Reservation of Union College Transportation during COVID

All college-sponsored, off-campus, student-related travel and vehicle rentals must be pre-approved by the respective administrative or academic department (e.g., student clubs and organizations require pre-approval from Student Activities, athletic teams require pre-approval from the Department of Athletics, class trips need pre-approval from an academic department).

To Reserve a Vehicle:
1. Complete a Transportation Vehicle Registration Form
2. Submit the Transportation Vehicle Registration Form via email to Transportation Manager, Richard Hewlett, at hewlettr@union.edu to answer any questions.
3. The form will be reviewed to determine which vehicle(s) will be reserved to best meet the needs of the request. This will be determined by evaluating needs such as trip distance, number of participants being transported, drivers needed and type of activity (to include review of space necessary for resources and equipment).

Expectations for rental vehicles:

Vehicle occupancy using calculated distancing requirements.
- 12 passenger van occupancy is one driver and one passenger
- Mini van occupancy is one driver and one passenger
- Passenger bus B1 occupancy is one driver and ten passengers
- Passenger bus B2 occupancy is one driver and eight passengers
- Passenger bus B3 occupancy is one driver and six passengers

All passengers and the driver must wear a face covering, and there should be natural ventilation (windows down or cracked when possible for the duration of the trip as well as between each leg of the trip). Please note: not all passenger buses have windows that open.

Buses may be used to transport students for college programs and services.

All occupants must physically distance, occupying every other seat, when possible. Sitting in the front passenger seat is prohibited.
When groups are traveling together regularly using multiple vehicles, every effort should be made to assign individuals to travel groups that remain consistent throughout the individual trip and, if possible, throughout the series of the trip. The goal is to assign students to travel together in the same vehicle.

The use of personal vehicles for the transportation of other community members for college-sanctioned off-campus activities is prohibited.

* Note. While we are planning for the use of vans and buses, as necessary, it is important to note that it may not be possible to use them if infection rates on campus become too high and the college needs to suspend college-sponsored transportation for student-related off-campus activities. No college department or course should depend on the use of vans and buses, except for those services deemed essential (e.g., transportation to medical appointments and local stores for groceries and personal items).

* Transportation of any individual with a confirmed or suspected case of COVID-19 to a medical appointment will be done by the Department of Campus Safety, following specific COVID-19 protocols as determined by Environmental Health & Safety and Health in conjunction with the NYS Department of Health and CDC. One vehicle has been designated for medical transportation for students suspected of having COVID-19.