

## **Calhoun Community College Transportation Policy**

College transportation is made available to the faculty and staff of Calhoun Community College on a first come basis. **All Calhoun Community College policies apply while using any and all forms of College transportation.**

### **Fleet Cars:**

The Facilities Department is responsible for maintaining the fleet vehicles and their issuance. All prospective fleet vehicle users will be verified using the current eligible drivers list prior to being assigned a vehicle.

It is the responsibility of the potential user to ensure that all required travel documentation is completed accurately and submitted as per Calhoun's travel policies (may be found on Calhoun's website). The Facilities Department is not responsible for ensuring that you are approved to travel.

It is asked that while using a Calhoun Community College fleet vehicle you drive and treat it as you would your personal vehicle including:

- Returning with no less than ½ tank of fuel
- Returning in similar condition as when picked up
  - Fleet vehicles are cleaned twice per month
  - Please limit eating and drinking in vehicle
  - If excessive soiling exists please notify Facilities as soon as possible.
- Reporting any scrapes, nicks, windshield damage, etc. as soon as possible to facilitate timely repair.

### **Emergency Situations:**

For emergencies, **AND ONLY EMERGENCIES**, the Wex Fleet Services Card can be used for services as needed such as towing or repair work. Contact should be made with Facilities Department point of contact (POC) as soon as possible in matters such as these.

- **Decatur campus** POC – Kay Powers, 256.306.2638 or email [fleet@calhoun.edu](mailto:fleet@calhoun.edu)
- **Huntsville campus** POC – Tanja Mitchell, 256.890.4797 or email [tanja.mitchell@calhoun.edu](mailto:tanja.mitchell@calhoun.edu)

If immediate campus support is needed and you are unable to reach a Facilities point of contact, please contact Campus Police at (256) 306-2575, (256) 621-1881, or (256) 621-1882.

### **Safety:**

Users assume responsibility and risks while using Calhoun Community College fleet vehicles as they would using their personal transportation.

### **Fleet Inquiries:**

**Decatur Campus** - Send via email to: [fleet@calhoun.edu](mailto:fleet@calhoun.edu), or select Calhoun Fleet in the global Outlook Mailbox

**Huntsville Campus** - Tanja Mitchell at 256.890.4797 or email: [tanja.mitchell@calhoun.edu](mailto:tanja.mitchell@calhoun.edu)

### **Bus Inquiries:**

To request bus travel submit the bus travel request form located on Calhoun's Website at <https://calhoun.edu/personnel/forms-and-applications-for-calhoun-employees>. Submitted requests will receive a confirmation email of the travel request submission. Once the bus reservation has been confirmed, the requestor will then receive an email reservation confirmation.

While using a Calhoun Community College Bus:

(this applies to the 56, 24, 14 passenger coaches and the 12 passenger van)

- Report any scrapes, nicks, windshield damage, etc. as soon as possible to facilitate timely repair.
- Nothing is to be towed behind the coaches or van (this includes trailer, but exempts cargo carriers)
- In case of emergency, **AND ONLY AN EMERGENCY**, the Wex Fleet Services Card can be used for services as needed such as towing or repair work. Contact should be made with Facilities Department point of contact as soon as possible in matters such as these.
  - POC – Nancy Sartin, 256.306.2521 or email [nancy.sartin@calhoun.edu](mailto:nancy.sartin@calhoun.edu)
- If immediate campus support is needed and you are unable to reach a point of contact, please contact Campus Police at (256) 306-2575, (256) 621-1881, or (256) 621-1882.

Bus information questions should be directed to Nancy Sartin at: [nancy.sartin@calhoun.edu](mailto:nancy.sartin@calhoun.edu) or (256) 306-2521