

Center for Civic Engagement and Leadership

Center Policy on Transportation

Transportation for Community Based Learning (CBL) Placements assigned to academic course work located outside of the Village of Canton will be reviewed for possible mileage reimbursement. All mileage reimbursement is subject to the availability of funds. Once available funds are depleted, mileage reimbursement will not be offered.

All students with a service related placement outside of the Village of Canton should contact Julie Johnson (x5095 or ccel@stlawu.edu) to discuss transportation options prior to beginning the placement. Transportation for service related placements within the Village of Canton are up to the student to arrange and will not be subject to any mileage reimbursement.

Mileage Reimbursement Procedures (for using personal vehicles)

1) Complete the [student mileage log\(s\)](#) based on the odometer readings for each trip before you leave and after you return from your placement.

All Forms can be downloaded from: <http://www.stlawu.edu/cbl/studentmileage.htm>.

2) Submit the completed [student mileage log\(s\)](#) via email to [Julie Johnson \(ccel@stlawu.edu\)](mailto:ccel@stlawu.edu) **twice per semester. Submission Dates:** Fall Semester: October 15 & December 15; Spring Semester: March 15 & May 15)

Note: The submission dates listed are highly recommended to help with the processing of the request. The maximum number of submissions is 2 per semester with the dates listed above as guides. An additional option includes, waiting to submit your full semester mileage at the end of the semester, but please keep in mind that the reimbursement is contingent on available funds. Once the funds are depleted, you are not guaranteed a reimbursement.

3) Send a photocopy of your [placement time log\(s\)](#), signed by your agency supervisor(s) via campus mail to Community Based Learning Programs, Hulett-Jencks Commons, Room 112; ATTN: Julie Johnson.

Note: If your placement does not require signing in on a placement time log at the agency, please copy your professor on the mileage log email. Your professor will need to confirm the dates you listed on your mileage log before the request will be processed.

Please be advised:

- A reimbursement will not be processed without either 1) a copy of your placement time log, signed by your agency supervisor OR 2) an email from your professor confirming your visits, if your placement does not require a time log signed
- The starting point for mileage is always Canton, even if you live out of town unless your home address is closer to the placement than Canton

- Mileage associated with placements within the village of Canton will not be reimbursed
- Mileage funds are only available until the funds are depleted. Please submit your reimbursement by the deadlines listed above to guarantee the funds are available

Standard Mileage Amounts:

Massena: Rose Hill

Round Trip: 60 miles

Ogdensburg: Pathways Life Counseling

Round Trip: 48 miles

Ogdensburg: St. Lawrence Psychiatric Center

Round Trip: 42 miles

Ogdensburg: Step by Step, Inc.

Round Trip: 40 miles

For other locations, please contact Julie Johnson at jjohnson@stlawu.edu

Certification to Drive a University Vehicle

All students, faculty, and staff need to be certified to drive a University vehicle. In order to become certified an individual must complete an Application for Authorization to Use a St. Lawrence University Vehicle and have it signed for approval by either Julie Johnson or Brenda Papineau. The approved application is taken with the individual along with 2 copies of your driver's license to your scheduled Driver Certification Class. To sign up for a Driver Certification class offered through Security and Safety, please contact Security and Safety at x5555. Application Forms can be found on the Security and Safety website at:

<http://www.stlawu.edu/security/slvehicleapp.htm>

Center for Civic Engagement and Leadership Van Reservation

The Center for Civic Engagement and Leadership van can be reserved, if available, for student use for groups of 3 or more. It is up to the Community Mentor assigned to your project/placement to submit a Vehicle Request/Approval Form to Julie Johnson for use of the CCEL van at least 2 weeks in advance of the date needed; however if possible; vehicle requests should be made prior to each semester. Please be advised that the priority is given to course related placements and will only be available if not being used for this purpose. Please contact your Community Mentor if interested in reserving the CCEL van.

The "CCEL Vehicle Request/Approval Form" form can be downloaded from:

http://www.stlawu.edu/ccel/documents/ccel_vehicle_request_approval_form.pdf

Please be advised: Only students who are certified to drive a University vehicle will be allowed to use the CCEL van. The driver must also arrange a time with Julie Johnson (x5095 or jjohnson@stlawu.edu) prior to the day reserved to pick up the key and associated mileage log paperwork for the van. The key and completed mileage paperwork must be returned the same day or by a pre-arranged day/time.

When using the CCEL van, the certified driver will be required to complete a mileage log to assist with maintaining a maintenance schedule. The log is located inside the van. The certified driver will also be required to complete the starting and ending mileage on the mileage paperwork given along with the van key. If the mileage log inside the van and paperwork is not completed, the driver will be given a warning. If the mileage log inside the van and paperwork is not completed for a second time, the driver will not be allowed to use the CCEL van for the remainder of the semester.

NOTE: The CCEL Van and other University vehicles are only reserved for groups of 3 or more. If the CCEL Van is no longer needed for a reserved date/time, it is the Certified Driver's responsibility to cancel the reservation at least 24 hours in advance by contacting Julie Johnson (x5095 or jjohnson@stlawu.edu). Reservations for individual student transportation will not be approved.

Van Use Policy:

1. Only SLU certified drivers may drive the CCEL van.
2. Prior to using the CCEL van, the driver should verify condition of vehicle. Date of trip and odometer reading should be noted on mileage log prior to departure. The mileage log is located on the gray clip board in the front compartment of the van. The starting mileage also needs to be noted on the mileage paperwork given with the van key.
3. After usage, the driver should return the Van to Parking Lot H with no less than half a tank of gas, should make sure the vehicle is clean, and should record final odometer reading, total trip mileage, reason for trip, and name on mileage log. The ending mileage also needs to be noted on the mileage paperwork given with the van key. The mileage paperwork and key must be returned on the same day of use or a pre-arranged day/time.
4. Any problems with the van experienced during travel should be documented and brought to the attention of Julie Johnson (x5095 or jjohnson@stlawu.edu) immediately upon return to campus.

NOTE: All University vehicle procedures that were learned through the driver certification training apply to the CCEL van. Any fines assessed by facilities to the CCEL office due to a driver's failure to follow any of these procedures will be passed onto that driver. To review such University procedures and fines, please visit:

<http://www.stlawu.edu/facilities/driverresp.htm>

University Fleet Vehicle Usage

If funds are available, a student may request to use a University vehicle maintained by Facilities Operations. The student will need to complete a Vehicle Request/Approval Form <http://www.stlawu.edu/facilities/vehicle.htm> and submit to Julie Johnson for approval at least 2 weeks in advance of the date needed. Since vehicles are reserved on a first come, first served basis, the sooner you submit your reservation, the greater the chance that the type of vehicle you need will be available. University vehicles are usually reserved during the summer for each

academic year. It is wise to submit your requests before the end of the spring semester for the next academic year. The charge for using a University vehicle is \$0.412 per mile.

NOTE: the CCEL Van and other University vehicles are only reserved for groups of 3 or more. Reservations for individual student transportation will not be approved. It is also the student's responsibility to cancel a reservation 24 hours prior to the reserved pick up time by calling x5602. Failure to pick up or return any reserved vehicle on time may result in additional charges.

All drivers must follow the vehicle usage guidelines identified by facilities operations. All guidelines are discussed in the certified driver training completed through Security.

Charges and Fines:

Please be advised the following charges and fines may apply. It is the student's responsibility to ensure that these do not occur.

- \$25 if the trip is cancelled and facilities operations (x5602) is not notified at least 24 hours prior to the scheduled departure time
- \$25 plus mileage if the vehicle is not returned on time
- \$10 plus mileage if the vehicle does not have a full tank of gas
- \$5 plus mileage if all debris has not been removed from the vehicle
- \$5 plus mileage if you fail to fill out the miles at start or miles at end information on the Vehicle Request/Approval Form