A number of transportation options are available for instructional and administrative/business purposes. General terms and conditions of use, a list of available transportation options, and instructions on reserving vehicles are detailed below.

**General Terms and Conditions of Use**

University vehicles are available for approved instructional and administrative/business purposes only. Examples of approved purposes include class trips, transportation to/from meetings, recruiting and development-related travel, exhibition staff use, and other administrative activities.

University vehicles are not available for creative work/research support. Individuals requiring transportation for activities including but not limited to transporting work to/from exhibitions, research-related travel, and moving work between locations may rent a vehicle through commercial sources or through CONCUR and request reimbursement from research/discretionary funds. Reimbursements are provided in accordance with University policies. The Stamps School Finance Office can provide information on reimbursement guidelines and use of CONCUR.

Drivers of University vehicles must be University faculty, staff or students, at least 18 years of age, and properly licensed in accordance with the laws of the State of Michigan. Individuals not affiliated with the University (visitors, speakers, representatives from other universities, spouses of University personnel, etc.) are prohibited from driving University vehicles. University vehicles must be parked on University property when not in use, drivers are responsible for any moving or parking violations, and smoking and alcoholic beverages are prohibited.

University policy further requires that all faculty, staff and students who have a business need to drive a UM vehicle meet eligibility requirements established by the University and have their motor vehicle records checked yearly to verify eligibility. Drivers with seven or more points appearing on their licenses will lose their privileges to drive UM vehicles. To ensure compliance, any Stamps School faculty, staff or student who a) uses the School’s van, b) is authorized to drive the School’s bus, or c) requests a UM rental vehicle must meet the eligibility requirements established by the University and have successfully complete a motor vehicle records check with the past 12-month period. At the time a vehicle reservation is requested, Dean's Office staff will verify eligibility. Individuals who have not yet established eligibility will be required to do so before the vehicle reservation is confirmed.

To check or renew eligibility to drive University vehicles, visit:

[http://art-design.umich.edu/forms/driver_eligibility](http://art-design.umich.edu/forms/driver_eligibility)

**Transportation Options**

**School Van**

The A&D van is available for instructional and administrative/business purposes. The van seats 7 (including the driver) and is parked in the University lot behind the Art & Architecture building. A calendar of scheduled use can be found on CTools ([http://ctools.umich.edu](http://ctools.umich.edu), sitename *A&D Van Schedule)*.
**Stamps School Bus**
The Stamps School bus is available for field trips and other School activities. It seats 33 (32 passengers and 1 driver), and is parked in the loading-dock area of the Art & Architecture building.

A valid commercial driver’s license (minimum Class C license with a passenger endorsement) is required. When needed, hiring of properly licensed drivers is handled by the Dean’s Office, and a shortcode will be required to fund drivers’ fees. An annual random drug test and/or medical exam, administered by OSEH or its designated agencies, may be required for new and continuing drivers.

**University Vehicles**
The University maintains a rental fleet of vehicles (sedans, station wagons, and minivans) for use while conducting University business. Vehicles are rented for instructional and administrative/business purposes, and a shortcode will be needed to secure a vehicle. The rates for leasing university fleet vehicles and fueling options are available at: [http://pts.umich.edu/um_vehicles_services/leasing.php](http://pts.umich.edu/um_vehicles_services/leasing.php).

**Buses and Charter Services**
The University maintains a fleet of buses available for local charter service. In addition, area public school districts (seasonal) and commercial charter services are also available for local, regional and long-distance trips. A shortcode will be needed to secure a service, and charters must be scheduled well in advance (minimum one month recommended) to ensure availability.

**To Reserve a Vehicle**
Transportation requests are handled through the Dean’s Office. To make transportation arrangements, visit [http://art-design.umich.edu/forms/transportation_request](http://art-design.umich.edu/forms/transportation_request). Requests should be submitted well in advance of the date of the activity. For additional information, contact a&dtransport@umich.edu.