

**VALDOSTA STATE UNIVERSITY
ACADEMIC AFFAIRS OFFICE
POLICIES FOR VEHICLE USAGE**

1. VEHICLES WILL BE RESERVED ON A FIRST COME, FIRST SERVED BASIS. IN TERMS OF PRIORITY, VAN OR STATION WAGON USAGE WILL BE DIRECTED TOWARD SUPPORT INSTRUCTION FIRST. FOR OUTREACH ACTIVITIES, DEANS WILL NEED TO VERIFY THAT AN EVENT IS SCHEDULED FOR A SPECIFIC DAY. TO RESERVE, CALL ACADEMIC AFFAIRS, 333-5950, CASSIE CLEMONS OR EMAIL cdclemon@valdosta.edu
2. ALL REQUESTS MUST BE FILED AT LEAST 24 HOURS IN ADVANCE. ALSO AN APPROVED REQUEST FOR AUTHORITY TO TRAVEL FORM MUST BE ON FILE IN THE APPROPRIATE OFFICES (OR STANDING ORDER TO TRAVEL).
3. A FACULTY ADVISOR WILL BE PRESENT ALL TIMES DURING THE OPERATION OF THE VEHICLE(S). ONLY UNIVERSITY EMPLOYEES WILL BE PERMITTED TO OPERATE THE VEHICLE(S). ALL VAN DRIVERS **MUST** BE CERTIFIED BY THE UNIVERSITY.
4. DRIVERS MUST HAVE A VALID DRIVER'S LICENSE.
5. SEAT BELTS MUST BE WORN AT ALL TIME BY ALL OCCUPANTS WHEN VEHICLE IS IN MOTION.
6. CLEAN-UP WILL BE DONE BY THE USER PRIOR TO TURN IN. IF THE VEHICLES ARE NOT CLEANED, THERE WILL BE A SERVICE CHARGE OF \$25.00, PLUS THE CHARGE OF AUTO DETAILING. WHENEVER A VEHICLE IS RETURNED IN A FILTHY STATE, THAT DEPARTMENT WILL BE CHARGED AND ALL FUTURE RESERVATIONS WILL BE SUSPENDED FOR TWO WEEKS AND UNTIL ALL CHARGES HAVE BEEN PAID.
7. VEHICLE GASOLINE TANKS MUST BE FILLED WITH A FULL TANK PRIOR TO TURN IN.
8. ALL TRIP TICKETS MUST BE COMPLETED AND TURNED IN WITH KEYS AFTER COMPLETION OF TRIP **NOT LATER THAN 9:00 AM THE NEXT WORKING DAY.**
9. ALL KEYS MUST BE RETURNED TO THE ACADEMIC AFFAIRS OFFICE. THERE WILL BE A FEE OF \$25.00 FOR REPLACEMENT SET OF KEYS.
10. AUTO ACCIDENTS/INCIDENTS MUST BE REPORTED IMMEDIATELY, SAME DAY OR NEXT WORKING DAY, WHICHEVER IS SOONER. SEE STICKER INSIDE VEHICLE(S) FOR SPECIFIC INSTRUCTIONS.
11. **VIOLATIONS OF ANY POLICIES WILL RESULT IN A FINE OF \$20.00 CHARGED TO THE DEPARTMENT WHICH THE SIGNEE BELONGS.**

I HAVE READ AND CONCUR WITH THE ABOVE POLICIES .

(SIGNATURE)

(DATE)