Transportation Policies and Procedures

It is important to the Landis Center for Community Engagement that students have safe and reliable transportation to and from their service programs. To support this initiative, the Landis Center provides the use of vans so that students may transport themselves in groups to and from their partnership sites.

Please complete the [Transportation Request form](https://docs.google.com/a/lafayette.edu/forms/d/e/1FAIpQLSePxPKIbc8qkQPFzV6Lz_Jyis5U0ejke7zwX-maD2w3aRSkaQ/viewform) located on the Center for Community Engagement’s website at least two weeks prior to your program start-date. Ultimately, it is the responsibility of each program coordinator to ensure that they submit a request for transportation. The Landis Center cannot guarantee transportation for events that do not allow two weeks to secure transportation.

All students wishing to operate vans owned or leased by the Landis Center must complete the Driver of College-Insured Vehicles Approval process through the Lafayette Department of Public Safety. The process can be lengthy, so students should complete the requirements at least three weeks before the projected start date of their program. Once a student is certified as a student driver for Lafayette, they must notify the Landis Center so that they may be added to the Center’s Approved Driver’s List. The link to the Public Safety Driver Approval Process is below:

<https://publicsafety.lafayette.edu/student-driving-of-college-insured-vehicles/>

All student drivers must attend a Landis Center sponsored van orientation before they will be permitted to operate any vehicle owned or rented by the Landis Center. The van orientation will address proper safety procedures, care of the vans, and drop-off and pick-up procedures. Students must bring a copy of their Driver Approval Form and their score on the Student Driver Quiz to their orientation. Van orientations are held regularly throughout the semester.

The Landis Center encourages students to use the LCAT transportation system when it is available and corresponds with their programming. The LCAT schedule is below:

<https://publicsafety.lafayette.edu/lcat/>

If a Landis Center van is not available, registered student drivers may be able to rent a vehicle through Enterprise, also at the above link. Please be sure to fully read the [Student Car Rental Policy](https://publicsafety.lafayette.edu/wp-content/uploads/sites/86/2015/09/Student-Policy-Enterprise-Car-Rental.pdf) available on the website.

Students are encouraged to use Lafayette College insured vehicles when they are available.

Section G of the Lafayette College Transportation Procedures (rev. May 2017) published by the Department of Public Safety – Parking and Transportation Division states in part:

“Students are discouraged from using personal vehicles for transportation to College events (i.e. field trips, athletic events at Metzgar Fields, etc.) when transportation is provided by vehicles rented by the department or the Lafayette College Area Transportation (LCAT) shuttle. If a student elects to use a personal vehicle, and an accident occurs, the student’s personal auto insurance provides the coverage and the student is responsible for the deductible. The College’s insurance policy will NOT provide secondary coverage. In addition, the student also assumes all costs of travel and will not be reimbursed by the College.”

Please note that the Landis Center for Community Engagement vans can only travel within a 4-mile radius of Lafayette College. This covers all partners within Easton. If a student needs to travel outside of a 4-mile radius, they should arrange to rent a vehicle through Enterprise. Please note that the Landis Center cannot reimburse travel costs outside of 4 miles. Additionally, the Landis Center follows the Easton Area School District discretion concerning inclement weather. If the EASD closes or dismisses early for inclement weather, all Landis transportation will be grounded.

Please acknowledge receipt of these policies and procedures by printing your name and signing below.

