



Departmental Procedure: SA-SL7 Procedure for Use of CF Student Activities Vans

Policy and Procedure Reference: SA-SL7

Effective Date: 12/1/06

Revised Date: 06/20/11

Revised By: M. McGee

Department: Student Life

Personnel Involved: Director of Student Life, Student Activities Team, Club and Organization Advisors

Person Primarily Responsible: Director of Student Life

Objective: To provide guidelines for the use of the Student Activities 12-passenger vans.

Procedure:

I. Reservation

- The reservation system will be maintained in the Office of Student Life. All requests for the use of the Student Life vans must be made by completing the **Van Reservation Form** (SA-SL13). This form can be found online under **Student Life and Forms for Clubs and Organizations**.
- Vans may be reserved by the advisor of any chartered student club or organization for in-state travel during each current semester. It is best to call to check availability before filling out the form.
- Vans will be scheduled on a first-come, first-served basis.
- The **Van Reservation Form** (SA-SL13) must be completed and sent to the Office of Student Life well in advance of travel in order to secure a vehicle. A message indicating receipt of the form will constitute approval of the reservation until the date the travel paperwork is due to the OSL. See **Travel Procedure** (SA-SL4) for travel paperwork deadlines. This form must reach the OSL no less than 10 business days before the date of departure.
- Day trips — The van will accommodate no more than 10 students and one driver
- One night — The van will accommodate no more than nine students with light bags and one driver.
- More than one night — Arrangements will be made based on length of trip and number of students attending.

II. Check Out

- Keys for the vans are available in the OSL. They may be scheduled to be checked out from the OSL anytime on the business day of or the business day prior to the scheduled departure.
- The advisor or appropriate driver must pick up the keys in person to complete the check-out process.
- Each driver must present a valid Florida driver's license for each trip. This will be copied and kept on file with the OSL.
- Each driver will sign the Van Reservation Form, indicating that they have read and will abide by the van guidelines.
- The driver must accompany a Student Life Staff member out to the van to complete the **Student Life Vehicle Inspection Form** (SA-SL12).

III. Rules of Operation

- Drivers must be full- or part-time employees of the college. Note that at no time may a student drive a college vehicle.
- Passengers must be current CF students and staff. A student that has graduated must sign a waiver form before they can ride in a college vehicle. Contact the Office of Student Life for a waiver form.
- All passengers must wear seatbelts at all times.
- There is to be no eating and/or drinking in the vehicles at any time.
- Vans may only be driven to locations/distances according to travel paperwork specifications.
- Vans should remain locked at all times when not in use.
- There are emergency roadside assistance and first aid kits located in each van should they be needed.
- Record the beginning and ending mileage of your trip, and turn this in when you return the vans.

IV. Return

- Upon return from your trip, you will need to ensure that the vans are in the same condition in which you found them. There are cleaning supplies located in each van. The vans must also come back with a full tank of gas. It is recommended that this be done by filling them up on campus when you return. Other options that can be reviewed are the use of a college gas card or paying out of pocket with approved reimbursement. Remember to write down the ending mileage.
- Vans are currently parked in lot No.71, in spots designated by Reserved Parking blocks. Please return them to this location.
- The advisor will personally return the keys and the paperwork to the Office of Student Life by 4:30 p.m. on the day of return. At this time, they will again accompany a Student Life Staff member back out the van to complete the **Student Life Vehicle Inspection Form** (SA-SL12).
- If they arrive after 4:30 p.m., the keys must be dropped off at the Public Safety Office. The Office of Student Life staff will pick them up from Public Safety and contact the advisor to schedule a time to go back to the van to complete the Student Life Vehicle Inspection Form.
- Any damages caused by the driver or students will result in the club/organization covering such damages or repairs.

V. Maintenance

- The OSL is responsible for ensuring that scheduled and necessary maintenance is completed. All maintenance will be completed according to the recommended warranty schedule. Vans may be unavailable at times due to unexpected maintenance issues.