

**Buena Vista University**  
**Policy for Use of Athletic/Academic Vans**

The Athletic Department Office maintains the schedule for the athletic vans. The academic van can be scheduled through the Business Office. Vans may be reserved or requested by submitting a written request form. A vice president, associate dean of faculty or the president must sign the forms, which are available from the Business Office, before the reservation will be made. An account number indicating where the mileage is to be charged must be provided before a van will be released.

Students are not allowed to drive a University van except to relieve a faculty or staff member. Student driving time should not exceed 2 hrs, and a faculty or staff member must be in the vehicle while the student is driving. The student must have a valid driver's license and be on the approved list from the office on which the van is picked up (Athletic Office or the Business Office) prior to the trip. A current copy of the student's driver's license must be on file.

All University vans are smoke free. There is to be NO SMOKING in them at any time.

No more than 11 people are allowed in the FORD vans at any time. (10 passengers + driver) No one is allowed to sit in the area behind the last seat, and that area should not be used to store luggage, equipment, etc.

The van will be assigned on a first-come, first-served basis. If the van is needed that has already been scheduled, the athletic director or appropriate vice president will determine the priorities.

Please notify the Athletic Department of a cancellation of an athletic van and the Business Office of a cancellation of the academic van as soon as possible so that others may reserve the van.

A packet including a travel log for recording mileage, keys and gas credit cards should be picked up from the Athletic Office or Business Office by the individual taking the van. Insurance identification cards are in the glove compartment of each vehicle. Gas is the only thing to be charged to the gas credit cards unless repair work is required. No food, beverages or miscellaneous items should be charged to the gas credit cards.

Vans should be returned clean and free of personal property and papers. Athletic vans should park in the designated van parking for athletic vans at the stadium. The academic van should be parked in the rear of University Communications. If that parking is full, please inform the appropriate office. If the inside of the van is not cleaned out, there will be a \$10 personal charge to cover the cost of cleaning.

Immediately upon returning to campus, the complete packet, including the recorded mileage log, keys, credit cards, and receipts, should be returned to the office it was originally picked up. If the office is closed, the packet should be returned at 8 a.m. the following morning or 8:00 a.m. Monday morning in the case of a weekend trip. The van is likely reserved for someone else that day.

The charge for use of the University van is 40 cents per mile. Journal entries are made monthly to charge the mileage to the correct account.

Vans should be returned in good condition. Report any visible damage or engine problems when returning the packet to the Athletic Office or the Business Office.

In case of emergency, BVU contacts are:

Jan Travis, Director of Athletics

712-749-2016 (office)  
712-299-1614 (cell)  
712-732-7920 (home)

Keith Schmidt, Director of Physical Plant

712-749-2217 (office)  
712-299-7122 (cell)  
712-732-4732 (home)

Randy Fehr, Vice President for Business Services

712-749-2062 (office)  
712-213-0272 (home)

Signature \_\_\_\_\_

Date \_\_\_\_\_