



Van Reservation Form

Today's Date: _____

Date of Intended Use: _____

Return Date: _____

Time: _____ AM _____ PM
(Indicate noon or midnight)

Time: _____ AM _____ PM
(Indicate noon or midnight)

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 Bloomsburg University campus organizations and activities may use CGA owned vehicles according to the following priority list:
 - a. Student Senate/Community Government Association/Community Activities
 - b. Athletic Teams (in official season)
 - c. Student Publications
 - d. Cheerleaders
 - e. Other approved extra-curricular organizations/activities, including athletic teams not officially in season
 - f. Academic departments and special programs – SUMMER SESSIONS ONLY.
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 \$.30/mile for the vans and mini vans, with a **\$5.00 minimum charge**. Academic departments and special programs will be charged \$.35/mile, with a \$5.00 minimum.
8. Any cancellations must be made in writing three (3) days prior to use of the vehicle. A \$5.00 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 submit a signed mileage slip, along with the keys, gas card and receipts (if any), to the Community Activities Office upon their return to campus.
10. Organizations having accounts with CGA or the Husky Fund will have their account directly charged for vehicle usage, unless otherwise noted.

PLEASE NOTE:

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