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**VAN USE POLICIES**

All reservations are on a “first come first served basis”. Please call 665-4527 to check date availability. The reservation is not confirmed until the Vehicle Use form is received.

**VAN RENTAL FEES: $98.00 PLUS GAS**

Below are some key points to keep in review before submitting a van request:

* Requests should be made in conjunction with an authorized driver. Driver approvals can take up to 5 days.
* Each van holds eleven (11) people total including the driver for insurance purposes.
* An online van safety training video must be completed prior to trip (required only 1 time). Contact Ben Harrison at DPS by email or phone (665-4614) to obtain login information.
* It is the trip coordinator's responsibility to find an authorized driver for the trip. Student drivers are preferred to be 21 years of age.
* If the trip is over 150 miles roundtrip, an SU approved backup driver will be necessary.
* Reservation requests must be submitted as far in advance as possible as vans are not guaranteed and you will need time for alternate arrangements if the van is not available.
* In the case of a snow storm or inclement weather when the college is closed, all van reservations will be cancelled for the day(s) until school has reopened.
* **University Business Only**: The van is available for use by recognized, registered student organizations and University departments. Personal use is prohibited and will result in disciplinary action; and denial of insurance benefits should an accident occur.
* **Van Key Pick-up**: Keys are picked up from the Office of the Physical Plant located in Shingleton, Room 9 (Mon.-Fri. 7:00am-4pm). Only the listed driver(s) or reservation holder are authorized to pick up keys.
* **Seat belts** must be worn by all passengers at all times. Please remove the emergency brake before driving.
* **Filling of the Gas Tank:** Users MUST REFILL THE GAS TANK before returning the vehicle. Failure to refill the gas tank will result in additional charges, and may affect future opportunities to use the vans.
* **Automobile Insurance Coverage:** You do not need personal automobile insurance to drive the SU vans. As an approved driver, you are covered by Shenandoah University’s insurance. Documentation is located in the information folder in the glove compartment along with the registration.
* **Accident Procedures:** SU carries full insurance on the vans. In the event of an accident, please follow the procedures in the information packet. The department sponsoring the group may be held responsible for the cost of the deductible fee if the driver is at fault. An accident report must be completed and returned to the Physical Plant office upon arrival back on campus.
* **Towing:** if the van fails to operate, there is a 24 hour roadside assistance 1-800-354-2847 for Ford Vans. The Nissan van will be the closest towing company.
* **Van’s registration & Insurance:** A copy is kept in the glove compartment in the information folder.
* **Cell Phone Usage by driver is PROHIBITED unless the vehicle is parked. Alcohol is NOT permitted in the van at any time, for any purposes.**

In case of an emergency, contact the Physical Plant (540) 665-4527 during regular business hours, and/or Department of Public Safety at (540) 678-4444.