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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. Online 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 M-F between the hours of 7:45 AM and 4:00 PM. If you pick up keys from DCSI, you will also return keys to DCSI. If return is after 4pm you will deposit the key pouch in the DCSI drop box in the foyer of South Fairbanks.
* Weekday reservations beginning after 4pm: Safety and Security (S&S) 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 (S&S) manages key pick up and drop off beginning Friday at 4pm through Sunday evening. If you pick up keys from S&S you will also return keys to S&S.
* DCSI cars have designated parking spots on campus. Please park the cars in the appropriately marked spots in your car’s designated lot. If a DCSI spot is taken, or there isn’t room to park safely, park in G Lot and email [social.impact.cars@dartmouth.edu](mailto:social.impact.cars@dartmouth.edu) immediately so we can notify Transportation Services and the next driver.

**Enterprise Vehicles:**

* Enterprise reservations can be requested by emailing [social.impact.cars@dartmouth.edu](mailto:social.impact.cars@dartmouth.edu).
* Keys are managed through DCSI.
* 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 at least 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.
* If you are driving an E-350 van, you must use a navigating buddy. Navigators must sit in the front seat next to the driver. Navigators are responsible for providing GPS/map support and need to get out of the vehicle to direct drivers whenever they need to back up or maneuver these larger vehicles in a tight spot. You must also complete an E350 practice session with a DCSI staff member before driving an E350 for DCSI programs.
* 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 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.
* It is the responsibility of **ALL** drivers to report damage or issues with the vehicle. This should be noted on the car report or emailed to [social.impact.cars@dartmouth.edu](mailto:social.impact.cars@dartmouth.edu).
* **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.
* The use of DCSI vehicles is a privilege and one that we wish to continue to extend to all our drivers for years to come; as such drivers that receive complaints may have their driving privileges revoked.

**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 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**

* 1st violation: Warning to driver, and a mandatory meeting to review driver rules.
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class: \_\_\_\_\_\_\_\_\_\_\_ Hinman: \_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 09/01/2021