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College Transportation Services Policy and Procedures

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. **“Requestor”** refers to the FCC faculty or staff member who requests College transportation services.
- B. **“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, Director of Student Engagement, Executive Associate to the President, and Senior Leaders.
- C. **“College community”** includes trustees, students, and all employees of the College.
- D. **“Non-Local Travel”** refers to any travel outside of Frederick County.
- E. **“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.
- F. **“Trip leader”** refers to the College employee who is responsible for coordinating and leading the student travel. For non-local travel, trip leaders must travel with the group from the point of departure, remain on the trip, and travel back with the group using College transportation services.

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.

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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.
- 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 students and employees are required to complete a Transportation Services Waiver and Release. The trip leader is responsible for making two copies of all Transportation Services Waivers and Releases, one to remain with the trip leader for the duration of the trip and one to be provided to the Communications Operator prior to departure.
- B. All trip leaders must complete a College Travel Passenger Roster. The trip leader is responsible for making two copies of the College Travel Passenger Roster, one to remain with the trip leader for the duration of the trip and one to be provided to the Communications Operator prior to departure.
- C. 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.

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- D. For non-local travel, trip leaders must travel with the group from the point of departure, remain on the trip, and travel back with the group using College transportation services. For students under the age of 18, the Student Field Trip Policy and Procedures (pending) also applies.
- E. Driver and passengers must wear seat belts, if available.
- F. Use of tobacco products and vaping are prohibited in all vehicles.
- G. Transportation or possession of alcohol or illegal drugs is prohibited.
- H. Students and employees are representing the College at all times during trip travel, activities and events. All College Policies and Procedures apply.
- I. All Athletic rules and regulations apply for athletic travel.
- J. 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.