

Transportation Options for Off-Campus Service-Learning Experiences

1. Walking and biking

Walking or biking to service commitments can be a great option for those who are able and comfortable doing so.

Through the [Zagster bike sharing program](#), students who pay the annual membership fee of \$20 can borrow one of several bikes parked around campus and return it when they're done. Trips under three hours are free.

2. Public transit

First, check out the [Bull City Connector](#), a fare-free are route between Duke hospital and downtown Durham.

If your community partners aren't along the Connector's route, they are probably accessible via public transportation—you can find out using the "trip planner" at www.gotriangle.org. **Duke Parking and Transportation Services provides a free Triangle Transit "GoPass" to all students and eligible faculty and staff.** The GoPass allows unlimited rides on DATA, Triangle Transit, Capital Area Transit (Raleigh) and C-Tran (Cary) routes.

3. Personal vehicles

If you have access to a car and choose to drive or carpool to your service-learning placement, be aware that neither employees nor students are covered by the University's auto liability insurance while operating their own vehicles. In case of an accident, your personal automobile liability and physical damage insurance would be the primary coverage, and this could impact your insurance rates.

4. Enterprise CarShare

[Enterprise CarShare](#) provides Duke students, faculty and staff with a convenient and eco-friendly way to get around – whether traveling to a service-learning placement, running errands, or taking a road trip. Vehicles are parked in several locations around campus, and are reserved online. Rates range from \$9-11/hour or \$66-72/day, and include fuel, insurance, and 200 miles. There is a small membership fee.

Additional Notes for Faculty: Transportation Options for Special Trips

1. Personal Vehicles

Note: The University Safety Office and the Corporate Risk Management Office do not endorse or advocate employees using private vehicles while conducting University business, and it is important that all employees and students realize the risk involved.

Relevant policies: http://www.treasury.duke.edu/corprisk/insurance/employee_use_of_vehicles.html

Risks: Neither employees nor students are covered by the University's auto liability insurance while operating their own vehicles. In case of an accident, the employee or student's personal automobile liability and physical damage insurance is the primary coverage. Accidents while conducting University business (including service-learning activities) can impact the employee or student's insurance rates. Please be aware that "caravanning," in which several cars attempt to follow a lead car, has been associated with increased risk of accidents.

The following options may be available for a fee. You would need to arrange to cover the cost from departmental or grant funds.

2. Departmental Vehicles

If your department owns or leases a vehicle, you might ask whether it could be used for service-learning activities.

Relevant policies: http://www.safety.duke.edu/SafetyManuals/University/II_6VehicleSafety.pdf

Drivers of departmental vehicles are required to attend a vehicle safety training class. Your department may have a trained driver that you can utilize, or you (or a student) may be able to complete this training yourself if arrangements are made far enough in advance.

3. Rental Vehicles

Duke has agreements with Enterprise and National Car Rental, including liability coverage. The university strongly suggests that drivers of 15-passenger vans undergo training.

Relevant policies: <http://www.treasury.duke.edu/corprisk/policy/RentalVehicles.html>

Please note you are expected to request additional/supplemental liability insurance.

4. Charter Vehicles

You might consider this option for occasional large-group trips if you are uncomfortable transporting students yourself or driving a large vehicle. Duke Transportation offers charter bus services, as do a variety of private charter vehicle services. Charlene's Safe Ride has been a frequent provider for Duke, but you might also check with a local hotel to see what services they currently recommend.

How to arrange:

See http://parking.duke.edu/event_planning/charter_bus.php for Duke charter bus services.