

STUDENT ENGAGEMENT DRIVER RESPONSIBILITY AGREEMENT

This is an agreement between the Office of Student Engagement (OSE) and the student leaders affiliated with Loyola University Maryland's Registered Clubs and Organizations (RSOs).

Vehicle Request

- Before submitting a request, any intended student driver must complete the driver authorization process through Agile Fleet: [User Registration \(agilefleet.com\)](https://www.loyola.edu/ccsj/transportation). Authorization may take several weeks so plan accordingly. For more information, please visit <https://www.loyola.edu/ccsj/transportation>
- All requests for vehicles must be submitted 14 business days prior to the departure date. If a request is submitted less than 14 business days in advance, we cannot guarantee that your request will be approved by OSE or Motor Pool.
** Requests that are submitted less than five business days in advance will not be processed.
- If you do not receive a confirmation email from Motor Pool within **five business days** of submitting your request via The Bridge, please contact studentengagement@loyola.edu
Two days prior to departure, the group must submit the Final Travel Roster and Itinerary Form: <https://cglink.me/2hL/s50778>

While Driving

- Adjust mirrors, heat, radio, lock doors and ensure seatbelts are always worn by all passengers.
- Do not use a cell phone or send/read text messages or emails while driving.
- Do not permit any unauthorized driver to operate the vehicle or transport unauthorized passengers such as hitchhikers, family members or friends who are not attending the permitted event or program.
- Observe all traffic laws, ordinances and regulations and always use safe defensive driving practices.
- Drivers assume all responsibility for any fines, parking tickets or traffic violations associated with the use of the vehicle.

Vehicle Cancellations

- To cancel your reservation, contact studentengagement@loyola.edu
- **Please cancel the reservation three business days in advance.** If you can only cancel the reservation 24 hours or less prior to departure, please cancel the vehicle by calling OSE during normal business hours M-F 9 am – 5 pm (ext.5526) or Motor Pool (ext.1151) directly.
** OSE will be fined for vehicles that are not picked up.

Accident/Emergency Procedures

- Stop immediately – keep calm. Secure your vehicle. Check all passengers for any injuries. Help those injured. Do not render First Aid unless you are trained. If necessary, call 911. Warn on-coming traffic, use emergency equipment found in yellow box.

- Do not argue, accuse, make any admissions, blame or apologize for the accident.
- Do not talk to media – refer them to Public Relations at Loyola University 410-617-5025.
- Check the vehicle binder for the Accident Report Form. Make sure to gather all relevant information from all parties involved in the accident. Complete Accident Report form.
Contact the following people:
 1. The appropriate law enforcement agency (highway patrol, 911, etc.) and Campus Police at 410- 617-5010
 2. Motor Pool at 410-617-5396. (After office hours call the Motor Pool Supervisor at 410-366-3040)
 3. OSE (410-617-5526 during business hours, Monday-Friday, 8:30am-5pm)
 4. The person who is expecting you at your arrival destination. (Agency, Volunteer Coordinator, etc.)
- If you need roadside assistance, the contact information can be found in the vehicle binder that you receive when pick up the vehicle.

Traffic Violations and Tickets

- You will be responsible for tickets incurred due to any infractions (speeding, parking or otherwise) while driving a Loyola University Maryland vehicle. The ticket payment will be your responsibility and not Loyola's. If you do not complete the payment to OSE within 30 days from being informed about the incident, your student account will be charged automatically.
**** Failure to comply with the rules and regulations (which can be found in the vehicle binder) may result in denial of your next reservation, judicial sanctions or suspension of privileges.**

** I have read, understood, and agreed to the above requirements.

Name: _____ Signature: _____ Date: _____