

September 13, 2000

Buena Vista University
Policy for Use of University Cars

1. The Business Office maintains the schedule of University cars. Vehicles may be reserved or requested by submitting a written request form. The forms, which are available from the Business Office, must be signed by a vice president or the president before the reservation will be made. An account number indicating where the mileage is to be charged must be provided before a vehicle will be released.
2. Students are allowed to drive University vehicles if they have a valid drivers license and have received driving instructions by Physical Plant personnel. They will then be put on an approved student driver's list. The student must present a copy of his or her driver's license to the Business Office. A faculty or staff member must accompany students when University vehicles are taken outside of the State of Iowa.
3. Vehicles are assigned on a first come, first served basis. If a vehicle is needed that has already been scheduled, the appropriate vice presidents will determine the priorities.
4. Please notify the Business Office of a cancellation as soon as possible so that others may reserve the vehicle.
5. A clipboard, including a travel log for recording mileage, keys and a gas credit card, should be picked up from the Business Office (during office hours) by the individual taking the vehicle. Insurance identification cards are in the glove compartment of each vehicle. Gas is the only thing to be charged unless repair work is required. No food, beverages, or miscellaneous items should be charged to the gas credit cards.
6. Vehicles should be returned with a full tank of gas, clean, free of personal property and papers, and should be parked in the designated parking for University vehicles. If that parking area is full, please inform the Business Office. If the inside of the vehicle is not cleaned out, there will be an automatic \$10 personal charge to cover the cost of cleaning the vehicle.
7. Immediately upon return to campus, the clipboard, including the recorded mileage log, keys, credit cards, and receipts, should be returned to the Business Office. If the Business Office is closed, the packet should be returned by 8 a.m. the following morning. The vehicle is likely reserved for someone else that day.
8. The charge for use of the University vehicle is 35 cents per mile. Journal entries are made monthly to charge the mileage to the correct account.
9. Vehicles should be returned in good condition. Report any visible damage or engine problems when returning the clipboard to the Business Office. Emergencies should be reported to the Business Office at 712-749-2041 or the Vice President for Business Services at 712-749-2062.
10. All University vehicles are smoke free. There is to be **NO SMOKING** in them at any time.

Signature _____ Date _____