



LYONSHARE VEHICLE PROGRAM

What is the LyonShare Program? Mount Holyoke College is starting a new program where individuals and groups can rent a vehicle for personal use. The Fleet Vehicle Program is used only for official college business. The Lyon Share will fill in for other usage. So, if you need to go shopping for a party, use the LyonShare. If you need to go to the doctors, use the LyonShare. The possibilities are endless.

Any restrictions? You must be over 18 years of age, had your license for over a year and a clean driving record.

Where can I apply? You can apply at the Fleet Office, Monday – Friday 10am-3pm. The office is closed on official holidays, weekends and evenings.

What is the application process? A copy of your driving history is required. The history must be submitted at the time of your application is submitted along with an application fee. The approval process will take about an hour (1) before you are approved.

How do I pay? A credit card is required for all transactions.

How far can I go? There is a limit as to how far you may go from campus. The maximum distance for a trip is 500 miles away from campus.

What happens if I need to cancel a reservation? Call the Fleet Office as soon as you know you will not be using the vehicle. Weekday cancellations must be made 24 hours in advance. Weekend cancellations must be received prior to 3pm on Friday. Reservations cannot be canceled after hours.

What happens if I get into an accident? If the accident occurs on campus, call Public Safety at x2304.

If the accident occurs off campus, call the local police department from where the accident took place. Then call Public Safety at 413-538-2304. If the damage is not enough for an accident report, please ask the local police Department to note that there was an accident in their daily police log.

What about fuel? The cost of fuel is always included with the rental. There are no additional fuel costs. Always return a vehicle with a full tank of gas.

Facilities Management has an on campus pump. The pump is available everyday except Sunday between midnight -5pm. A gas card is provided for this pump in the vehicle reserved binder.

The off campus pumps can also be used on long trips or when the Facilities Management pump is out of service. Simply use the Write Express gas card for the vehicle that is reserved. Use your fuel id# that is on the trip sheet as the pin number.



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Usage Fee's

- Start-Up Application Fee, \$25
- Hourly Rate, \$7
- Daily Rate, \$55
- Annual Fee, \$50

Penalty Fee's

- If the vehicle is in an accident, the deductible is \$500.
- If the vehicle is returned late the first time, the fee is \$50 per hour the vehicle is late (with a \$50 minimum) plus the hourly rate.
- If the vehicle is returned late a second time, your privileges will be suspended with no refunds and a \$50 per hour fee the vehicle is late (with a \$50 minimum) plus the hourly rate.
- If the vehicle is reserved and not used for the first time, the fee is \$50.
- If the vehicle is reserved and not use for a second time, your privileges will be suspended with no refunds and a \$50 fee.

Other Points

- Drivers are responsible to clear the vehicle of snow and ice before driving the vehicle.
- You cannot talk on your cell phone while driving the vehicle.
- Tolls & Parking costs are the responsibility of the person who has reserved the vehicle.
- Traffic & Parking tickets are the responsibility of the person who has reserved the vehicle.
- Before and after the trip, please note on the trip sheet any new damage to the vehicle.

Important Phone Numbers:

On Campus-

Public Safety	(413) 538-2304 or x 2304	24 hours a day, 7 days a week
Health Center	(413) 538-2121 or x 2121	Open Academic Year, 8am-11pm
One Card	(413) 538-3111 or x3111	Monday – Friday, 8:30am-5pm
Telephone/Cable	(413) 538-2828 or x 2828	Monday – Friday, 8:30am-5pm
Safety & Risk Office	(413) 538-2344 or x 2344	Monday – Friday, 8:30am-5pm
Parking Office	(413) 538-2514 or x 2514	Monday – Friday, 8:30am-4pm

Off Campus-

Pleasant Street Auto (Granby)	(413) 467-9810
Enterprise Rent-A-Car (Chicopee)	(413) 592-6200
Valley Transporter	(413) 253-1350
PVTA Bus Company	(413) 781-7882
City Cab (Springfield)	(413) 536-9999