

Pepperdine University Vanpool Program Guidelines

Vanpool riders must comply the following guidelines inside the vans:

- Report on-time to the designated pick-up spot in the morning and in the afternoon.
- Communicate to your driver if you will be late or unable to make the vanpool that day.
- Respect those around you within the van and promote a safe riding environment for the other riders and van drivers:
 - Any music must be played through your own headphones unless otherwise agreed upon by the riders.
 - All participants in the van route must agree upon:
 - The designated pick-up spot on campus for the ride home.
 - If any food or beverages can be consumed within the van.
 - Avoid distracting or rambunctious behaviors.
- Report to Human Resources any issues or concerns that occur within the vanpool.

Vanpool drivers are responsible for the following:

- Follow all posted speed limits.
- Ensure all confirmed riders are picked up at the designated spot in the morning and in the afternoon on campus unless otherwise notified by an employee.
- Be the designated person for ensuring their van is properly fueled from the on-campus fuel station, and also handed over to Automotive Services for routine maintenance and any more serious maintenance issues needed.
- Report to Human Resources any issues or concerns that occur within the vanpool.

To start a new vanpool route, the following criteria must be met:

- At least nine (up to eleven) participants are required.
- One primary driver and at least one back-up driver must be identified.
- A departure point of at least 20 miles from the Malibu campus.

Driving a vanpool van:

- There must be at least one primary driver and one backup driver for each van.
- The primary driver is not charged a monthly vanpool fee as long as he/she continues in his/her primary driver role.
- The back-up driver will be charged 50% of the normal monthly fee as long as he/she continues in his/her back-up driver role.
- Only one primary driver is eligible to have the monthly cost waived.
 - There can be several back-up drivers, but only one is eligible for the 50% waiver.
 - If there is a group of drivers, including back-ups, who all agree that they will each pay the full cost rate, the group must acknowledge the exception in writing.

COVID-19 Interim Protocols:

- All users of the vanpool program must wear a face covering at all times until further notice.
- Riders may temporarily remove a face covering to consume food and drink but must wear the face covering at all other times.