

Lafayette College Transportation Policy

The Transportation Policy at Lafayette College is designed to protect drivers, passengers, bystanders, vehicles and property when activities of Lafayette College require transportation.

Members of the Lafayette College community engage in many activities requiring transportation to other locations. To accomplish this transport safely, the College owns and maintains a fleet of vehicles of various types, frequently rents or charters other vehicles, and allows employees to be reimbursed for the use of their personal vehicles. Because of the significant hazards such transportation activities represent, the following procedures have been instituted to protect both persons and property from harm during such usage and to provide equitable usage of the fleet. Individual College Departments may establish more, but not less, restrictive transportation policies for their own Departments.

INDEX

| | | |
|-----------|--|---------|
| I. | Vehicle | Page 2 |
| II. | Driver Qualifications and Training | Page 4 |
| III. | Vehicle Usage and Reservations | Page 7 |
| IV. | Trip and Route Safety | Page 11 |
| V. | Incidents and Reporting | Page 14 |
| VI. | Maintenance | Page 15 |
| VII. | Policy Enforcement | Page 16 |
| Exhibit A | Request for Approved Driver Status | |
| Exhibit B | Enterprise Rental Rates | |
| Exhibit C | Enterprise National Rental Account Numbers | |

I. Vehicles

A. Types of vehicles - The College owns or leases several types of vehicles:

1. *Class I vehicles*

Class I vehicles are described as light trucks, sedans or minivans.

2. *Class II vehicles*

Class II vehicles are designed primarily for cargo, not passengers, whose driver does not need a Commercial Driver's License. These vehicles are designed to carry cargo and are typically larger, heavier, and more unstable than Class I vehicles, with a wider turning radius and lengthier stopping distances required when loaded.

3. *Class III vehicles*

Class III vehicles are designed to carry from eight (8) to fifteen (15) passengers, but whose driver is not required to have a Commercial Driver's License. These vehicles also are larger, heavier, and more unstable than Class I vehicles, with a wider turning radius and lengthier stopping distances required when loaded. The performance characteristics of Class III vehicles require more driver skill and training than for Class I or II vehicles. Beginning July 1, 2004 the College's Class III fifteen (15) passenger vehicles are restricted for use by Plant Operations and delivery services. Passengers will NOT be transported in Class III fifteen (15) passenger vehicles, whether College owned, leased or rented short term. Passengers may only be transported in the twelve (12) passenger vehicles purchased specifically for this use. These vehicles are less subject to rollover than fifteen (15) passenger vehicles due to their expanded wheelbase.

4. *Class IV vehicles*

Class IV vehicles are large trucks, buses, etc., or have passenger accommodations for sixteen (16) or more persons and require the driver to have a Commercial Driver's License.

5. *Long-term lease vehicles*

Long-term lease vehicles are considered fleet vehicles. Driver qualifications apply based on one of the Class I-IV designations above (generally Class I). Long-term leasing of Class III vehicles (15-passenger vans) is prohibited. All Transportation Policy restrictions apply as appropriate.

6. *Short-term rental vehicles*

Local short-term rental vehicles can be reserved by contacting Enterprise Rent-a-Car at 610-253-7599 at least 48 hours in advance. Short-term rental of Class III vehicles (15-passenger vans) is prohibited. The Enterprise negotiated rates listed in this document are for local rentals only and include the cost of the Damage Waiver (DW) purchase. The College has also entered into a national contract with Enterprise for non-local rentals. In locations where Enterprise is not available or other rental agencies provide better rates, employees are free to rent with other rental agencies. For local or non-local rentals all Transportation Policy restrictions apply as appropriate.

7. *Personal vehicles*

Employees may operate their personal vehicles for College purposes and submit mileage for reimbursement. Such reimbursement is intended to cover the cost of gas, wear and tear, insurance, and deductibles for the vehicle. Any accident will be filed under the employee's auto insurance per Pennsylvania insurance law with the College's liability policy acting as secondary coverage. Therefore, all Transportation Policy restrictions apply while on College business.

8. *Non-licensed vehicles*

LAFAYETTE COLLEGE TRANSPORTATION POLICY (CONT.)

Vehicles that are not licensed for road use may not be driven on public roads. All Transportation Policy restrictions apply as appropriate.

9. *Bus services*

The Purchasing Office will arrange for charter or school bus service as necessary. A local shuttle bus is provided for student use to Metzgar Fields, area shopping and downtown restaurants. Schedules are available on the LCATS (Campus Area Transportation) on the Quick Links section of the College's main web page.

B. Vehicle Acquisitions & Long-Term Leases

1. The Purchasing Office must approve and transact any purchases or long-term leases of new or used vehicles. Without the approval of the Purchasing Office, the College's insurance coverage will not be extended to such vehicles regardless of whether the driver is an authorized College driver.
2. In compliance with the College's Sustainability Initiative, all vehicles considered for purchase are evaluated for environmental impact.
3. Safety features are given as much consideration as cost in the new and used vehicle purchasing process. The need for features such as air bags, backup mirrors, backup alarms, backup distance sensors, automatic headlight-ignition connections and anti-lock brakes will be evaluated on a vehicle-by-vehicle basis.

C. Vehicle Administration

1. The Treasurer's Office maintains, in conjunction with the Purchasing Office, a centralized list of all vehicles owned by Lafayette College. This master list shall be updated as necessary, and shall include at least the following information:
 - Vehicle Type (private passenger, truck, tractor, etc.)
 - Vehicle Year
 - Vehicle Make
 - Vehicle Model
 - Vehicle Identification Number (VIN)
 - Title Number (if vehicle is owned)
 - Department responsible for ownership (if dedicated vehicle)
 - Driver(s) assigned (if dedicated vehicle)
 - Purchase price/value at acquisition

II. Driver Qualifications and Training Policy

The vast majority of personal injuries, deaths, and property damages from motor vehicle collisions are directly attributable to driver error. Operating a College vehicle is a privilege bearing heavy responsibility, particularly when passengers are involved. For this reason, the College reserves the right to be highly selective in approving drivers to operate College vehicles. Non-students or non-employees of Lafayette College are NOT permitted to drive College vehicles with the exception of volunteers who are 1) donating their time to drive for Lafayette College activities and 2) whose driving records have been reviewed and approved by the Treasurer's Office. All drivers of College owned or rented vehicles will be qualified in the following ways:

A. Driving Qualifications

All individuals seeking approval to operate a Lafayette College vehicle shall:

1. Be currently employed by Lafayette College, currently enrolled as a student at Lafayette College, volunteers designated and approved by the Treasurer's Office, or sub-contractors designated and approved by the Treasurer's Office.
2. Be able to produce a valid domestic driver's license and have at least one (1) year of driving experience in the United States.
 - Exception #1: Plant Operations student employee drivers, operating vehicles on or within five (5) miles of College property on Plant Operations business, may have less than one (1) year of driving experience - all other qualifications must be met. Such student employees may not operate Class III vehicles.
 - Exception #2: Full-time employees who operate College vehicles on a regular basis for their department and do not have one (1) year of U.S. driving experience may be hired on a probationary basis for 90 days. Preventable collisions for which they are responsible or tickets they receive in that time may be grounds for termination if restrictions on operating College vehicles would hinder the employee's ability to perform his/her job. All other qualifications must be met. Such probationary employees may not operate Class III vehicles.
3. Complete the "Request for Approved Driver Status Form" (Exhibit A) and deliver it **in person** to the Treasurer's Office (6 Markle Hall) where staff will photocopy the license described in item #2 above. Note: Student applicants must obtain the signature of the Head of the Department for which they will be driving. For consideration to operate College vehicles this documentation must be delivered to the Treasurer's Office (6 Markle Hall) at least one week prior to driving a College vehicle. The signed request authorizes the College to obtain a Motor Vehicle Record (MVR) on the applicant and attests that the applicant has read the Transportation Policy. If the MVR is unsatisfactory, the Treasurer's Office will advise the applicant that they are NOT approved to drive.
4. Successfully complete the Large Vehicle Training course when operating twelve (12) and fifteen (15) passenger vans, sport utility vehicles and pick-up trucks. Training can be scheduled by contacting Public Safety at extension 5330. NOTE: twelve (12) and fifteen (15) passenger vans may only be operated by employees of the College twenty-five (25) years of age and older. All other large vehicles may be only be operated by employees or fourth year students.

LAFAYETTE COLLEGE TRANSPORTATION POLICY (CONT.)

B. Driver Disqualification

Driving privileges will not be granted to individuals whose history in the most recent three years includes one or more of the following moving violation convictions:

1. Hit and run
2. Failure to report an accident
3. Negligent homicide arising out of the use of a motor vehicle
4. Operating during a period of suspension or revocation
5. Using a motor vehicle for the commission of a felony
6. Operating a motor vehicle without the owner's authority
7. Permitting an unlicensed person to drive
8. Reckless driving
9. 3 or more speeding tickets
10. Speed in excess of 25 mph over the posted limit
11. Two preventable accidents in a 12-month period

OR

The driver has been cited for driving while under the influence of alcohol or drugs (DWI/DUI) or underage alcohol consumption or possession of illegal substances or weapons within the past 5 years.

Driving privileges will also be revoked if:

1. The approved driver uses a College fleet vehicle on personal business not approved by a Department Head. Vehicles dedicated to one driver are exempt from this restriction when use of the vehicle is a taxable event.
2. The approved driver loans a College vehicle to any other individual. If additional drivers will be operating the vehicle, all drivers must be listed on the reservation **AND** listed on the approved driver list.
3. Any student driver involved in an accident while operating a College vehicle that results in an insurance claim will lose driving privileges until an investigation determines fault. If the student is not legally at fault for the collision, the student may apply to the Treasurer's Office for reinstatement. However, reinstatement is at the discretion of the Treasurer.

C. Duration of driving approval

Unless approval is revoked for the reasons listed above, driving approval continues as follows:

1. *Students*: until they are no longer enrolled, as long as
 - an acceptable current Motor Vehicle Record continues
 - a photocopy of his or her current driver's license is on fileStudents who have driven in the previous year may automatically continue to drive unless and until their Motor Vehicle Record (MVR) becomes unacceptable and as long as their valid driver's license is on file in the Treasurer's Office. If a student's driving approval has been revoked, he or she must wait at least 365 days before applying for reinstatement.
2. *Employees*: for the duration of their employment, pending satisfactory annual Motor Vehicle Record review and submission of his/her renewed driver's license in years of license expiry.

D. Driver Training

1. *Basic training*

LAFAYETTE COLLEGE TRANSPORTATION POLICY (CONT.)

All licensed drivers are expected to be familiar with the operation of a motor vehicle and Pennsylvania motor vehicle law. Drivers of twelve (12) and fifteen (15) passenger vans, sports utility vehicles and pick-up trucks must successfully complete the Large Vehicle Training course offered through the Office of Public Safety. NOTE: twelve (12) and fifteen (15) passenger vans may only be operated by employees of the College twenty-five (25) years of age and older. All other vehicles listed in this section may be operated by employees and fourth year students.

2. *Remedial training*

All employees who are involved in an incident determined to be preventable or who incur additional infractions on their driving record will be required to take remedial training with Public Safety. The successful completion of this course does not guarantee reinstatement of driving privileges.

3. *Specialized training*

Specialized training is required for operators of unusual vehicles, those transporting particularly hazardous cargo, or those encountering special hazards on particular routes, etc. as determined by the Transportation Center.

NOTE: The Treasurer's Office reserves the right to deny or revoke an individual's driving privileges should that individual exhibit poor judgment of any kind while driving College vehicles. The determination of the privilege to drive a College vehicle is at the discretion of the Treasurer's Office. There is no appeal process.

III. Vehicle Usage and Reservations Policy

A. Vehicle Availability

College-owned or short-term rental vehicles are available for use by College Departments upon request for domestic travel. College vehicles are not available for personal use.

B. Personal Vehicle Use

1. *Reimbursable Use* – Personal vehicles are not considered part of the College fleet. However, Business travel by employees (full-time, part-time, or student) of the College using personal vehicles will be reimbursed for mileage incurred. The mileage rate includes reimbursement for fuel, wear & tear, depreciation, and insurance. Therefore, if an accident occurs, the employee's insurance provides the coverage and the employee is responsible for any deductible. The College's insurance will provide secondary liability coverage only. Since the College's policy could be called upon for coverage, all Transportation Policy regulations and restrictions apply while on College business.

2. *Non-Reimbursable Use* – 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 already 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 any deductible. The College's insurance policy will NOT provide secondary liability coverage.

C. Usage Priorities - the following priority list will be followed for College fleet vehicle usage:

1. *Regular daily Departmental use*—a portion of the fleet is reserved for regular use. The following Departments shall have appropriate numbers and types of vehicles assigned to them at all times:

- ◆ Athletics
- ◆ Biology Department
- ◆ College Post Office
- ◆ Dining
- ◆ Geology Department
- ◆ Physical Plant
- ◆ President's Office
- ◆ Public Safety

The vehicles dedicated to these departments are not normally available for use by other Departments. However, all Transportation Policy restrictions apply to these vehicles at all times. The designated Department supervisor must approve any off-campus or non-customary use of these vehicles (i.e. going to lunch off-campus, etc.).

2. *Community Outreach* – Several mini vans are dedicated to student activities generally consisting of multiple short-term trips per day with occasional daylong usage (i.e. Interim trips and conference attendance). Vehicles are not to be used for personal errands. These vehicles will be reserved and released on a first come / first served basis through the Community Outreach Center. Deviation from the trip route or return time may result in revocation of driving privileges.

3. *All Other College Business Use* – must be approved by the Head of the requesting department.

D. Obtaining & Returning Vehicles

1. a. *Local General Purpose Motor Pool*

- ⊕ Contact Enterprise Rent-a-Car at 610-253-7599 at least 48 hours in advance to reserve a vehicle. You must provide Enterprise with the BANNER number that

LAFAYETTE COLLEGE TRANSPORTATION POLICY (CONT.)

will be charged, the name of the department or organization using the vehicle, the names of all individuals who will be operating the vehicle, and the type of vehicle needed. Enterprise will verify that all drivers appear on the College's Approved Driver List. The local contract requires that drivers be eighteen (18) years of age or older to rent standard sized vehicles. Only College employees twenty-five (25) years of age or older are authorized to operate twelve (12) and fifteen (15) passenger vehicles. Rented twelve (12) and fifteen (15) passenger vans may NOT be operated in Connecticut, the District of Columbia, Florida, Iowa, Maine, Massachusetts, New York, or Rhode Island due to unfavorable liability laws. Since these vehicles do not meet Federal Bus Safety Standards, they may not be used to transport children in the twelfth (12th) grade or younger.

- ⊕ Since Enterprise is the College's local rental provider the invoices will be sent directly to the Purchasing Office for payment. You will NOT be reimbursed for local rentals charged to your personal or corporate credit card. See Exhibit B for vehicle types and rates. If the type of vehicle requested is not available, Enterprise will upgrade the vehicle at no additional cost. Reservations made with less than 48 hours notice will not receive this accommodation and may be subject to higher rental charges.
- ⊕ The Enterprise representative will arrange a convenient time to meet you at the March Field parking lot to provide the keys and vehicle to you. You will need to present your drivers license to the Enterprise representative as identification. Please inspect the vehicle for damage before signing for the vehicle. Your signature phrase must adhere to the following format for insurance purposes:

(YOUR NAME) on behalf of Lafayette College

If you do not use this phrase, your personal insurance will become the primary coverage if an accident occurs. You will receive the pink copy of the signed rental agreement. This copy serves as the vehicle's registration during the rental period.

- ⊕ Vehicles are returned to the parking spaces designated for Enterprise vehicles in the March Field Parking Lot. Please inspect the vehicle and note any damage. Return the keys at the Public Safety Office located in the ground level of Marquis Hall. The office is open 24 hours a day / 7 days a week. Envelopes will be available at the Public Safety counter for forwarding the pink copy of the signed rental agreement to your department/organization supervisor via inter-office mail to facilitate budget tracking.
 - ⊕ For Sunday departures, the vehicle will be delivered by Enterprise on Saturday with no charge for Saturday (providing the vehicle is not utilized) and charges would begin on Sunday.
- b. *Departmental Motor Pool*
- ⊕ Contact the Transportation Coordinator Monday through Friday from 9:00 a.m. to 4:00 p.m. at extension 5857 to reserve vehicles. All individuals who will be operating the vehicle must be noted on the reservation and included on the College's Approved Drivers List. NOTE: Multiple vehicle requests for repetitious reservations in an upcoming academic year may be submitted in writing on the first Monday following Commencement.
 - ⊕ The keys may be obtained from the Transportation Coordinator in the Plant Operations Office Monday through Friday from 8:00 am to 4:00 pm.
 - ⊕ The vehicle should be returned to a parking space near where it was obtained. Please inspect the vehicle and notify the Transportation Coordinator of any

LAFAYETTE COLLEGE TRANSPORTATION POLICY (CONT.)

damage. The key and informational binder must be returned to the Transportation Coordinator in the Plant Operations Office Monday through Friday from 8:00 am to 4:00 pm.

c. *Community Outreach Vehicles*

- ⊕ Contact the Community Outreach Assistant at extension 5320. All individuals who will be operating the vehicle must be listed on the reservation and included on the College's Approved Drivers List.
- ⊕ The keys may be obtained from the Community Outreach Assistant at 101 Hogg Hall Monday through Friday from 9:00 am to 5:00 pm. The vehicles are parked in the parking lot located at the corner of Clinton Terrace and Cattell Street.
- ⊕ The vehicle should be returned to a parking space near where it was obtained. Please inspect the vehicle and notify the Community Outreach Assistant of any damage. The key and informational binder must be returned to the Community Outreach Assistant Monday through Friday from 9:00 am to 5:00 pm. Because vehicles are booked multiple times per day, the vehicles cannot be returned later than the time and date reserved. Please respect the needs of other users by returning vehicles promptly.

d. *Non-Local Rental Vehicles*

- ⊕ A national Enterprise contract has been negotiated to include the cost of the Damage Waiver (DW) in the rental fee. The national contract requires that drivers be twenty-one (21) years of age or older to rent standard sized vehicles. Only College employees twenty –five (25) years of age or older are authorized to operate twelve (12) and fifteen (15) passenger vehicles. Rented twelve (12) and fifteen (15) passenger vans may NOT be operated in Connecticut, the District of Columbia, Florida, Iowa, Maine, Massachusetts, New York, or Rhode Island due to unfavorable liability laws. Since these vehicles do not meet Federal Bus Safety Standards, they may not be used to transport children in the twelfth (12th) grade or younger. The renter must provide the Enterprise Billing Number for their department (see Exhibit C) when reserving a vehicle to receive the reduced rates of this contract. In locations where Enterprise is not available or other rental agencies provide better rates, employees are free to rent with other rental agencies. All Transportation Policy restrictions apply as appropriate. The following steps must be adhered to:

- a. Lafayette College authorized drivers must sign the rental agreement with the following signature phrase:

“(YOUR NAME) on behalf of Lafayette College”

If you do not use this phrase, your personal insurance will become the primary coverage if an accident occurs.

- b. For non-Enterprise rentals, drivers should purchase the Damage Waiver (DW) offered by the rental company but should NOT purchase the rental company's liability insurance. Liability insurance will be provided by the College's policy. If payment will be made using the College's corporate American Express card, both the Damage Waiver (DW) and the liability insurance should be declined as coverage is extended by the card's benefits.
2. The informational binder received with the key for Departmental and Community Outreach vehicles will contain the following information for the driver's review and use:
 - A copy of the Transportation Policy
 - The vehicle's registration card
 - The vehicle's insurance card

LAFAYETTE COLLEGE TRANSPORTATION POLICY (CONT.)

- Procedures in the event of a mechanical breakdown
 - Procedures in the event of an incident
3. If a visiting speaker, performer, lecturer or other guest of the College is to be provided with transportation, the vehicle should be rented and paid in their name. Reimbursement to the guest should be requested by the hosting College Department using an expense report. The visitor may elect to accept or decline the liability and collision insurance coverage, but will be personally responsible for any damage or liability that may occur. College fleet vehicles are not available to such visiting speakers, performers, lecturers, or guests.

E. Usage Costs

1. *Rates* - See Exhibit B for base amounts that will be charged to your department. These rates include the purchase of the Damage Waiver (DW), but do not include sales tax, transportation tax, or fueling costs. Base rates include unlimited mileage on daily rentals within the states of Pennsylvania, New York, New Jersey, Delaware, Maryland, Massachusetts and Connecticut and any other state approved by the local Enterprise office. Vehicles may NOT be operated on non-paved or gravel roads. See the Enterprise Rental Rates (Exhibit B) for mileage included in each rental category.
2. *Fuel* – Enterprise will re-fuel tanks at current market rates. It is not necessary to return the vehicle with a full tank. Dedicated Departmental and Community Outreach vehicles will be fueled by the department operating the vehicle. Plant Operations will not monitor fuel levels for these vehicles.
3. *Tolls / Parking Fees* - All tolls, parking and other incidental charges are the responsibility of the operating Department.
4. *Violations* - All parking violations, moving violations or other traffic tickets or fines are the responsibility of the driver. Drivers must notify Public Safety of any traffic violations or accidents immediately upon return to the campus.
5. *Additional Charges* - Failure to return the vehicle at the agreed upon time or returning a vehicle with excessive wear and tear, in relation to cleanliness, will result in an additional charge to the Department that reserved the vehicle.
6. *Billing* - Departments will be billed monthly for Enterprise rentals against the account number provided at the time of request. It is NOT permissible to pay cash for College rentals.

IV. Trip and Route Safety Policy

A. General Regulations

1. *Locales:* Vehicles may NOT be operated outside the United States. The College's insurance only provides coverage for domestic travel. Vehicles may only be driven on paved roads and may not be operated off-road. In addition, rented Enterprise twelve (12) and fifteen (15) passenger vans may NOT be operated in Connecticut, the District of Columbia, Florida, Iowa, Maine, Massachusetts, New York, or Rhode Island due to unfavorable liability laws.
2. *Cell phones:* Drivers will NOT use cell phones at any time while vehicles are in motion or waiting at stoplights, stop signs, traffic jams, etc. Cell phones are only to be used by passengers or by drivers who have pulled over and stopped in a safe location.
3. *Headlights:* All drivers will drive with the headlights on at all times, day or night.
4. *Passengers:* Only Lafayette College employees, students and volunteers may be transported in vehicles owned or rented by the College. Family and friends who do not fall in these categories may not be transported. Vehicles dedicated to one driver are exempt from this restriction when use of the vehicle is a taxable event. No drivers shall transport more passengers in a vehicle than the vehicle is designed to transport. In most cases this is the same as the number of factory-installed seat belts in the vehicle. Vehicles may NOT be used to transport persons or property for hire.
5. *Seatbelt Usage:* All occupants of the vehicle must use the restraints as they were designed to be used at all times when the vehicle is in operation. Drivers shall not begin operation of the vehicle until all passengers have complied. Passengers must not remove their seat belts during travel. If a driver becomes aware of passengers who refuse to use the provided restraints properly, the driver may refuse that person further passage, unless such refusal would endanger their safety. An exception to this policy is granted if an occupant presents a physician's statement stating that compliance is not possible or would be harmful to that person (e.g., a medical device that would be compromised by a shoulder belt). The physician's statement shall define its effective period.
6. *Front Passenger Seat:* On any trip with passengers, drivers should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. Drivers should remind this passenger that it is his/her responsibility to help the driver stay alert and to assist with directions and maps. A driver going off duty should not become the navigator unless there is no other passenger who can serve as navigator.
7. *Trailers:* Approval to pull trailers must be obtained from the Public Safety Office based on training specific to the impact of such trailers on vehicle handling. Trailers are only permitted on Class II and Class III vehicles. No trailers of any sort are permitted on Class I vehicles or Enterprise rental vehicles.
8. *Speed Limit:* All posted speed limits must be followed and adjusted for prevailing weather conditions, vehicle (and trailer, if applicable) response to such conditions, and familiarity with the route. At no time should a College or rental vehicle be driven at a speed greater than 65 miles per hour.
9. *Vehicle top carriers:* No vehicle top or other carriers are permitted.
10. *Modifications:* No modifications to vehicles (ski or bike racks, antennae, stickers, signs, tow hitches, seat removal, etc.) may be made except by Plant Operations.
11. *Smoking:* Smoking in College vehicles or rental vehicles is prohibited.
12. *Radar detectors:* The use of radar, laser or other speed monitoring detection systems is prohibited.

LAFAYETTE COLLEGE TRANSPORTATION POLICY (CONT.)

13. *CB and portable radios:* If passengers are present, they and NOT the driver should operate any CB or portable radios used. (Exception: This regulation does NOT apply to Public Safety personnel.)
14. *Medications:* No drivers, before or during trips, will use alcohol, medications, or drugs whether taken with or without a prescription that may cause drowsiness or other physical or mental impairment.
15. *Hitchhikers:* Picking up hitchhikers is prohibited.
16. *Cargo:* Cargo may not be loaded above the height indicated on the stickers in van cargo areas of College vehicles. Follow the Loading Instructions included in the aluminum forms holders for all vans.
17. *Loads:* Hauling loads is prohibited, unless the vehicle is specifically designed for such loads. Examples of potentially damaging loads include firewood, sod, lumber or gravel. If bulky, awkward or hazardous cargo must be hauled, drivers must consult with the Transportation Center to ensure cargo will be properly stowed and hauled.

B. Weather Conditions

Drivers and Departmental sponsors of student trips are responsible to obtain weather information before and during daily travel to determine if road or weather conditions present hazards along their planned travel route. Last minute reservation cancellations due to weather or travel hazards will not result in fines or charges if prompt notice is given to the Transportation Coordinator. Last minute cancellations for any other reason will result in a \$50.00 processing charge to the Department's budget. If College vehicles are already on the road and weather conditions become hazardous, the driver must stop the trip, delay or cancel travel planned for that day, and ensure the safety of all passengers. At all times the Transportation Coordinator, in consultation with the Treasurer, retains the right to immediately restrict all local travel as are deemed necessary, including rental or charter vehicles, in case of inclement weather or safety hazards.

C. Athletic Events

Athletes participating in practices or competitions more than 2 hours driving time from campus may not operate a College owned or rented vehicle OR a personal vehicle to or from the event. Team members who will not or have not practiced or competed may drive if they are authorized drivers. All such drivers must notify the coach of their non-participation before using a College vehicle.

E. Driving Time Limits

1. Driving time limits for all College approved drivers are:
 - Daytime travel: Participating athletes – two (2) hours maximum
All other drivers – three (3) hours at one time without a break
 - Nighttime travel: Participating athletes – one (1) hour maximum
All other drivers – two (2) hours at one time without a break
2. Within 15 minutes of reaching a driving limit, the driver should exit the highway to a safe rest area. The driver must take at least a 15-minute break before resuming driving, or another College approved driver who has not been driving must assume driving responsibilities. When the destination is expected to be reached within thirty (30) minutes beyond the appropriate driving limit, one driver may drive the entire trip without a break. However, if poor weather or heavy traffic threatens to lengthen the trip, the driver should exit the highway to a safe rest area within the normal driving limits.

LAFAYETTE COLLEGE TRANSPORTATION POLICY (CONT.)

3. On trips beyond twenty (20) miles, no driver of College owned or rented vehicles may commence driving after 12:00 Midnight or before 5:00 a.m. Trips and events must be planned so that no drivers are expected or pressured to begin driving between these hours.
4. No driver may exceed eight (8) total hours of driving time in any 24-hour period.
5. No trip segment shall exceed eighteen (18) hours including the mandatory breaks. After eighteen hours the drivers must stop for at least seven (7) hours. This rule is to be observed even if there are multiple approved drivers along on the trip.

F. Backing Up

The vast majority of all fleet vehicle collisions, particularly with vans, occur while the driver is backing up. In order to prevent losses from vehicles operating in reverse:

1. Drivers will always enter the driver's door only after walking around the rear of the vehicle to note potential obstacles and the distance to them.
2. If a driver is backing into a space and
 - a. the driver is not accompanied by passengers and is planning to back into a tight space and safety permits; he/she must stop the vehicle and walk around it to observe obstacles and distances before backing into the space.
 - b. the driver is accompanied by passengers; one passenger must disembark and direct the driver during backing operations if it is safe to do so.

G. Preventive Maintenance on Trips

1. *Fluid levels*

It is the responsibility of the driver to maintain proper oil and coolant levels if the vehicle is being used for an extended time period or driven an extended distance.

2. *Mechanical failures*

Mechanical problems that are not safety related should be reported

- a. to Enterprise when the vehicle is returned if the vehicle is rented or
- b. to the Transportation Coordinator (610-330-5857) upon return to campus.

Mechanical problems that are safety related or render the vehicle inoperable, the driver should:

- a. contact the local Enterprise office at 610-253-7599 during business hours or the national toll free number at 1-800-307-6666 after business hours
- b. consult the instructions in the metal binder that was received when the keys were obtained for College owned vehicles.

H. Driver Inspections

1. *Pre-trip inspections*

Drivers should not operate a vehicle until they complete a visual pre-trip inspection, including a dent and damage check. Drivers should be satisfied that all necessary parts and components are in good working order. Problems should be reported before departure to:

- a. the Enterprise representative for rental vehicles or
- b. the Transportation Coordinator for College owned vehicles.

2. *Post-trip inspections*

Drivers will conduct post-trip inspections after trips. Unusual noises, awkward operation, or other problems should be reported to

- a. Enterprise at 610-253-7599 for rental vehicles or
- b. the Transportation Coordinator for College owned vehicles.

V. Incidents and Reporting Policy

“Incidents” are events that result in personal injury or in damage to vehicles or property. If the incident occurs on College property, contact Public Safety at 5330 to file a report. If the incident occurs off campus, contact the local police to file a report. The driver is expected to provide a copy of the police report to the Treasurer’s Office upon his/her return to campus.

A. Post-Incident Procedures

Failure to report collisions or damage to vehicles will result in loss of driving privileges. In the event of an incident, report the incident to:

- a. Enterprise at 610-253-7599 for rental vehicles or
 - b. the Transportation Coordinator using the incident report included in the metal binder.
- Insurance claims will be submitted by the Treasurer’s Office when appropriate.

In either case, the driver is expected to supply to the Treasurer’s Office a copy of a College Public Safety incident report or a police report from the jurisdiction where the accident occurred.

B. Incident Investigations

Representatives from the Treasurer’s Office, Public Safety and the Safety Committee will review all incidents.

1. All incidents will be designated as either “preventable” or “non-preventable” by actions of the College vehicle driver. The following are some of the criteria constituting “preventable” actions by the driver:

- Failure to adjust speed to conditions of light, weather, road, or traffic
- Failure to note dashboard warning lights that result in mechanical difficulties
- Failure to recognize and adjust to driver’s own temporary physical, mental or emotional condition
- Failure to adjust to clearance at top, sides, front or rear of vehicle
- Failure to observe conditions at rear of vehicle while backing
- Failure to yield right of way when necessary to avoid a collision
- Failure to control speed to be able to stop within assured clear distance ahead
- Failure to observe traffic laws and ordinances
- Failure to observe Lafayette College Transportation Policy

2. If an incident is determined to have been preventable, the following actions will be taken if the driver involved is:

- a) A student – his/her driving approval will be revoked for 365 days.
- b) An employee whose job does not require regular driving - the driver will be given a written warning and be required to attend a Driver Safety training session selected by the Office of Public Safety as appropriate. Two preventable collisions within a five-year period will result in the revocation of his/her driving approval.
- c) An employee whose job requires regular driving - the driver will be given a written warning and be required to attend a Driver Safety training session selected by the Office of Public Safety as appropriate. If a driver has two preventable collisions within a one-year period, or three preventable collisions in a two-year period, Human Resources will work in conjunction with the Department Head to determine appropriate consequences.

3. All completed incident report forms will be kept on file in the Treasurer’s Office for five years from the date of the collision, to aid proper loss trend analysis and analyze the effectiveness of safety training programs.

VI. Maintenance

A. Required safety equipment

Vehicles will contain safety equipment required by law.

B. Records maintenance

1. Driver Records - the Treasurer's Office will be responsible for maintaining driver records. A file (separate from employment records) will be kept current for each individual, to whom driving privileges are granted, containing:
 - his or her completed "Approved Driver Status Request" form
 - a photocopy of his or her valid driver's license
 - current annual Motor Vehicle Record/Driver Record information
 - incident reports, if any
 - complaints received about his or her driving, if any
 - records of training events attended through the Office of Public Safety
2. Maintenance Records - Plant Operations will be responsible for maintaining vehicle records. Written records of maintenance and inspection records shall be kept in a separate file for each fleet vehicle. Records will include:
 - Vehicle year, make, model, and identification number (VIN)
 - College vehicle inventory number (if assigned)
 - The name, address, and phone number of the Department or individual responsible for the vehicle, if the vehicle is on permanent assignment
 - Tire size, ply, type, serial number (if applicable), date of purchase, and mileage of vehicle when installed
 - Special equipment or component parts involved
 - For each inspection: items inspected, repairs made, date completed, mileage, and name of inspecting mechanic as well as the date/mileage for the next scheduled inspection
 - Dates preventative maintenance was performed – to include the garage providing the maintenance
 - The date and nature of any other service performed as well as the garage where the service was performed

C. Service, Inspections, and Repairs

1. All maintenance and service for College owned vehicles will be coordinated by Plant Operations. Vehicles will be serviced and inspected according to the College vehicle checklist for preventive maintenance, depending on usage. The Transportation Coordinator will remove a vehicle from operation if repairs are necessary.
2. Plant Operations will coordinate Pennsylvania Department of Transportation inspections as required:
 - Annually for vehicles weighing over 10,000 pounds and all vehicles that carry less than 16 persons
 - Semi-annual inspections of fifteen (15) passenger vans used by Plant Operations for campus work
 - Other inspections as required.

VII. Policy Enforcement

The Transportation Coordinator in conjunction with the Treasurer's Office, the Office of Public Safety, Plant Operations and Purchasing will oversee the Transportation Program. Specific policies will be re-examined annually and revised as appropriate. Revised current copies of these polices will be made available to all departments via the College's web site (located under Policies on the Business Affairs web page).

A. Usage Records –

1. The Transportation Coordinator is responsible for enforcing the following policies:
 - Verifying that drivers are authorized to operate College vehicles
2. The Enterprise Office is responsible for:
 - Requesting names of all drivers and verifying that drivers are authorized to operate rental vehicles
 - Recording College's BANNER General Ledger Number for each rental on monthly invoice
 - Obtaining the group affiliation and contact information

B. Driver Records – The Treasurer's Office is responsible for enforcing the following policies:

- Collecting properly completed "Request for Approved Driver Status" forms
- Conducting Motor Vehicle Record (MVR) checks
- Reviewing MVRs and informing applicants if driving privileges are withheld or revoked
- Maintaining the authorized driver list on a shared computer drive accessible by the Transportation Coordinator and forwarding said list to Community Outreach and the Enterprise Rent-a-Car's Easton office at least weekly.

C. Incident Reports – the Treasurer's Office is responsible for the following:

- Collecting all information pertaining to an incident (in conjunction with the Office of Public Safety as needed)
- Filing insurance claims when appropriate
- Monitoring incident reports for similarities and coordinating with the Office of Public Safety to provide any necessary training.

D. Training Records – the Office of Public Safety is responsible for the following:

- Providing Large Vehicle Training as needed
- Providing training for operation of Class II or Class III vehicles with trailers
- Recommending other training as needed

E. Vehicle Records – Plant Operations and Enterprise are responsible for the following:

- Inspecting returned vehicles and assessing special charges
- Maintaining vehicle service records
- Maintaining vehicle inspection records

LAFAYETTE COLLEGE

REQUEST FOR APPROVED DRIVER STATUS

This form must be delivered in person to the Treasurer's Office (6 Markle Hall) where your driver's license will be photocopied.
Submission at the Treasurer's Office must be made at least one week prior to driving a College vehicle.

In connection with my application for APPROVED DRIVER status with Lafayette College, I understand that prior to or at any time after my acceptance as an APPROVED DRIVER, a Motor Vehicle Report may be requested from the public records to the extent permitted by law from various local, state and federal agencies.

I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY LAW ENFORCEMENT AGENCY, STATE AGENCY, LOCAL AGENCY, FEDERAL AGENCY; AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY MOTOR VEHICLE HISTORY.

I understand that I have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested. Further, I am entitled to know if my application for APPROVED DRIVER is denied because of information obtained. If so, I will be so advised in writing and be given the name and address of the agency, a statement that the action was based in whole or in part on information contained in the report and written notice that I have the right to dispute the accuracy or completeness of any information in the Motor Vehicle Report furnished. I understand that upon my request with reasonable notice, Lafayette College will supply me with a copy of the Motor Vehicle Report in my file during normal business hours in person or upon written request, by mail or telephone as permitted by law.

I understand that I must authorize procurement of such Report(s). A photographic or faxed copy of this Notification and Release Authorization shall be as valid as the original. In addition, my signature acknowledges that I have read and understand Lafayette College's Transportation Policy.

| | |
|---|------|
| Signature | Date |
| Last Name: _____ First Name: _____ | |
| Home Address: _____ | |
| City: _____ State: _____ Zip: _____ | |
| Driver's License Number: _____ State: _____ | |
| Date of Birth: _____ Campus Phone Number: _____ | |
| E-Mail Address: _____ | |

| | |
|--|--|
| Department Head /or Designee Signature (required for student applications only) | Department/Organization |
| Classification: Faculty [<input type="checkbox"/>] Staff [<input type="checkbox"/>] Administration [<input type="checkbox"/>] Student [<input type="checkbox"/>] | Year of Graduation _____ Volunteer [<input type="checkbox"/>] |

Driving privileges will not be granted to individuals with less than two years U.S. driving experience or whose driving history in the most recent three years includes one or more of the following moving violation convictions:

- | | |
|---|--|
| 1. <input type="checkbox"/> Hit and run | 7. <input type="checkbox"/> Permitting an unlicensed person to drive |
| 2. <input type="checkbox"/> Failure to report an accident | 8. <input type="checkbox"/> Reckless Driving |
| 3. <input type="checkbox"/> Negligent homicide arising out of motor vehicle use | 9. <input type="checkbox"/> 3 or more speeding violations |
| 4. <input type="checkbox"/> Operating during a period of suspension or revocation | 10. <input type="checkbox"/> Speed in excess of 25 mph over the posted limit |
| 5. <input type="checkbox"/> Using a motor vehicle for the commission of a felony | 11. <input type="checkbox"/> Two preventable accidents in a 12-month period |
| 6. <input type="checkbox"/> Operating a motor vehicle without the owner's authority | |

OR

_____ The driver has been cited for driving while under the influence of alcohol or drugs (DWI/DUI) or underage alcohol consumption or possession of illegal substances or weapons within the past 5 years.

TREASURER'S OFFICE USE ONLY: Authorized [] NOT Authorized []

LOCAL CORPORATE RATES FOR LAFAYETTE COLLEGE

For all Central and Northeastern PA Locations (see attached office listing)

| | Daily Rate with DW Included | Weekly Rate with DW Included* | Monthly Rate with DW Included** |
|--|--|--|--|
| Compact/Economy Types: Dodge Neon, Ford Escort, Chevy Metro | \$37.85 | \$228.00 | \$650.00 |
| Intermediate Types: Ford Focus, Chevy Cavalier, Pontiac Sunfire | \$39.85 | \$240.00 | \$700.00 |
| Standard Types: Chevy Malibu, Dodge Stratus, Pontiac Grand Am | \$41.85 | \$252.00 | \$750.00 |
| Full Size Types: Pontiac Grand Prix, Ford Taurus, Chevy Impala | \$46.00 | \$276.00 | \$800.00 |
| Premium Types: Pontiac Bonneville, Buick Lesabre | \$50.00 | \$300.00 | \$900.00 |
| Luxury Types: Cadillac Deville, Lincoln Towncar | \$70.00 | \$420.00 | \$999.00 |
| Minivan Types: Ford Windstar, Chrysler Town & Country, Chevy Venture | \$54.85 | \$330.00 | \$850.00 |
| Medium SUV Types: Jeep Liberty, Hyundai Sante Fe, Ford Escape | \$65.00 | \$390.00 | \$900.00 |
| Large SUV *** Types: Ford Expedition, Chevy Tahoe | \$77.00 | \$462.00 | \$999.00 |
| Cargo Van*** Types: Ford Econoline, Chevy Express | \$50.00 | \$300.00 | \$850.00 |
| Pickup Truck*** Types: Dodge Ram & Dakota, Chevy Silverado & S10 | \$55.00 | \$330.00 | \$900.00 |
| Large Passenger Vans*** Types: 12 and 15 Passenger | \$86.00 | \$516.00 | \$1,699.00 |

****2000 monthly miles free, \$.20 thereafter**

*****Requires large vehicle training program as administered by the College.**



Pick Enterprise. We'll pick you up.®

Central and Northeastern Pennsylvania Locations

| <u>Location</u> | <u>Phone Number</u> | <u>Location</u> | <u>Phone Number</u> |
|--|---------------------|---------------------------|---------------------|
| Akron/Ephrata | (717) 859-4936 | Paradise | (717) 442-0203 |
| Allentown Airport | (610) 226-4081 | Peckville/Scranton | (570) 489-2203 |
| Allentown (Hamilton Blvd.) | (610) 395-9150 | Pocono Summit | (570) 895-4490 |
| Allentown (Union Blvd.) | (610) 435-1711 | Pottstown | (610) 323-4444 |
| Allentown (North 13 th St.) | (610) 820-6200 | Pottsville | (570) 628-3200 |
| Bethlehem (Stoke Park) | (610) 954-8095 | Quakertown | (215) 536-1727 |
| Bloomsburg | (570) 784-8558 | Reading | (610) 376-4722 |
| Camp Hill | (717) 975-5586 | Sayre/Athens | (570) 888-2616 |
| Carlisle | (717) 258-4495 | Scranton | (570) 348-2040 |
| Chambersburg | (717) 267-0674 | Selinsgrove | (570) 743-6111 |
| East Stroudsburg | (570) 426-7071 | Stroudsburg | (570) 424-9442 |
| Easton | (610) 253-7599 | Taylor | (570) 562-3277 |
| Edwardsville | (570) 288-7722 | Temple | (610) 929-9968 |
| Emmaus | (610) 562-1213 | Towanda/Wysox | (570) 265-0916 |
| Gettysburg | (717) 337-9000 | Tunhannock | (570) 836-6058 |
| Hamburg | (610) 562-1213 | Waynesboro | (717) 765-6775 |
| Hanover | (717) 632-4170 | West Lawn | (610) 927-3111 |
| Harrisburg Airport | (717) 944-6566 | Wilkes-Barre (Motorworld) | (570) 829-0055 |
| Harrisburg (Capital City AP) | (717) 774-5480 | Wilkes-Barre (Kidder St) | (570) 829-3411 |
| Harrisburg (S. Cameron St) | (717) 238-7541 | Williamsport | (570) 326-9669 |
| Harrisburg (Paxton St) | (717) 564-9444 | York (North)-Loucks Rd | (717) 854-4151 |
| Harrisburg (Jonestown Rd) | (717) 671-8455 | York (South)-Queen St | (717) 845-6081 |
| Harrisburg (Eisenhower Blvd.) | (717) 441-1788 | York (East)-Whiteford Rd | (717)840-3889 |
| Hazleton | (570) 454-1177 | York (Diehl Toyota) | (717)718-0881 |
| Hershey | (717) 533-3099 | | |
| Honesdale | (570) 253-3844 | | |
| Lancaster (Manheim Pike) | (717) 391-7080 | | |
| Lancaster (Columbia Ave.) | (717) 290-1111 | | |
| Lebanon | (717) 274-9771 | | |
| Lehighton | (610) 377-7525 | | |
| Lemoyne | (717) 763-7001 | | |
| Lewistown | (717) 242-8844 | | |
| Lock Haven | (570) 748-3669 | | |
| Manheim | (717) 665-1999 | | |
| McConnellsburg | (717) 485-9330 | | |
| Mechanicsburg | (717) 795-8500 | | |
| Nazareth | (610) 746-3080 | | |

LAFAYETTE COLLEGE
ENTERPRISE BILLING NUMBERS FOR NATIONAL RENTALS

| Enterprise Billing | | Last 4 Digits of |
|---------------------------|---------------------------------|---------------------------|
| Number | Department | Credit Card Number |
| GA57923 | Admissions | XXXX-XXXXXX-X1020 |
| GA57926 | Anthropology & Sociology | XXXX-XXXXXX-X1053 |
| GA57927 | Art | XXXX-XXXXXX-X1061 |
| GA57928 | Art Gallery | XXXX-XXXXXX-X1079 |
| GA57931 | Athletic Administration | XXXX-XXXXXX-X1103 |
| GA57932 | Athletic Committee | XXXX-XXXXXX-X1111 |
| GA57933 | Athletics, Baseball | XXXX-XXXXXX-X1129 |
| GA57937 | Athletics, Cheering | XXXX-XXXXXX-X1160 |
| GA57958 | Athletics, Fencing | XXXX-XXXXXX-X1376 |
| GA57959 | Athletics, Field Hockey | XXXX-XXXXXX-X1384 |
| GA57961 | Athletics, Football | XXXX-XXXXXX-X1400 |
| GA57966 | Athletics, Golf | XXXX-XXXXXX-X1459 |
| GA57978 | Athletics, Mens Basketball | XXXX-XXXXXX-X1574 |
| GA57979 | Athletics, Mens Lacrosse | XXXX-XXXXXX-X1582 |
| GA57980 | Athletics, Mens Soccer | XXXX-XXXXXX-X1590 |
| GA57981 | Athletics, Mens Tennis | XXXX-XXXXXX-X1608 |
| GA57003 | Athletics, Softball | XXXX-XXXXXX-X1814 |
| GA57004 | Athletics, Sports Medicine | XXXX-XXXXXX-X1822 |
| GA57005 | Athletics, Strength | XXXX-XXXXXX-X1830 |
| GA57008 | Athletics, Swimming | XXXX-XXXXXX-X1863 |
| GA57010 | Athletics, Track | XXXX-XXXXXX-X1889 |
| GA57012 | Athletics, Volleyball | XXXX-XXXXXX-X1905 |
| GA57013 | Athletics, Womens Basketball | XXXX-XXXXXX-X1913 |
| GA57014 | Athletics, Womens LaCrosse | XXXX-XXXXXX-X1921 |
| GA57015 | Athletics, Womens Soccer | XXXX-XXXXXX-X1939 |
| GA57016 | Athletics, Womens Tennis | XXXX-XXXXXX-X1947 |
| GA57017 | Athletics, Wrestling | XXXX-XXXXXX-X1954 |
| GA57934 | Biology | XXXX-XXXXXX-X1137 |
| GA57935 | Cad Lab | XXXX-XXXXXX-X1145 |
| GA57936 | Career Services | XXXX-XXXXXX-X1152 |
| GA57939 | Chemistry | XXXX-XXXXXX-X1186 |
| GA57943 | College Store | XXXX-XXXXXX-X1228 |
| GA57945 | Community Outreach | XXXX-XXXXXX-X1244 |
| GA57946 | Computer Science | XXXX-XXXXXX-X1251 |
| GA57947 | Controller | XXXX-XXXXXX-X1269 |
| GA57948 | Counseling Center | XXXX-XXXXXX-X1277 |
| GA57949 | Cultural Programs | XXXX-XXXXXX-X1285 |
| GA57006 | Dean of Students | XXXX-XXXXXX-X1848 |
| GA57950 | Dean of Studies | XXXX-XXXXXX-X1293 |
| GA57951 | Development | XXXX-XXXXXX-X1301 |
| GA57942 | Development & College Relations | XXXX-XXXXXX-X1210 |
| GA57924 | Development, Alumni Affairs | XXXX-XXXXXX-X1038 |
| GA57925 | Development, Annual Fund | XXXX-XXXXXX-X1046 |
| GA57964 | Development, Foundations | XXXX-XXXXXX-X1434 |
| GA57975 | Development, Major Gifts | XXXX-XXXXXX-X1541 |
| GA57957 | Development, Planned Giving | XXXX-XXXXXX-X1368 |
| GA57953 | Economics | XXXX-XXXXXX-X1327 |
| GA57922 | Engineering, AB | XXXX-XXXXXX-X1012 |

LAFAYETTE COLLEGE
ENTERPRISE BILLING NUMBERS FOR NATIONAL RENTALS

| Enterprise Billing | | Last 4 Digits of |
|---------------------------|------------------------------------|---------------------------|
| Number | Department | Credit Card Number |
| GA57938 | Engineering, Chemical | XXXX-XXXXXX-X1178 |
| GA57940 | Engineering, Civil | XXXX-XXXXXX-X1194 |
| GA57952 | Engineering, Director | XXXX-XXXXXX-X1319 |
| GA57954 | Engineering, Electrical & Computer | XXXX-XXXXXX-X1335 |
| GA57977 | Engineering, Mechanical | XXXX-XXXXXX-X1566 |
| GA57955 | Engineering, Shops | XXXX-XXXXXX-X1343 |
| GA57956 | English | XXXX-XXXXXX-X1350 |
| GA57960 | Financial Aid | XXXX-XXXXXX-X1392 |
| GA57962 | Foreign Language | XXXX-XXXXXX-X1418 |
| GA57963 | Forensics | XXXX-XXXXXX-X1426 |
| GA57965 | Geology | XXXX-XXXXXX-X1442 |
| GA57967 | Government & Law | XXXX-XXXXXX-X1467 |
| GA57968 | Health Services | XXXX-XXXXXX-X1475 |
| GA57969 | History | XXXX-XXXXXX-X1483 |
| GA57970 | Human Resources | XXXX-XXXXXX-X1491 |
| GA57971 | Information Technology | XXXX-XXXXXX-X1509 |
| GA57972 | Intercultural Development | XXXX-XXXXXX-X1517 |
| GA57973 | International Affairs | XXXX-XXXXXX-X1525 |
| GA57974 | International Student Association | XXXX-XXXXXX-X1533 |
| GA57921 | Lafayette College | XXXX-XXXXXX-X1004 |
| GA57976 | Math | XXXX-XXXXXX-X1558 |
| GA57941 | Media Relations | XXXX-XXXXXX-X1202 |
| GA57982 | Music | XXXX-XXXXXX-X1616 |
| GA57984 | Philosophy | XXXX-XXXXXX-X1632 |
| GA57985 | Physics | XXXX-XXXXXX-X1640 |
| GA57986 | Plant Operations | XXXX-XXXXXX-X1657 |
| GA57987 | Policy Study | XXXX-XXXXXX-X1665 |
| GA57988 | President | XXXX-XXXXXX-X1673 |
| GA57989 | Provost | XXXX-XXXXXX-X1681 |
| GA57929 | Provost, Assistant | XXXX-XXXXXX-X1087 |
| GA57990 | Psychology | XXXX-XXXXXX-X1699 |
| GA57991 | Public Information | XXXX-XXXXXX-X1707 |
| GA57992 | Public Safety | XXXX-XXXXXX-X1715 |
| GA57993 | Purchasing | XXXX-XXXXXX-X1723 |
| GA57994 | Recreation Services | XXXX-XXXXXX-X1731 |
| GA57995 | Recreational Sports | XXXX-XXXXXX-X1749 |
| GA57996 | Registrar | XXXX-XXXXXX-X1756 |
| GA57997 | Religion | XXXX-XXXXXX-X1764 |
| GA57983 | Religious Life | XXXX-XXXXXX-X1624 |
| GA57998 | Reprographic Services | XXXX-XXXXXX-X1772 |
| GA57999 | Residence Life | XXXX-XXXXXX-X1780 |
| GA57001 | Scheduling | XXXX-XXXXXX-X1798 |
| GA57002 | Skillman Library | XXXX-XXXXXX-X1806 |
| GA57007 | Student Life | XXXX-XXXXXX-X1855 |
| GA57944 | Theater | XXXX-XXXXXX-X1236 |
| GA57009 | Theater, Technology | XXXX-XXXXXX-X1871 |
| GA57011 | Treasurer | XXXX-XXXXXX-X1897 |
| GA57930 | Treasurer, Associate | XXXX-XXXXXX-X1095 |