

Employee Request Form for Use of State Vehicle

Request to reserve the River Runner Motorcoach:

- 1) Read the attached policy and if the request meets the criteria, complete the form and obtain all necessary signatures.
- 2) Complete "Vehicle Request" section - Only one form per vehicle trip.
- 3) All reservations are considered **tentative** until requestor has been notified of availability, by email from Student Affairs.
- 4) Submit completed form to the Office of Vice President for Student Affairs, Calvert Hall 210.

Note: Only drivers who have been cleared through the Motor Vehicle Administration, and the Physical Plant and, are authorized to drive C D L State Vehicles are authorized to drive the Motorcoach.

Vehicle Request Information:

Does the request meet the criteria outlined in the River Runner Motorcoach Policies & Usage?

Yes

No

Name of employee requesting vehicle (Primary contact):

Organization:

Campus Phone:

Destination and purpose of travel:

Type of vehicle requested: **River Runner**

Pickup day:

Date:

Time:

Return day:

Date:

Time:

Estimated total mileage:

Number of passengers (required):

Policy/Signature of Authorized Employee Driver(s):

By signing, I certify that the State-owned vehicle provided for this travel will be used only for the purpose described above. I will be responsible for this vehicle and its use and will comply with the "General Rules for Employee Drivers of State Vehicles". I understand that I will be held financially responsible for the assigned vehicle in cases of misuse and/or gross negligence.

Employee Signatures:

Approval of Budget Manager:

Signature:

Date:

Approval of Department Vice President:

Signature:

Date:

Approval of VP for Student Affairs:

Signature:

Date:

Approval of VP for Business and Finance:

Signature:

Date

River Runner Motorcoach Policies and Usage

These policies are to manage the use of the River Runner Motorcoach services by campus departments. These policies are to ensure efficient use of resources, safety, and conduct.

Eligibility and Purpose of Use:

- The River Runner is only available for College-related activities that support the mission of the College.
- Non-affiliates of the College may use (not reserve) the River Runner if they are part of a college-sanctioned or sponsored event.

Booking and Reservation:

- Reservations must have a minimum of 40 people and must not exceed 55.
- Departments are required to submit requests at least one month in advance.
- Shopping shuttles, weekend and break shuttles for students take priority in scheduling.
- Reservation requests are scheduled on a first-come, first-served basis.
- All questions should be directed to Student Affairs at studentaffairs@smcm.edu or at 240-895-4208 during business hours. In the case of an emergency contact Public Safety at 240-895-4911.
- Cancellations should be submitted to studentaffairs@smcm.edu no later than 3 days prior to the trip.
- Because the motorcoach does not have a restroom, travel is restricted to a 3-hour radius of St. Mary's College of Maryland (SMCM).

Passenger Requirements:

- A SMCM faculty or staff members must accompany and supervise riders on the River Runner.
- Smoking, alcohol consumption, and other drugs are prohibited.
- Any food or beverages must be disposed of in the trash can provided and not left on the motorcoach.
- Departments are responsible for cleaning the River Runner after each use. Departments may be charged a cleaning fee if the bus requires additional cleaning after use.