RIT SG & PATS
VAN GUIDELINES

What policies regarding van reservations must I know?

- Reservation will not be confirmed until Dave Baldwin receives in EVR
- Your organization must have a valid RIT account number
- Vans may not have more than six passengers and a driver (7 total)
- Vans cannot be taken for more than four days (96 hours) unless permission is given by Dave Baldwin and the Director of the Center for Campus Life or his/her designee
- At time of request, the organization must be in good financial standing with SG
- Only one van, per group, per request. Second van requests will be granted seven business days before reserved date if van is not needed by another group
- Vans cannot be driven more than 800 miles round trip unless approved by the Director of the Center for Campus Life. Trips of this distance should be taking place over the course of several days, and not overnight. Any trips exceeding 400 miles round trip will require two certified drivers
- Vans cannot be used to move any personal items or for shuttling
- Vans must be parked in the Parking & Transportation area behind Grace Watson upon return. They cannot be parked at the residence halls or apartments
- When the request is for local use, multiple days, vans must be returned to the Grace Watson lot each night
- The borrowing organization is responsible for all tolls, fines, fees, or damage while using the van except for those incurred by the driver if negligence is shown
- The driver & organization will lose van privileges after two no-shows or unverified cancellations. Cancellations must be received 24 hours prior to trips during normal working hours (Mon. – Fri., 8:30am – 4:30pm). Acknowledgment from SG or PATS is either a return phone call or e-mail response. There will be a charge for not canceling unneeded vans
- The driver is responsible for notifying the Public Safety supervisor, Parking & Transportation and SG of any accidents or traffic violations that the van was involved in regardless of fault
- In compliance with New York State Law & RIT policy, the use or possession of controlled substances and alcohol beverages is prohibited while using the van. There is NO smoking allowed in the van
- Weather Cancellation: Van reservations may be canceled by the University without prior notice
- It is the driver’s responsibility to be aware of the contents of the van contract that is signed when he/she picks up the van
- Driver must present van certification card and passenger list with emergency numbers at parking & Transportation or Public Safety before packet will be given

How do I know my reservation has been confirmed?
Check your reservation in EVR on the comment board.