

How to travel as an RSO

Tips for using SGA and other transportation systems
For SGA-recognized clubs and organizations *only*

Off-Campus Travel

REQUIREMENTS:

- ▶ Event Submission and Approval - learn more here: <https://www.uvm.edu/sga/current-clubsigners>
- ▶ Travel Authorization
 - ▶ Required for overnight and/or out of state travel.
 - ▶ Requested when you submit an event submission.
 - ▶ Authorization DOES NOT MEAN approval!
- ▶ UVM Certified Drivers
 - ▶ Required when transporting students to and from off campus events no matter vehicle type.
 - ▶ Towing requires EXTRA certification and training!
- ▶ What is your plan for vehicles and expenses? Gas? Tolls?

Event Submission

- ▶ Create and submit ASAP, even if you aren't sure that you'll be traveling.
- ▶ Answer questions to the best of your ability - you can clarify later in the comments.
- ▶ Submit concurrent, related forms for spending **at the same time**.
- ▶ Check back on your submission daily to review any updates from the SGA Office.
- ▶ This is required for all off-campus events.
- ▶ This is how travel authorization is requested.

UVM Driver Certification & Towing

Certified Drivers

- ▶ Students aged 19+ interested in driving other students to any destination must be Certified through UVM's Risk Management Department.
- ▶ Submit driver's license information and wait for approved driving history check.
- ▶ Complete Defensive Driving Course, around 4 hours long.
- ▶ Complete test at the end with a score of at least 80%.

Towing

- ▶ Requires extra certification.
 - ▶ Mandatory to train with Risk Management on how to tow - email uvmsga@uvm.edu for more details.
- ▶ Can tow with SGA Vans ONLY (not external vendors).
 - ▶ Trailer hitch is *not* provided by SGA.
- ▶ Trailers may be rented from U-Haul with mandatory extra insurance purchase.

Modes of Transportation

Alternatives to renting cars or vans

Due to the limited availability of SGA vehicles and 3rd party vehicles, we are encouraging RSOs to research other modes of transportation.

▶ Public transportation:

- ▶ If your travel brings you within the state of Vermont, you can use this link to learn more about Vermont's public transit options: www.connectingcommuters.org

▶ Personal vehicles:

- ▶ May be driven by certified drivers upon completion of the [Personal Vehicle Driver Agreement form](#).

Alternatives cont.

▶ Ticketed options:

- ▶ **Trains:** [Amtrak's Ethan Allen Express](#) passenger rail service from Burlington travels to NYC in under eight hours.
- ▶ **Buses:** Greyhound Lines and Megabus can bring you from Burlington to major cities like Boston and New York. Find out more about buses running to and from Burlington [here](#).
- ▶ **Planes:** [Patrick Leahy Burlington International Airport](#) has flights to many major domestic destinations, including Denver, Dallas, and Miami.

Renting Vehicles

- ▶ **2 options for renting:** External Vendors or SGA Vehicles
- ▶ **External Vendors:** rental companies (Hertz and Enterprise) with existing contracts with UVM.
- ▶ **SGA Vehicles:** 8 twelve-passenger vans and 1 five-passenger pick-up truck, all with towing capacity.

Renting Vehicles: Best Practices

We highly recommend you consider making plans with external vendors AND SGA vans

- ▶ Request a Purchase Order for Hertz or Enterprise (via spending request form) **AND** request SGA Vehicle rental (via [REQUEST - SGA Vehicle Rental form](#)) - gives you a better chance of renting.
- ▶ If you plan on taking many weekend trips during a semester, request a **BLANKET P.O.** via [spending request form](#) for external vendors - makes renting process faster.

Renting from External Vendors

Hertz & Enterprise

External Vendors

- ▶ UVM is contracted to use Hertz and Enterprise for renting vehicles. No other vehicle rental companies are to be used.
- ▶ ALWAYS use the information found in the **UVM Contracted Suppliers spreadsheet**, found in the sidebar on [this webpage \(UVM Purchasing & Contracts\)](#).
 - ▶ This spreadsheet is regularly updated, so it's best to download the file every time and delete it as necessary.
- ▶ Call or email Hertz and Enterprise using **ONLY** the contact info provided in the spreadsheet.
 - ▶ These are the Hertz/Enterprise employees who work directly with UVM.
- ▶ Make online reservations using **ONLY** the links provided in the spreadsheet.
 - ▶ These links are preloaded with discount and UVM account information.

External Vendors cont.

- ▶ External vendors **MUST** be paid with a Purchase Order (P.O.).
 - ▶ Spending requests for a P.O. must be submitted **6 weeks prior to the rental date.**
- ▶ P.O. will not be created without a confirmation or reservation number from the vendor.
- ▶ Call vendor 1-2 days before the rental to confirm.
- ▶ Bring the printed-out P.O. to the vendor when picking up your rental.
 - ▶ Blanket P.O.s need to be **updated** with destinations and drivers for **every trip!**

Hertz

- ▶ 12-passenger vans, cars, and SUVs.
- ▶ All vehicles may be rented by drivers aged 19+.
- ▶ Use discount code (CDP#) 1814044 when booking over the phone.
- ▶ For local (a.k.a. picking up in Burlington area) rentals, **ALWAYS** use 1335 Shelburne Road location to avoid additional daily airport fees.

Enterprise

- ▶ Cars and SUVs ONLY.
 - ▶ 12-passenger vans MUST be rented by drivers aged 25+.
- ▶ Approved vehicles may be rented by drivers aged 19+.
- ▶ UVM's Corporate Account Number (discount code) for Enterprise is JN0500.
- ▶ For local rentals, ALWAYS use the 1891 Williston Road location to avoid additional daily airport fees.

SGA Vehicles

Maximum Distance

License plate of SGA vehicle	Maximum total distance (less than or equal to) off campus, per trip
EAB 310	2000 mi
EAB 311	2000 mi
BMN 890	1500 mi
BMN 891	1500 mi
GYN 558	1000 mi
GYN 559	1000 mi
FET 561	Chittenden County
FET 563	Chittenden County
BER 292 (5-passenger Truck)	2000 mi

Request and Allocation

- ▶ Submit [REQUEST - SGA Vehicle Rental form](#) NO SOONER than 5 weeks from the rental date.
 - ▶ Submissions sent sooner than **9:00am** on the day 5 weeks before rental date will automatically be DENIED.
- ▶ **Maximum 1 van per club per weekend.**
- ▶ Scheduling of vans will be reviewed on a first come first serve basis and many factors will be taken into consideration in the assigning of SGA vans.
- ▶ Should your RSO be granted an SGA Vehicle, you will be required to complete the [FINAL Paperwork - SGA Vehicle form](#).
- ▶ Driver certifications must be complete by the week before.

Pick Up Process

KEY PICK-UP PROCEDURE:

- ▶ Upon approval, complete and submit the [FINAL Paperwork - SGA Vehicle form](#) to confirm details no later than a week before the rental date.
- ▶ Follow the directions in the approval email to **schedule an appointment** to pick up the key.
- ▶ Come to the SGA Office at the scheduled time and pick up the key and the vehicle binder.
 - ▶ Inside the binder are paper forms titled Pre-Trip and Post-Trip.
- ▶ Fill out the **Pre-Trip form**, put form in the vehicle binder, and upload required photos to the approved [FINAL Paperwork form](#).

Post Trip Process

AFTER RETURNING TO CAMPUS:

- ▶ Complete **Post-Trip form** and put in vehicle binder.
- ▶ Bring keys and binder back to office during office hours (9:00am - 4:30pm)

If Pre- and Post-Trip forms are not complete and pictures are not uploaded, your club may not continue to rent vehicles from SGA.

Additional Expenses: Gas & Tolls

Gas

- ▶ Clubs may use their 131 (fundraised) fund OR supplemental funding to pay for gas.
- ▶ SGA Fleet Cards (a.k.a. Gas Cards) are credit cards used by clubs to buy gas.
- ▶ Submit spending request for gas card **no later than a week before you need them.**
- ▶ After approval, email uvmsga@uvm.edu to **schedule an appointment** to pick up the card(s).

Gas cont.

- ▶ Physical receipts **MUST** be collected from every transaction.
- ▶ Clubs **MUST upload photos** of their physical receipts to the corresponding approved spending request for gas cards.
 - ▶ For example, after a trip to Lake Placid, attach images of the gas receipts from the trip to the spending request form where you initially asked to get gas cards to go to Lake Placid.

Gas cont.

▶ You should know:

- ▶ States outside of New England (VT, NH, ME, MA, RI, and CT), New York, Pennsylvania, and New Jersey are **locked** - you cannot make purchases with gas cards outside of these states without letting Meg know at least a week beforehand.
- ▶ We need at least a week's notice so we can approve the spending request (among the many others we receive) and schedule a time for you or your other clubsigner to pick up the card(s).
- ▶ Each gas card has its own, specific PIN that must be entered at the pump.

Tolls

- ▶ SGA Vehicles: Not equipped with EZPass transponders.
- ▶ External Vendors: Not equipped with EZPass transponders.
- ▶ Driving through unstaffed tollbooths will still incur a toll charge via license plate readers.
- ▶ Report to the SGA Office the **states in which you go through tolls**.
 - ▶ If you do not, the charge may significantly increase due to late fees.
 - ▶ Unless requested otherwise, our office will charge your club's 131 fund for any unpaid toll notices we receive.

Vehicle Issue Procedures

Common vehicle issues and solutions

In case of injury or
damage,
CALL 911.

Non-Emergency Issues

Flat tire, dead battery, keys locked in the van, breakdown, etc.

Who to call for assistance:

- ▶ **On campus with an SGA vehicle**
 - ▶ *7:30am – 4:00pm Monday-Thursday or 7:30am – 3:00pm Fridays:*
 - ▶ Call Transportation and Parking Services: **(802) 656-8686**
 - ▶ *Outside of the hours/days above:*
 - ▶ Call Campus Security: **(802) 656-3473**
- ▶ **Off campus with an SGA vehicle or anywhere with a rental vehicle:**
 - ▶ Call the **rental company** (number is typically on the keychain)
 - ▶ Call a **local tow company** – if they aren't OK with billing us and getting a call back on a weekday from someone with a credit card, call Ana or Jerome (depending on club category).

Incllement Weather

- ▶ When driving in rain, snow, fog, etc.:
 - ▶ Reduce speed and maintain a sizeable distance between you and the vehicle ahead of you.
 - ▶ Use the white line/right edge of the road as a guide to keep from drifting over the yellow line.
 - ▶ If visibility decreases, safely pull off the road as soon as possible.
 - ▶ If the vehicle starts to skid, take your foot off the gas pedal and keep steering straight. Once the vehicle slows, gently pump the brakes.
- ▶ If you are driving and get caught in a hailstorm, safely pull off the road as soon as possible.

Troubleshooting

IMPORTANT - Every vehicle is equipped with an owner's manual (located in the glove compartment) that can help troubleshoot any warning lights or gauges that might be flashing or unusual.

- ▶ If you hear a **strange noise** coming from the engine or near any of the wheels, safely find a way to stop driving as soon as you can.
- ▶ If you **smell** something out of the ordinary, like engine exhaust in the front of the vehicle, safely find a way to stop driving as soon as you can.
- ▶ If the **steering** suddenly becomes difficult or pulling in one direction, safely find a way to stop driving as soon as you can.
- ▶ If the engine sputters or has **difficulty starting**, call a mechanic.
- ▶ If you can bring the vehicle to a mechanic, please do so – sometimes, mechanics will look under the hood for little or no charge (this is not a guarantee, however). If charged, **keep all receipts for reimbursement.**
- ▶ If mechanics are not available at this time of day, please choose a pay-per-use roadside assistance, like that of Allstate Insurance (1-877-597-3393), if possible, and **keep all receipts for reimbursement.**

Contact information

▶ When issues of any kind arise, please call:

▶ For Club Sports RSOs:

▶ Ana Sola - 612-481-7996

▶ For all other RSOs:

▶ Jerome Budomo - 619-861-4312