



John Carroll University

Van Fleet Policies & Procedures

Administered by:

Office of Student Engagement

Suite 201, D.J. Lombardo Student Center

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www.jcu.edu/OSE

Updated 8/15/19

John Carroll University Van Fleet Policies & Procedures Certification

In order to start the process of becoming a certified van fleet driver, you must:

1. Complete the Driver Certification Request Form;
2. Bring your valid state driver's license to OSE to be copied;
3. Request and receive a Motor Vehicle Record (MVR) from your insurance company or state's Department or Bureau of Motor Vehicles (see instructions below); and
4. Bring the above three items to the Office of Student Engagement (OSE), Suite 201 in the Lombardo Student Center (above the bookstore).

Upon completion of these steps, an OSE staff member will record your certification request and you will receive an email with instructions on how to access and take the online safety course and test as well as information regarding the next steps of the certification process.

The certification process will stop if any one of the following occurs:

- **More than two (2) attempts are used to pass the online driving test via Alert Driving;**
- **Failure to receive a passing grade on the pop quiz administered by the Office of Student Engagement; or**
- **Failure to receive a passing grade for the in-van driving and maneuverability test.**

NOTE: If a student fails the online Alert Driving test, they will need to wait 6 months to re-take the test. If a student fails the re-take attempt, they will lose their eligibility to become van certified at JCU.

Instructions for Obtaining a Motor Vehicle Record

In order to provide OSE with an official copy of your Motor Vehicle Record (MVR), you need to request that one be sent to you from your insurance company or state's Department or Bureau of Motor Vehicles (faxed copies are acceptable). Each state has its own process, system, and/or fees for the MVR so please contact your state's appropriate office for more detailed information.

Evaluating the Motor Vehicle Record (MVR)

The OSE staff will evaluate each MVR to see if the individual wishing to become certified is eligible, using the evaluation criteria found at the end of this packet.

Below you can find website addresses for some states:

Florida Department of Highway Safety & Motor Vehicles
<http://www.hsmv.state.fl.us>

Michigan Department of State
<http://www.michigan.gov/sos>

Illinois Department of Driver Services
http://www.cyberdriveillinois.com/departments/drivers/drivers_license/purchaseabstract.html

Indiana Bureau of Motor Vehicles
<http://www.state.in.us/bmv/bmvexpress>

<http://www.nydmv.state.ny.us>

Maryland Motor Vehicle Administration
<http://mva.state.md.us>

Ohio Bureau of Motor Vehicles
<http://www.bmv.ohio.gov>

New York Department of Motor Vehicles

Pennsylvania Department of Motor Vehicle
<http://www.dmv.state.pa.us>

John Carroll University Van Fleet Policies & Procedures

Driver Certification Request Form

Please complete the form below and return to the Office of Student Engagement, Suite 201 in the Lombardo Student Center, along with a copy of your valid driver's license and motor vehicle report (MVR) to continue the certification process. **This form will not be processed without a valid driver's license and MVR.**

Personal Information

Name: _____ Banner ID: _____

School Address: _____

Cell Phone Number: _____ E-mail: _____

Anticipated Graduation Year: _____ Date of Birth (mm/dd/yy): _____

Driver's License #: _____ State: _____ Exp.: _____

Please circle if you are a: Resident Assistant Grad. Assistant (Dept: _____)

Employee of the Center for Service & Social Action

Motor Vehicle Accidents & Driving Violations

Please list any driving violations and describe any accidents in which you were involved as a driver in the last three (3) years. If none, please indicate by stating "None."

Date	Description of Accident/Offense/Violation	Injuries/Fine/Penalty
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Students that reserve and operate any van that is involved in an accident or is damaged in any way will be held liable and may be subject to paying a \$1,000 deductible through a process conducted by the Risk Management Office and the JCU conduct system.

Statement of Certification and Commitment

I certify that all pending violations or citations are included and that the above is true and accurate to the best of my knowledge. I have also read and understand the Van Fleet Policies and Procedures and commit to upholding a high standard of conduct and safety while driving university-owned vehicles.

Signature

Date

John Carroll University

Van Fleet Policies & Procedures

All certified drivers operating vehicles in the university's van fleet shall abide by all John Carroll University Van Fleet Policies & Procedures as stated herein.

Only drivers who have gone through the Van Fleet Certification Process are permitted to reserve and operate vans. All vans reserved through OSE are for official University activities only. For questions and/or assistance, please contact OSE at 216-397-4288 or come to the office during normal business hours (8:30am-5:00pm) in Suite 201 of the Lombardo Student Center (above the bookstore).

Van Fleet Inventory

<i>VAN</i>	<i>CAPACITY</i>	<i>MAX DRIVING DISTANCE FROM JCU</i>
#2	Driver and up to 9 passengers	50 miles
#3	Driver and up to 5 passengers	50 miles
#5	Driver and up to 9 passengers	50 miles

***Please note: In accordance with safety regulations, the maximum capacity for each van cannot be exceeded.**

Van Fleet Certification Process

The following is the process to become a certified driver:

1. Bring your valid driver's license to OSE to speak with a staff member about the van certification process.
2. OSE staff will request a driver's MVR and review it to see if the student meets the criteria to continue in the certification process.
3. If the student meets the driving criteria, they will receive an email regarding the Online Driving test and how to proceed.
4. Take the online certification safety course, and pass the accompanying online Alert Driving test. A score of 100% must be achieved to move forward and you have the ability to take the test twice in one sitting in order to achieve this score. **NOTE: If a student fails the online Alert Driving test, they will need to wait 6 months to re-take the test. If a student fails the re-take attempt, they will lose their eligibility to become van certified at JCU.**
5. Upon passage of the online test, print out your "Certificate of Completion" and bring it to OSE.
6. Pick up a "Van Fleet Policies & Procedures" manual from OSE and sign up for an in-van driving test.
7. At your appointed driving test time, you will complete a written quiz before entering the van.
8. Upon passing the in-van driving test, you are an officially certified driver!

Van Fleet Certification Renewal Process

Driving certification is only valid from August – May of the year in which the student completes the certification process. In order to renew your van certification, please stop by OSE with your valid driver's license and further instructions.

Van Use by University Departments

Any university departments, offices, or groups that are not recognized student organizations or resident assistants taking their floors, need to contact the Fleet Service Manager at 216-397-4581 to inquire about transportation availability and subsequent charges.

Damages to Vans

If a student driver is involved in an accident or damages the vehicle in any way will be held liable and may be subject to paying a \$1,000 deductible through a process conducted by the Risk Management Office and the JCU judicial system.

Van Fleet Reservation Process

Any JCU certified driver may request and reserve a van as long as they are a member of a recognized student organization or Resident Assistant planning a floor activity.

Stop by OSE to request a van and check on vehicle availability during normal business hours, Monday-Friday from 8:30am – 5:00pm.

Once submitted, OSE staff will ensure that the form is completed properly, the driver is certified, and that there is a van available for use at the requested time. *Please note that we cannot guarantee that a van will be available at any given time.*

A van is not reserved until the form has been submitted, signed by an OSE staff member, and a yellow copy of the request form has been given to the requestor (along with a blank passenger log). **The person who will be driving the van needs to be van certified by OSE AND be the one to sign off on the form before it is turned in.**

Van Use Guidelines

Please observe the following guidelines when reserving vans:

1. One form has to be completed for each van being requested and must be signed by the certified driver.
2. No more than two vans can be requested per organization or RA per day.
3. Vans are not permitted to leave campus overnight, unless accompanied by a van-certified advisor or coach. The maximum trip length is one night, and vans must be returned on the second day no later than **11:00 AM**.
4. Vans are not permitted to be driven through the night; driving must cease at **midnight** and can resume at **6:00 AM**.
5. **All vans have a limit of traveling 50 miles from the JCU campus.** Other arrangements for transportation should be made for trips that **exceed the 100-mile round trip limit.**
6. Vans can only be requested for use by student organizations and RAs for floor activities. No van can be reserved for personal use.
7. All passengers must be members of the John Carroll University community.
8. Vans are not available to be used when the university is closed, whether for regularly scheduled holidays, administrative closures, or closures due to inclement weather or other emergencies.

Van Fleet Operation Process

BEFORE LEAVING CAMPUS:

In order to properly and safely begin the operation of the vans, please follow these steps:

1. Complete the passenger log so that there is an accurate record of who is traveling in the van.
2. At the time when the van is reserved, take the yellow copy of the JCU Van Fleet Request Form, the passenger log, and the driver's JCU ID to the JCU Campus Police attendant in the Belvoir Gatehouse. The attendant will give the driver the van keys and hold the JCU ID until the van is returned.
3. Before departing, the driver should thoroughly inspect the exterior and interior van for any damages, loose trash (that could roll and lodge under the accelerator or brake pedals), etc. This is commonly called a "walk-around." Any damages during the pre-trip inspection should be immediately reported to the JCU PD attendant before

departure. If the van is found to be inoperable, the JCU PD attendant will make any necessary changes in van assignments.

4. Finally, prior to leaving campus the driver should complete the Van Usage Log found in the binder in the driver's side door to record the beginning odometer reading, departure time, destination, and other required fields.
5. Make sure all passengers and cargo are secured and seat belts are fastened.
6. Drivers should use their own discretion and judgment about operating a van during inclement weather. The vans will be unavailable when the university is closed for any reason.

DRIVING THE VAN:

While operating the van, please observe the following rules:

1. The driver and all passengers **must** be in seat belts at all times while traveling in the van.
2. Smoking is **not** permitted in any university-owned vehicle, including the van fleet.
3. Alcoholic beverages, illicit drugs, or controlled substances **cannot** be transported in a university vehicle and are **not** to be present, used, or consumed by the driver or any passenger at any time while in possession of the van.
4. The driver is required to obey all local, state, and federal traffic laws pertaining to the safe operation of a vehicle. **Drivers will be held personally responsible for paying any parking or traffic violation fines and/or associated costs incurred while operating the vans.**
5. Vans must never be parked in an area where there is serious risk of theft or damage to the van. Drivers must secure the van whenever it is left unattended and unsupervised.
6. When backing up a van, use a "spotter" who can guide the driver and see all blind spots.
7. Keep the van clean at all times and ensure that no bottles or litter is on the floor that could create a potentially hazardous situation for the driver (i.e. lodging under the pedals).
8. If it is necessary to refuel a van, do not refuel with the engine running, nor smoke near any vehicle being refueled or serviced.
9. Remember that the name of the university is on the van. Drivers and passengers will be held to a high standard of conduct while representing the university in this capacity and will be held responsible for any inappropriate behavior while traveling in the van.
10. Absolutely under no circumstance should the driver use a cell phone or other electronic device while the operating the van. Should the need arise to use one of these devices, the driver should safely signal and pull the van into a parking lot or other open space away from the flow of traffic.

OUT OF GAS OR OTHER VAN PROBLEMS:

If you encounter any of the following types of problems with the van while operating it, follow these guidelines:

1. If the fuel gauge is low and the driver is not sure that the van can be safely returned to campus, refuel the van and submit the receipt to OSE for reimbursement.
2. If the van breaks down or otherwise becomes inoperable, first and foremost make sure all passengers are out of harm's way. If possible, pull the van into a nearby parking lot and notify the lot owner of the situation. Otherwise, pull the van to the side of the road in plain sight of traffic. Call JCUPD at (216) 397-1234 if you need assistance in getting information to arrange for a taxi back to campus and a tow. All taxi and tow truck fares will be reimbursed OSE provided a receipt is submitted. If, after further investigation, the driver or organization is found at fault for the inoperability of the vehicle, charges will be assessed to those entities.

INVOLVED IN AN ACCIDENT:

If you are involved in an accident or another incident that causes damage to the van or another vehicle, follow these guidelines:

1. First, if the van is operable, pull over to a safe spot on the side of the road in plain sight of traffic or into a parking lot.
2. Make sure that all passengers are okay, and render aid when necessary.
3. If the accident occurs on-campus, call JCU PD immediately at (216) 397-1234. If the accident occurs off-campus, call the local police (911) immediately.
4. There is a binder in each van (the same one which includes the Van Usage Log) detailing further steps for you to take in the event of an accident, and includes insurance information and accident reports. Be sure to follow these outlined procedures. Never falsify, withhold, or suppress any van-related reports or information.
5. Upon return to campus, the driver must notify JCUPD immediately of any accident or property damage incident. Also, please contact OSE to make the staff aware of the situation at (216) 397-1234. Also be sure to contact the Risk Management Office at (216) 397-1982 during normal business hours.
6. **If, after investigation, the driver is found to be at fault, the driver/organization/department will be charged an insurance deductible in upwards of \$1,000 for any damages sustained and will go through the JCU conduct system.**

RETURNING TO CAMPUS:

When you arrive back to campus at the conclusion of your trip, follow these steps:

1. Slowly and carefully back the van into its numbered space in the Belvoir Lot (vans 2 and 5) or the Pacelli Lot (van 3), using a spotter as the online training suggests.
2. Once the van is parked, make sure that the driver completes the Van Usage Log, indicating the ending odometer reading and arrival time.
3. Make sure the van is clean of litter and debris and all outside and inside lights are off.
4. Secure the van by making sure all windows are up and doors are locked.
5. Return the keys to the JCU Campus Police attendant in the Belvoir Guardhouse, who will return the driver's JCU ID.
6. If necessary, be sure to report any problems/incidents/accidents to the JCUPD attendant or other applicable university entities, such as OSE, including low fuel, warning lights on the dashboard, strange sounds, or any other mechanical difficulties.

Please contact the Office of Student Engagement at 216-397-4288, studentengagement@jcu.edu, or visit Suite 201 in the Lombardo Student Center for any questions or clarifications.

Suspension of Driving Privileges (Very important!):

Certified drivers can have their driving privileges suspended for the following:

- 1) Receiving a ticket while driving a JCU van for speeding or other traffic violations;
- 2) Receiving a ticket for using any electronic wireless device, which includes talking on a cell phone and or texting while driving University vehicles. University Heights Ordinance 432/7 prohibits the use of electronic wireless devices while driving;
- 3) Failure to pay any traffic ticket received while driving University vans;
- 4) Multiple reminders regarding windows being left open, doors left unlocked, failure to use a spotter when backing in, driving with the emergency brake on, and failure to clean out the trash after usage;
- 5) Exceeding capacity and transporting more than 10 passengers (including the driver) in the fleet vans;
- 6) Reckless driving reported either by passengers or by outside bystanders; or
- 7) Criteria listed on this table ([LINK TO TABLE](#)).

NOTE: The length of the suspension of driving privileges can range from two weeks to permanent, depending on the severity of violations. This would be decided by OSE staff in conjunction with the University's Risk Manager.

Unsafe Driving Conditions/Cancellation of Van Usage:

The University has the right to cancel van usage in case of inclement weather and unsafe driving conditions. If a National Weather Alert/Watch is issued, driving conditions will be assessed and vans can be restricted from leaving campus.

John Carroll University Van Fleet Policies & Procedures Pre-Trip Checklist

Follow these simple steps before departing on your journey:

- Reserve the van using the Van Fleet Request Form, and take to the Office of Student Engagement. OSE staff will give you a copy of the form along with a blank passenger log.
- Complete the passenger log so that there is an accurate record of who is traveling in the van.
- At the time when the van is reserved, take the yellow copy of the JCU Van Fleet Request Form, the passenger log, and the driver's JCU ID to the JCUPD attendant in the Belvoir Gatehouse.
- The attendant will give the driver the van keys and hold the JCU ID until the van is returned.
- When you reach the van, be sure to do a thorough "walk-around" inspection of the exterior, making sure that there are not any damages, scratches, etc. Report any problems to the JCUPD attendant. This is an important step as you or your organization can be held liable if damage is not documented in a timely fashion before your departure; it will be assumed any damage found after your trip occurred during your trip.
- Open the van and perform an inspection of the interior, making sure that there are not any damages or loose trash that could roll and lodge under the accelerator or brake pedals. Report any damages to the JCUPD attendant and dispose of any trash.
- If it is dark outside, turn the van lights on. Get back out of the van to ensure that none of these lights are burned out. Report any problems to the JCUPD attendant.
- If the van is out of gas or fluids, there are any strange noises, or if the van appears to be inoperable, please notify the JCUPD attendant.
- The driver should complete the Van Usage Log found in the binder in the driver's side door, recording the beginning odometer reading, departure time, destination, and other required fields.
- Make sure all cargo is securely fastened.
- Make sure the driver and all passengers are in their seat belts.
- Adjust the seat, steering wheel, and mirrors to fit the driver's needs.
- Slowly and carefully pull out of the parking space and have a safe trip!

John Carroll University Van Fleet Policies & Procedures

Post-Trip Checklist

Follow these simple steps when arriving back to campus from your journey:

- Enter the parking lot and drive with caution.
- Pull up to the numbered space in the Belvoir parking lot , and have one of the passengers get out of the van to act as a “spotter” (as shown in the online safety training).**
- Slowly and carefully back up the van into the space.
- Once the van is parked, the driver should complete the Van Usage Log (located in the binder in the driver’s side door), indicating the ending odometer reading and arrival time.
- Make sure the van is clean of litter and debris, and all windows are up and doors are locked.
- You should be sure to do a thorough “walk-around” inspection of the exterior, making sure that there are not any damages, scratches, etc. Report any problems to the JCUPD attendant in the Belvoir Gatehouse. This is extremely important as you or your organization could be held liable for any unnoticed damage if you do not complete this step!
- Return the keys to the JCU PD attendant in the Belvoir Gatehouse. He/she will return the driver’s JCU ID in exchange for the keys.
- If necessary, be sure to report any problems/incidents/accidents to the JCUPD attendant, the OSE, or other applicable university entities (i.e. Risk Management Office), including if the fuel level is low, there are warning lights on the dashboard, strange sounds, or any other mechanical difficulties.
- Have a great day!

John Carroll University Van Fleet Policies & Procedures

Driving Skills Checklist

Anyone taking the Driving Test will be expected to follow and demonstrate safe and successful driving skills using the criteria listed below.

Pre-Trip Inspection

- Walks around vehicle.
- Makes sure the van is free of trash and debris.
- Knows where horn, wipers, turn signals, lights, parking brake, and hazard lights are located.
- Turns on lights and four-way flashers to make sure they're working properly.
- Checks instruments and gauges (gas, oil, engine light, etc.).
- Completes vehicle usage log.
- Checks that all occupants are using seatbelts and all cargo is secured.

Driving through Intersections

- Comes to a complete stop at stop signs and traffic lights.
- Stops far enough behind the vehicle in front at intersections to see the pavement between the van and vehicle in front.
- Looks "left-right-left" before proceeding through intersections.
- Anticipates changing traffic lights (enters intersection on green, not yellow).
- Yields the right-of-way as appropriate.

Changing Lanes

- Checks blind spots before lane changes.
- Is aware of other drivers' blind spots.
- Uses signals before lane changes.
- Yields to other vehicles

Turning

- Signals at least 100 feet before turning.
- Reduces speed before turning.
- Checks for traffic.
- Yields to cars and pedestrians.
- Is aware of turning radius, particularly with right turns.

Parking

- Demonstrates understanding of where to park in a parking lot.

Backing

- Checks blind spots before backing up.
- Asks passenger(s) to act as a "spotter."
- Maintains a slow speed while backing.

General Driving

- Uses appropriate following distance (following 4-second rule).
- Starts, moves, and stops smoothly.
- Checks mirrors frequently.
- Anticipates braking solutions by covering the brake.
- Appears relaxed and comfortable.
- Adjusts speed to road, traffic, and weather conditions.
- Demonstrates correct hand position on steering wheel.

PASS

FAIL

Driver's Name (Please Print)

Driver's Signature

(Date)

Evaluator's Name (Please Print)

Evaluator's Signature

(Date)

John Carroll University Van Fleet Policies & Procedures Van Fleet Request Form

Date Needed: _____ Departure Time: _____ AM/PM

Return Time: _____ AM/PM

Destination (Specific): _____

Organization/Department:

Organization Code: _____ No. of Passengers (10 max): _____

Name(s) of Certified Driver(s): _____

E-mail: _____ Phone No.: _____

Driver is (circle one): Undergraduate Student Graduate Student RA / GA Faculty / Staff

By signing below, I certify that I have read and understand the Van Fleet Policies & Procedures and agree to abide by the guidelines stated therein. Failure to recognize any of the policies may result in suspension or forfeiture of any future van privileges. **Furthermore, I and/or my organization or department acknowledges that my organization code will be charged a usage fee (if applicable) as well as for any damages sustained while driving the van, up to \$1,000.**

Signature(s) of Van Driver(s)

Date

OFFICE USE ONLY

_____ APPROVED

_____ DENIED

Van: 2
3 (mini van – max 5 passengers)
5
9

No vans available
Driver not certified
Not recognized group

Signature of Approval

Date

White – Office of Student Engagement

Yellow – Take with completed passenger log to
JCU PD Belvoir Gatehouse

John Carroll University Van Fleet Policies & Procedures

Passenger Log

Please print the names of all passengers in the van and attach this log to the Van Fleet Request Form before taking to the JCU PD attendant in the Belvoir Gatehouse to get the van keys.
Thank you!

Date: _____

Van Number: 2 3 5 9

Driver's Name: _____

Name:

Birthdate:

Passengers: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

John Carroll University Van Fleet Policies & Procedures

Top 10 Things to Remember

Please read and review the list below of the top 10 things to remember about vans!

1. Perform a thorough walk-around pre-trip inspection and complete the Van Usage Log before beginning your journey.
2. The driver, passengers, and any cargo should be properly and safely secured before beginning travel. Vans should be clear of litter or debris that can act as potentially dangerous projectiles.
3. No alcoholic beverages, illicit drugs, or controlled substances can be transported in the van or consumed by the driver or any passenger. Smoking is also not permitted in or around the van.
4. Large passenger vans have a higher center of gravity, making tipping over a real possibility. Be safe while turning, changing lanes, and in poor weather conditions.
5. Under no circumstance should drivers use a cell phone while in the process of driving. Have a passenger use the cell phone or pull over into a parking lot or the shoulder of the road in plain sight of traffic.
6. Drivers and passengers should remember that they are serving as official representatives of the University while traveling in the vans and will be held to a high standard of conduct.
7. Use a "spotter" when backing into any parking spots!
8. No more than two vans can be reserved per organization per day, and vans can only be taken for one overnight if the group is accompanied by a van certified advisor or coach, and returned by 11:00 AM on the second day. Vans cannot be driven past midnight or before 6:00am.
9. The driver, and ultimately the organization/office/department he/she represents, will be held liable for any damages caused to the van if found at fault, which could result in paying in upwards of \$1000 in insurance deductible and is subject to the JCU conduct system.
- 10.** In the event of an emergency, notify the police and refer to the procedures listed in the binder, found in each van's driver side door. Remember to notify JCU PD, the OSE, and the Risk Management Office within 24 hours of the accident.

UNDERGRADUATE STUDENT DRIVER EVALUATIONS

Undergraduate student drivers must meet the following minimum criteria:

- Have a satisfactory driving record based upon Motor Vehicle Records (see Motor Vehicle Record Evaluation Criteria below)
- Have a current, legal driver’s license in the state in which they reside
- Follow driver’s license restrictions (e.g. use of glasses while driving)

MOTOR VEHICLE RECORD EVALUATION CRITERIA	
VIOLATION	VIOLATION ASSESSMENT
Driving without a license (i.e. never had a license versus license left at home).	Not eligible to drive a JCU vehicle
Driving with a suspended or revoked license	Not eligible to drive a JCU vehicle
D.W.I. (driving while intoxicated)	Not eligible to drive a JCU vehicle
D.U.I.N. (driving under influence of narcotics)	Not eligible to drive a JCU vehicle
Any “serious” violation from 1 to 10 mph (miles per hour) over speed limit (i.e. reckless driving)	Not eligible to drive a JCU vehicle
Any speeding violation from 1 to 10 mph over speed limit:	
1. If operator is over 21 years old.	Minor
2. If operator is 21 years or under.	Minor
Any speeding violation from 11 to 20 mph over speed limit:	
1. If operator is over 21 years old.	Minor
2. If operator is 21 years or under.	Major
Any speeding violation from 21 mph or more over speed limit:	
1. If operator is over 21 years old.	Major
2. If operator is 21 years or under.	Not eligible to drive a JCU vehicle
Any standard moving violation, i.e. careless driving, speed too fast for conditions but within normal limit, stop sign, lane crossover, failure to signal, failure to keep right, following too close.	Minor
Any chargeable bodily injury (B.I.) accident.	Major
Any chargeable property damage (P.D.) accident (i.e. an at fault accident).	Major

- Any student driver with a major violation in the last three years will be considered unacceptable.
- Any student with two (2) minor violations regardless of time period will be considered unacceptable.