



Thank you for your interest in utilizing transportation through Chestnut Hill College. This document is designed to provide important information related to utilizing College vans or outside transportation. Please review this entire document prior to submitting a request as it will take you step-by-step through the process. If, at the conclusion of reading this document, you still have questions, please e-mail transportationrequest@chc.edu. Please note that reservation requests will only be accepted through the online form linked below; this is to ensure that we have a consistent and fair process for fulfilling requests.

Transportation Reservation Guidelines

- Transportation requests are made electronically. To request transportation, please click [here](#). Please note that requests must be made 15 business days in advance of your trip, and transportation is available on a first-come, first-served basis.
- You will receive an e-mail confirming your reservation within 5 business days of your request. This e-mail will include what vehicle you have been assigned, an attached Travel Waiver (to be signed by participants, please see Trip Guidelines), and other pertinent information.
- Upon approval of a van request in which a College employee will be driving, the driver will be required to submit an electronic copy of his/her driver's license.
 - This is an annual process; a license will only be requested for the first reservation of the academic year.
 - Please send the copy of your license to transportationrequest@chc.edu.
- If vans are not available, you are unable to drive, or your party size is larger than 12, the College will work with TransNet/Easton Coach or other local providers to arrange transportation. Please note that external transportation may incur a cost to the sponsoring organization.
 - If your trip is taking you into Philadelphia, you may want to consider using SEPTA for transportation. Full schedules and trip planners can be found online at www.septa.org.
- Per the College's insurance carrier, drivers of College vans are required to be at least 25 years of age.

Procedures for Signing Out and Returning Vans

- Keys and gas cards can be picked up from Security Headquarters, located on the Ground Floor of Fontbonne Hall.
- To increase parking availability on campus, all College vans are stored at SugarLoaf.
- Prior to beginning your trip, conduct a visual inspection of the vehicle. Report any issues, such as body damage, tire issues, or vehicle warning lights to Security.

- In the event of damage or mechanical issues that make the vehicle unsafe to drive, every effort will be made to provide a replacement vehicle. Please note that Security does a weekly check of vehicles, but the post trip inspection (outlined below) is critical to ensuring that the next group using the vehicle has a successful trip.
- All vehicles must be returned with at least half a tank of gas. If the gas tank is at or below half, please be kind to the next user and fill the tank prior to returning the vehicle. Failure to comply with this expectation may result in denial of future requests.
 - Gas cards are kept in the wallet attached to the keys. The gas card requires a code (PIN) to be used. These codes are found on the back of the cards.
- Upon parking the vehicle, complete a visual inspection of the vehicle. Take note of, and report to Security, any new body damage, tire issues, and/or vehicle warning lights that came on during your trip.
- Please check the inside of the vehicle for trash and belongings. Out of courtesy for the next trip, please take time to clean the vehicle before returning the keys.
- Return keys and gas cards to Security immediately upon the conclusion of your trip. Failure to return keys within 60 minutes of schedule return time may result in denial of future requests.
 - If you hit unexpected traffic, please have a participant call Security at 215-242-7777 to make them aware. If you are driving alone, please find a safe space to pull off the road before calling.

Considerations for Transportation Provided by Outside Vendors

- Transportation requests that cannot be accommodated with a College van, driven by a College employee, may be staffed using an outside company.
- Decisions regarding the outsourcing of transportation will take into consideration the number of riders, location of the trip, and availability of other reasonable transportation.
- Individuals submitting requests are encouraged to secure transportation prior to purchasing tickets or reserving spaces for an event off campus.

Trip Guidelines

- All participants are required to sign a travel waiver, which will be e-mailed to the person submitting the van request upon approval of the request (see Transportation Reservation Guidelines above)
- Hard copies of travel waivers, travel itinerary, and hotel information (if applicable) should be given to the on-campus supervisor of the area sponsoring the trip.
- The name, cell phone number, and emergency contact information for each student and chaperone should be sent electronically to Security, Student Life, and the Division sponsoring the trip. (i.e. Athletics or Academic Affairs).
- Prior to departure from campus this attendance list should be revised (if necessary) and a hard copy left at Security Headquarters in Fontbonne. Chaperones should also

have a hard copy of this list. If multiple vehicles are being utilized, the passengers should be identified by vehicle.

- Drivers are prohibited from using cell phones while operating a College vehicle.
- All student participants are required to comply with policies outlined in the Student Code of Conduct and expectations outlined in the Travel Waiver.
- In the event of an over night trip attention should be paid to having male/female chaperones as necessary.

In the event of a vehicle breakdown

- If possible, find a safe space to pull into, such as a parking lot, a quiet street, rest area, or wide shoulder.
- If safe, have participants exit the vehicle to wait on a sidewalk, grassy area, or other protected space. If there is no safe space to exit the vehicle, then have participants stay in the vehicle and activate emergency flashers.
- Call College Security at 215-242-7777 to report the breakdown.

In the event of a vehicle accident

- Call 911 to report the accident and any medical need.
- Notify College Security at 215-242-7777 about the accident and provide factual information.
- College Security will notify the Vice President for Student Life.
- Work with the bus driver (if applicable) and law enforcement to take whatever steps are necessary to protect yourself and other passengers from further injury.
- Assist any injured parties, giving only the first aid you are qualified to provide, until medical personnel arrives.
- Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked. Collect law enforcement contact information for College follow-up.
- Do not discuss your actions with parties other than law enforcement.
- Do not permit any students to leave the scene of the accident unless directed to do so by law enforcement.
- If there are faculty, staff or student injuries collect hospital information for each victim. If multiple chaperones are present and uninjured, have one go to the hospital with injured individuals and the other remain at the scene with the other students.
- Update Security or the Vice President for Student Life as necessary with pertinent information.