



## OFFICE OF STUDENT LIFE OPERATING PROCEDURE

### Departmental Procedure: SA-SL7 Procedure for Use of CF Student Activities Vehicles

CF Board Policy: 8.02

CF Administrative Procedure: 6.16

Effective Date: 12/1/06

Revised Date: 9/1/22

Revised By: M. McGee

Department: Student Life

Personnel Involved: Office of Student Life, Club and Organization Advisors

Person Primarily Responsible: Director of Student Life

Objective: To provide guidelines for the use of the Student Activities vehicles.

#### Procedure:

##### I. Reservation

- The reservation system will be maintained in the Office of Student Life. All requests for the use of the Student Life vehicles must be made by completing the **Vehicle Reservation** form (SA-SL13). This form can be found online under **Student Life and Student Club and Organization Resources**.
- Vehicles may be reserved by the advisor of any currently chartered student club or organization for travel. It is best to call to check availability before filling out the form.
- Vehicles will be scheduled on a first-come, first-served basis.
- The **Vehicle Reservation** form must be completed and sent to the Office of Student Life well in advance of travel in order to secure a vehicle. A message indicating receipt of the form will constitute tentative approval of the reservation until the travel paperwork is received in the OSL. See **Travel Procedure** (SA-SL4) for travel paperwork deadlines. This form must reach the OSL no less than 10 business days before the date of departure.
- Vehicles accommodate the following number of passengers: Explorer, 5-7; old van, 12; new van, 15.
- Arrangements will be made based on length of trip and number of students attending.

##### II. Check Out

- Keys for the vehicles are available in the OSL. They may be scheduled to be checked out from the OSL anytime on the business day of or the business day prior to the scheduled departure.
- The advisor or appropriate driver must pick up the keys in person to complete the check-out process.
- Each driver must present a valid **Florida** driver's license for each trip. This will be copied and kept on file with the OSL and shredded upon return.
- Each driver will sign the **Vehicle Reservation** Form, indicating that they have read and will abide by the vehicle guidelines.
- The driver must accompany a Student Life Staff member out to the vehicle to complete the **Student Life Vehicle Inspection** form (SA-SL12).

### III. Rules of Operation

- Drivers must be full- or part-time employees of the college. At no time may a student drive a college vehicle.
- Passengers must be current CF students and staff. A student that has graduated must sign a waiver form before they can ride in a college vehicle. Contact the Office of Student Life for a waiver form.
- All passengers must wear seatbelts at all times.
- Vehicles may only be driven to locations/distances according to travel paperwork specifications.
- Vehicles should remain locked at all times when not in use.
- There are emergency roadside assistance kits located in each vehicle should they be needed.
- Record the beginning and ending mileage of your trip, and turn this in when you return the vehicles.
- In case of an emergency:
  - Call 911 if necessary.
  - Contact the Office of Student Life and your direct supervisor.
  - Follow up with an incident report upon return.

### IV. Return

- Upon return from your trip, you will need to ensure that the vehicles are in the same condition in which you found them. **The vehicles must come back with a full tank of gas.** It is recommended that this be done by filling them up by using a college gas card or paying out of pocket with approved reimbursement. Remember to write down the ending mileage.
- Vehicles are currently parked in lot No. 9, in spots designated by Reserved Parking blocks. Please return them to this location.
- Cleaning supplies will be available in the Office of Student Life upon return, if necessary.
- The advisor will personally return the keys and the paperwork to the Office of Student Life by 4:30 p.m. on the day of return. At this time, they will again accompany a Student Life Staff member back out the vehicle to complete the **Student Life Vehicle Inspection** form.
- If they arrive after 4:30 p.m. or on a weekend day, keys may be returned to the Office of Student Life during the next business day. At this time, they will again accompany a Student Life staff member back to the vehicle to complete the **Student Life Vehicle Inspection** form.
- Any damages caused by the driver or students will result in the club/organization covering such damages or repairs. This could also include cleaning costs.

### V. Maintenance

- The OSL is responsible for ensuring that scheduled and necessary maintenance is completed. All maintenance will be completed according to the recommended warranty schedule. Vehicles may be unavailable at times due to unexpected maintenance issues.