1. All drivers must fill out a Driver Authorization Form (at least 14 days prior to departure), pass the required Online Driver Safety Courses, and possess a valid driver’s license before being allowed to operate a university van. Once a driver receives authorization to drive, he/she does not need to repeat this process.

2. Drivers are responsible for adhering to all local, state, and federal laws while operating the university van(s). All traffic and parking violations incurred during the trip are the responsibility of the driver.

3. Van reservations can be made by filling out a Van Reservation Request Form online at least 1 week prior to departure. Reservations will be made on a first come/first serve basis according to a priority list determined by the Athletics & Wellness Department.

4. Van keys can be picked up between the hours of 9:00am and 4:00pm Monday – Friday. If the rental falls on a weekend the keys must be picked up on Friday before 4:00pm (unless other arrangements are made). Keys must be returned only to the Building Manager on duty to help ensure proper check-in/check-out procedures.

5. A picture of the mileage/gas must be submitted to the Building Manager on duty prior to leaving and upon returning the keys. The van(s) should not be operated if there are any mechanical concerns.

6. Upon return, the interior of the van(s) should be cleaned and the van(s) should be in the same condition as before departure (interior and exterior). Gas in the van(s) must be refilled upon return. The individual who made the reservation will be held responsible for any damage to the van(s).

7. For safety purposes the driver and front seat passenger must wear a seatbelt at all times. Vehicle must be locked at all times when not occupied. **ALCOHOL IS PROHIBITED IN THE VAN(S) AT ALL TIMES!**

8. Insurance is located and must remain in the van’s glove compartment.

9. Immediately report all accidents to appropriate law enforcement in the county or jurisdiction which they occur. If a police report is written it must be submitted to the Athletics & Wellness Department. Upon return, make the Building Manager on duty aware if any damage to the van(s) has been reported.

10. Failure to adhere to the above guidelines could lead to the loss of privileges in reserving the van(s).