



University Vehicle Reservation Policy

Alex Oquendo - 2016-03-16 - 0 Comments - in Policies

The Office of Public Safety coordinates the administration and reservation of university vehicles. Only Dominican University staff or faculty may reserve vehicles. University vehicles are available for official Dominican University business including class outings, athletic team transportation and university-recognized organization outings. University vehicles can only be booked for trips of 25 miles one way; for any trips longer than 25 miles or when we are out of vehicles see procedure # 11. Our goal is to make the vehicle procedures user friendly and service orientated. In order to accomplish this goal, we need your help by following the procedures listed below.

1. All reservations are to be made through the Support Center or in the Public Safety Office located in the first floor of the parking garage. Public Safety Office hours are, Monday-Friday 8:30A.M-4:30P.M. All reservations are to be made 48 hours in advance. If you wish to keep the vehicle overnight, this must be approved by the manager. Please discuss this at least 48 hours in advance.
2. Drivers must be registered with the Public Safety office at least 2 weeks prior to driving a university vehicle. A Dominican faculty or staff member must ride in the vehicle.
3. Keys are obtained from Dispatch. If the office is closed, call the switchboard to have an officer meet the driver at the office. The driver will have to show a valid Dominican ID or driver's license to receive the keys. Insurance information and registration cards are located within each vehicle.
4. The person who signs out the vehicle is responsible for the keys.
5. Vehicles are to be parked properly when returned. All garbage and debris must be cleaned out of the vehicle. The keys are to be returned to dispatch; the switchboard operator can notify an officer to meet the driver at the office.
6. Cell phone usage while driving a university vehicle is strictly prohibited
7. All tickets are the responsibility of the driver.
8. Please inform the dispatch of any mechanical problems.
9. Should the university vehicle breakdown while you are using it, please use the following procedures:
 1. Try to identify the problem. If you can fix the problem, even temporarily, and then safely drive the vehicle back to campus then do so and report the problem to Public Safety.
 2. If you cannot fix the problem, then call 708-524-5999 and ask for the Security

shift supervisor. The Security shift supervisor will advise you on what to do next.

3. The following order will be used to solve the problem (within reason)
 4. We will try to get the proper repairs done so your party and the vehicle can both be brought back to campus.
 5. If the vehicle is not immediately repairable, we will try to get your party back to campus without the vehicle. Please note you might have to wait with the vehicle until it can be towed away before you leave. The vehicle will be brought back to campus at a later time.
10. If the vehicle is in an accident, follow the instructions located inside the insurance packet. All accidents must be reported to Public Safety. All information, including police reports, must also be.
 11. For trips over 25 miles one way or any time the Public Safety department runs out of vehicles, a campus group may rent a vehicle for their trip. It is up to the group to make their own reservations. Public Safety can assist with contact information for the appropriate companies. Each individual department is responsible for all rental cost.