

**Hamilton College**  
**Van(Vehicle) Request, Check-Out/In Procedures**

1. Hamilton College has 12-passenger vans and other designated vehicles available for scheduling. These vehicles are available for use by all departments, but certain departments have a priority over other departments depending on the vehicle. Provided no vehicle is specifically assigned to a particular departmental priority, the following general priorities apply:
  - a. Academic trips which are integral parts of a course and required by all members.
  - b. Academic trips which are optional parts of a course and so recommended by instructors.
  - c. Intercollegiate athletic activities.
  - d. Activities of established organizations such as volunteer service groups, musical groups, clubs, and conferences.
  - e. Faculty and administrative use for college business.
  - f. Other legitimate uses (e. g. group travel to area concerts, lectures and musical events authorized by a College faculty or administrator).
2. No priorities will apply to requests made less than two weeks prior to the proposed trip. If vehicles are available, they will be reserved on a first-come, first-served basis. No person, who has reserved a vehicle, will be “bumped” or deprived of that vehicle during the week prior to the proposed trip, except in the event of mechanical difficulties that make the vehicle unavailable.
3. All requests for a van for academic, athletic or administrative purposes shall be made through Physical Plant. Requests involving student groups shall be made through the Director of Student Activities who will coordinate these requests with the Physical Plant. The work control assistant in the Physical Plant office is assigned the duties of receiving vehicle use requests and scheduling vehicle use based on pre-established guidelines. A request form is available on the college web site. **If the trip planned is beyond a 25-mile radius from the college, the requesting organization or group should consider filling out a trip plan to adequately plan for their trip.**
4. Any request must be approved by the faculty member or administrator responsible for the activity.
5. College-Owned Vehicles are for College use only and provide support for academic, student activity, and intercollegiate programs. Faculty and administrative use of College-Owned Vehicles is authorized while on College business.
6. Van requests will be reviewed while considering the general policies for van use. These policies have been developed to enhance the safety of each trip, and are to be enforced by the organization, faculty, administrator and/or student driver requesting and operating the van.

### **Checking Out and Checking In a Vehicle:**

1. Vehicle pick-up is made at Physical Plant. If past the work day, contact Campus Safety. An Officer will escort you to Physical Plant and obtain the trip tickets and vehicle keys.
2. You are responsible for inspecting the vehicle prior to departure. Any items missing or new damage on your return will be your responsibility to replace. The cost of the replacement item and any new damage will be added to the vehicle mileage charge and billed to your account. The following items should be checked:
  - a. Lights (headlight, turn signals and brake lights) functioning properly
  - b. Oil level okay, visual check of tires
  - c. Visually check for any fluid leaks (check ground beneath vehicle)
  - d. Safety equipment available (tire jack, spare tire and fire extinguisher)
  - e. Damage observed – note on check out sheet.
  - f. Glove compartment – make sure the vehicle has a current registration card, insurance card and an accident report form.
  - g. Inspection sticker on the vehicle is valid.
3. Vehicles must be returned to the Physical Plant garage, immediately upon return to Hamilton, after discharging passengers. All debris is to be removed from the vehicle and deposited in trash receptacles before returning it. Because of scheduling requirements, vehicles may not be retained at home overnight unless arrangements have been made in advance.
4. Any vehicle malfunctions, problems, repairs, missing equipment, etc. should be reported to Physical Plant. Please secure the windows and lock the vehicle. Return the keys and Charge-out Ticket to Physical Plant. If returning a vehicle after hours, please go to Campus Safety so that a Guard can accompany you to Physical Plant. Give the keys and the Vehicle Charge-out Ticket to the Guard. Please make sure that the odometer reading is noted on the Charge-out Ticket.