

# Colgate University

Facilities Department

13 Oak Drive • Hamilton, NY 13346-1398

(315) 228-7130 [bg@colgate.edu](mailto:bg@colgate.edu)

## Van Reservation & Use Policy

Facilities Office hours are **Monday – Friday from 8am-4:30pm (Closed 12pm-1pm)**. All keys for vans must be picked up during normal working hours. If you require a specific key pick-up time, we strongly encourage you to call or email the office in advance to ensure these arrangements. The van trip form must be signed and mileage must be completed upon return with the vehicle key. Please adhere to the start and end times of your reservation.

## *COLGATE UNIVERSITY FLEET VEHICLE USE AGREEMENT*

1. All students must participate in a Van Driving Safety class, have their driving record checked through their state's Department of Motor Vehicle and pass a driving test given by Campus Safety prior to operating a Colgate University vehicle. Qualifying as a University driver is not a permanent entitlement. It means that you are permitted to operate a University owned vehicle in connection with an officially sanctioned event as long as you do so in a safe and lawful manner, and in compliance with this agreement.
2. As a driver of a Colgate vehicle, you are responsible for obeying the laws of all jurisdictions in which you may be operating the vehicle. Any citations, fines or tickets received as a result of failure to obey the law will be **your personal responsibility to pay.**
3. You are responsible for inspecting the vehicle prior to departure to insure that all vehicle components and safety equipment are present and functioning properly, and that any and all damage observed is noted. This inspection should include, but is not limited to, tires, brakes, horn, mirrors, lights, wipers and steering wheel. Any items missing or newly damaged on your return may be added to the vehicle mileage charge and billed to your account.
4. Colgate University vehicles may be used only for the purpose assigned, and should be driven to and from the designated destination via the most direct and safe route under prevailing weather conditions. Detours for the purpose of conducting personal business are prohibited. If for any reason your trip is cancelled, mark the vehicle slip accordingly and return the keys to Buildings and Grounds. Please notify the Buildings and Grounds office at 228-7130 so the vehicle can be reassigned to another group. Do not allow the vehicle to be used for any other purpose or by any other group on your own.
5. All cargo must be secured properly to prevent damage to seat-12.1(G)-6.9(r)-10.4(o)-12(un t)-5.1ion e us8(u)8 9e cail.9(e cail.9(0



