1.1 TRANSPORTATION

1.1.1 The Job
The job of the Transportation Chair is to coordinate transportation (vans, golf carts and special transportation) needed during Reunions. The key elements of the job are as follows:

1. Rent vans (or even trucks or U-Hauls) to be used during Reunions week (coordinate with Headquarters, P-rade and Costume Chairs). In addition to shuttling alumni, vehicles may be needed for running errands off campus, such as picking up costumes that may be stored locally or making purchases for Headquarters.

2. Rent Headquarters golf carts. Golf carts can be most helpful for Crew members who may need to deal with off-site meal arrangements, pick up items from Maclean House, or shuttle classmates to the P-rade golf cart staging area.

3. Coordinate with the Office of Alumni Affairs and your Housing Chair on the hotel shuttle program. The Office of Alumni Affairs coordinates shuttles between campus and some of the surrounding hotels. The Office of Alumni Affairs will provide a poster size busing schedule that should be posted at your Headquarters. These schedules are also distributed at the hotels and available on the general Reunions website.

1.1.2 Related Information

University certification for van driving. Information about the University van certification process can be obtained from the Department of Public Safety website. Any Student Crew member who may be driving a van must have this certification in order to be covered for insurance under the University’s umbrella insurance policy.

Vehicle rental and liability. Some reunions rent vans and cars for use in transporting people and materials. Each student driver must possess a current, valid US or Canadian driver’s license and complete the University’s Driver History Questionnaire. Vans must be 12-passenger vans or smaller. Students are not permitted to drive 15-passenger vans and students may not be transported in 15-passenger vans. All insurance coverage offered by the rental company should be declined.

When renting cars and vans, we recommend that you take photos of the vehicles when you pick them up. This will help if a dispute arises concerning dents, scratches, etc. Also, if any type of accident occurs, be sure to take pictures and report it to Public Safety and Risk Management right away.

Headquarters golf carts. Each major reunion rents golf carts to be used during Reunions by the Student Crew through the Office of Alumni Affairs online registration. Reunions are permitted to rent up to three Headquarters carts. Headquarters carts may be used prior to Reunions and over Reunions weekend. They can also be used in the P-rade. These carts may be driven only by Crew members who have completed Risk Management’s golf cart certification. Reunion committee members are not
permitted to drive them. Headquarters carts are equipped with lights, as they are often needed after dark.

Golf carts are considered motor vehicles and may not be parked inside of Headquarters sites. If Crew members need to park closer to make heavy deliveries, they may do so, but then must park and lock the cart outside of the site. You should also determine a safe and secure location to park the vehicles at night, and each Headquarters cart will be secured with an additional lock by the University’s Golf Cart Crew at night’s end.

**Personal golf cart rentals.** Alumni may choose to rent three day or P-rade only golf carts. A link to the online golf cart order form will be sent to the Reunion Chairs in February by the Office of Alumni Affairs. Three day rentals may be used in the P-rade. Classes may not rent personal carts on behalf of individual alumni or committee members. It is the responsibility of individuals needing carts to order, secure, and return their carts. We encourage you to let your classmates know that carts are in limited supply and should be ordered only by those with genuine need. The University provides a lock and chain for rented carts, and all carts should be secured with these locks when not in use.

Princeton University will provide liability coverage for all golf cart rentals. This means that bodily injury and/or property damage to third parties will be insured by Princeton University. An individual renter however, assumes full responsibility for his/her cart until it is returned to the vendor. This includes any damage to the cart, extra rental or replacement if stolen. Further details are available when placing cart orders.

**Golf cart restrictions and issues.** Cautious driving of golf carts is of the utmost importance, as all areas of the campus are crowded with returning alumni and their families. All golf cart drivers must possess a valid driver’s license, and students driving carts must have completed the University’s golf cart certification process.

Carts should be locked with chains when not in use. Note that golf carts must be equipped with lights if they are to be driven after dark. In addition, golf carts are prohibited by law from being driven on public streets (such as Alexander Road, University Place and Washington Road). The only exception is Elm Drive.

**Access to campus.** All entrances to the University will be closed to vehicles during Reunions. See the Headquarters Map with parking instructions available on the Office of Alumni Affairs general Reunions website. Each major reunion is provided with two access passes that enable vehicles to enter campus. These passes are used primarily for deliveries, and should be picked up by the Student Crew Manager the Tuesday of Reunions week at Transportation and Parking Services. Vendors do not require access passes, but the Reunion Chair will submit a list of vendors that require vehicular access to the campus during Reunions (caterers, entertainers, etc.) in the Logistics Confirmation form (due May 1st) and Public Safety will use this list to allow vendor vehicles on campus. This access is for drop-off and delivery/pick-up only. Vendors should be instructed to move their vehicles to a designated parking lot, generally Lot #32 or Lot #21. Entertainers and vendors will not be permitted to enter or exit the campus between 11:30 AM and 5:00 PM on P-rade Saturday.
Classmates may contact you for accessible parking information. The University reserves certain areas for cars with handicapped tags or decals. Should a classmate need to make special drop-off/pick-up arrangements, he/she may contact the Office of Transportation and Parking Services.

**Recreation Vehicles.** Alumni must obtain prior approval from the Office of Transportation and Parking Services to park their RVs at West Windsor Fields, as there are limited spaces. There are no electricity or water hook-ups, so all vehicles must be self-contained. In addition, shuttle service is not available from the RV site to campus.