

### VEHICLE REQUEST

- All requests for vehicles must be submitted **10 days** prior to the departure date. If a request is submitted less than 10 days in advance, we cannot guarantee that your request will be approved by Motorpool. **\*\* Requests that are submitted less than 5 days in advance will not be processed.**
- If CCSJ student staff has not submitted a vehicle request on your behalf, please submit the request online at <https://www.loyola.edu/ccsj/transportation>.
- If your request has been approved, you will receive an “approval” email forwarded from [ccjsa@loyola.edu](mailto:ccjsa@loyola.edu). If you have not received the email **2 days** before your departure date, please contact Malia at [clien@loyola.edu](mailto:clien@loyola.edu).

### VEHICLE PICK-UP

- Print out a copy of your “approval” e-mail. Read it carefully to make sure it has the correct date and time requested, as well as number of vehicles. Also, check the location where you should pick up the vehicle (at 5104 York Road or Campus Police office at Butler lot). Take the email with you when you pick up the vehicle, along with your driver’s license. You are **will not be given a** vehicle without them.
- Plan to arrive 10 minutes early to Motor Pool. If you are late, please inform Motor Pool front desk at ext. 1151 or Campus Police office at ext. 5010 (if the pick-up location is at the Butler lot). Reservations are cancelled **60 minutes** after pick-up time.

### WHILE DRIVING

- Adjust mirrors, heat, radio, lock doors and ensure seatbelts are worn by all passengers at all times.
- Lock the doors, install club, and turn off lights when you exit the car.
- Do not use a cell phone or send/read text messages or emails while driving. Instead, pull over to a safe location.
- Do not permit any unauthorized driver to operate a Loyola vehicle or transport unauthorized passengers such as hitchhikers, family members or friends who are not attending the permitted event or program.
- Observe all traffic laws, ordinances and regulations and use safe defensive driving practices at all times.
- Drivers assume all responsibility for any and all fines, parking tickets or traffic violations associated with the use of all Loyola vehicles.

### VEHICLE RETURN

- Please return the vehicle on time to 5104 York Road (Motor Pool lot), even you pick up the vehicle from Butler lot.
- Fill out the mileage, any issues with the vehicle, and place key in the zipper pouch located in the vehicle binder. If an accident occurred, place the accident report in the zipper pouch.
- Park the car in the corresponding space number to your vehicle number; lock the doors; install club, and turn off lights.
- Return the Motor Pool binder to the office or place it in the slot under the Motor Pool counter.

### VEHICLE RESERVATION CANCELLATIONS

- Fill out the cancellation form online at <http://loyola.edu/ccsj/motorpool-cancellation>
- Please cancel the reservation 3 days in advance. If you can only cancel the reservation 24 hours or less prior to departure, please cancel the vehicle by calling CCSJ (ext.2072) or Motorpool (ext.5396) directly. **\*\* CCSJ would be fined for vehicles that are not picked up**

### ACCIDENT/EMERGENCY PROCEDURES

- Stop immediately – keep calm. Secure your vehicle. Check all passengers for any injuries. Help those injured. Do not render First Aid unless you are trained. If necessary call 911. Warn on-coming traffic, use emergency equipment found in yellow box.
- Do not argue, accuse anyone, make any admissions, blame or apologize for the accident.
- Do not talk to media – refer them to Public Relations at Loyola University 410-617-5025.
- Check the vehicle binder for the Accident Report Form. Make sure to gather all relevant information from all parties involved in the accident. Complete Accident Report form.
- Contact the following people:
  1. The appropriate law enforcement agency (highway patrol, 911, etc.) and Campus Police at 410-617-5010
  2. Motor Pool at 410-617-5396. (After office hours call the Motor Pool Supervisor – Donna Crawford at 410-366-3040)
  3. CCSJ Student Staff (or CCSJ Front Desk at 410-617-2380 during business hours)
  4. Rental Company’s 1-800 number found on contract, if the vehicle is a rental
  5. The person who is expecting you at your arrival destination. (Agency, Volunteer Coordinator, etc)
- If you need roadside assistance, the vehicles are covered by AAA. The contact information can be found in the vehicle binder that you receive when pick up the vehicle. Refer to it for Motor Club services for towing/repair/bail bond/rental vehicles, etc.

**\*\* Failure to comply with the rules and regulations (which can be found in the vehicle binder) may result in denial of your next reservation, judicial sanctions or suspension of privileges. \*\***

**I have read, understood, and agreed to all of the above requirements.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_