

Student Affairs Van Usage Policy and Procedures

Eligible Drivers and Passengers-

1. Use is restricted to official travel by Southern Connecticut State University clubs and organizations and only students and faculty may travel in Student Affairs' vans.
2. Southern Connecticut State University full-time employees, full-time students, University Assistants, and part-time employees are eligible to drive vans as long as they fulfill the following requirements-
 - a. Drivers must be acting in accordance to their responsibility to a Southern Connecticut State University club or organization.
 - b. Drivers must be 21 years of age or older.
 - c. Drivers must read and agree to the Van Usage Policy.
 - d. Drivers must have a valid driver's license.
 - e. **Drivers must successfully complete the driver safety program coordinated by the Office of the Dean of Student Affairs and the Department of Public Safety.**

Procedures

1. Fill out a Student Affairs Van Usage Form, available on-line at <http://www.southernct.edu/officeofstudentlife/clubsandorganizations/rulesandregulations/>
2. The form will be received and approved by the Office of Student Life
3. The Office of Student Life will send the requester an e-mail confirming reservation.
4. The driver should obtain the keys from the Office of Student Life, ASC 213.
5. The van driver will fill out the sign-out log located the Office of Student Life.

Rules

1. The vans are to be used only for Southern Connecticut State University functions.
2. Only the driver(s) who has been approved to operate the vehicle may do so.
3. No animal or pet may be in the van at any time.
4. The possession or consumption of alcoholic beverages and/or illegal drugs is strictly prohibited.
5. The possession of firearms is strictly prohibited.
6. Attaching a trailer hitch to the van(s) or pulling any type of trailer for any reason is strictly prohibited.
7. The use of tobacco in any form is prohibited inside the van.
8. The driver of the van must obey all local and state traffic rules, laws, and regulations at all times. Southern Connecticut State University will not be responsible for any moving violations or parking citations received by the driver.
9. Drivers are prohibited from picking up hitchhikers or giving rides to anyone not permitted to ride in the van.

- 10.** The vans are to be locked when unoccupied. Any expense incurred due to failure to follow this policy will be borne by the reserving club or organization.
- 11.** No equipment is to be added to the van(s), including removable equipment, such as radio, equipment, radar detectors, etc...
- 12.** No items may be transported on the roof of the van, including luggage.
- 13.** No driver may drive the vehicle longer than 8 hours in a 24-hour period. If the drive is longer than 8 hours, another approved driver must drive the vehicle.
- 14.** A “co-pilot” must always monitor the driver while the van is in operation to prevent the driver from falling asleep and to assure that the driver is always paying attention.
- 15.** The driver may not use a cell phone while the van is in motion.
- 16.** The van headlights must be on whenever the van is in motion.
- 17.** At no time may the total number of passengers exceed 11 including the driver.
- 18.** All passengers must wear their safety belts when the van is in motion.
- 19.** Southern Connecticut State University is not responsible for any personal property stored or transported in the vans.
- 20.** Passengers are expected to abide by the Student Code of Conduct at all times.
- 21.** Van authorization can be revoked at any time depending on weather, condition of van(s), and or any extenuating circumstance that may arise.

Accidents

In the event of accident involving the Southern Connecticut State University van, please follow this process:

- 1.** Call the police immediately. Attend to any injured individuals. Be sure that anyone who needs medical attention is tended to prior to dealing with any of the accident information.
- 2.** Once everyone is safe, file a detailed report with the police. Be sure to obtain the case number as well as the police officer’s name.
- 3.** Obtain the names of the other drivers involved, how they can be reached, and their insurance information.
- 4.** Before the police officer leaves the scene, call Sal Rizza, Assistant Director of Student Life-
 - a. Office 203 392-5782
 - b. Cell 203 619-1785
- 5.** Write down everything you can remember about the accident. Please include the names and phone numbers of all passengers as well as any details that you can recall.

