JHU Transportation

Van Manual

2015 Edition

Van Reservations

Van requests should be made online at www.ts.jhu.edu. Fill out the form with all requested information, leave it in the appropriate box, and you will receive either a confirmation or notice of unavailability within one business day via email. Please remember that all requests are processed on a first come, first served basis. Below is the list of information requested on the van request form.

- Date and Time Requested. (Round up to the nearest quarter hour)
- Budget Code. (**No Code, No Van**)
- Your name, local phone #, title or position, and email address.
- Driver's name and phone # (**drivers must be certified**)
- Your destination. (The specific street address)
- Your purpose. (Must be provided upon request)

Note: Overnight and Long-distance Requests

Because of the increased risk involved in long-distance trips, JHU Transportation does not approve trips over 150 miles each way. Overnight trips require pre-authorization. Contact vans@jhu.edu to request.

Who is van eligible?

The following groups and departments have access to the van program:

- All student groups registered with the Office of Student Involvement
- Office of the Dean of Student Life
- Office of Student Development and Programming
- Academic Departments for class trips
- CSC Groups

There are limited resources allocated to the van program. Accordingly, we must limit access to the vans in order to assure that they are readily available to student groups.

Rules and Regulations

1. No one, under any circumstances, may use a van without the explicit consent of JHU Transportation.
2. Consent will not be given by JHU Transportation to any student group to use a van without a proper reservation. A request for a reservation must be made at least **one business day** in advance of the desired date. For a reservation on the weekend, we recommend two weeks or **ten (10) business days** prior.
3. If a complete request is submitted to JHU Transportation in a timely manner, the contact person noted on the form will generally receive a confirmation or denial within one business day of receipt of the request.
4. Any overnight trips require special permission from JHU Transportation and have an additional set of rules and requirements. Requests for such trips should be made **ten (10) business days** in advance of the desired date.
5. Trips of 150 miles or more one-way will be denied.
6. **Incomplete van requests will not be honored**. Particularly, requests must include a budget code, certified driver, accurate destination and purpose, and must be endorsed by the group using the van.
7. The group making the request must be the group using the van.
8. The driver listed on the request sheet must be the driver using the van. The driver can be changed after confirmation by notifying JHU Transportation and obtaining approval.
9. Reservations must be cancelled at least four (4) business hours in advance.
10. Reservations may not be honored if there is inclement weather (see instruction under In Case of an Emergency).
11. The drivers of the vans must be certified by JHU Transportation. In order to be certified, a student must:
    a. Attend an online driver certification class on safe driving techniques
    b. Pass a test at the conclusion of the class
    c. Pass a driving test conducted by JHU Transportation
    d. Have no more than one violation on his or her driving history
    e. Have no alcohol related violations on his or her driving history
    f. Have a domestic (US) drivers license
    g. Be a member of an SAC group, CSC group, or an affiliate of a group
12. Driving privileges can be revoked by JHU Transportation or Office of Student Life at any time for infractions of these rules, accidents, or newly obtained moving violations.
13. Any drivers found using a controlled substance or under the influence of alcohol while using a van will have his or her privileges revoked permanently and will be referred to the Dean of Students for disciplinary action.
14. The vans are not be used to go to “clubs” or bars. In addition, no alcohol may be consumed by anyone while in the van.
15. The inspection form is the written record for a van reservation and is also used to verify van condition for billing. This form must be filled out for each rental.
16. After a reservation is confirmed, confirmation will be sent via e-mail to requester.

17. **It is the responsibility of the driver to insure receipt of the inspection form when obtaining his or her van keys. You will need to present your driver's license to the desk attendant before you will be permitted to sign out a van.**
18. The top half of the inspection form must be completed in its entirety by the driver before the van is used. Failure to do so will result in a fine (see Fine Spreadsheet contained in the back of the manual). This involves the following tasks:
    a) Checking the physical condition of the van (exterior, interior)
    b) Recording the fuel level and odometer reading
    c) Return the inspection form to the JHU Transportation Office. The form does NOT leave the garage with the van
19. The bottom half of the inspection form must be completed in its entirety after the van is returned. Failure to do so will result in a fine.
    a) Checking the physical condition of the van (exterior, interior)
    b) Recording the fuel level and odometer reading
20. The van keys and inspection forms are to be picked up at the JHU Transportation Office, located in the South Garage on level P1. Please note that hours are subject to change during holidays, semester breaks, and during the summer session.

Monday – Sunday 8:00 AM – 2:00 AM

21. It is the responsibility of the driver receiving the van keys and inspection form to sign and return the inspection form prior to departure.
22. When the van is returned, **it must be returned to the South Garage** (Level P1). ***You may not leave until a van return form is completed and signed off by JHU Transportation.***
23. The van must be returned clean. If there is any trash in the van it must be removed before the keys are returned. If the trash found in the van is not yours, it must be removed regardless. In such circumstances you must note that the trash was found upon receipt of the van. Failure to comply with any aspect of this policy will result in a fine.
24. The van must be returned when scheduled, or earlier. Failure to return the van and keys before the proper time will result in a fine and/or suspension.
25. If there is a set of circumstances that prohibits the timely return of a van, **you must contact JHU Transportation at 410-516-7275.** Traffic is not a valid reason unless created by a major complication (i.e. the shut down of a major highway). Otherwise, the driver is responsible for allotting sufficient time to return to campus.
26. You do not need to fuel the van unless you fear running out of fuel. If you do add fuel, please obtain a receipt and be sure to inform staff when checking in. Receipts can be submitted through Student Life for reimbursement and costs will be deducted from the rental charge.
27. There is a charge of $15.00 per rental day plus $0.65 per mile. Usage is billed at $0.65/ mile but includes fuel. This is subject to change based on current fuel prices.

28. Failure to pick up a van or cancel a reservation four (4) business hours prior will result in a fine. Cancellations must be in writing, and can be e-mailed to vans@jhu.edu.
29. A complete Cost Center or Internal Order number must accompany any request in order to facilitate proper billing. Any request received without a complete budget code will not be processed.
30. Any citation received during van usage must be reported to JHU Transportation promptly. Failure to do so will result in a fine and possible loss of driving privileges.
31. The listed driver is responsible for payment of any citation. Failure to act upon a citation will result in a temporary or permanent loss of driving privileges for the driver and possibly the Student Group or Department involved and the amount of the citation, a long with any associated costs, will be charged to the driver's Student Group or Department.
32. Any accidents or property damage occurring during van usage must be reported to JHU Transportation promptly. Failure to do so will result in a fine and possible loss of driving privileges. There are additional rules and regulations regarding accident procedures that can be found elsewhere in this packet.
33. Vans are for use only by the following groups and agencies of The Johns Hopkins University:
    a. All student groups registered with the Office of Student Activities
    b. Office of the Dean of Student Life
    c. Levering Office of Student Life
    d. Academic Departments to support classroom learning
    e. CSC groups
34. A van's occupancy cannot, under any circumstances, exceed the number of its seat belts (8 people for the passenger vans)
35. Removal of seats, or any other alteration of these vans without the explicit consent and supervision of the JHU Transportation is strictly forbidden.
36. Vans cannot be used for any purpose that has not been authorized by JHU Transportation and listed on the request form prior to reservation and confirmation.

All items covered in this van manual are subject to change by JHU Transportation or the Office of Student Life.

In Case of an Emergency…

1. **Contact the proper authorities**. Call JHU Security at (410) 516-7777. If you are off-Campus and there are injuries, call 911 immediately. JHU Security may ask you to call 911 for police assistance depending on where you are and the extent of the damages. If you need roadside assistance, call the 24 hour answering service at 1-888-645-4TOW (Tim's Auto).

2. **The van is dead.** If the van doesn't start and you are stranded, call 24 hour answering service, 1-888-645-4TOW (Tim's Auto) and then contact JHU Security (410) 516-7777.

3. **I have a flat tire.** You should change the tire only if the van is in a safe location and you are know how and what to do. The equipment and directions necessary are in the rear of the vehicle. The spare tire can be located on the underside of the vehicle. If you are not comfortable with a flat tire operation, or if you are stuck on a busy highway or another unsafe area, call the 24 hour roadside service, 1-888-645-4TOW (Tim's Auto). They will assist you and send help.

4. **I just got into an accident.** Follow the instructions for an emergency. If the accident is off campus, local police should be notified. Cooperate with the authorities as much as possible, but don't argue the merits of the accident. When you safely return to Homewood, you should contact the JHU Security to file an incident report. Please notify JHU Transportation as soon as possible after the accident. ***Do not*** *arrange for the van's removal unless JHU Transportation has been notified.*

5. **Inclement Weather.** If you are out in a van and the roads are impassable because of snow or other inclement weather, call the Transportation Office for instructions, (410) 516-7275. If the desk is closed, contact the JHU Security Office at 410-516-4600 or 410-516-7777. *If you are scheduled to pick up a van during inclement weather call the Transportation Office to check if that day's reservations have been cancelled. We reserve the right to cancel any reservation without notice. If the University is closed the vans will not be operational.*

6. If you are involved in an emergency situation and are unable to reach anyone in JHU Transportation, contact the JHU Security Office at 410-516-4600 for further instructions.

Parking

The vans are located in the top level of South Parking Garage. Those of you not familiar with the location of the garage may go to http://www.ts.jhu.edu and click on the link to the Homewood campus map.

If you have any questions please feel free to contact JHU Transportation at parking@jhu.edu or 410.516.7275, Monday thru Friday, 9am-5pm.

DriverCheck Inc.

JHU Transportation utilizes the DriverCheck Inc. Drivercheck is recognized by its familiar "How's My Driving?" decal. This decal is located on the rear of each van. Thousands of companies in the North America to promote safety and reduce collision frequency costs use the DriverCheck risk-management program.

DriverCheck helps save lives and money by developing safety awareness on the part of company drivers, supervisors, and managers.

DriverCheck helps identify unsafe drivers before they have costly accidents. Drivercheck gives management the specifics—who, what, where, and when—if driving incidents. Using materials developed in partnership with the National Safety Council, America's safety and health leader for 90 years, DriverCheck provides information supervisors need to counsel those who receive incident reports. The result is safer drivers.

If someone calls in and reports an unsafe driving practice, a report is generated and then sent to JHU Transportation. The report will indicate the van involved, the date of the incident, and the infraction. Each infraction is assigned risk points. The higher the points, the more likely the behavior will result in an accident. JHU Transportation will determine what disciplinary action is required based on the severity of the infraction. Multiple infractions by one driver or group may result in permanent suspension.

Van Information

Chevrolet Astro—Passenger Van
Number of vans: 6
Seating: 8 including the driver

Toyota Sienna—Passenger Van
Number of vans: 4
Seating: 8 including the driver

Proper Procedure for making a Van Request

a) All student groups need to fill out the form according to their request.
b) All request forms must be filled out in their entirety.
c) Any form not obtaining all required information will not be processed.
d) We do not check van availability prior to receiving a written request.
e) If a student has a question on whether a potential driver is certified, e-mail vans@jhu.edu to find out.
f) If you are making a change to a previous request, Please send an e-mail to vans@jhu.edu at least four hours (4) in advance.

g) Students requesting to take a van further than 150 miles or overnight need to fill out a van request form with details and await confirmation or questions.
h) A new form needs to be filled out for each van that is requested. (Example: If I need three vans for the 14th of November, I will submit three separate van requests.)

Infractions	Fine	Suspension
Failure to return van within specified time.	$50.00	3rd infraction results in a one month suspension for driver
Failure to cancel a van reservation.	$25.00	3rd infraction results in a one month suspension for group
Use of van beyond reported destination	$50.00	One month driver and group suspension
Use of van by an unauthorized driver	$50.00	One semester driver suspension
Use by a group other than that which reserved the van	$50.00	One semester driver and group suspension
Unauthorized use of van.	$50.00	Suspension of group and driver, with a referral for disciplinary action by university
Trash left in the van	$25.00	N/A
Failure to settle a citation.	Cost of ticket and associated fees	One year suspension for driver and/or group
Failure to return keys to proper area or return keys in a timely manner	$50.00	3rd infraction results in a one month suspension for driver
Loss of keys	$100.00	One year suspension for driver
Cost of an accident	Up to $750.00	Half of Insurance deductible Possible suspension for driver
Failure to report damage to the van.	Up to $750.00	One semester suspension for driver
Use of alcohol or illegal substances in or while operating a van	Up to $750.00	Suspension of group and driver, with a referral for disciplinary action by university
Negative Driver check report	$25.00	2nd report in one semester results in the suspension of driver for one semester