**STUDENT ACTIVITIES VAN RESERVATION**
Alex Northrup, Transportation Coordinator
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Room 101i, Wilson Commons Hours: 8:30AM – 5PM

**PLEASE DETACH AND RETURN THE FIRST PAGE OF THIS FORM WHEN COMPLETED.**

DATE SUBMITTED: __________________ REQUESTER NAME: __________________________________________

REQUESTER PHONE NUMBER: ___________________ EMAIL: ________________________________________

GROUP NAME: ______________________________________________________________

DATE(S) OF USE: __________________________ NUMBER OF PEOPLE EXPECTED: _____

PICK-UP TIME: _____:_____ AM PM [circle one] RETURN TIME: _____:_____ AM PM (circle one)

DESTINATION(s): ___________________________________________ EXPECTED MILEAGE: ________

**APPROVED DRIVER(S) FOR EVENT:** (This will be confirmed by the Transportation Coordinator)

DRIVER 1: ___________________________________________ DRIVER 2: ___________________________________________

Email: ___________________________________________ Email: ___________________________________________

Office use only: MVR Approved: ________ Office use only: MVR Approved: ________

**CIRCLE VAN(S) NEEDED:** VAN 1 VAN 2 CSN VAN

8 PEOPLE MAXIMUM PER VAN (1 driver + 7 passengers)

**CIRCLE THE REASON(S) FOR VAN USE:**

- SOCIAL
- ACADEMIC
- CULTURAL
- COMMUNITY SERVICE

- I acknowledge I have read and understand the van use policies (found on the next page).
- I acknowledge that I (and or my student group/organization) may be held accountable for damages, fines or tickets that result from my group/organization use of any of the Student Activities Office Vans.
- I acknowledge that the Student Activities Office reserves the right to cancel van reservations at any point prior to the reservation start time, due to any of the following reasons:
  - Unsafe or dangerous road conditions
  - Vehicle maintenance issues
  - Driver approval status
  - Non-payment issues
  - Group van use violations or suspension as determined by the Student Activities Office.

Signature of Requestor: ___________________________ Date: ______________

Advisor Signature: ___________________________ Date: ______________

Advisor Name (printed): ___________________________ Phone: ______________
Three 8-passenger vans are available to SA recognized student groups, faculty, and staff on the River Campus to facilitate interaction and activity. Only two vans are allowed per student group use at one time. The policies and procedures outlined below will clarify the process of reserving and using the van. The administration and use of the van is the responsibility of the Student Activities Office, 201 Wilson Commons.

TO RESERVE A STUDENT ACTIVITIES VAN:

1. Complete the van reservation form **AT LEAST ONE WEEK BEFORE VAN IS NEEDED.**
2. Attach a copy of the valid driver’s license of the only person(s) driving the van. **No one else is allowed to drive the van at any time.** Submit a copy of your motor vehicle record (MVR). It must be on file for our records. (There is a fee for running an MVR check) **All drivers must have 1 year unrestricted driving history.** Approved MVR’s are good for one year from date of issue or as long as there is no change with the license status. U of R Safer Driver Program packets must be completed signed and on file.
3. Allow a minimum of four (4) working days to confirm the van reservation once all paperwork is completed and returned.

**PLEASE READ AND UNDERSTAND THE FOLLOWING POLICIES FOR USE OF THE S.A. VANS:**

1. **Reservations** are on a first-come first-served basis; steps 1 - 3 must be followed before a reservation is confirmed. All reservations are made through the Transportation Coordinator or an appropriate van reservationist in the Wilson Commons Student Activities office during regular business hours.
2. **Van Fees:** Generally, trips are limited to a 25 mile radius of the University (50 miles round trip for each reservation.)
   a. For recognized Student Association groups, R.A. hall trips, and faculty/staff trips with students for dinners and events: 56 cents ($ .55.5) a mile, no van rental fee.
   b. For all other uses, e.g. departmental trips, unrecognized groups, etc.: $35 for the first 4 hours, $8 for each hour thereafter, and $.56 (55.5 cents) per mile. This is subject to approval and verification by Transportation Coordinator. **Priority will be given to student groups and organizations.**
3. **Capacity** cannot exceed 8 people in a van at one time.
4. **Traffic Safety:** The driver must obey all appropriate New York State vehicular and traffic laws, as well as any municipal and town laws.
5. The vans are passenger vans only. They are not for personal use or moving freight.
6. **Keys and Checkout sheet** are located at the Information Center in Wilson Commons. The checkout sheet must be completed both before the van leaves campus and after it returns. Keys and completed checkout sheet are to be returned to the Information Desk.
7. **Parking:** The vans have reserved parking spaces next to Alumni Gym. Return the vans to the same spaces. If the spaces are illegally used, park the vans in zone 1 north and inform security, parking and the campus connection of its location.
8. **Maintenance and gas fill-ups** are the responsibility of the Student Activities Office.
9. **Damages:** I acknowledge that my student organization and I may be responsible for damages that result from my use.
10. **Cancellations** must be emailed to Transportation Coordinator at alexander.northrup@rochester.edu at least 24 hours prior to the time of the van reservation, and will not incur a fee. **Any cancellations made less than 24 hours to the time of the van reservation will incur a $25 cancellation fee.**
11. **Late Fee.** Vans returned later than the indicated return time will incur a $10 late fee.
12. **CONSUMPTION / TRANSPORTATION OF ALCOHOL OR CONTROLLED SUBSTANCES IS STRICTLY FORBIDDEN.**
13. Any parking citations will be the direct responsibility of the driver, not the registered of the van.