

*Moseley Center*  
**ELON UNIVERSITY**

Reservation # \_\_\_\_\_

**Van Request Form**

Date van(s) will leave campus: \_\_\_\_\_ Time: \_\_\_\_\_

Date van(s) will be returned: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Destination: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_

Purpose for Trip: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Will he or she be present in the van? \_\_\_\_\_

**\*\*VANS MUST BE USED FOR UNIVERSITY BUSINESS ONLY\*\***

The Driver (Faculty/Staff/Student) must be on the Elon University Insurance Policy and his/her driving record must be checked prior to approving this reservation. Students must complete the Van Driver's Training course before being permitted to drive an Elon University vehicle.

Driver's Name: \_\_\_\_\_ License Number & State: \_\_\_\_\_

Account Number: \_\_\_\_\_ (required, to charge for clean-up, damage, gas, etc.)

**PLEASE ATTACH:**

1. FULL NAMES OF PASSENGERS
2. MAPQUEST OF MAP, DIRECTIONS AND MILEAGE OF DESTINATION  
*(Starting point should be 101 W. Haggard Ave. Elon, NC 27244)*

**FACULTY/STAFF AGREEMENT:**

I have read this form and agree to abide by all University policies regarding van usage (see back). I understand that the account number given will be charged for any damages or charges for failure to return the vehicle clean and with a full tank of gas.

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Campus Box #: \_\_\_\_\_ Local or Cell Phone Number: \_\_\_\_\_

**PLEASE RETURN VANS CLEAN, WITH A FULL TANK OF GAS, AND MILEAGE LOGGED ON THE GAS CARD. FAILURE TO DO SO MAY RESULT IN A MINIMUM \$25.00 CHARGE.**

**OFFICE USE ONLY:** Check off key issued. Van number matches the number in the front window.  
 Sign on the appropriate line.

12 Passenger Vans	9 Passenger Vans	6 Passenger Vans	Minibus
__14136A __14147A __14158A __14070A	__14001A __14031A	__14049A __14067A	__14120A
__14136B __14147B __14158B __14070B	__14001B __14031B	__14049B __14067B	__14120B
__14196A __14197A __14042A __14059A			<b>Bus</b>
__14196B __14197B __14042B __14059B			__14130A
			__14130B

Key Issued By: Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Key Returned By: Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please return ALL copies to the Moseley Center Information Desk or to Campus Box 2995.  
 Original: Office Yellow: Van User

**MOSELEY CENTER  
VAN POLICIES AND PROCEDURES**

1. Reservation forms must be filled out by the faculty or staff member responsible for the trip.
2. The van(s) should be returned to the van parking area in the parking lot behind the McMichael Center (unless otherwise informed) as soon as the trip is concluded. Please back the van into the designated van space. Keys should be returned to the Moseley Center Information Desk immediately. If the vans return to campus after Moseley Center hours, the keys should be returned when the building opens.
3. Only faculty, staff and students who are on the University's insurance driver's list may drive a van. All students/faculty/staff must complete the Van Driver Training class to be certified to drive.
4. For travel within Alamance County, the faculty/staff Advisor should be aware of the group's general travel plans and participants.
5. For travel outside of a 60 mile radius of Elon, NC, the University requires that a faculty/staff Advisor accompany the organization or class in the vehicle. In cases where the official Advisor/Faculty member is unable to travel with the organization/class, a substitute full time faculty/staff member or otherwise approved Advisor must travel with the group and be present in the vehicle. For the purpose of determining the 60 mile radius, the student organization/class must submit, along with the vehicle reservation form, a printout from MapQuest/ Yahoo/ Google indicating the one way mileage to the exact destination.
6. **The gas tank should be FULL when you pick up the van. The van MUST be returned with a full tank. Gas pump will click when FULL. Remember to be courteous and replace any gas that is used. You must submit complete the van mileage card and return it to the front desk after filling the van with gas. Failure to do so may result in a minimum of \$25.00 charge. The individual group is responsible for supplying the amount of gas needed for the trip.**
7. The van must be cleaned prior to returning the key. Failure to do so may result in the individual/group being fined or loss of privilege to reserve a van in the future.
8. The vans are insured by Elon University. The individual/group that reserves the van will be responsible for maintaining it while using it, should any emergency occur. The University will reimburse the responsible individual upon the receipt(s) for any maintenance while using the van(s). **In the event of an accident, it is the responsibility of the University division to cover the \$500.00 deductible.**
9. Any maintenance problems, accidents, or tickets should be reported to the Moseley Center Front Desk immediately upon return to campus.
10. In the event of an accident, it is extremely important to contact the local police and obtain a copy of the accident report to submit to the University's insurance company. This should be done regardless of the amount or severity of the damage. Also remember to contact the Moseley Front Desk at (336) 278-7215
11. For roadside assistance, call 1-800-CHEV-USA or contact Elon University Safety and Police at (336) 278-5555. For after hour assistance, please contact (336)-269-6174.
12. It is the responsibility of the driver to ensure that all passengers wear seatbelts.
13. Vans shall not be operated above 65 miles per hour or the maximum posted speed limit. Cell phone should not be used by the driver.

**REFER TO THE GLOVE COMPARTMENT FOR EMERGENCY INFORMATION**  
Any questions or comments about the use of University vans may be directed to the Director of  
Campus Center Operations at (336) 278-7215