Academic Van Procedures

- An approved Driver’s License Release form and a copy of your current driver’s license must be on file with the Human Resources Office before you may use a van.

- Academic vans are reserved on a first come, first-served basis. However, if an academic program requests a van previously reserved by a non-academic program priority will be given to the academic program if at least two weeks of notice are given to the party making the original reservation. The non-academic program will then be notified so that other arrangements can be made.

- To reserve the academic vans, submit your request in writing to the Assistant to the Academic Vice President using the Academic Van Reservation Request form. Vans will be reserved in the name of the professor or program director and they must be present during the use of the van(s).

- Van keys may be picked up in the Academic Vice President’s office. Please pick up keys between the hours of 7:00am and 3:30pm.

- The professor or program director is responsible for the van while being used for his/her program or course, even if he/she is not driving the van and must be present during use.

- Vans must be returned clean, inside and out, and with a full tank of gas. Car vacuums have been placed in each academic van to assist in cleaning the interior.

- Please notify the Assistant to the Academic Vice President, in writing, of any problems with the vans.