

# TRANSPORTATION GUIDE

## GETTING STARTED

When reserving transportation for a community engagement or service-learning experience, there are two options available:

- 1) Reserve through the University Motor Pool
  - a. Reservations should be made as far in advance of the intended travel date(s) as possible through [Motor Pool website](#).
  - b. To schedule the 12-passenger Shuttle, email [jridout@unca.edu](mailto:jridout@unca.edu) or contact Transportation at 828-251-6691.
  - c. Use the Fund Number and Fund Manager name of the sponsoring department.
- 2) Reserve through Enterprise
  - a. When reserving through Enterprise at 954 Patton Avenue ([828-255-0236](tel:828-255-0236)), you can use the University Corporate Account #NC53A13 and have the invoice sent to the sponsoring Department or yourself and then forward the invoice to the sponsoring Department.

## DRIVERS

All drivers must meet the following criteria:

- A valid driver's license:
  - with fewer than 6 points
  - DMV must not have designated to be "Ineligible Permanently to Drive a School Bus"
- Be a current North Carolina state employee (volunteers are not eligible)
- Have a copy of their driver's license on file with Transportation Services

**Student-employees** may no longer drive State owned Motor Pool vehicles. However, they are allowed to drive vehicles owned by UNC Asheville, as long as doing so falls under their campus job description (such as Key Center student staff). Be sure to clarify that a UNC Asheville vehicle will be available should a student be driving. Also, please allow 1-2 weeks in order to determine license eligibility and confirm employment status before the reservation. All student-drivers should have a professional staff member accompanying them on their given trip.

The Key Center may be able to provide drivers as staffing and schedules allow. Please contact Rob Campbell, [rcampbel@unca.edu](mailto:rcampbel@unca.edu), for further information.

## UNIVERSITY MOTOR POOL RATES

For your convenience, we created this short-hand guide, but please remember to familiarize yourself with all Motor Pool policies and procedures as outlined on the [Transportation website](#).

The University Motor Pool provides the following options:

- 5-passenger Sedan (\$0.48/mile)
- 5-passenger SUV (\$0.48/mile)
- 7-passenger Mini-van (\$0.48/mile)

- 12-passenger shuttle
  - \$15/hour without driver\*
  - \$25/hour with driver\*\*
  - For trips outside of Buncombe, Henderson, or Madison counties (or trips over 100 miles) there will be an additional charge of \$0.50/mile

*\* "The Sprinter Shuttle is not a Motor Fleet vehicle. It is a reserve vehicle in the Campus Shuttle fleet, a student-funded program. The Transportation office mandates different requirements to operate this vehicle. Approved drivers must go through "Van-Driver Training". This includes a in-class session and a behind the wheel requirement. Expect training to take between 3-4 hours and is limited to the availability of Transportation Staff. If training is needed, please schedule training at least one (1) month prior to the trip. Contact the Transportation Office 828-251-6691 to schedule a training. Approved student-employees may only operate this vehicle on campus with approved routes with direct supervision by University Staff."*

\*\* A **four hour minimum billing** period is required. An additional 30 minutes will be added to shuttle reservations to allow for a full vehicle inspection.

Pick up (and return) keys and vehicle binders at Weizenblatt Hall. Minivans, SUVs, and the Sedan are parked next to the Sam Millar Complex. Sprinter Shuttle is parked at WT Weaver.

## ENTERPRISE RATES

Van rental is direct billed, but gas costs are not. Enterprise is closed on Sundays so you'll need to plan to pick-up vans on Saturday for any Sunday field trips. You'll be charged an additional day. Please remember that no one under the age of 21 may rent or drive an Enterprise vehicle. Drivers age 21-24 may rent and drive any vehicle up to the size of a minivan, but there is a \$10.00 per day added charge. Anyone wishing to rent or drive a 15-passenger van must be 25 or older.

- 7-passenger mini-vans (approximately \$53.72 a day + gas)
- 15-passenger van (approximately \$100.91 a day + gas)

## ADDITIONAL PAPERWORK

Remember that regardless of which option you choose, students must complete the following field trip forms available on the [Academic Affairs website](#)

- Student Participation Agreement Form
- Medical Authorization Form

Lastly, as outlined in the [university travel guidelines](#):

- **Academic Course Field Trips**  
A [Travel Authorization form](#) must be completed and approved prior to any off-campus, faculty-led, student field trip scheduled for a course. One Travel Authorization form may cover all field trips scheduled for the course. A copy of the course syllabus and the class roster should be attached to the Travel Authorization form as documentation.