

Academic Civic Engagement (ACE) Transportation Recommendations

The Academic Civic Engagement (ACE) Office desires all students to be able to successfully complete an ACE course without any barriers to participation. However, the ACE Office understands that transportation can be one of the trickiest challenges to overcome when conducting an ACE course. Below are policies and recommendations on how to address transportation needs with your students during an ACE course.

For a full list of transportation options and their various requirements, please visit:

<https://wp.stolaf.edu/ace/transportation/>

Funding for ACE-related Transportation

The ACE Office has limited funds available each year to help cover the cost of transportation and other expenses directly related to the ACE components of your courses. This funding is available on a first come, first served basis, and faculty must complete a funding request form before utilizing transportation funding. Funding is not guaranteed. In the past, should partial or full funding for transportation not be available, faculty have sought funding through their individual departments and divisions.

Driving Personal Vehicles

Faculty members may, but are not required to, give the option for students to drive themselves and other students in the course. **It is the recommendation of the ACE Office that, whenever practical and feasible, that college-sanctioned transportation (Hiawathaland Transit, Van GO!, etc.) be secured for students in order to alleviate students from personal liability should an accident occur.**

If faculty members choose to give this option, the ACE Office requests that students are told verbally about St. Olaf College's personal driving policy AND that they sign a form acknowledging understanding of the personal driving policy (hard copy below; [Google form available](#) with results to the ACE office). Signed forms can be kept on file by the faculty member or turned into the ACE Office. Forms may be recycled or destroyed following the close of the term, assuming no claims have been made.

For Large Group (more than 8 people) or Full Class Site Visits

Preferred methods in order of preference:

- Using [Hiawathaland Dial-A-Ride](#) (if within Northfield city limits)--cost paid by student unless arranged by ACE office
- Using [St. Olaf College vans](#) (requires [trained drivers](#))--cost picked up by ACE office
- Using a chartered bus via [Northfield Lines](#)

The ACE Office will work with faculty on scheduling these options and reviewing each option's specific policies and procedures.

Alternative Method:

Faculty members may, but are not required to, give the option for students to drive themselves and other students in the course. If Faculty members choose to give this option, the ACE Office requests that students are told verbally about St. Olaf College's personal driving policy AND that they sign a form acknowledging understanding of the personal driving policy. Signed forms can be kept on file by the faculty member or turned into the ACE Office. Per the College's record retention policy, these signed student forms should be retained for 5 years after graduation or last enrolled.

For Individual or Small Group Site Visits

Preferred methods in order of preference (all within Northfield City limits):

- Use [Oles-Go!](#)
- Using [Hiawathaland Transit](#) standard bus routes
- Using [St. Olaf College vans](#) (requires [trained drivers](#))--cost picked up by ACE office
- [St. Olaf Green Bikes](#) or personal bicycle
- Walk

These methods are FREE to students, and whenever possible, students should endeavor to use one of these methods and schedule their time accordingly.

Alternative Methods in order of preference:

- Using [Hiawathaland Dial-A-Ride](#) (if within Northfield city limits)--cost paid by student unless arranged by ACE office
- Using [St. Olaf College vans](#) (requires [trained drivers](#))--cost picked up by ACE office
- Using [Enterprise Car-Share](#) program
- Using [First Choice Shuttle](#)
- Driving personal vehicles

All of these methods, with the exception of driving personal vehicles, have some cost associated with them. Students should discuss with their faculty member if transportation is a barrier to their full participation in the ACE component of the course. Faculty members should then consult with the ACE Office regarding appropriate next steps, including funding, policies, and procedures.

Driving Personal Vehicle Policy

By signing below:

I understand that I may drive my personal vehicle for the civic engagement component of this course. I may also transport other students in my personal vehicle during the course. I understand that when using my personal vehicle, my personal auto insurance policy would be liable in the case of an accident. St. Olaf College's liability would be secondary in this situation.

Printed Name

Signature

Date