

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. Students are not to drive the vans if there are passengers in the vans.
- To reserve the vans, submit your request in writing to the Assistant to the Academic Vice President using the Van Reservation Request form. Vans will be reserved on a first come first serve basis 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 and returned to the Academic Vice President's office in Morledge- Kimball Hall 312. Please pick up/return the keys between the hours of 8:00 am and 4:00 pm.
- Vans are parked in the parking lot North of Prescott Hall. Please find them and return them there.
- 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. They must still be present when the vans are used.
- After use, fill out the corresponding check-in sheet for the North or South van, and return the keys. The vans must be clean, inside and out, and have a full tank of gas. Otherwise, your program will be charged for these expenses. Please notify the Assistant to the Academic Vice President, in writing on the check-in sheet, of any issues you notice with the vans.