

**Office of Community Service  
VWC Service Corps Van  
VAN USE POLICY**

1. Use of the Service Corps Van is for any campus individual, club or group that wishes to attend a service-related activity or event. The van cannot be used for personal travel.
2. First priority for use of the Community Service Van will be given students engaged in community service projects and work study students. These groups/individuals must reserve the van no less than 48 hours before time of use. Other groups will have the opportunity to use the van only if it has not been requested for community service. That request will be confirmed within two days of the date requested.
3. Van travel must be pre-approved by the Director of the Office of Community Service, and noted in the sign-out book/calendar.
4. Students must be 21 to drive the Service Corps Van, or be exempt by the Director.
5. Students must have a **valid driver=s license on file with the VWC Business Office, have current auto insurance, and have a clean driving record for the previous year.** Students requesting to drive the van must submit their license each year.
6. Students must read and sign the Van Use Policy.
7. Drivers must return the Community Service Van Outake form (located in the van), with any mechanical difficulties of the van highlighted or explained to the Director of Community Service. **Failure to turn in a slip one time will result in a warning; two times and the driver will be suspended from using the van.**
8. Drivers are responsible for leaving the vehicle in the condition in which they found it: free of trash and personal items. Spills must be cleaned and odors deodorized. All drivers are expected to be considerate of subsequent drivers. **Failure to keep the van clean will result in a warning; two times and the driver will be suspended from using the van.**
9. In the event of an accident, the driver shall first call the police, then follow insurance instructions located in the glove compartment. Call VWC Security second and the Community Service Director third.

I agree to the above mentioned guidelines, and understand that failure to meet any of the above requirements may constitute loss of van privileges for myself or my organization. I also agree that I am a responsible driver, and that I will do everything in my power to make my experience with the VWC Service Corps Van a positive one.

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Signature

Date

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Name

Phone

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Social Security Number

State where license issued

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Address

Date of Birth

7/03