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**RULES GOVERNING USE OF DCSI AND ENTERPRISE VEHICLES**

***These rules are very important for protecting personal safety and program liability****. If these standards of use are not followed, the privilege to use College vehicles could be eliminated, and with it, the viability of the programs at DCSI.*

**DCSI Vehicles:**

*Only Dartmouth College Certified Drivers with a current driver authorization on file may drive for DCSI Programs.*

* DCSI car reservations can be made online at Veribook.com. On-line reservations are preferred and must be made 24 hours in advance; same day reservations will need to be made in person or via email, depending on availability. Do not go to Safety and Security (S&S) to reserve a car.
* Weekdays; DCSI manages keys between the hours of 7:45 AM and 3:59 PM. If you pick up keys from DCSI on a weekday, you will also return keys to DCSI (if return is after 4pm you will deposit key in the DCSI drop box in the foyer of South Fairbanks.)
* Weekday reservations beginning after 4pm; Safety and Security manages key pick up on weekdays beginning at 4pm. If you pick up keys from S&S you will also return keys to S&S.
* Weekends; Safety & Security manages key pick up and drop off beginning Friday at 4pm through Sunday evening.
* DCSI cars have designated parking spots on campus. Please park the cars in the appropriately marked spots. If DCSI spots are taken, park in the Maynard or Dewey Lot and let DCSI know immediately so the next person can find the car.

**Enterprise Vehicles:**

* Enterprise reservations can be requested by emailing [social.impact.cars@dartmouth.edu](mailto:social.impact.cars@dartmouth.edu). Keys are managed through Enterprise at 25 Lebanon St, Monday-Friday 8:00 AM to 5:00 PM
* Enterprise vehicles are parked in A Lot. There is a drop box to return keys and gas cards in A lot.

**Fuel for vehicles:** There is a gas card and pin number with each set of keys; You must return DCSI and Enterprise vehicles with a **full tank of gas**.

**RULES:**

* You may not use a DCSI or Enterprise vehicle for personal use, or any use unrelated to a DCSI program. No one may ride in a DCSI or Enterprise vehicle unless they are directly associated with the program for which the car is reserved. For example, do not bring along uninvolved friends, or the non-enrolled siblings of children in our programs.
* You may only reserve a car for up to 4 hours per day unless otherwise arranged with DCSI.
* You must have your driver’s license on you when picking up and driving a vehicle.
* You must cancel your reservation if you find you will not need the vehicle. This may be done by emailing [social.impact.cars@dartmouth.edu](mailto:social.impact.cars@dartmouth.edu). **A reserved car will not be held for more than 15 minutes.** Failure to cancel a reservation may result in penalties and or a charge to your program.
* Keys cannot be picked up more than 15 minutes before a reservation unless specific arrangements have been made with either Enterprise (for Enterprise cars) or the DCSI (for DCSI cars).
* If you lose the key to a vehicle you will be responsible for the cost of replacing it (this could be as high as $300.00).
* If you lose the gas card, you will be responsible for paying the $10.00 replacement fee.
* It is the responsibility of **ALL** drivers to make sure that trash is removed from the vehicle when it is returned.
* **All parking or speeding violation fines and tickets are your responsibility**. DCSI cars are **NOT** exempt from any parking restrictions on or off campus. Obey the rules.

**RULES FOR SAFETY:**

1. No alcohol - open containers or closed - in DCSI or Enterprise vehicles—**EVER!**
2. Seat belts must be worn by all occupants in DCSI or Enterprise vehicles.
3. In NH, children under the age of 6 must use a car seat. In VT, children under the age of 8 must use a car seat.
4. No distractions while driving; this includes cell phone or other portable electronics usage including earbuds.
5. Do not drive in hazardous weather. If the weather is questionable check with DCSI to see if cars have been grounded.
6. DO NOT ENGAGE PARKING BRAKE UNLESS YOU ARE ON A HILL. Check to make sure parking brake is not engaged before driving.

**PENALTIES**

* If a DCSI Program or individual does not cancel their reservation in an appropriate amount of time (24 hours) all costs DCSI incurs will be charged to the Program.
* If a DCSI Program or individual fails to cancel their reservation or notify DCSI, the program or individual may be subject to the following:
* 1st violation: Warning to driver. Student Director, Program Chair, and Program Manager will be notified.
* 2nd violation: Driver and Student Director or Chair will be required to meet with the Program Manager to maintain driving privileges.
* 3rd and subsequent offenses: Suspension of driving privileges for an appropriate period, to be determined on a case by case basis.
* Violations of these rules and unauthorized or inappropriate use of DCSI vehicles may incur a loss of driving privileges for a period to be determined on a case by case basis. In cases of serious misappropriation of this resource monetary fines and or referral to College discipline procedures or filing of criminal complaints may occur.
* Loss of eligible drivers (even for a short time) will greatly impact your program's ability to function!

**I have read and understand the DCSI vehicle rules. I agree to abide by these rules.**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 10/08/2019