

CCSJ DRIVER RESPONSIBILITY AGREEMENT

This is an agreement between the CCSJ office and the student serving with CCSJ in the capacity of an intern or a volunteer

Vehicle Request

- Before submitting a request, student must complete driver authorization process – complete the driver clearance, obtain the certificate and submit the authorization request online. Detail information please go visit <https://www.loyola.edu/ccsj/transportation>
- 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 ccsjsa@loyola.edu. If you have not received the email **2 days** before your departure date, please contact CCSJ front desk –student assistant at ccsjsa@loyola.edu.

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 Reservation Cancellations

- Fill out the cancellation form online at <http://www.loyola.edu/departement/ccsj/transportation/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.2380) or Motorpool (ext.1151) 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 Front Desk(or CCSJ Front Desk at 410-617-2380 during business hours)
 4. The person who is expecting you at your arrival destination. (Agency, Volunteer Coordinator, etc)
- If you need roadside assistance, the contact information can be found in the vehicle binder that you receive when pick up the vehicle.

Traffic Violations and Tickets

You will be responsible for tickets incurred due to any infractions (speeding, parking or otherwise) while driving a Loyola University vehicle. The ticket payment will be your responsibility and not Loyola's. If you do not complete the payment to CCSJ in 30 days after being informed about the incident, your student account will be charged automatically.

** 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 through CCSJ. **

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

Name: _____ **Signature:** _____ **Date:** _____