

Bonner Center



Bonner Center for Service & Learning (Bonner CSL) Transportation Policy 2009-2010

When students inquire about how to go about reserving a vehicle for community service, the Bonner CSL staff will follow the Transportation Policy set forth below:

FIRST STEP FOR ALL STUDENTS: Come by the Bonner CSL Main Office (68 S. Professor St, 2nd Floor, open Monday – Friday 8:30 am – 5:00 pm). Meet our Administrative Assistant or one of our Student Office Workers and fill out a **REQUEST FOR TRANSPORTATION / REIMBURSEMENT FORM**....we need to remind everyone that this is regarding transportation for **COMMUNITY SERVICE ONLY!!!** Also, due to limited resources, **TRANSPORTATION IS LIMITED TO A MAXIMUM OF TWO DAYS PER WEEK AND IS ONLY AVAILABLE FOR INDIVIDUAL OR GROUP SERVICE, COMMUNITY-BASED LEARNING SERVICE, AND BONNER SERVICE. NO ASSISTANCE IS AVAILABLE FOR THE COMMUNITY SERVICE WORK-STUDY PROGRAM (CSWSP) OR FOR ANYONE RECEIVING PAYMENT OF ANY KIND FROM THEIR SERVICE SITE. THE BONNER CSL DOES NOT PROVIDE TRANSPORTATION FOR CAREER EXPLORATION.**

SECOND STEP: Once you know your service site, what time(s) you'll be going, and how often you'll be going, determine your mode of transport according to the following:

PREFERENCE #1

The Bonner CSL helps provide transportation through the College's Rental Car Program. The student must submit the completed **REQUEST FOR TRANSPORTATION / REIMBURSEMENT FORM** to the Bonner CSL Administrative Assistant for approval, **AT LEAST SEVEN (7) BUSINESS DAYS IN ADVANCE**. The Administrative Assistant will notify students either by email or phone about the results of their request. Meanwhile, students who do not have an Ohio Driver's license will have to take a brief written test in the Transportation Office located in the service building. Each year **ALL** drivers must also have their driving records checked by the Ohio Department of Transportation.

PREFERENCE #2

The student takes a Lorain County Transit (LCT) bus to the service site. Information about bus schedules and more can be found on the LCT web site at <http://www.loraincountytransit.com>. If the student requests a Transfer Ticket from the bus driver to serve as a receipt, the Bonner CSL will reimburse the transportation cost for travel to and from a service site.

PREFERENCE #3

Join CityWheels, a car-sharing program. Go to <http://www.CityWheelscleveland.com> or contact Ryan McKenzie at ryan@citywheelscleveland.com or call him at 888-692-9457 for more information on this program. The Bonner CSL will reimburse you for the cost of the car rental if you have a receipt.

PREFERENCE #4

The student drives to the service site in his/her own vehicle (or talks a friend with a car into joining him/her in the community service effort!). The Bonner CSL will reimburse the student driver \$.14 per mile, the federal "volunteer" rate, as often as every semester.

It will be our policy to approve those requests that have been standing reservations in past years. We will prioritize students requesting transportation for credit-related experiences (Community-Based Learning or ExCo courses, for example) and those who are carpooling to a service site.

THIRD STEP:

For students using their own cars, don't forget to get a mileage reimbursement form from the Bonner CSL office Administrative Assistant. This form must be returned for processing no later than the last day of the current semester. Also, be sure to tell us about the exciting work you are doing!

For students taking LCT, know that you are leading the way towards ecosocial transformation – you will sleep soundly at night.

For students using cars from the Oberlin College Transportation Office, be as responsible as you possibly can....pick up the car on time and return the car on time!

Please know that if you don't show up at the agreed-upon time to pick up your vehicle, **YOU WILL BE CHARGED THE RENTAL FEE OF \$35/day (or \$65/day if you rented a mini-van)!!!** Failure to cancel a car rental request **without 48 hours notice** will also place you on a warning list at the Bonner CSL and may jeopardize your ability to rent with us in the future. If you are involved in an accident in the rental car, there is a \$500 deductible charged to the Bonner CSL, for which you will be responsible.

Please do tell your community service site supervisor that you are being supported by the Bonner CSL, because we believe in the great work you are doing. Be sure to stop in periodically to the Bonner CSL to tell us about the exciting work you are doing as well!

Thanks to all – students, faculty and staff – for your support in helping us find the most creative alternatives to meet students' service-related transportation needs!



Sincerely, the Oberlin College Bonner Center for Service & Learning
CSL Staff:

(Bonner)

Beth Blissman, Ph.D., Director
(beth.blissman@oberlin.edu)

Donna Russell, Program Director
Bonner Scholars Program
(donna.russell@oberlin.edu)

Andy Frantz, Program Director
Education Outreach / America Reads Program
(andy.frantz@oberlin.edu)

Marco Wilkinson, Coordinator
Community Service Work-Study Program
(marco.wilkinson@oberlin.edu)

Vicki Yacobozzi, Administrative Assistant
(bcsl@oberlin.edu)
(victoria.yacobozzi@oberlin.edu)

Sarah Ho, Civic Engagement Intern
(sarah.ho@oberlin.edu)

Claudine Brenner, AmeriCorps*VISTA
Data Collection Coordinator / Ohio Benefit
Bank Community Trainer
(claudine.brenner@oberlin.edu)

Oberlin College Bonner Center for
Service & Learning (Bonner CSL)
68 S. Professor Street
Oberlin, OH 44074
Phone: 440-775-8055
Fax: 440-775-8754
Web: www.oberlin.edu/bcsl
Email: bcsl@oberlin.edu

I, (print your name) _____, have read, understand, and agree to the conditions listed herein for using a college vehicle.

Signature: _____ Date: _____