

To: All SEAS Department Managers, Staff and Students

Subject: SEAS Van Reservation and Usage Policy

Purpose: To define guidelines for van reservation and usage specific to the SEAS business vans in conjunction with the Department of Public Safety Fleet Safety Program and the Office of Risk Management.

Van usage is for business purposes and is intended for local, campus and the greater Princeton area only.

For **long distance driving**, a University or local business van can be rented via arrangements with your department to cover rental and fuel costs.

Driver Authorization & Van Certification Requirements

Driver Authorization: Required for all drivers. Fill out and complete the Driver History Questionnaire (DHQ):

<http://web.princeton.edu/sites/publicsafety/Documents/Fleet%20Safety/DHQ-11-30-06.pdf>

The completed original DHQ & 1 copy of the DHQ along with 2 copies of your valid Driver's License need be forwarded to the SEAS Department Fleet Representative (DFR):

Joe Laskow jlaskow@princeton.edu 609-258-4739 EQuad 3rd Floor Stockroom, Room AD3B

Van Certification: (Not required for Faculty/Staff). Required for Undergraduate Students and/or Graduate Students.

For certification process and instructions, go to link: <http://web.princeton.edu/sites/publicsafety/FleetSafety.htm>

Van Reservation:

Vans are reserved by entering the date, time requested and driver information on the Van Reservation Log located in the Stockroom. An email or voicemail containing the reservation information can also be forwarded to the SEAS DFR.

Van reservation is available during normal business hours only (unavailable on weekends or holidays)

Monday – Friday 8:30AM-5:00PM Academic Year 8:30AM-4:30PM Summer Hours

** For special requests beyond these hours and if the original reserved usage time changes, contact the DFR to discuss the arrangements **

If the DFR is unavailable, please contact the following alternate staff:

Tom Cervone tcervone@princeton.edu or Phil Curry pcurry@princeton.edu 609-258-4563

Van Pickup:

- Key is to be picked up in the stockroom when the van is ready to be used.
- Driver will be notified of the current van location.
- Van must be locked when not in use.

Van Return and Parking:

Van is to be parked and **locked** in the EQuad Lot 3 in an available parking spot in front of the loading dock.

If there are no parking spots available, park the van in the EQuad Van Parking lane located near the loading dock door and steps. There is a "EQuad Van Parking Only" sign at this location.

- Key is to be returned promptly to the Stockroom when the van has been returned.
- Seats removed during usage must be re-installed in the van prior to van being returned.
- It is the responsibility of the driver to ensure the seats have been re-installed.
- Report all mechanical, operational and visible van problems or concerns to the DFR.

Joe Laskow

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SEAS Department Fleet Representative