

	ALVIN COMMUNITY COLLEGE
	Vehicle Reservation Procedure

I. PURPOSE

This policy is to establish procedures pertaining to the reservation and usage of Alvin Community College Fleet vehicles. This includes vehicles such as buses, vans and SUV's owned, rented or leased by the college for official college business and/or functions.

II. DEFINITIONS

- A. **Bus** – A multi-passenger vehicle designed to carry more than 15 passengers, which requires special licensing requirements by the State of Texas to operate.
- B. **Van** – A vehicle designed to carry 15 or less passengers or cargo and does not require a special license to operate.
- C. **SUV** – A vehicle used to carry 4-5 passengers.
- D. **User** – An Alvin Community College employee requesting the use of a college vehicle for official business or function. Or the person reserving a vehicle(s) for a particular group or organization.

III. PROCEDURES

A. **Vehicle reservations are made on a first-come first-served basis.**

B. Reserving a Van or SUV

a. Each user will need to contact ACC Campus Police to verify if the needed vehicle is available for use. If the vehicle is available, each user may request the vehicle be reserved for their use. However, the user is still required to complete a vehicle request form located on both the G-drive of the college networked computers and Campus Police portion of the ACC website. **To locate the vehicle request form on G-Drive use the following steps: Go to G-Drive, click on "Forms", then click on "Campus Police" and you will see the form listed as "Vehicle Request Form 2015".**

To locate the vehicle request form on the ACC website use the following steps: **Go to the ACC website.** Under **"Quick Links"**, and click on **"Campus Police"**. On the right side of the page you will see **"Vehicle Request Form"**. Complete the form and forward a copy to the ACC Campus Police.

Once the form has been completed, send it to ACC Campus Police to finalize the vehicle reservation process.

C. Reserving a Bus /Using a College Bus

- a. The steps to reserve a bus are the same as those specified in reserving a van or SUV.
 - b. All college buses have a carrying capacity of more than 15 passengers. The user is responsible for either having the required Texas driver's license endorsement of "B with airbrakes" or for arranging to have a qualified driver with the proper Texas driver's license endorsement to operate the bus.
 - c. All users are required to have the proper documentation completed for each of the passengers taking part in the college sponsored trip. **This includes the completion of Student Travel Form – A and College Sponsored Travel Release Form – B.** A copy of Forms A and B are to be left be with campus police prior to leaving the college so they will be on file in case of an emergency.
 - d. If the user is not driving the bus, they are responsible for arranging for a driver as well as the driver's compensation for their services as the bus driver. If an outside driver is being used, they must be approved by campus police prior to the day of the reservation. (See "D" below.)
- D. Any driver of a college vehicle must be approved by campus police prior to the date they are scheduled to drive the college vehicle. Failure to clear the driver prior to the departure date could delay or void the use of a college vehicle.
- E. If more than one vehicle is being reserved, the user is responsible for obtaining the required number of drivers for the vehicles being used.
- F. If circumstances change and usage of the college vehicle is no longer needed, please notify campus police as soon as possible so the vehicle can be listed as available for others to use as necessary.
- G. Each user is responsible for making sure the vehicle they used is refueled prior to returning it to the college. See policy pertaining to Voyager credit cards.
- H. Vehicles may be changed if the user reserved a vehicle, but another vehicle becomes available that better fits the user's needs. **Example:** User reserved a van for two or three people to take a trip because the SUV was unavailable. Prior to the trip the SUV becomes available and the user is moved to the SUV.
- I. If a reserved vehicle becomes unavailable after being reserved, due to maintenance type issues and no other college vehicle will meet the requirement of the user, it is the user's responsibility to find a replacement vehicle such as a charter or lease.

For additional information or questions regarding the reservation of ACC vehicles, contact ACC Campus Police at 281.756.3700.