



OFFICE OF STUDENT ACTIVITIES
DIVISION OF STUDENT AFFAIRS

Student Life Van Policies & Procedures

General Policy

The policies and procedures are designed to assure the proper maintenance and utilization of college-owned vehicles. Authorized drivers represent the college and its public image. Therefore, the college expects all drivers to practice safe driving habits, which comply with state laws, also demonstrating courteous driving.

The Student Affairs division has at their disposal one full-size fifteen-passenger van. The Vice President for Student Affairs has delegated the task of maintaining and scheduling the van to the Office of Student Activities.

Driver Requirements

1. All drivers must possess a valid driver's license. A copy will be made of the user's driver's license.
2. All driver's shall be familiar with
 - a. All pertinent laws and rules of the road, as well as proper procedures to follow in the event of breakdown, collision or other emergency situations.
 - b. The New Jersey Driver's Manual

Priority of Use

The Student Life van is available for official, authorized trips by individuals or groups associated with the institution. The van is authorized for use to transport, students, staff and faculty and not equipment, supplies or cargo of any kind. Reservations for the Student Life van will be based on an academic year schedule (July 15th - June 15th).

Reservations will be granted in a fair and reasonable manner based on all of the requests submitted. Reservation requests will be handled on a first come, first served basis. Reservations should only be made for dates on which a department/office and/or club/organizations has definite plans. **Please do not schedule tentative events.**

All departments and clubs/organizations that submit requests will receive a written confirmation of their reservation. Please do not assume a reservation has been made until an email confirmation is received.

Procedure for Using the Student Life Van

Only Authorized College Drivers may operate the Student Life van. Groups with confirmed reservations for the van must send an Authorized College Driver from the department, club/organization to pick up the keys in the Office of Student Activities between the hours of 10:00am-4:00pm during the week. Reservation for Saturday and Sunday require the keys to be picked up on Friday no later than 4:00pm. Along with the keys, the driver will be issued a **Vehicle Trip Report**, which must be filled out and returned with the keys immediately following trip. In the event the Office of Student Activities is closed items may be dropped in lock box near the office. The van will be parked in the **870 Parking Lot** and should be returned to this lot. If it must be parked in an alternative lot, please indicate on the trip report and contact the Office of Student Activities as soon as possible with exact location.

The person to whom the van is assigned is responsible for ensuring that the van is operated safely and only by persons who meet the College driving requirements. Every driver must be a College authorized driver with a valid driver's license. The campus van may be used for travel in state and within the five boroughs of New York (Queens, Brooklyn, Bronx, Manhattan, and Staten Island). Trips beyond the boundary limit require prior authorization.

The person responsible shall assume proper care and maintenance of the van, and shall adhere to the following rules:

1. Obey posted speed limits
2. Do not consume alcoholic beverages or use illegal drugs as operator or passenger.
3. Driver must not use cell phone while operating the vehicle.
4. Make sure that the van is locked, both while parked and during operation, to deter theft of contents, vehicle theft or intrusion of any kind.
5. Use seat belts whenever the van is in motion.
6. Do not give rides to hitchhikers.
7. Keep the vehicle interior clean. Remove newspapers, tissues, personal belongings, etc. before returning the van.
8. The driver is responsible for any tickets obtained while operating the vehicle.
9. Return the van with a full tank of gas.

Disregard, for any of these rules may preclude future use of the Student Life van.

If the van is involved in an accident, please notify the police and the Office of Student Activities immediately. Obtain the name of the investigating police department, the name, address, license and tag number, and insurance and policy number of the vehicle operator(s).

In the unlikely event of a mechanical problem, please call our roadside assistance number at 1.800.241.3673

Fees

The fees detailed in this section are charged for the maintenance and use of vans. Offices and clubs/organizations using the van are responsible for the costs of the gas and tolls as well as any tickets obtained while vehicle is in possession. Offices and Departments requiring use of the Student Life van for single events will be charged \$50 per day. Student groups requiring use of the van for single events will be charged a flat fee of \$40 per day.

Cancellation Policy

Any group who will not be using a van they reserved must notify the Office of Student Activities at least 48 hours in advance. Groups who fail to cancel a reservation will be charged for the use of the van. Groups who fail to cancel a reservation more than once can have their van use privileges revoked.