

Student Life Van (SPZ 6917)

Student Life Van

The Division of Student Life has a van that is dedicated to support all Student Life programs, events, and travels. We welcome the university to reserve the van, with the understanding that there is a priority for Student Life reservations. This would require a secondary reservation in the event Student Life requests a reservation at least 5 days before an event with an outside reservation already made. All university reservations will be charged a mileage fee of \$0.75/mile.

Van Policies

- 1) Student Life Reservations have 5 business days priority over outside reservations
 - a) Proof of alternate transportation (If not part of the Division of Student Life)
- 2) All drivers must be 21 years of age or older
- 3) Drivers must be approved by the university
- 4) Non-approved personnel are not allowed to drive university vehicles
- 5) Van must not be overloaded
- 6) All passengers are required to wear a seatbelt when the van is in motion
- 7) The van must be returned to the reserved van spots located in the Mundy parking lot
 - a) When it is in non-designated spots it creates issues for the lot (takes up two spots)
- 8) The van must be parked in legal parking spaces at all times
- 9) The van is not allowed to be parked in fire lanes or handicapped spaces
- 10) No alcoholic beverages are allowed in the van at any time
- 11) All drivers must have refrained from drinking for at least 12 hours before driving
- 12) The driver will be responsible for fines and vehicle responsibilities may be revoked
- 13) If an accident occurs, follow the guidelines under the vehicle safety policies located in the van binder.

Van Driver Certification

Driving Certification process:

- 1) Certification can take as long as a week or longer
- 2) Vector courses Completed (SU Vehicle Safety Policy, Defensive Driving, 15-Passenger Van)
- 3) Driver's License Record Check (must submit DL to SUPD)
- 4) Non-Texas DL - must submit out-state driver's license record to SUPD (can take longer)
- 5) Must pass a scheduled driving test through SUPD

25 Live Reservations

When creating a reservation, you must include the following under "comments":

- 1) Driver's Name
- 2) Department Account Number
- 3) Proof of driver certification must be uploaded into 25live
- 4) If not uploaded at the time of reservation then the reservation request will be denied
- 5) Proof of alternate transportation (If not part of Division of Student Life)
- 6) Once your request has been reviewed you should get an email with further instructions

Pick up/Drop off

- 1) Location - Outdoor Adventure Office in Howry Building
- 2) Hours - 9:00 AM - 5:00 PM, Monday - Friday
- 3) Your pick up/drop off times will be stated in your reservation confirmation email.
- 4) Please check 25 live for consecutive reservations to make sure that the van key can be transferred from one group to the next (during outside hours of operation)
- 5) **Do not leave keys in the van**

Return Policy

Fuel

- 1) Use your university credit card to fuel the vehicle
- 2) Allocate fuel expense to Acct # 11-0275-54250 in concur
- 3) \$100 fee will be deducted from your department account if not brought back with a full tank

Cleaning

- 1) Van must be brought back in clean condition
 - a) Remove all items
 - b) Throw away trash
 - c) Clean muddy floors
 - d) Wipe down spills or other messes
- 2) There will be a \$200 detailing fee if these steps have not been followed

Mileage log

- 1) The mileage log must be filled out completely
- 2) Department account number must be included for a mileage charge
- 3) All reservations will be charged \$0.75/mile