



RESERVATION OF UNIVERSITY VEHICLES FOR UNIVERSITY RELATED BUSINESS AND ACTIVITIES

Faculty and Staff members may schedule the use of University vans for authorized and approved institutional business. Drivers of University vehicles must be registered with Centenary's insurance company. This is done by contacting Human Resources via e-mail at thompsonr@centenaryuniversity.edu or hrdept@centenaryuniversity.edu, completing the necessary forms, and providing a copy of your valid driver's license. Reservations will be kept on file and must be renewed each Fall.

Faculty and staff may make reservations for the use of a van by contacting:

Katrina Burke
Work Control Coordinator
National Management Resources Corporation
Centenary University Facilities Department
908.852.1400 x2301
burkek02@centenaryuniversity.edu

A department chair must approve students in order to have driving privileges. A faculty or staff member must supervise student groups using the van by either driving or being present in the van.*

To reserve a vehicle, the following procedure applies:

1. Contact x2445 to make a reservation.
 - a. Blue and White Athletic 12 passengers
 - b. Equine 15 passengers
 - c. Community Service/International 15 passengers
 - d. White Athletic 15 passengers

Early reservations are needed as all vehicles are on a first-come, first-served basis. When Centenary vans are not available, it is the responsibility of the department needing a van to rent one from a local dealership.

2. Keys can be obtained from the National Management Resources Corporation in the Dalton House (8:30am-4:30pm, Monday-Friday). Keys should be picked up on the day of the trips or on Friday afternoons in the case of trips on weekends. The Work Control Coordinator will also tell you where the van is parked and to what location it should be returned. Keys must

be returned to where they were picked up. **AT NO TIME ARE THE KEYS TO BE RETAINED OR GIVEN TO ANOTHER PERSON.**

3. When you pick up the van keys, you will receive a packet that contains a vehicle maintenance record, a list of emergency telephone numbers, and a gas voucher. The maintenance record must be completed and returned with the keys immediately following the completion of your trip. Drivers who do not follow appropriate University procedures and complete maintenance records may lose driving privileges.

4. If a situation arises in which a key exchange must take place after 4:30 p.m. or on a weekend, this will be arranged by the Van Coordinator. Instructions, along with the keys, will be left with Security. You will be required to sign for the keys when you pick them up. Key packets dropped off after normal business hours must be slid under the door of the Athletic Department in Reeves Student Center.

5. Gas can be purchased locally at the Main Street Sunoco, Main Street, Hackettstown. There will also be a gas card provided in the packet you are given by the Work Control Coordinator in case you need to fuel up at another location.

6. IT IS THE RESPONSIBILITY OF THE PERSON PICKING UP THE KEYS AND SIGNING FOR THE VEHICLE TO REMOVE TRASH AND PERSONAL BELONGINGS FROM THE VEHICLE PRIOR TO RETURNING IT.

7. Report any noted mechanical or other problems to the Work Control Coordinator immediately.

****NOTE: A FULL SET OF USER GUIDELINES IS AVAILABLE FROM THE VAN COORDINATOR. ALL DRIVERS WHO ARE APPROVED TO DRIVE UNIVERSITY VEHICLES WILL RECEIVE A COPY OF THE VAN DRIVER MANUAL.***