



JOHNS HOPKINS
UNIVERSITY



JOHNS HOPKINS UNIVERSITY – TRANSPORTATION SERVICES

HOP VAN POLICIES AND PROCEDURES

revised October 2021

GROUP ELIGIBILITY

The following entities are eligible to rent a Hop Van from Johns Hopkins University Transportation Services:

- Staff and Academic Departments;
- Student groups affiliated with Student Affairs, Student Engagement, and Student Leadership and Involvement;
- Student groups affiliated with the Center for Social Concern;
- other groups conducting business or officially sanctioned activities of Johns Hopkins University, as evaluated on a case-by-case basis.

DRIVER ELIGIBILITY

All Faculty and Staff of Johns Hopkins University are considered eligible drivers if they display a valid, unexpired US drivers' license upon check-out. Students wishing to drive Hop Vans must first be certified by Transportation Services. The certification process can take up to several weeks based on availability, and no exceptions will be made for students whose certification is still pending.

To become certified to operate Hop Vans, students must:

- hold a valid, unexpired US drivers' license, without a recent history of moving violations or accidents, and with no history of any alcohol-related violations or accidents;
- complete an online safety course, available at <https://lms14.learnshare.com/l.aspx?Z=UalqqEticW3Nnl680B6oUHwz2sHf4T7lotj2ufaawnU%3d&CID=89>;
- send a screenshot of the passing safety course score to vans@jhu.edu along with a signed copy of the waiver(*) available at http://ts.jhu.edu/HopVan_Rentals/Justifacts_waiver_blank.docx;
- complete an orientation and road test session with an official from Transportation Services, to the official's satisfaction.

() When completing the waiver form, applicants must (a) use their full and complete name, including a middle name if applicable; (b) fill in their permanent address (i.e. the one associated with their drivers' license), including ZIP code; and (c) hand-sign the form rather than simply typing their name into the signature line. If the applicant does not have access to a scanner, a legible photo of the signed form is acceptable.*

If an individual holds multiple roles at Johns Hopkins University (i.e. is a Graduate Student but also holds a staff position), Transportation Services will defer to the status listed on the individual's J-Card for purposes of determining eligibility.

When a Hop Van reservation is requested, the intended driver for the trip in question must be specified, and the driver in question must be eligible at the time of the request. Any change to the intended driver must be communicated to Transportation Services prior to check-out.

A driver's eligibility may be suspended or revoked by Transportation Services for any reason; particularly, for (a) failing to adhere to the Policies and Procedures outlined within this manual, (b) incurring multiple citations while operating Hop Vans, (c) new adverse safety- or alcohol-related incidents appearing on the driver's record after having been certified as eligible.

TRIP ELIGIBILITY

Hop Vans are available for official activities of Johns Hopkins departments, organizations, or officially recognized student groups. Trips requiring more than two hours' driving each way must be conducted with a minimum of two eligible drivers. Additionally, Hop Van trips are limited to within a radius around the Homewood Campus of approximately 150 miles; beyond that, we are not able to provide emergency roadside assistance in the event of a mechanical or other unforeseen problem. Overnight trips are allowable, but, there are additional approval steps required and you may be asked to provide additional information before your trip may be approved. Hop Vans may not be operated between midnight and 5am, so, any trip requiring travel during these hours will not be approved.

Vans must be used by the group making the reservation, for the stated and approved purpose ONLY, without exception. **Personal side trips unrelated to the stated and approved purpose of the rental are not permitted under any circumstances.**(*)

() It only takes one speed camera, one red-light camera, one DriverCheck ("How's My Driving") report, one JHU staff member (or a friend or family member thereof) seeing your van somewhere unexpected, or one accident – no matter how minor and whether or not it is your fault – to potentially expose an unauthorized side-trip. The minimum penalty for use of a Hop Van outside of the stated and approved purpose is temporary suspension of Hop Van eligibility; extreme cases may result in permanent termination of Hop Van eligibility and/or referral to the Office of Student Conduct, as applicable.*

RESERVATION REQUESTS

Requests may be made by completing the form at http://ts.jhu.edu/HopVan_Rentals/Reserve_Van.html. Requests are answered on a first-come, first-served basis. It may take up to two business days before a response is received. The reservation web page will cc: the requestor on the submitted request form; *this should not be mistaken for a confirmation*. A separate e-mail confirming the reservation will be sent when it is approved. Requestors may follow up on requests by emailing vans@jhu.edu or by calling (410) 516 7275 during normal business hours. All fields in the request form are required (including secondary / backup driver information, *unless* the trip is within a two-hour one-way drive). This includes the JHU Cost Center or Internal Order account number to which the rental shall be billed. If you do not know the billing information, obtain it from your group's or department's treasurer or financial officer before making the request. Incomplete requests will be ignored.

Reservations must be submitted at least three business days prior to the intended trip date. Overnight trips require additional approval and must be requested at least ten business days prior to the intended departure date.

All requests are subject to eligibility and availability.

FEES AND CANCELLATIONS

Fees for the Hop Van rental are \$15 per day plus \$0.65 per mile driven. Days are not pro-rated; if the van is to be turned in on the calendar day after it is checked out, that is considered a two-day rental. Charges are calculated upon the van's return after recording the odometer reading at the trip's conclusion and comparing it to the reading noted at the trip's start.

Reservations must be cancelled at least four business hours prior to the agreed pickup time in order to be released from financial obligation. If the pickup time is before noon, the reservation must be cancelled by close of the prior business day. If the University is closed for inclement weather or other campus emergencies, all Hop Van reservations for the day will be cancelled without fee. ***Cancellation requests must be made in writing by emailing vans@jhu.edu.***

There are additional fees for failing to comply with certain of these Policies and Procedures, as outlined in the last section of this manual.

VAN CHECK-OUT

Vans may be checked out from the Parking offices located on level P1 of Homewood South Garage (underneath Mason Hall). Vans may be checked out between 8am and 8pm, seven days a week (excluding University holidays and days the campus is closed for inclement weather or other emergencies).

The listed driver on the reservation must be the one checking out the van, and must display a valid, unexpired US drivers' license upon arrival. Transportation Services staff will verify the driver information and provide a pouch containing the vehicle registration, insurance card, accident procedures and forms, and the vehicle keys. They will also provide an inspection form, the top half of which is to be completed before the trip commences; penalty fees apply for failing to do so.

The inspection form requires a complete accounting of the following information:

- any damage or defects to the van's exterior or interior prior to your trip commencing
- the starting fuel level
- the starting odometer reading
- signature of the driver checking out the van

The form must be returned to the Parking office prior to departing. ***The inspection form does not remain in the van during the rental.***

DURING THE TRIP

Operate the van in accordance with all applicable laws and regulations, while moving and while parked. Any citations received during the course of the trip are the responsibility of the driver of record, even if notices of any such citations are received after the fact. If the van is towed for illegal parking, the group is responsible for all time, effort, and cost involved in its retrieval. Transportation Services must be notified of any parking citation or moving violation the driver receives during the trip. Transportation

Services also employs DriverCheck (the company which produces the “How’s My Driving” decals) to solicit reports about unsafe vehicle operation. Transportation Services reserves the right to suspend or terminate the eligibility of any driver who incurs multiple complaints or citations while operating Hop Vans, or who is found at any time to have operated a Hop Van under the influence of alcohol or any controlled substance. Severe cases of unsafe behavior, including all instances of driving under the influence of alcohol or controlled substances, will be referred to the Office of Student Conduct where applicable.

Do not engage in any distracting behavior when driving a Hop Van. Do not use a cell phone while driving, for any purpose. Designate your front-seat passenger as the one responsible for manipulating sound and climate controls, and for navigation. Keep music at a comfortable and non-distracting volume level. Do not make any sudden and/or unsafe maneuvers if you find yourself about to miss a turn you intended to take – instead, proceed on to a safe place to turn around calmly and rejoin the planned route, or, allow your navigator to determine a new route from your present location. If you are traveling in a group of multiple vehicles, do not do anything unsafe in order to keep the group together – pre-plan a safe waiting location along the route to regroup, or, wait to meet up with them again at the trip’s destination.

Do not attempt to carry any more passengers than the van is designed for. Each passenger must be accounted for by an available seat belt, and seat belts must be worn at all times when the vehicle is moving. Some of our vans have a total capacity of seven people including the driver, and some can accommodate eight. If your group has eight people, be sure your reservation is for a van with sufficient capacity.

Do not allow any single driver to drive more than two hours one-way. Trips beyond this threshold must be conducted with more than one eligible driver.

Do not allow any driver not listed in the reservation to drive the van under any circumstances, unless in extreme extenuating circumstances and where express consent has been obtained from Transportation Services.

If the van is low on fuel, refill it with Regular Unleaded gasoline, adding only as much as is needed to make the return trip to Homewood Campus. Groups DO NOT need to return the van with any certain level of fuel – only enough that it may be driven back to Homewood South Parking Garage. Retain the receipt to be submitted upon your return. The cost of any fuel purchased for the van during your trip will be deducted from your group’s or department’s fees; you may submit a copy of the receipt to your group or department to arrange to be reimbursed for your expense. Transportation Services will not reimburse for fuel expenses.

If the van becomes disabled or is involved in an accident, please follow the separate emergency procedures listed later in this manual. Groups are liable for any damage sustained by the vehicle in an accident or through other misuse, subject to our insurance deductible, except for accidents determined to be the fault of another party.

Please ensure that you allow enough time to travel back to Homewood South Garage to turn the van in prior to the agreed end of the reservation. Plan ahead for heavy traffic. Except in the most extreme and unusual circumstances, penalty fees will apply for any van turned in after the agreed reservation end

time, regardless of the reason – and your Hop Van eligibility may be suspended or revoked for repeated and/or egregious late returns.

IF THE VAN BECOMES STUCK, DISABLED, OR UNSAFE TO DRIVE

The best numbers to call in case of a flat tire, getting stuck, a dead battery, or some other mechanical issue – or the onset of inclement weather – preventing the van from being safely driven are, in this order:

- Transportation Services: (410) 516 7275 or (410) 516 4200
- Johns Hopkins Security: (410) 516 4600 or (410) 516 7777
- Tim's Towing: (410) 248 9029 or (866) 645 4869

In the case of a flat tire, do not attempt to change it yourself unless you are in a safe, level, well-lit area to do so, and are completely confident and comfortable with the procedure. If you have any doubts, you should contact one of the numbers listed above and wait for assistance.

ACCIDENTS

If the van is involved in a collision, please adhere to the following checklist *fully and completely*:

- Check each person in each vehicle to see whether anyone is injured.
- Call 911, #77, or other local Police Department numbers as applicable.
- **Unless there is an immediate safety concern, BEFORE MOVING THE VEHICLES, take photos of the scene which clearly show how they were arranged immediately after the accident** (relative to each other, relative to road signs, relative to roadway boundaries or intersection control lines, relative to skid marks on the roadway, relative to any other debris or obstacles, etcetera).(*)
- Vehicles should only be moved at the direction of first responders or if their position presents an ongoing danger.
- As soon as practicable, notify Transportation Services of the incident by calling (410) 516 7275 or (410) 516 4200. If no one answers, contact JHU Security at (410) 516 4600 or (410) 516 7777.
- **Take photos of each vehicle and any other property involved in the incident, which clearly show any damage that resulted. ALSO, take pictures showing what was NOT damaged. (*) When unsure, take more pictures. There cannot possibly be too many pictures.**
- Obtain the following information for all drivers involved:
 - full name, address, email address, and phone number
 - drivers' license number and issuing state
 - vehicle year, make, model, color, and VIN
 - vehicle's insurance carrier, policy number, and claims phone number
- Provide your name, address, email address, and phone number, as well as the Hop Van's insurance information to investigating authorities as well as to the other drivers or property owners involved.

- Obtain the name, phone number, and email address of any other involved parties or potential witnesses.
- Obtain the department name, officer name, badge number, and contact info for the responding law enforcement agency, and the department and unit number for any other first responders attending the scene.
- Relay the facts of the collision to investigating authorities ONLY. *Do not discuss fault with anyone under any circumstances*, and do not discuss the facts of the collision with anyone aside from the investigating authorities. If another involved party asks you to make a statement to them or to their insurance company, politely refer them to contact JHU's insurance carrier.
- **If the Hop Van needs to be towed from the scene, ensure Transportation Services has been notified.**
- As soon as possible, complete the Accident/Incident form detailing all of the above information as well as a complete narrative of what occurred. *Include complete information on the date, time, location, and each vehicle's speed and direction of travel.* Do this before your memory fades!
- Turn in the completed form and all other information collected to the Parking office, and send all photos to Transportation Services at vans@jhu.edu.

() After the incident, insurance companies from all parties will want as much information as possible regarding what happened. A very complete statement outlining the exact chronology of the incident – along with as many pictures as possible of the scene, and of each vehicle from multiple angles showing their condition immediately afterward – will alleviate questions as to who is responsible for what.*

AFTER THE TRIP

Vans may be checked in during the same span of hours available for check-out: 8am to 1159pm, seven days a week (excluding University holidays and days the campus is closed for inclement weather or other emergencies). They must be returned to Homewood South Garage (underneath Mason Hall), Level P1, to the reserved parking space designated for that particular Hop Van. *Remove all trash from the vehicle;* failure to do so may result in a penalty fee. Return the pouch and all of its contents (registration card, insurance information, accident procedures, and vehicle keys) to the Parking office near the garage exit. Complete the bottom half of the inspection form fully, noting damage or defects to exterior and interior, fuel level, and odometer reading just as was done on the top half at the trip's outset. Attach receipts for fuel you purchased during the trip, if any – the cost of this will be deducted from your rental fee (however, keep a copy that you can submit to your group for reimbursement). A representative of Transportation Services must sign the form before check-in is considered complete.

PENALTY FEES

The following fees apply when failing to adhere by the above Policies and Procedures:

RESERVATION INFRACTIONS

Trash left in van at end of trip	\$25.00	
Failure to cancel reservation when van is not needed	\$15.00	3 rd occurrence = one-month suspension for group
Late-returned van (and/or van keys)	\$50.00	3 rd occurrence = one-month suspension for driver
Lost keys	\$100.00	one-semester suspension for driver

AUTHORIZED USE INFRACTIONS

Unauthorized side-trip	\$50.00	minimum one-month suspension for driver; extreme cases and/or multiple occurrences = up to terminated eligibility for driver
Use of van by driver not listed in reservation	\$50.00	one-month suspension for group
Use of van by group not listed in reservation	\$50.00	one-semester suspension for group making reservation, and group using van
Use of van without reservation	\$50.00	terminated eligibility for driver; one-semester suspension for group; referral for University disciplinary action

SAFE OPERATION INFRACTIONS

Adverse "Driver Check" report	up to \$25.00	2 nd occurrence = up to one-semester suspension for driver
Citation (parking, red-light, speed-camera, etcetera) incurred while operating van		driver is responsible for settling cost; 2 nd occurrence = up to one-month suspension for driver; 3 rd or subsequent occurrence = up to terminated eligibility for driver
Unpaid citation (parking, red-light, speed-camera, etcetera) incurred while operating van	cost of citation & fees	up to one-semester suspension for driver and group
Accident in, and/or damage to, van	up to \$750	up to one-year suspension for driver
Unreported damage to van	up to \$750	up to terminated eligibility for driver
Use of alcohol or controlled substances in van	up to \$750	terminated eligibility for driver; up to one-year suspension for group; referral for University disciplinary action