

# Oxford College Fleet Share Student Quick Guide



## Congratulations on completing your driver certification at Oxford College!

The Fleet Share program at Oxford is an exciting service that students have the opportunity to use. This program is intended to enhance your experience at Oxford and is both a privilege and a responsibility. Certified drivers can reserve and utilize these vehicles throughout the school year, but must adhere to the following guidelines and expectations.

Certified drivers must follow the Oxford College Fleet Share Program Expectations, as well as the [Emory University Vehicle Use Policy for Students](http://policies.emory.edu/8.9) (<http://policies.emory.edu/8.9>).

### Appropriate Use

- Students should only use the Fleet Share program for **appropriate college business**.
- Vehicles should **never** be reserved for personal or social use.
- Students must follow all traffic laws and expectations set by the College and University.

#### Examples

These examples are not all inclusive, but should help serve as an indicator for appropriate use. Final authority on determining business use for clubs will be determined by the office of Student Involvement and Leadership.

Appropriate Business Use	Not Appropriate/Personal Use
Taking club members to an event that promotes the mission of the club	Taking club exec board out to dinner
Purchasing supplies for club event funded by SGA	Grocery shopping
Attending an event in Atlanta with an Oxford College chartered club related to the club's mission	Attending a meeting of an Atlanta campus club
Driving to a lecture or event related to an Oxford College class	Driving students to the airport during breaks
Driving students to a university event that directly benefits to Oxford College mission (for example, the Jimmy Carter Town Hall)	Driving for a club/organization that is not chartered or recognized by Oxford College

Important Contacts:

Oxford Transportation Services ([oxford.transportation@emory.edu](mailto:oxford.transportation@emory.edu))

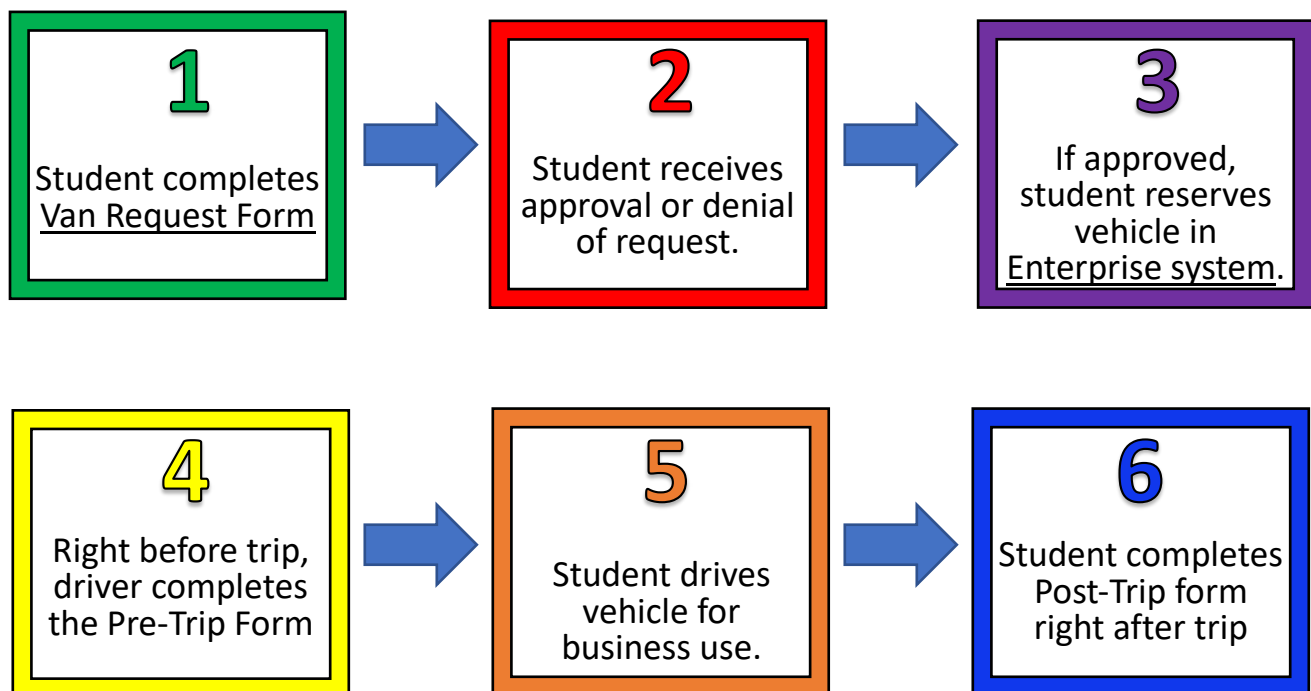
Rhiannon Hubert, Student Involvement & Leadership ([leadership@emory.edu](mailto:leadership@emory.edu))

## Limitations

Please read the following limitations carefully. Misuse of the FleetShare vehicles in any capacity could result in loss of driving privileges.

- Students may not drive between the hours of 12am and 6am. You should plan your trip accordingly so you are back at Oxford prior to 12:00am.
- Students may not use the vehicles for overnight trips without special permission or use the vans for trips greater than 500 miles. For all trips greater than 60 miles, students must also complete the [Trip Itinerary and Roster form](#) online.
- Only the certified student driver who has reserved the van is able to drive for that trip. There are no exceptions. Certified drivers are prohibited from sharing their Enterprise cards with other students. (to become a certified driver [Link.....](#))
- If you reserve a vehicle and no longer need it, you MUST cancel your reservation in the online system. You will get charged for failing to cancel. If you return more than 15 minutes early, please contact Enterprise Member Services to end your reservation early.
- Students must follow all traffic laws, including the posted speed limits.
- Students must adhere to the Fleet Share program expectations and the Emory University Student Vehicle Use Policy.

## Using the Vehicles



\*Please note that you CANNOT drive the vehicles until your Student Request Form has been approved. This form should include your faculty/staff advisor and a **detailed** explanation of how you will use the vehicle. This form should be submitted at least **three business days BEFORE** your reservation. Last minute requests may not be approved.