



REED COLLEGE

OFFICE OF RESIDENCE LIFE in conjunction with Physical Plant
3203 SE Woodstock Boulevard, Portland, Oregon 97202-8199
phone: 503/777-7536 fax: 503/517-7691

Van Procedure

I. Use of Vehicles

All van usage subject to cancellation due to weather or road conditions as determined by the vehicle coordinator.

- A. Reed College vehicles are to be used only for official school functions. Events intended for Reed College students will only transport students who are currently enrolled without prior College approval.
- B. Vehicles are for passenger transportation only and are not to be used for hauling.
- C. **Vehicles are reserved in advance on a "first come" basis.** If vans are needed for a scheduled class, the sports center has priority and can "bump" other groups from the reservation book. Additional vehicles may be rented from Enterprise in case of scheduling conflicts or as needed. Please call Michele at 7283 or Cyrus at 7285 for specifics.

II. Procedures

- A. Reservations
 1. Confirm availability of vehicles by calling 7283, physical plant office.
 2. Complete part one of the Vehicle Reservation Form and be sure to include the complete department budget number and name of authorized driver. Be sure to obtain departmental approval. These forms are available at the physical plant if your department does not have any on hand.
 3. **Return completed reservation form to the physical plant office at least two working days or by noon on Thursday before the weekend prior to reservation date to finalize your reservation.** Weekdays the form needs to be turned in 24 hours before. (Vehicle will not be considered reserved until this completed form is returned.)
- B. Cancellations
 1. Notice must be given within 24 hours of scheduled departure time. Weekends and holiday trips must be canceled before 4:00 p.m. on the last working day prior to scheduled departure time.
- C. Drivers
 1. Drivers are arranged for by the requester and/or department.
 2. Only Reed College authorized drivers may drive Reed College vehicles.
- D. Van Packet
 1. A van packet will be issued by the physical plant office during regular working hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or the Switchboard for evening, weekend, early morning, and holiday trips. Vehicles may not be picked up sooner than one-half hour before departure time. Vehicles are not to be taken home overnight for early morning departures.

2. The van packet will include completed reservation form, vehicle safety check form, van trip information sheet, key, and a gas credit card.
 3. Before leaving campus you must turn in all information forms completely filled out to the switchboard. Once forms have been given to the switchboard a cellular phone will be issued, if necessary.
 4. The vehicle must be left in a clean and presentable condition for the next scheduled user.
 5. The vehicle must be parked in its designated space. (Notify community safety of any unauthorized vehicle parked in a van space.)
- E. Van Break Down or Other Emergency
1. Using a phone contact dispatch at 503-777-7533. Driver will state nature of emergency and location. Dispatch will contact van coordinator.

III. Rates and Additional Charges

- A. Cost for trips is ¢.575 per mile.
- B. Any citations will be passed on to the driver.
- C. Any passes, lunches, parking fees, etc., needed by the driver will be provided for by the department.

IV. Billing Procedure

- A. Upon completion of trip, the charges will be computed and entered on the reservation form.
- B. Departments will be charged through the business office by means of monthly journal entries from the physical plant office. A copy of these charges will be put in your mailbox.
- C. Student driver wages will be charged to the department and/or organization at the current hourly rate. Drivers receive \$8.95 per hour.
- D. Any discrepancies must be resolved with the physical plant office as soon as possible.

***Excessive Damages As A Direct Result of Negligence
On The Part Of Any User Can Result In The
Loss of the Privilege Of Using Reed College Vehicles.***