

PASCO-HERNANDO COMMUNITY COLLEGE VAN RESERVATION FORM

OFFICE USE ONLY

Approval _____

Date _____

Van Registration No. _____

DRIVER TO COMPLETE:

DEPARTURE: DATE _____ TIME _____ **RETURN:** DATE _____ TIME _____

DESTINATION(S): _____

PURPOSE OF TRIP: _____ NO. OF PASSENGERS: _____

PERSON IN CHARGE OF TRIP: _____ PHONE NO: _____

DRIVER AFFIDAVIT

By affixing my signature below, I have read and understand all College van regulations, the safety guidelines stated on the reverse side, and I accept all driver responsibilities. I agree that I will inspect vehicle and perform a test drive. I agree that if I feel uncomfortable driving the van on the test drive, I will not utilize the van for the trip.

I certify that I have a valid motor vehicle driver's license, and my right to operate a motor vehicle is not under suspension or revocation at this time. Furthermore, I understand that failure to comply with stated driver responsibilities shall subject me to legal action and/or college administrative action including suspension of future college van use and other penalties.

I hereby accept full responsibility for the safekeeping and prompt return of the following property:

- 1 - Passenger van and I-key to operate the vehicle (doors and ignition).
- 1 - Van logbook containing van registration, certificate of insurance, operating instructions, and roadside emergency procedures.

I hereby accept full responsibility for the following:

- 1 – To complete the Van Logbook information form located in the van upon return from trip
- 2 – To return the van with a full tank of gas
- 3 – To return the van with a clean interior
- 4 – To not allow for tobacco use in the van

AUTHORIZED DRIVER Signature	Driver's License Number	State	License Expiration Date
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PASCO-HERNANDO COMMUNITY COLLEGE VAN REGULATIONS

A person who accepts driver responsibilities for a college van shall be obligated to recognize and comply with all College regulations stated herein. Failure to comply with stated regulations shall subject persons to legal action and/or college administrative action including suspension of future use of college vehicles and other penalties.

RESERVATION INFORMATION

STUDENT ACTIVITY CLUBS/ORGANIZATIONS & ATHLETIC RESERVATIONS

1. Van reservations are scheduled by the Office of Student Activities & Engagement.
2. **All required PHCC Field Trip paperwork must be submitted with this form** to reserve a van (no phone calling or e-mails will be accepted to reserve a van).
3. Upon receipt of this form and van availability, the Office of Student Activities & Engagement will notify the driver and West Campus Facilities Staff to confirm the reservation and pick up of keys for the van.

NON-STUDENT ACTIVITY OR ATHLETICS RESERVATIONS

PHCC Department or staff travel that is not student club/organization or athletic related can utilize the PHCC vans. However, Student Clubs/Organizations and Athletic Teams always have priority on van usage.

1. **A copy of the driver's PHCC Leave Form (BPE-27C) indicating approval of supervisor and names of the passengers must accompany this Van Reservation Form.**
2. **Non-Student Activity/Athletic travel requires a \$30.00 per day usage fee**
3. Travel Account Number to Charge: _____ Total Fee: _____
4. Upon receipt of this form and van availability, the Office of Student Activities & Engagement will notify the PHCC driver making the reservation and the West Campus Facilities Staff to confirm the reservation and pick up of the keys for the van.

DRIVER RESPONSIBILITIES

1. To perform an inspection and test drive of the van prior to departure of trip.
2. To NOT use the vehicle for the trip if, for any reason, uncomfortable about driving the vehicle.
3. To restrict the use of assigned van as specified on the approved reservation form. Any other use, including travel to any unspecified destination, is unauthorized and expressly prohibited.
4. To drive only current PHCC College employees and/or students.
5. To arrive at the West Campus I Building on the date and time of departure with sufficient time to perform a test-drive around campus.
6. To inspect the assigned van immediately prior to departure and immediately following return to campus.
7. Complete the log form in Log Book located in the van.
8. To operate the assigned van safely observing all posted traffic and/or parking regulations.
9. To ensure that all van passengers keep their seat belt fastened while the vehicle is in operation.
10. To call the PHCC Human Resources Department at PHCC to report any/all accidents in transit.
11. In case of an accident, complete the Accident Reporting Form located in the logbook.
12. To return the van with a full tank of gas and clean.
13. To return the van key immediately upon return to the West Campus I Building Note: If I Building is closed upon return of van, key must be returned immediately the next day (drivers must confirm key check out and return times with I-Building Staff)
14. To accept and pay, in a timely manner, any/all applicable fines, penalties, and court costs associated with parking and/or traffic violations incurred as the aggrieved driver.

Driving Safety Tips

– Borrowed with permission from the National Highway Traffic Safety Association

Tips for Preventing Rollover

Drivers must be well rested and maintain safe speed for weather and road conditions. Drivers must be especially cautious on curved rural roads and maintain a safe speed to avoid running off the road. If the van's wheels drop off the roadway, gradually reduce speed and steer back onto the roadway when it is safe to do so. Make sure the van's tires are properly inflated and the tread is not worn down.

Buckle Up for Safety

Drivers are responsible for ensuring all passengers wear seat belts.

Other Tips for Safe Driving

When the van is not full, passengers should sit in seats that are in front of the rear axle. No more than 12 passengers are allowed in the van at any time. Because 12 passenger vans are substantially bigger than cars, they require more space and additional reliance on the side-view mirrors for changing lanes. The vans do not respond well to abrupt steering maneuvers. The van also requires additional braking time.