possible trouble. Look way ahead and if you see flashing lights, vehicles with brake lights on, children or animals near the roadway, cars getting ready to pull out of the streets and driveways, stoplights, or cars that may be getting ready to change lanes, then remove your foot from the accelerator and be prepared to brake. Anticipate other drivers' actions, even their inappropriate ones.

Obey all federal, state and local laws.

Do not exceed posted speed limits! Always drive more slowly and carefully than you would in your own vehicle. The speed limit for the East Campus driveway is 15 mph.

Do not exceed your sight ability braking distance. In other words, you need to be able to stop if you see something in the road. Adjust your speed to match the road and weather conditions. Anticipate the possibility that something might be there.

Do not operate the vehicle while using a hand held cell/mobile telephone. The only exception is if you are operating the vehicle alone and fear for your safety, or if you are using the phone to contact 911.

If you have consumed ANY alcoholic beverages, illegal drugs, or prescription drugs that may cause excessive drowsiness, do not drive under any circumstances.

**THE VAN IS LONG.** Be careful not to sideswipe things on the inside turn. When changing lanes, be careful. It is difficult to see objects that are low and close to the side of the van, such as other cars.

**THE VAN IS WIDE.** On narrow roads where construction barriers create narrow lanes, slow down, drive in the wider lane if possible, and use extra caution.

**THE VAN IS TALL.** With the roof rack on top, it stands over 8 feet tall. Remember this when driving under low overpasses or overhanging roofs (like at gas stations), car ports, signs, etc. If you are unsure whether the van will fit under something, have someone get out and watch you slowly drive underneath.

**THE VAN IS HEAVY.** It requires a greater distance to stop than a car. This is especially true when the rack is full or when pulling a trailer. Plan ahead, look ahead, and start braking earlier than you think you need to. Don't tailgate!! Allow extra stopping space.

Because the van is heavy, you should use the transmission to help hold your speed down when descending steep or long hills that require braking. Otherwise, you can overheat the brakes. Downshift to a lower gear. You should be able to feel the difference.

Realize that the mirrors on the passenger side distort distance. Compare where the end of the van appears to be with other vehicles when deciding whether to change lanes, etc. It is usually best to turn your head and look for vehicles.

Drive with both hands on the wheel. This is especially important in heavy traffic, in bad weather, or on winding roads. The driver should never be trying to read a map, change a radio station, or eat when driving. The person-riding shotgun can perform these functions without reducing safety.

Monitor the dashboard lights while driving. If a warning light comes on or if a gauge indicates a problem, safely pull over, stop the engine, and check to see what the problem is. Do not ignore these indicators!! Please notify the Transportation Coordinator of any problems.

#### **PASSENGERS:**

1. The driver is responsible for the safety of all passengers.
2. All passengers must wear a seat belt at all times.
3. The driver should not and will not tolerate horseplay that might lead to injury or driver distraction.
4. Smoking or consumption of alcohol is prohibited in the vans.
5. Do not drive with rear windows open, since fumes can enter the van.

#### **WHEN DRIVING AT NIGHT OR ON LONG TRIPS:**

Change drivers every four hours at a minimum to avoid fatigue. On trips over four hours one way, a second backup/shotgun driver is required. This person must remain awake to ensure that the driver does not fall asleep. If the current driver is having trouble staying awake, s/he should pull over at the first safe spot to do so and change drivers. Remember, if you fall asleep at the wheel even for just a few seconds, the van could go off the road and seriously injure everyone.

#### **WHEN DRIVING ON DIRT ROADS:**

On all narrow dirt roads, use good judgment. Speed should not exceed 25 mph.

At blind corners, slow down, stay toward the right side of the road, and honk horn if appropriate. Anticipate that a car may be coming around the bend.

It is best to drive in the middle of a narrow dirt road, except while making a sharp turn or when being approached by another vehicle; shoulders tend to be unstable and can give way underneath a vehicle.

When being approached by another vehicle on a narrow dirt road, move slightly to the right and stop. Give the other driver a chance to decide what to do. If you are on a dangerous side of the road, be careful not to pull off onto another unstable shoulder.

Make U-turns only at safe turnarounds. Never make them on narrow mountain roads.

### **PULLING A TRAILER:**

1. Before driving a van with a trailer, the driver(s) must:  
Take a practice drive and perform the following:
  1. Parking
  2. Backing up
  3. Turning around
  4. Turning left and right
2. When hooking the trailer to the van, make sure the ball makes a good connection, lock the hitch down, use safety pin/bolt, and install safety chains.
3. Make sure the lights on the trailer are working. If they are not, try reconnecting or jiggling the plug. If they still don't work, repair work may be needed.
4. Make sure everything on the trailer is secure.
5. At every opportunity make gas stops, meal stops, change drivers, and check the trailer connection to make sure it is secure. It is also a good idea to check the trailer wheel hubs by pushing on the tire to see if the wheel appears loose on the hub. It is not safe to drive a trailer with a loose hub, since it is possible for the wheel to fall off.
6. When pulling a trailer, it is even more important to take wide turns to avoid sideswiping things on the inside of the turn.
7. When changing lanes, it is important to compensate for the extra length when checking mirror, etc.
8. The van will be even heavier when pulling a loaded trailer. Give yourself longer distances to stop and accelerate.
9. Backing up a trailer takes getting used to. You have to turn the steering wheel opposite the normal way. You should practice before you have a load of passengers and boats out on a trip. If you don't have lots of experience and confidence in your backing up ability, have another staff who is experience back up the van, or have all the passengers get out of the van while you attempt it. The best option is sometimes to disconnect the trailer, maneuver it where you want it using people power, and then reconnect the van.

### **WHEN FUELING:**

1. Vehicles' engines should always be turned off.
2. Fill vehicle with at least 87 octane unleaded gasoline.
3. Do not leave pump hose unattended.

**POLICY:**

1. Hitchhikers will never be picked up.
2. At no time will a vehicle be knowingly operated that is not in 100% working condition.
3. At no time will equipment or luggage be stowed in such a way that it might hinder the vision of the driver.