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# College Transportation Services Policy and Procedures

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## **I. Philosophy and Scope**

Frederick Community College (“FCC” or the “College”) supports transportation services for College travel associated with academic and co-curricular learning and activities. For policy and procedures related to field trips, see the Student Field Trip Policy and Procedures (pending).

This Policy and Procedures applies to College travel that has been budgeted and approved for the use of College transportation services. To use College transportation services, travel must be planned in advance in order to secure the most economical mode of transportation and to minimize interference with other scheduled activities. For international travel experiences, refer to the [International Travel Policy and Procedures](#).

Only employees with a current Commercial Driver’s License (CDL) with passenger endorsement who also pass a College-approved online driving course annually, and who are authorized by the Director of College Safety and Emergency Preparedness, will be allowed to drive College vehicles.

Students are not allowed to drive College vehicles.

## **II. Definitions for the Purpose of this Policy and Procedures**

- A. **“College Transportation Services”** refers to the use of College-owned vehicles or College-contracted transportation services.
- B. **“Requestor”** refers to the FCC faculty or staff member who requests College transportation services.
- C. **“Authorized budget approver”** refers to the employees who are authorized to approve requests for College transportation services and who are accountable for transportation budget management. They include the AVP/Dean of Arts and Sciences, the Executive Director of Adult Education & Lifelong Learning, Executive Director of Workforce Training, Executive Director of Emergency Management Programs, Director of Student Engagement, Executive Associate to the President, and Senior Leaders.
- D. **“College community”** includes trustees, students, and all employees of the College.
- E. **“Non-Local Travel”** refers to any travel outside of Frederick County.
- F. **“Student”** means an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees. For students under the age of 18, the Student Field Trip Policy and Procedures (pending) also applies.
- G. **“Trip leader”** refers to the College employee who is responsible for coordinating and leading the student travel. For non-local travel using College transportation services, trip leaders must travel with the group from the point of departure, remain on the trip, and travel back with the group.

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## III. Procedures

### A. Request for College Transportation Services

1. A minimum of six (6) passengers, including the trip leader, is required to request College transportation services.
2. A request for the use of College transportation services must be submitted using the [Request for College Transportation Services Form](#) and should be submitted as far in advance as possible of the departure date. A minimum of twenty-one (21) calendar days is required. The request must include the approval of an authorized budget approver who provides a budget account number to be charged for the transportation services.
3. The [Request for College Transportation Services Form](#) must be submitted to the Communications Operator located in Room H116 of the Student Center or by email to [TransportationServices@frederick.edu](mailto:TransportationServices@frederick.edu).

### B. Assignment of Transportation Services

The Communications Operator will coordinate and assign what mode of College transportation service will be provided and confirm with the requestor.

### C. Destination Travel

Ground transportation needed after arrival at the destination must be provided through public transportation services.

### D. Cancellations/Changes

#### 1. Trip Leaders

Any cancellation/change made by a trip leader must be communicated to the College Security office at 301-846-2453 by the trip leader or requestor as soon as possible. Trip leaders should be persistent in getting cancellation notice to the College Security office. If unable to speak directly with someone in the College Security office, trip leaders must contact Neile Hicks at 410-370-3448 or Wayne Barbour at 301-523-2727. The Communications Operator will provide confirmation of the cancellation/change with the trip leader.

#### 2. Communications Operator

Any cancellation/change made by the College will be communicated by the Communications Operator to the trip leader and/or the requestor immediately.

## IV. Requirements

- A. All passengers are required to complete an [Excursion Waiver and Release](#) prior to departure.
- B. All trip leaders are responsible for ensuring that all passengers participating on the excursion (whether they use College transportation services or not) have completed the [Excursion Waiver and Release](#) before departure.

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- C. The trip leader is responsible for documenting on the [Excursion Roster](#) that all [Excursion Waiver and Release](#) forms have been received.
- D. The trip leader must return a completed [Excursion Roster](#) to the College Security Office prior to departure.
- E. Trip leaders must provide their cell phone number, where they can be contacted for the duration of the trip, to all travelers before arrival at the destination.
- F. Trip leaders are expected to return all vehicles in a clean condition by removing trash, bottles, etc. from seats and aisles prior to departing the vehicle.
- G. Driver and passengers must wear seat belts, if available.
- H. Use of tobacco products and vaping are prohibited in all vehicles.
- I. Transportation or possession of alcohol, weapons, or illegal drugs is prohibited.
- J. Students and employees are representing the College at all times during trip, travel, activities, and events. All College policies and procedures apply.
- K. All Athletic rules and regulations apply for athletic travel.
- L. Students are not allowed to drive College vehicles.
- M. Only employees with a current Commercial Driver's License (CDL) with passenger endorsement who also pass a College-approved online driving course annually, and who are authorized by the Director of Safety and Emergency Preparedness, will be allowed to drive College vehicles.