



Easton, Pennsylvania 18042-1773 • 610-330-3067 • engage@lafayette.edu • landiscenter.lafayette.edu

Transportation Policies and Procedures

The Landis Center has a limited number of vans that members of the campus community can reserve to ensure that students have safe and reliable transportation to and from their community engagement activities.

Please complete the [Transportation Request form](#) at least two weeks prior to your project start-date. Ultimately, it is the responsibility of each project 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, faculty, and staff must complete the Driver of College-Insured Vehicles Approval process through the Lafayette Department of Public Safety in order to operate vans owned or leased by the Landis Center. The process can be lengthy, so please complete the requirements at least three weeks in advance. 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](#) 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.