

Below are additional/modified requirements for the use of University Vans. These do not replace or change any of the current transportation policies found on the University web site.

- ❖ All vans are required to be picked up and returned to their designated parking spaces located in the campus-parking garage. **On the rare occasion if there are no designated spots available because an unauthorized vehicle is parked in one, please park in another space nearby in the parking garage and notify the Officer at the Public Safety dispatch desk at once when you return the van key. Also give the Officer your name and phone number.**
- ❖ Requests must be submitted via 25LIVE a **MINIMUM** of 4 business days prior to date of departure.
- ❖ All drivers must be listed with name, ID number and cell phone on the 25LIVE request. If there are multiple vans listed on one request, indicate who the driver will be for each van. The request will be denied if this information is not provided.

Ex: John Doe – 123858 (401)555-1212 Van 103
Mary Smith – 129877 (508)555-1387 Van 302
- ❖ Operators are required to fuel vans before returning to campus if card is included with keys. If fuel card is not present and fuel is anticipated to be needed during a trip, arrangements to obtain a gas card can be made with the Van Coordinator by calling 254-3700. All gas receipts & cards to be submitted when keys are returned.
- ❖ The operator planning to drive the van **must be** the same person who picks up the van keys. They must have their employee / student ID to access the key dispenser. The key dispenser can only be opened with the individuals ID and will only give them access to the designated key assigned to them. In other words, one Approved Driver cannot pick up multiple van keys. Van assignments will be designated by the requestor (see about example)
- ❖ Keys will be available for pickup at the time of departure from the key dispenser located on the wall outside the Public Safety Office (located in North Campus office building). Keys should not be picked up earlier than the departure time.
- ❖ Travel logbook and travel mileage card must be filled out each trip. **This requires recording the beginning and ending mileage.** Return white copy from logbook and mileage card with keys to the key dispenser box. Replaced key to its assigned slot. Failure to turn in required paperwork will result in the inability to schedule future van requests. **The requestor is RESPONSIBLE for all drivers' compliance to this requirement, regardless if they are accompanying the group or not. If multiple vans are used, all paperwork falls under the responsibility of the Requestor to have it filled out and returned properly for each van.**
- ❖ Access to University vans are a **benefit** to all groups. They are convenient and less costly than outside transportation and should be treated as such.
 - All vans shall be returned free of trash and/or debris. Remove all trash and personal articles from vehicle. Vans will be inspected upon return. If it is determined that it was not returned in proper order (other than normal wear and tear) the team/club/org/department will be notified as the first offense.
 - For a second offense, there will be a cleaning fee of \$150.00 charged to their group GL or department GL.
 - If there is a third offense the team/club/org/department will be restricted from reserving vehicles for the length of one semester (approx. 17 weeks).

The requestor is RESPONSIBLE for the cleanliness of each vehicle regardless of whether they are accompanying the group or not. If two vans are reserved and one is not up to standard, the above action applies.