

# Colgate University

Facilities Department  
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## Van Reservation & Use Policy

Facilities Office hours are **Monday – Friday from 8am-4:30pm (Closed 12pm-1pm)**. All keys for vans must be picked up during normal working hours. If you require a specific key pick-up time, we strongly encourage you to call or email the office in advance to ensure these arrangements. The van trip form must be signed and mileage must be completed upon return with the vehicle key. Please adhere to the start and end times of your reservation.

For all vehicle usage, please make sure you adhere to the CU Driver Safety and Motor Vehicle Use policy if you are faculty, staff, or student. All faculty/staff in addition to students must have prior authorization to drive a University vehicle. This information can be found on the webpage: <http://www.colgate.edu/offices-and-services/environmentalhealthandsafetyoffice/driver-safety-motor-vehicle-use>. You may call the Facilities office in advance of your reservation to confirm if you have been authorized.

All groups must follow the regulations as outlined in the Vehicle Fleet Agreement. Any violations of the policies as outlined in the fleet agreement may result in loss of van reservation privileges.

Van reservations will only be allowed on a per semester basis. Reservations for the fall semester will be taken no earlier than July 15th, and reservations for the spring semester no earlier than December 1<sup>st</sup>. All requests will still be processed by date on a first come/first serve basis.

Due to age, repair costs, plus the difficulty of getting to a disabled vehicle, we strongly encourage no vans be taken on trips further than a 300 mile radius from campus. Any trips of a distance longer than 300 miles should be coordinated with a rental company through Purchasing.

In order for us to fulfill all the vehicle requests we receive, any van cancellation must be made 24 hours prior to reservation time **via email** to Facilities ([bg@colgate.edu](mailto:bg@colgate.edu)) Phone calls will not be an acceptable form of cancellation. Failure to pick up a van without providing the proper cancellation email will result in being charged for the full reservation period.

Failure to pick up a van or cancel with less than 24 hours' notice three times within a semester will result in losing the privilege to reserve vans for the remainder of that semester.

Any alterations to van reservations (ie. decreasing the length of time a van will be used) will need to be made one week prior to the scheduled reservation. Alterations made closer to the reserved date will be considered the same as failure to cancel and subject to the same loss of reservation privileges listed above.



## COLGATE UNIVERSITY FLEET VEHICLE USE AGREEMENT

1. All students must participate in a Van Driving Safety class, have their driving record checked through their state's Department of Motor Vehicle and pass a driving test given by Campus Safety prior to operating a Colgate University vehicle. Qualifying as a University driver is not a permanent entitlement. It means that you are permitted to operate a University owned vehicle in connection with an officially sanctioned event as long as you do so in a safe and lawful manner, and in compliance with this agreement.
2. As a driver of a Colgate vehicle, you are responsible for obeying the laws of all jurisdictions in which you may be operating the vehicle. Any citations, fines or tickets received as a result of failure to obey the law will be **your personal responsibility to pay.**
3. You are responsible for inspecting the vehicle prior to departure to insure that all vehicle components and safety equipment are present and functioning properly, and that any and all damage observed is noted. This inspection should include, but is not limited to, tires, brakes, horn, mirrors, lights, wipers and steering wheel. Any items missing or newly damaged on your return may be added to the vehicle mileage charge and billed to your account.
4. Colgate University vehicles may be used only for the purpose assigned, and should be driven to and from the designated destination via the most direct and safe route under prevailing weather conditions. Detours for the purpose of conducting personal business are prohibited. If for any reason your trip is cancelled, mark the vehicle slip accordingly and return the keys to Buildings and Grounds. Please notify the Buildings and Grounds office at 228-7130 so the vehicle can be reassigned to another group. Do not allow the vehicle to be used for any other purpose or by any other group on your own.
5. All cargo must be secured properly to prevent damage to seat, upholstery, etc. Seats may not be removed without prior permission. Nothing is to be secured to the outside of the vehicle. Any problems in accommodating unusual cargo must be referred to Buildings and Grounds for resolution.
6. Consumption of alcoholic beverages or the use of controlled substances by the driver or passengers of a Colgate vehicle is in violation of the law and is strictly prohibited. Colgate policy prohibits staff, faculty and students from operating any Colgate University vehicle while under the influence of alcohol or controlled substances.  
  
Drivers who are using medication are also prohibited from operating a Colgate vehicle at any time when their ability to drive might be impaired by the medication.  
  
The presence of open containers of alcoholic beverages is in violation of the law and is strictly prohibited. The transportation of sealed containers in sealed cartons for off-premise consumption by passengers at picnics, etc. must be reported in advance of departure. All empty containers being transported for return to a redemption center must be packed in the cartons or sealed plastic bags, stored with baggage and equipment and removed from the vehicle prior to its return to Buildings and Grounds.  
  
It is the responsibility of the senior official (team captain, athletic staff member, academic officer, professor, etc.) to enforce these policies. If no senior official is present, the driver must assume the responsibility of enforcing these policies. Evidence of a violation will result in the permanent loss of the privilege of operating a Colgate University vehicle.
7. Smoking is prohibited in Colgate University vehicles.
8. The use of cell phones is strictly prohibited while driving a University Vehicle. If you must use a cell phone, please find a safe place to pull off the road and stop. (**Note: As of November 2001, using a hand held cell phone while driving a vehicle in New York State is illegal.**)
9. If two or more vehicles are traveling to the same destination, every effort shall be made to have all vehicles depart together. Drivers shall coordinate stops, keep visual contact with other vehicles in the group and be prepared to provide assistance if anyone has a breakdown or accident.

10. In case of breakdowns or accidents on the road, you are responsible for exercising good judgment to insure the safety of your passengers and the safety of the vehicle, in that order. If you are unable to proceed because the vehicle is disabled, you should contact Buildings and Grounds at 315-228-7130 or 7131 during normal working hours, or Campus Safety at 315-228-7333 on nights and weekends. Be sure to give the person with whom you speak your name, location, telephone number from which you are calling, location of the vehicle, the nature of the problem and the assistance required. Remain at the telephone until you get a response as to the action to be taken.
11. In the event of an accident involving personal injury or property damage, including damage to the Colgate vehicle, contact the police and remain at the scene until they arrive. Give only the required information necessary to the police and other parties and obtain all the necessary data to complete the accident report provided in the vehicle. Do not discuss or admit responsibility for the accident. This determination will be made by the police and the insurance companies. If you are unable to proceed call Campus Safety at 315-2287333. Be sure to give the person with whom you to speak your name, location, telephone number from which you are calling, location of the vehicle, the nature of the problem and the assistance required. Remain at the telephone until you get a response as to the action to be taken.

Accidents, damages and/or citations should be reported in person to the Buildings and Grounds office immediately upon return to the campus, followed by a report to Campus Safety. At night and on weekends, accidents should be reported to Campus Safety, followed by a report to the Buildings and Grounds at the start of the next working day.

12. Each vehicle will be returned to its assigned garage or parking space at Buildings and Grounds immediately on return to Hamilton, after discharging passengers. All debris is to be removed from the vehicle before returning the van. Because of scheduling requirements, vehicles may not be retained at home overnight unless arrangements have been made in advance. Any vehicle malfunction, problems, repairs, missing equipment, damage, etc. should be reported on the trip ticket. Please secure the windows and lock the vehicle. Deposit the keys and the trip ticket in the key drop box, located in the second overhead garage door at the back of the Service Building.
13. You are the official University representative in the vehicle and are responsible for the conduct of all passengers and any damage which they may cause, unless you identify the individual(s) causing the damage. If any passenger(s) will not comply with your directions regarding the enforcement of these instructions or should engage in distracting conduct which affects the safe operation of the vehicle, you must refuse to move the vehicle until they desist. If necessary, appropriate authorities should be requested to provide assistance. Passengers riding with their feet on the dash or seats, kicking doors and panels or participating in other conduct that causes abnormal wear which tends to detract from the appearance of the vehicle and shorten its useful life will not be tolerated. Any damage resulting from such behavior must be reported on the trip ticket.
14. When assigned as a driver, you may not authorize or permit anyone else to operate the vehicle unless the other party is also a Colgate licensed driver, arrangements have been made in advance for an alternate driver to operate the vehicle and this fact has been made a matter of record with Buildings and Grounds.
15. For long trips (more than 4 hours) two drivers must be present. A navigator should be designated to assist the driver. Each driver/navigator team should be replaced every two hours on the average.
16. Bumper stickers and signs are not permitted. It is the driver's responsibility to see that any items of this nature are removed if anyone should attempt to place them on the vehicle.
17. Failure to comply with these instructions or failure to exercise sound judgment in emergencies may result in temporary suspension or permanent revocation of your Colgate driving privileges.

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**I have read, understand, and agree to abide by the Colgate University Fleet Vehicle Use Agreement**

Date: \_\_\_\_\_

Name of Driver: \_\_\_\_\_

Signature of Driver: \_\_\_\_\_

