

## Transportation Policy, Fall 2020

For the duration of the pandemic, all Berea College-sponsored travel—academic, business, labor, extracurricular—is prohibited.

Exceptions to this prohibition are critically necessary travel by the Agriculture and Natural Resources, Education Studies, and Nursing Departments, respectively; by Student Life; by the Labor Program; and, on a limited basis, by programs in Strategic Initiatives (Grow Appalachia, Brushy Fork Leadership Institute, and Partners for Education). These exceptions must be approved by the requestor's Administrative Committee member and must comply with the following restrictions and requirements.

- Transport in College-owned or secured vehicles is restricted to employees and currently enrolled on-campus students. For health and safety reasons, employees or students with COVID-19 symptoms may not operate or ride in vehicles owned by or rented through the College.
- Faculty and staff may not use their personal vehicles to transport students.
- Students with cars may not transport other students.

### Additional Requirements

- Social distancing must be observed. Occupancy is limited to:
  - 1 person in sedans (driver only)
  - 2 persons in minivans or 12-passenger vans (driver plus one passenger)
  - 7 persons in the smaller College bus (including professional driver)
  - 11 persons in the larger College bus (including professional driver)
- Occupants must wear face masks when more than one person is in the vehicle.
- Ventilation must not be set to recirculate within the vehicle at any time.
- When weather allows, windows should be open.
- Occupants must practice proper hygiene and use hand sanitizer frequently.
- Occupants must remove all personal items from the vehicle immediately upon their return to campus.

If a driver or occupant(s) in any vehicle becomes ill while traveling, this must be reported immediately to Public Safety and before the vehicle is returned. Motor Pool vehicles will be sanitized after each use by Public Safety. Other College-owned vehicles must be sanitized after each use by the department or unit with responsibility for those vehicles. Any personal items left in vehicles will be removed and properly disposed of by Public Safety or by the responsible department.

This policy will be reviewed prior to December 31, 2020, for possible extension if the COVID-19 public health emergency persists.

Questions regarding Motor Pool should be directed to Lavoyed Hudgins, Director of Public Safety, at [hudginsla@bereda.edu](mailto:hudginsla@bereda.edu) or 985-3240.

Questions regarding this policy should be directed to Steve Gowler, Interim Associate Provost at [gowlers@bereda.edu](mailto:gowlers@bereda.edu) or 954-3580.