The complete document of CSC Policies and Procedures, which must be read each semester before requesting a vehicle, is available at the Center and on the CSC website. 
http://socialconcerns.nd.edu/campus_local/vehicle.shtml

Important dates – Fall Semester
Driver’s Training class: Wednesday, September 10, 2014
  6:00-7:00pm or 7:00-8:00pm
  Geddes Hall, Auditorium
All Drivers are required to attend the Driver Training class conducted by ND Transportation and be issued a ND Driver’s permit card.

FALL 2014
September 15, Monday    Vehicles available for use
October 16, Thursday     Vehicles are not available on Home football games (Saturdays)
October 18 – 26          Mid-Term Break Limited vehicle use by special permission only.
November 25, Tuesday     Last day to use vehicles before Thanksgiving Holiday Break.
November 26-30           Thanksgiving Holiday Break.
December 11, Thursday    Last day to use vehicles for Fall semester. (Last day of classes)
December 12-19          Limited vehicle use by special permission only.

Spring 2015
Jan 20, Tuesday          Vehicles available for use
March 5, Thursday        Last day to use vehicles before Mid-Term Break.
March 7 - 15             Mid-Term Break Limited vehicle use by special permission only.
April 2, Thursday        Last day to use vehicles before Easter Holiday
April 3 – 6              Easter Holiday Limited vehicle use by special permission only.
April 29, Wednesday      Last day to use vehicles for Spring semester. (Last day of classes)
April. 30 - May 9        Reading Days and Final Exams.

Driver Eligibility
We encourage all students to use the South Bend Transpo bus system, when available, to service sites. Route maps to community organizations are available at the http://www.sbtranspo.com/
Students who have a vehicle on campus will no longer be able to use one from the Center for Social Concerns.

Eligibility to request and drive CSC vehicles:
In order to drive a vehicle scheduled through the CSC, students are required to:
1) Complete the ND Driver’s Training provided by ND Department of Transportation
2) Complete and pass the online CSC policies and procedures quiz via Sakai

A review of the CSC policies and procedures course will be necessary each year. Vehicles will be available to those service groups, social action groups, community-based
learning course participants, individuals, and residence halls that meet the need criteria for use, (You are not eligible if you have a car on campus, or if your site is within walking/biking distance of a Transpo drop off).

We encourage students to consider walking or biking (during daylight hours) to their service site in an effort to be more environmentally friendly. We encourage all eligible groups needing vehicles to consider arranging morning times when possible, as most of the vehicles are available in the morning hours, and scheduling during the afternoon is more difficult.

There are a couple of instances - such as need to transport community groups, unreasonable bus schedule time factors or lack of public transportation – in which students will still be able to use vehicles, and if you are not certain you fit any of them, please contact the vehicle coordinator by e-mail at cscvans@nd.edu.

Faculty and Staff are encouraged to take the Transportation Services Vehicle Training Course. Faculty and Staff are also encouraged to familiar themselves with the CSC policies and procedures each semester before completing a request form.

The CSC Vehicle Policies and Procedures course is available via Sakai and must be completed are available online and at the CSC. The document should be reviewed each year before completing a request form.

The CSC Vehicle Request Form must be completed by the person who will drive the vehicle. If there are alternate drivers, it is the primary driver’s responsibility to inform the alternates of the proper policies and procedures. If a fine is incurred by the alternate driver, then it is the primary driver’s responsibility to ensure that the applicable fine is paid before use can be continued.

(Note: regular users from first semester will be required to fill out new request forms for second-semester scheduling.

In order to reserve the vehicle, the online request form must be submitted online http://socialconcerns.nd.edu/about no later than one week prior to the date of requested use (week begins Monday and ends Sunday). You must complete a form for each trip requested unless it occurs at the same time on the same day each week. If a vehicle is requested for weekly use, the approval will be e-mailed only once and usage will be put on a regular schedule. Your request is not considered confirmed until you receive and email from the vehicle coordinator, cscvans@nd.edu.

When completing requests, be certain to take into account your entire usage time (this includes time to pick up and return keys and vehicle). Periodically you may be assigned a Transportation Services Department Vehicle and you will need to walk to the Transportation Services Building to pick it up). Remember that, in the winter, snow may require a few extra minutes for travel. We schedule trips very close together, so be certain of your departure and arrival times. If they change, even the slightest bit, the vehicle coordinator must be notified by e-mail at cscvans@nd.edu. If you are at your site and a special circumstance will force a late return, please call 574-631-5293 to inform the front desk, as another group may be waiting for your vehicle.

Special Vehicle Requests for trips out of St. Joseph County
In special instances, vehicles requested through the CSC may be used for trips outside of St. Joseph County with permission from Jim Paladino, Associate Director, CSC Program and Resource Administration. This is limited to groups receiving full or partial rental cost coverage
from a CSC account. The fee for out of town use will be negotiated with Mr. Paladino. Note: If Mr. Paladino approves partial support, the driver must complete the Motor Pool Vehicle Request Form located on the Transportation Services website (http://www.nd.edu/~undtrans/vehicle/documents/vehicle rental 000pdf). The form can be directly turned in to John Nelson at transportation services (preferably two weeks before use) and key pickup will be at Transportation Services Department Building rather than at the Center for Social Concerns.

**Keys, Cancellations, Fines, and Miscellaneous Information**

**Fines may be charged** when there are improper cancellations, incorrect sign in/outs, and incorrect return of keys. Vehicle use subsequent to a fine will be allowed only after the fine is paid. A $50 replacement fee will be charged for a lost key. Please be certain to read the specific conditions of fines in the Policies and Procedures document. Using the CSC vehicles is a privilege and abuse of the procedures guidelines will result in further use being denied.

Students are given keys after they sign out and pick up their mileage card and folder from the CSC. It is important to check the information on your card, which will indicate whether keys are to be picked up and returned to the CSC or to the Transportation Services’ drop box (located in the door behind the gas pumps).

You must always return your card to the CSC and sign in with all required information immediately upon return, regardless of whether the keys are returned to Transportation Services or the CSC.

If you have scheduled a vehicle and will not be using it, you must call 574-631-5293 AND e-mail the coordinator cscrans@ by the cancellation deadline, as noted in the Policies and Procedures.

There is a $500 deductible on the University’s insurance policy. In the event of an accident, groups and persons using a vehicle must complete an accident report form located in the folder given out when checking out keys and then meet with Jim Paladino to discuss any need for responsibility for payment.

Groups wishing to transport non-university passengers must request and receive special permission from the CSC Vehicle Coordinator and must abide by the guidelines established by the Office of Risk Management (631-5037). As required by law, the vehicle driver and all passengers must wear seatbelts.

If you have any further questions, not answered after reading the complete CSC Vehicle Policies and Procedures document, contact the vehicle coordinator by e-mail at cscvans@nd.edu.

**Reminder:** You are required to read the complete Policies and Procedures and complete the CSC Vehicle Usage Quiz each year before requesting a vehicle, as rules and regulations and fines may be subject to change.

**Thank you.**