

Transportation Options and Procedures 2013-2014 Academic Year

Classes and other academically-oriented groups who need off-campus transportation must make arrangements that are cost-effective and comply with the University's insurance regulations and safety guidelines. Taking into account these restrictions, the University has leased two 12-person vans for the fall semester (and most likely one 12-person van for the spring semester) and has negotiated agreements with local transportation vendors for additional services. This document contains the following information:

- **Transportation Options Decision Matrix**, below, used to determine the type of vehicle and calculate relative costs.
- **Driver License Check and Certification Information**, applicable to Clark-affiliated drivers (students, staff, faculty), page 2.
- **Passenger Van Reservation Procedures** for Clark-leased vans, pages 3 & 4.
- **Contact Information** for approved vendors and university staff, page 4.

Transportation Options Decision Matrix			
	0-11 passengers	12 - 25 passengers	Over 25 passengers
<p>Please note Clark leased vans are intended for trips under 75 miles one way. If your trip is over 75 miles one way you must contact Paul Wykes to discuss the trip and the option of using a Clark leased van.</p>	<ul style="list-style-type: none"> • Red Cab Taxi Service (Clark PO, mileage based); • Personal vehicles (\$.565/mile on expense report, <i>license check needed</i>); • Clark leased 12 passenger vans (18+, license check & and driver certification needed) • Minivans from Enterprise (\$56.25/day; <i>license check & 21+ driver needed</i>); • Passenger van Worcester Airport Limo Service \$52 per hour 	<ul style="list-style-type: none"> • Red Cab Taxi Service (multiple cabs) (Clark PO, mileage based) • Clark leased 12 passenger vans (18+, license check & and driver certification needed); • Minivans from Enterprise (\$56.25/day; <i>license check & 21+ driver needed</i>); • Thrifty 12 passenger vans (\$120/day/van; <i>21+, license check & and driver certification needed</i>); • Mini-Coach from Worcester Airport Limousine Service (\$80/hour) • Mini-bus or school bus from AA Transportation (\$65 - \$80/hour, for entire trip time if bus driver can't be used for charter in-between. NYC flat rate, \$800) 	<ul style="list-style-type: none"> • Two Clark leased 12 passenger vans and a personal vehicle (18+, license check & and driver certification needed); • Mini-Coach (\$80/hour) and passenger van (\$52/hour) from Worcester Airport Limousine Service • Bus from AA Transportation (\$65 - \$80/hour, for entire trip time if bus driver can't be used for charter in-between. NYC flat rate, \$800)

Driver License Check and Certification Information

- **All persons (staff/faculty/students) transporting students must have their driver's license checked on an annual basis.** To request a driver's license check, please complete a [driver license check request form](#). The form should be faxed to the insurance company per the instructions. Please then [email the Business Manager](#) to let him know you have submitted a license for approval. Once the Business Manager has been notified of the results he will contact the department submitting the request. **The least preferred option is to transport students in personal vehicles.** If this option is chosen there is more information on the insurance liability on Clark's website at <http://www.clarku.edu/offices/business/risk/vehicleinsurance.cfm>
 - **Plan ahead -- license approvals can take 2-3 business days to complete.**

- **Anyone interested in driving a 12 passenger van must also complete an online training program and attend passenger van driver training, sponsored by the University's insurance company.** Two trainings will be offered at the beginning of fall and spring semesters (additional trainings could be added if there is demand). **The Fall 2013 driver training dates are Monday, August 26th at 10:00 a.m. and Tuesday, August 27th at 2:00 p.m.** To enroll in one of these trainings and complete your 12 passenger van road test, please [email the Business Manager](#) and include the name and email address of the driver taking the course. **Once you successfully complete this training you are not required to complete it again.**
 - **Be sure to plan adequate time for training and testing when planning your trip.**

- You have the option of hiring (and paying) an approved driver. A master list of approved drivers will be generated and kept on file with the Business Manager.

Passenger Van Reservation Procedure

Two 12-passenger vans will be available for academic department use from September 1st – November 26th and one 12-passenger van for approximately two months in the spring semester. The Athletic Department and the Outing Club also have vans leased for the fall semester (spring TBD). If you are in need of a van and the Academic Affairs vans are booked you may contact Pam Moore in Athletics (pmoore@clarku.edu) or Greg Doerschler (Outing Club Adviser – gdoerschler@clarku.edu / x3773) to see if either of their vans are available. Please note the Outing Club van is generally not available on weekends and the Athletic vans may be available between 9:00 a.m. and 3:00 p.m. Monday through Friday.

We encourage academic departments to reserve the Academic Affairs/Faculty vans early.

If you have determined that reserving one or more 12 passengers is the most economical choice for your department, the following procedures must be followed:

- **Reserve the vans you need:** Academic Affairs van reservations must be checked and filed online. All reservations are being handled electronically using the University supported Event Management System. To check van availability and request a reservation go to <http://schedule.clarku.edu/> Vans available for reservation are Faculty Van 1 and Faculty Van 2. Reservations can be made for both single use and recurring requests. If the van is available, complete the online reservation form. Your request will be processed and a confirmation reservation will be emailed to you.

Please note! When completing the reservation request the ‘Start Time’ is the time you plan to leave campus and the ‘End Time’ is when the van will be back on campus and keys will have been returned to UP. Vans could be reserved after your trip so please make sure this is accurate.

- **Determine who will drive and make sure they are qualified – this information will need to be submitted to Kim Fisher at least two days before your trip.** See details on page 2, above.
- **Arrange van/key pick-up and drop-off:** Van keys must be picked up from University Police and are made available to drivers no earlier than one hour before your van reservation. Be prepared to leave a photo ID (Clark One Card or license are only acceptable photo IDs) in exchange for the key. It is recommended that you leave your Clark One Card as you will need your license with you while driving the van. **Van keys must be returned to University Police as soon as you return to campus because other departments may have the van booked after you.**

- **You must return vans at the same level of gas you started with.**
- Funding for gas - or for transportation other than Clark leased vans - *may* be available from the Dean of the College Office if departmental budgets are not able to cover the full costs. Departmental budgets should be utilized before inquiring about funding from the Dean of the College office.
- **Report Problems/Damage/Emergencies:** If there is a non-emergency mechanical problem, low fuel problem, damage to the vehicle, or if you have any questions related to your reservation you should contact the Business Manager, Paul Wykes. In the event of an emergency or mechanical problem with the van while in use, call Merchants at 603-695-9261.

Contact Information

Outside Transportation Vendors

- [AA Transportation](#) Phone: (508)791-9100
- [Enterprise](#) Phone: (508) 752-4100. Ask for the Clark University rate.
- [Worcester Airport Limousine](#) Phone: (508) 835-6436
- [Thrifty](#) @ Worcester Airport Phone: (508) 792-0537. Request the Clark University/Colleges of Worcester Consortium rate.

University Contacts

- [Paul Wykes](#), Business Manager Phone: (508) 793-7385 or Email: pwynes@clarku.edu
- [Kim Fisher](#), Administrative Assistant to the Dean of the College, (508) 793-7671 or Email: kfisher@clarku.edu
- University Police Phone: (508) 793-7575
- University Escort Service Phone: (508) 793-7777