Remember to think ahead when planning a trip off-campus. After the trip has been approved, securing transportation is important. Illinois College has 7 vans that will hold 11 people without luggage and 10 people with luggage. The College also has 1 minivan that will hold 7 people and 1 car available that will hold up to 4 people. The mileage rate if using an Illinois College vehicle is $.40 per mile. If all vehicles are already reserved and none are available, trip planners may make arrangements with Enterprise Vehicle Rental in Jacksonville. Their number is (217)243-5300 and they are located at 443 South Main Street. If a group would prefer not to do the driving, transportation can be reserved through the West Central Mass Transit District which provides charter services for a reasonable rate. They can be contacted at (217)245-2900.

Employees and students have the option of also taking their own vehicle. Reimbursement should then be done by using the pink Illinois College Request for Reimbursement (form is included in packet). Mileage reimbursement for using your own vehicle is $.31 per mile.

**Sequence of Events in Planning a Trip**

Any group that is planning to use an Illinois College vehicle for an overnight trip must have a College employee present on the trip. If an advisor is not going to attend a day trip, then personal vehicles must be used. A College employee does not have to be present for day trips. Please refer to the section below that applies to the specifics of your trip.

**Planning A Trip Using College Vehicles**

- Complete the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form. This form will need to be signed by the head of the designated department. Please make sure the department chair receives the pink copy of the form.

- The specific department heads are listed on the top of the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form.

- Upon approval from the department head, an individual or group can reserve a van from the Facilities Management. This can be done by calling Facilities Management at ext. 3024 or by visiting the Physical Plant at 410 Park Street.

- At time of reservation, the canary copy of the signed Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form must be submitted to Facilities Management.

- The trip requestor, group advisor or faculty member is to keep the white copy of the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form.

- Any students, faculty or staff that plan on driving an Illinois College vehicle, must be certified. To get your vehicle certification, please contact Mark Lawson in Campus Security at ext. 3111. Your certification test must be taken 7 days prior to your trip departure. Campus Security will request a copy of your drivers license in order to review driving record.

- If a student decides to decline the provided transportation, but requests to drive their own personal vehicle, the yellow Personal Travel Disclaimer form must be completed. A copy of this form must be given to the Advisor of the sponsoring student organization or the faculty member before departure.
Prior to the day of departure, check to make sure all participants have read the Illinois College Student or Participant Waiver and Release For Off-Campus Programs Form and signed the signature sheet.

Along with the waiver and release form, all participants must fill out the Off-Campus Trip Participant Emergency Contact List. Please make sure to send or give the appropriate copy to the Security Department.

The group advisor or faculty member must keep a copy of the Illinois College Student or Participant Waiver and Release For Off-Campus Programs Form signature sheet and the white copy of the Off-Campus Trip Participant Emergency Contact List.

The college employee or a trip participant should receive the canary copy of the Off-Campus Trip Participant Emergency Contact List.

On the day of departure, the group or individual may pick up keys, gas card and Vehicle Mileage Report from the Physical Plant during business hours (8:00 am to 4:30 pm on Monday through Friday). If you are going on a weekend trip, the above items must be picked up on Friday.

Before claiming the vehicle, a copy of the Travel Checklist must be completed for Facilities Management. When giving this form to Facilities Management, along with the checklist must be a copy of the Illinois College Student or Participant Waiver and Release For Off-Campus Programs Form signature sheet and a copy of the Off-Campus Trip Participant Emergency Contact List. This checklist must be signed by Facilities Management/Security Staff before any keys are issued.

At the time of vehicle pick-up, the College vehicle will have had an initial inspection that will address the cleanliness of vehicle, dents and/or dings, fluid levels, general auto inspection.

The requestor will inspect the vehicle with a Facilities Management employee and sign a statement that the vehicle is in the condition noted. The requestor may choose to give up their right to check over the vehicle, but must indicate that on the Inspection Sheet.

After the Inspection Sheet is signed, the Facilities Management staff will issue the keys for the reserved vehicle(s). Along with the keys there will be a gas card and a Vehicle Mileage Report. Please make sure the beginning mileage is recorded on the Vehicle Mileage Report before leaving campus.

Before you depart, please make Facilities Management and/or Security aware of any additions or changes to your participant list.

If a group is traveling at night, there must be two individuals, besides the driver, awake in the vehicle at all times.

After returning from a trip, the vehicle should be returned to the Physical Plant lot and the ending milage should be completed on the Vehicle Mileage Report.

The van will be inspected by a Facilities Management employee during office hours or by Security after hours. No vehicle is to be left at the Physical Plant without being inspected. If a vehicle is not turned in and/or inspected, the department/organization that used it will be responsible for all damages upon completion of the inspection. If arriving after hours, please notify Security (245-3111) at least 20 minutes before expected arrival time to arrange for return inspection.

Please note that the vehicle must be cleaned of all debris and filled with gas. Any scratches, dents or mechanical concerns should be noted at this time. The fees for any unreported damages or debris are listed on the bottom of the Inspection Sheet.

If van is returned without a full tank of gas, the department that requested the van will be charged for the fill.
• The requestor will sign off on the Illinois College Inspection Sheet and the Vehicle Mileage Report and with no extending circumstances, will be released of responsibility upon completion of the inspection.

Planning A Trip Using Personal or Rented Vehicles

• Complete the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form. This form will need to be signed by the head of the designated department. Please make sure the department chair receives the pink copy of the form.

• The specific department heads are listed on the top of the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form.

• The trip requestor, group advisor or faculty member is to keep the white copy of the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form.

• A College employee must be present for any overnight student trips. This policy applies when either rental or personal transportation is used.

• If it is a day trip, a College employee does not have to be present on the trip, however the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form must still be processed.

• Prior to the day of departure, check to make sure all participants have read the Illinois College Student or Participant Waiver and Release For Off-Campus Programs Form and signed the signature sheet.

• Along with the waiver and release form, all participants must fill out the Off-Campus Trip Participant Emergency Contact List. Please make sure to send the appropriate copies to the designated departments listed on the bottom of the form.

• If a group is traveling at night, there must be two individuals, besides the driver, awake in the vehicle at all times.

• If a group decides to use their personal vehicle, reimbursement should then be done by using the pink Illinois College Request for Reimbursement form (form is included in packet). The group advisor and/or student drivers must keep track of the beginning and ending mileage.

• Mileage reimbursement for using your own vehicle is $.31 per mile. The Illinois College Request for Reimbursement form can be turned into the Business Office for reimbursement.

• If a group decides to use rental vehicles, the group is responsible for all communication and payment to the rental company.

In Case of Bad Weather Condition

• If a group is traveling on a day trip and driving conditions are in question because of weather, the group advisor will determine if the trip should be cancelled. This decision could be overridden by Facilities Management at any time.

• If a group is traveling on an overnight trip and driving conditions are in question because of weather, the College employee present on the trip will determine if the trip should be cancelled. This decision could be overridden by Facilities Management at any time.

Record Keeping

• All of the above records must be kept by the group advisor or faculty member until the completion of the academic year. All forms and trip information should be shredded at this time.