Fleet Vehicle Student Org use Policy

Fleet vehicles are not completely ‘free’. Organizations using Fleet vehicles are subject to significant fees. Officers and members, as well as drivers, should familiarize themselves with the liabilities the org is subject to prior to making any reservations. The $500 fee for “at-fault” accidents can cause financial hardship for orgs, often committing them to years of fundraising and deferred focus to pay off charges. Know the rules and consider the risks when deciding whether or not to use a Fleet vehicle! Vehicles may ONLY be used for organizational purposes. If in doubt, ask!

Because of the potential finances involved, completion of the Account Authorization form is necessary (visit Student Programs for this form).

Mount Holyoke College owns a fleet of vans and sedans which are available for departmental and organizational use. All drivers of Fleet vehicles must have attended a fleet orientation class, submitted a copy of your driving history, and be in good standing with the Fleet office. The Fleet office is open Monday – Friday, 10:00 AM – 3:00 PM. For more information and to make reservations, call the Fleet Vehicle Office at x2826 or check policies online. Officers and anyone authorized to reserve or drive a vehicle should be aware of Fleet policies. Unauthorized and/or personal use subjects the driver and reserver to severe penalties and can affect their status as students.

It is important to note that Fleet Vehicle Training, offered through the Fleet Office, is required in order to operate a College vehicle. Please note that a valid US license is required. International licenses are not accepted.

All student organizations that have authorized individuals to reserve a van or sedan for student organization business accept the rights and responsibilities for the vehicle as outlined in the Fleet Office Vehicle Handbook. In the event of an "at-fault" accident, the sponsoring organization (not the driver) will be charged a $500 insurance deductible fee. Avoid this fee by driving safely and obeying all traffic laws. Still, accidents happen when least expected! Choose your driver and reasons for traveling carefully.

Other potential fees are outlined in the handbook, including fees for trash left in the vehicle and late return of the vehicle, as well as a "no-show" fee for reservations that are not fulfilled. Speak with the Fleet Office and read the Fleet Handbook for more information on driver and organization responsibilities. All fees must be paid promptly via your org’s campus account.