

Arrupe Automobile Fleet

Policy of Use

The Ignatian Center – Arrupe Partnerships makes cars available to students involved in its programs for travel to and from specific community-based learning or immersion locations.

Students eligible to use the Arrupe Cars include:

1. Students registered to participate in an Arrupe weekly placement or as part of a special project in collaboration with the Arrupe Partnerships
2. Arrupe interns
3. Students participating on some immersion trips or urban plunges
4. Use of the cars is approved on a case by case basis for special events that connect with the mission of the Ignatian Center. Requests may be submitted by SCU faculty or staff to Susan Chun (sechun@scu.edu) and should include the following information:
 - Purpose and destination of trip
 - Date and duration of trip
 - Proposed driver(s)
 - Proposed number of participants
5. Use of the cars for international students is approved on a case by case basis by Santa Clara University, Risk Management. Students are asked to submit answers to following questions to Susan Chun (sechun@scu.edu):
 - 1. How long have you been driving?
 - 2. Have you ever driven in the U.S. if so how often and how long?
 - 3. Have you ever been in an accident - anywhere in the world? If so, where and what were the circumstances.

Driver Authorization

Anyone seeking driving privileges is required to read, sign in agreement of, and strictly abide by the **Arrupe Automobile Requirements and Emergency Procedures Agreement**. Those seeking driving privileges will bring their driver's license and SCU ID card during **office hours** to the Ignatian Center – Arrupe Partnerships office, located in Sobrato Hall, Room 30. While driving an Arrupe Car, students are covered by University insurance.

Students signing up for an Arrupe weekly placement can be authorized to drive at the time they sign up for their Arrupe placement, provided they have their driver's license with them. Weekly car usage is scheduled on a first come, first serve basis, according to the times recorded on Arrupe registration form for a weekly placement. Travel time of 30 minutes is added before and after placement times. If there is more than one student going to the same placement at the same time, carpooling is mandatory and will be arranged by the Arrupe Partnerships. Authorized drivers who need to use a car on a day other than their assigned weekly placement (e.g. to have fingerprints taken or to make up a placement session) may schedule a car by contacting the Ignatian Center – Arrupe Partnerships during **office hours**, no less than 24 hours prior to appointment time at (408) 554-6917.