CCEL Van Use Regulations
The Center for Civic Engagement and Learning (CCEL) has four mini-vans. The mini-vans can transport 7 passengers total (including the driver). The vans were purchased to be used for group community service/service learning projects, and priority for usage is given to CCEL service projects, service learning courses, and student groups engaged in community service. When the vans are not in use for service projects, they may be rented for other group activities by Case Western Reserve academic departments, University offices, and recognized student organizations.

CCEL vans may be driven only by Case Western Reserve University students, staff, or faculty, all of whom must have completed the CCEL van certification process as described below. CCEL vans may only be used to transport CWRU-affiliated students, staff, faculty and/or alumni and cannot transport non CWRU participants (e.g. service site clients or program youth).

CCEL vans may not be used for trips over 500 miles round trip or for trips outside of the United States. Multi-day trips must be accompanied by at least two CCEL certified drivers.

All drivers must follow van safety rules outlined in the CCEL Van Use contract, including obeying speed limits, rotating drivers on longer trips, no driving between midnight and 6:00am, no cell phone use while driving (talking or texting), and no driving during severe weather conditions.

The CCEL Vans may be operated only by permanent employees of the University and by CWRU students, all of whom meet the following criteria:

- Have a valid driver’s license
- Are at least 18 years of age
- Have completed the CWRU Driver Safety Training facilitated by the CWRU Environmental Health and Safety Office (EHS).
- Have completed the CCEL Van Certification Process, as described below.

CCEL Van Certification Process
The CCEL Van Certification process is described in the following steps. CCEL Van Certification is required of any student, staff, or faculty member wishing to drive the CCEL vans.

1. Attend Case Western Reserve University Driver Safety Training conducted by CWRU Environmental Health and Safety office (EHS). Call 216-368-2907 for training dates or visit the following website for a schedule of upcoming trainings, listed under “Driver Safety:”  
   https://www.case.edu/ehs/Training/.
   a. Keep the Driver Safety Confirmation Form, signed by EHS, that you receive after you attend this training.
   b. You can upload a photo or scanned copy of that form in the CCEL Van Certification Form, or you can bring the form to the CCEL office upon your first use of the CCEL van.

2. Review all contents of the CCEL Van Use Packet and watch the CCEL Van Training video, available on the CCEL website.

3. Complete and submit the online CCEL Van Certification Test. This is an open book assessment, so you are welcome to refer to this van packet or the video at any point, but you must achieve a 100% score on this assessment.

Upon submitting the CCEL Van Certification test, you will receive an email from CCEL confirming your CCEL van certification status. You are not certified to drive the CCEL van until you have completed the steps above and are directly notified of your status by CCEL.
CCEL Van Reservation Process
CCEL Van reservation requests can be made by submitting the CCEL Van Reservation form, located on the CCEL website. All van reservations will be reviewed by CCEL staff, and reservations are not final until CCEL staff approve them. Reservations will be accepted on a first come first serve basis, but priority will be given to:

- CCEL’s ongoing programs
- Service learning activities linked with academic coursework
- Civic engagement activities (service, philanthropy, advocacy, or political engagement)
- Other requests

Van Reservation Approvals
Once van reservations are approved and finalized by CCEL staff, individuals/groups may only use the van for the duration of their confirmed reservation time. The van may not be checked out before the confirmed reservation time, and the van must be returned by return time specified on the reservation. The van key can be picked up at the start of the van reservation in the CCEL office or the Tinkham Veale University Center Information desk (as specified by the van reservation confirmation). If the driver needs to arrange an earlier pick up time for the CCEL van key, please notify CCEL, and we will attempt to work with your schedule if possible.

Van Reservation Cancelation Policy
Please notify CCEL of any van reservations cancelations as soon as possible, so that the van can be made available to other individuals or groups. CCEL requires that all van reservation cancelations be made at least **24 hours in advance**. If cancelations are made less than 24 hours in advance, the individual/group will be assessed the full amount of their van reservation.

The only exception to this cancelation policy is if the driver feels uncomfortable or unsafe driving the CCEL van due to weather, environmental, or medical situations. In that case, the driver should not drive the CCEL van, and the reservation can be canceled at any time with no fees or penalties.

Van Usage Rates
The most updated information about CCEL van rates can be found on the CCEL website, but the following chart provides an overview of rate information. Rates are on a per-day basis.

**Fuel costs**
For Short Distance Trips (1-50 miles roundtrip), fuel costs are covered in the rental rate. For Long Distance Trips (51-500 miles roundtrip), organizations are responsible for their own fuel costs and a van must be returned with the gas tank at the same level it was when picked up.

<table>
<thead>
<tr>
<th>CCEL Van Usage Rates (per-day)</th>
<th>Service Projects</th>
<th>Non-Service Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Distance Trips [1-50 miles roundtrip]</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USG Recognized Organizations</td>
<td>$15</td>
<td>$25</td>
</tr>
<tr>
<td>Greek Chapters</td>
<td>$15</td>
<td>$25</td>
</tr>
<tr>
<td>CCEL Recognized Organizations*</td>
<td>$10</td>
<td>$25</td>
</tr>
<tr>
<td>Roster Class/Faculty-led trip (discounts for ongoing service learning courses)</td>
<td>$15</td>
<td>$25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Long Distance Trips [51-500 miles roundtrip]</strong></th>
<th>Service Projects</th>
<th>Non-Service Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip between 50-149 miles roundtrip</td>
<td>$25</td>
<td>$45</td>
</tr>
<tr>
<td>Trip between 150-249 miles roundtrip</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Trip between 250-500 miles roundtrip</td>
<td>$35</td>
<td>$55</td>
</tr>
</tbody>
</table>

**Additional Costs**
- **Clean-up charge** if van is returned with litter or spills. *Group will assume additional charge if van condition warrants significant cleaning.* $25

* CCEL Recognized organizations incorporate service as a central component of their mission. Contact CCEL for more information about this process.

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If an incident occurs while driving a Civic Engagement & Learning (CCEL) van, the following procedures should be followed as appropriate:

**If an accident has occurred:**
1. Stop at once. Take steps to prevent further accidents – park safely and turn on flashers. Protect your passengers.
2. Call 911, or if in the city of Cleveland, the non-emergency police number, 216-623-1234. If anyone is injured, ask for medical assistance.
3. Contact the CCEL office by calling our office number 216-368-6960 (or the emergency cell phone numbers of our staff members listed in the binder). If you don’t receive a response, be sure to leave a message, so that a staff member can return your call. In the meantime, you can also try the following contacts:
   a. If the accident has taken place during business hours, call Laura Corrigan, CWRU’s Manager for Risk & Insurance Services at 216-368-4394.
   b. As a last resort, CWRU Protective Services may be of assistance: 216-368-3333.
4. Get the other vehicle’s license plate number and state, and ask the other driver for his or her name, address, phone number, and insurance agency name and policy number. If possible, obtain names, addresses, and phone numbers of any witnesses.
5. Give other driver(s) your name, the vehicle license plate number, and the University’s insurance information located on the insurance identification card.
6. Discuss the specifics of the accident only with the police and CWRU faculty or staff. Do not admit fault or liability. Do not sign anything except police reports. **Even if no other vehicles are involved in an accident, you still need to get a police report.**
7. Make sure to get the police report number and submit a written report to CCEL after the accident.

**If an issue has occurred with the vehicle (flat tire, dead battery):**
1. Contact the CCEL office by calling our office number 216-368-6960 (or the emergency cell phone numbers of our staff members listed in the binder). If you don’t receive a response, be sure to leave a message, so that a staff member can return your call. In the meantime, you can also try the following contacts:
   a. If the accident has taken place during business hours, call Laura Corrigan, CWRU’s Manager for Risk & Insurance Services at 216-368-4394.
   b. As a last resort, CWRU Protective Services may be of assistance: 216-368-3333.
Safety is the top priority for all CCEL vans. CCEL certified van drivers must abide by the following rules in order to operate the CCEL vans:

1. Drivers must observe the load limit established by the University. The mini-van allows for one driver and six passengers per trip (7 total in the van). State law and University regulations require all passengers to wear a seatbelt.
2. Mini-vans may only transport CWRU-affiliated students, staff, faculty and/or alumni.
3. Drivers may not use their cell phones use while driving (no talking or texting on phone).
4. Drivers must complete the Mileage Logs and Checklist for each outgoing and incoming trip. There is a Mileage Log Binder in each vehicle with the mileage log and checklists.
5. Before departing, drivers must make sure that van insurance cards and registration information are in the Mileage Log Binders. The Automobile Incident Procedure form and the CCEL Emergency contact numbers are also in the Mileage Log Binder.
6. Drivers must return the van to Lot 29 (the parking garage underneath Severance Hall) at the end of their confirmed reservation time. Please see the “Additional Information” section below for more information about the parking garage and parking gate card.
7. Drivers must return the van key to CCEL upon completion of the trip. (Please return the keys to the Tinkham Veale University Center customer service desk when the CCEL office is closed.)
8. Drivers must notify CCEL staff as soon as the fuel gauge falls to a quarter of a tank so that the vehicles can be refueled. If you are ever in an emergency situation where you need gas, please fill the tank with what you need, keep the receipt, and notify CCEL staff.
9. Drivers must notify CCEL immediately of any dents/damage to the vehicle(s).
10. Drivers must follow the ‘Automobile Incident Procedures Form’ in the event of an accident. This form is located in the Mileage Log Binder.
11. Drivers and passengers must remove any items or trash from the van and make sure the van is in the same condition as when it was borrowed.
12. For multi-day trips, there must be at least two CCEL certified van drivers per vehicle.
13. Drivers must follow safe driving practices at all times: obey speed limits, rotate multiple drivers on longer trips, do not drive in severe weather or icy conditions, etc.
14. In the event that the CCEL is charged fees for traffic/parking violations, the driver is responsible for the costs associated with the violation.
15. Driver must only drive the CCEL van during reasonable times to lower risk of “sleepy driving.” CCEL vans are not permitted to be driven between midnight and 6:00am.

Additional Information about CCEL van parking and the parking gate card

1. The parking gate card is located in the CCEL van on a lanyard by the steering wheel. This card will allow you to swipe in and out of the parking garage. There are garage entrances/exits off of East Boulevard and Bellflower Road.
2. Please be sure to swipe the parking gate card to exit or enter the garage. Even if the garage gate is already up, it is still important to swipe the card, so that future drivers do not have a problem exiting or entering the garage.
3. If the parking gate card does not work, please follow these directions:
   a. If you are unable to exit the garage and a parking attendant is available, talk to the parking attendant and ask them to allow you to exit. Upon return, check to see if the gate card works. If it does not, pull a ticket. Notify CCEL staff of these issues.
   b. If you are unable to exit the garage and a parking attendant is not available, call the CWRU Police non-emergency number (216-368-3300) and select the option that refers to “Standard Parking.” Upon return, check to see if the gate card works. If it does not, pull a ticket. Notify CCEL staff of these issues.

12/11/2015