



Van Reservation Form

Todays Date: _____

Date of Intended Use: _____ Time: _____ AM _____ PM <small>(Indicate noon or midnight)</small>	Return Date: _____ Time: _____ AM _____ PM <small>(Indicate noon or midnight)</small>
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Number of Passengers: _____ Mileage Estimate: _____

ORGANIZATION REQUESTING VEHICLE(S): _____

DESTINATION(S): _____ Toll Roads: _____

FOR THE PURPOSE OF: (Conference, recruiting, game) _____

VEHICLE WILL BE OPERATED BY: _____
 (Must be 21 years of age or older and must be an approved driver with the Community Activities Office.)

FLEET	LIST NUMBER OF VEHICLE(S) REQUESTED
1 -- 7 Passenger Odyssey	_____
4 -- 7 Passenger Explorers	_____
1 -- 5 Passenger Ford Escape	_____
1 -- 12 Passenger Ford Transit	_____

** Must contact office for use and training

ACCOUNT # TO BE INVOICED: _____ Signed: _____
 (CGA, Husky, Invoice . . .) ADVISOR

IF CHANGE IN RESERVATION, THE PERSON TO CONTACT IS:

Name: _____ Phone Number: _____

E-Mail Address: _____

THE USE OR TRANSPORT OF ALCOHOLIC BEVERAGES AND/OR CONTROLLED SUBSTANCES IS FORBIDDEN IN ANY CGA-OWNED VEHICLE.

If you have any questions regarding use of CGA vehicles, please call ext. 5125.

FOR OFFICE USE ONLY

_____ Vehicle Request Approved for Van # _____ _____ Comptroller/Administrative Assistant

_____ SORRY, NO VANS AVAILABLE

_____ Other _____

CGA VEHICLE RESERVATION POLICIES AND PROCEDURES

1. **All** questions **MUST** be answered and signatures secured. Failure to do so may result in the delay/rejection of your application.
2. Only **AUTHORIZED** CGA drivers 21 years of age or older and approved by our insurance carrier may operate CGA owned vehicles. The listing of an authorized driver will result in the rejection of the application.
3. All recognized Commonwealth University-Bloomsburg Campus organizations and activities may use CGA owned vehicles after acquiring approved drivers.
4. All reservations are firm, thirty (30) days prior to date of use.
5. Only two (2) vehicles may be considered firm by any organization at any one time. If additional vehicles are available, they may be reserved. However, the third vehicle can in no way, or at any time, be considered a firm reservation.
6. Seven (7) vehicles are available for campus organizations. A vehicle will be reserved for **emergency use at all times**. This vehicle, however, may be reserved by Student Senate, if needed.
7. Vehicle charges are \$.40/mile for the vans and mini vans, with a **\$10.00 minimum charge**. Academic departments and special programs will be charged \$.45/mile, with a \$10.00 minimum. Any toll charges accrued will be billed back
8. Any cancellations must be made in writing three (3) days prior to use of the vehicle. A \$10.00 service charge may be assessed, depending on the circumstances, if the Community Activities Office is not notified **in advance**.
9. All organizations are **required** to return the vehicle packet with the fully completed/signed mileage sheet, along with the keys, gas card and receipts to the Community Activities Office upon their return to campus. If on a weekend or after office hours, then the next business day. If Kehr Union is open, may return the packet to the Community Activities Drop Box location on the 4th Floor
10. All organizations, departments, etc will be invoiced for vehicle usage. Any organizations, departments etc that have Budget or Husky Fund accounts with Community Activities may have their account directly charged for vehicle usage if delinquent 3 months or more.
11. All vehicles are to be returned as received: clean, with a full tank of gas, all items and trash removed.

PLEASE NOTE:

Any violation of the CGA Vehicle Reservation or Use Policies, and Procedures, may result in a \$10.00 service charge per violation assessed to the organization, department, etc. These charges may not be taken from a CGA budget account. Repeated violations could result in the suspension of the CGA Vehicle Use Privilege.