**Policy Name:** Request for Use of SGA Van For Organization Travel

**Policy No.:**

**Effective Date:** July 2006

**Revised Date:** January 1, 2009

**Recommended by:**

**Approved by:**

**POLICY:**

The Student Government Association (SGA) has funded the purchase of a 14 passenger van known as the SGA Van. Since the van is funded by SGA, SGA has the right to approve or decline requests for use. Drivers must be a member of Public Safety or an organization sponsor. Drivers must be at least 21 years of age, have a Pennsylvania Driver’s License and have completed Public Safety Training and review of van operation. The van is housed by the Office of Public Safety.

**PURPOSE:**

To provide transportation for college-related organization travel.

**PROCEDURE:**

1. All requests for use of the SGA van must be submitted on the Request for Use of the SGA Van for Organization Travel.

2. Van requests must be made by the organization sponsor.

3. Requests must be for at least five (5) students/faculty and for no more than 14 students/faculty.

4. Requests must be received at least two (2) weeks prior to the requested date of use. After that date, the van may be released for use on campus as a student shuttle being operated by the Office of Public Safety.

5. Completed requests must be returned to the Office of Public Safety for review by Public Safety and SGA.

6. Public Safety will indicate whether or not a driver is available.

7. SGA and Public Safety will review all requests and have the right to approve or decline any request.

8. The driver must be a member of Public Safety or an organization sponsor. The driver does not need a special class license to operate the van, but must be at least age 21, must have a Pennsylvania Driver’s License and must have completed public safety training for operating college-owned vehicles and review of van operation. Upon request, the Office of Public Safety may supply trained drivers as available.
9. The standard per mile rate of the College will be charged to the organization using the van. Organizations seeking funding from Academic Affairs to support an organization trip must request that funding using the Travel Approval Expense Report (Form A).

10. Forms can be obtained from the Administrative & Financial Services website, a Department Secretary or Office of Public Safety.

Direct questions regarding this policy and/or procedure to Student Activities at extension 7529.