

## Student Leadership & Activities

### General Van Information

1. VANS MUST NEVER LEAVE THE 5 BOROUGHES INCLUDING LI (Suffolk, Nassau, Queens, Brooklyn, Staten Island, The Bronx, and Manhattan).
2. The Office of Student Leadership and Activities has the right to void all requests for student government vans and ground the student government vans from being used if weather conditions do not permit safe usage.
3. Only Hofstra University Student (s) are to be transported within the five boroughs, (guest speakers, etc are NOT allowed to be transported, see number 1) to Hofstra University in the student government association vans (No non-Hofstra students are to be transported in the SGA vans).
4. ONLY NEW YORK drivers can drive SGA vans; must have a valid driver's license WITHOUT points or outstanding violations.
5. An advisor/ coach must accompany a student group if the trip exceeds a fifty-mile radius from campus. An advisor/coach must also be present for trips in which the van(s) will be utilized more than twenty-four hours/overnight. The advisor must be a full time employee at Hofstra University, and its subject to approval by the Office of Student Leadership and Activities. The maximum round-trip mileage is 200 miles.
6. Organizations are responsible for themselves and the SGA van(s) in case of vehicle breakdown. At least one member should stay with the vehicle during a breakdown. SGA vans should not be left unattended during any breakdowns. Organizations will follow the Emergency Procedures Guidelines (listed within the next pages). All requesting groups must be prepared to furnish a credit card in the event of the need for emergency funds in most cases.
7. A group may not schedule a van for another group's use and may not relinquish their van to another group without approval from the Office of Student Leadership and Activities. Such actions will result in penalties and suspension for future van utilization.
8. Requests are granted on a first come, first served basis with consideration to the intended use of the van(s). As there is tremendous demand for van use, vans must be reserved well in advance of intended use (a minimum of 5 business days, 2 weeks for priority). Exceptions to this rule, need to be approved by the assistant director of Student Leadership and Activities.
9. Van request forms must be completed properly and supporting materials provided before usage. A copy of a valid driver's license must be included for the person(s) operating the vehicle. Requestors will be responsible to return to return the van exactly how they received it.
10. Groups may use vans for University-related business only. For this reason proper documentation is necessary to prove that the trip is being provided for students by students for club sponsored activities.
11. No reimbursements will be made for gasoline, tolls, parking, etc. Mechanical repairs will be reimbursed provided receipts are submitted to the Office of Student Leadership and Activities. Remember to keep all doors locked at all times and remove all personal property when leaving the van. Hofstra University WILL NOT be responsible for lost or stolen articles in the van. THE PROPER USE OF THE VAN IS THE DRIVER'S RESPONSIBILITY AND FINES MAY BE CHARGED TO THE SPONSOR GROUPS BUDGET.
12. Any and all tickets (parking, moving, other violations, etc.) are the driver's responsibility. If an SGA FUNDED GROUP receives a ticket the driver will be given two weeks to submit payment. If delinquent, the group's budget will be frozen until payment is made. Additionally, disciplinary action will be taken for failure to comply.

## Van Sanctions and Penalties

All sanctions listed are minimum sanctions and may be altered at the discretion of the Office of the Student Activities and/or advisor. The ORGANIZATION who requested the van must pay all fines. The following are stipulations that will result in a loss of your deposit, suspension from future van utilization, and additional sanctions at the discretion of The Office of Student Leadership and Activities. Generally, there will be a three-strike policy with the SGA vans. However, depending upon the severity of the violation, even the first time offenses may result in a loss of privileges or disciplinary actions through The Dean of Students Office. First strike is a warning, second one is probation from the vans for a week, and third strike will result in the organization not being able to use the SGA vans for one full school year from that date. Fines will also be assessed to the individual or organization if the van is given back dirty. If the van is given back with excess garbage there will be fines as-well-as suspension from use.

- Van not returned clean (i.e. Dirty=\$25, excessive cleaning \$50/\$100 and/or a strike)
- Mileage Log not returned upon conclusion of your trip
- Van not returned to parking booths west of the Student Center after use
- Inappropriate removal of van seat(s)
- Van used for reasons other than those indicated in Van Request Packet
- Possession of alcohol or drugs inside the van (Indefinite suspension of van usage privileges for the remainder of the organizations existence at Hofstra University and referral to Dean of Students)
- Keys not returned upon conclusion of your trip
- Van driven by an individual other than the individual on the driver information sheet (indefinite suspension of van usage privileges and possible judicial proceeding for failure to comply)
- Van driven over the allowable mileage
- External or internal damage to van

*Note: Any drug, alcohol, or van abuse will be subject to disciplinary actions; Strikes against SGA van users are given at the sole discretion of the Office of Student Leadership & Activities.*

## Van Key Distribution

Keys for the van will be kept in the Office of Student Leadership and Activities, room 260 Student Center. Registration and Insurance cards for the vans will be located in the storage compartments of each van.

### Vans Scheduled for Monday-Thursday

If you are scheduled to use a van Monday-Thursday, keys must be picked up in the Office of Student Leadership and Activities, room 260 Student Center. Registration and Insurance cards for the vans will be located in the storage compartments of each van.

### Vans Scheduled for Friday-Sunday

If you are scheduled to use a van on Friday-Sunday, keys must be picked up on Friday between 9 a.m. and 5 p.m. only. (Friday summer hours 9 a.m.-4p.m.) *If keys are being returned after 5 p.m. on Friday or during a Holiday please use drop off box located next to the entrance of the Office Student Leadership and Activities*

Van keys will not be issued after 5 p.m. Monday-Friday- No Exceptions!!!!

## Van Key Drop Off

Upon return of your scheduled trip, keys must be returned to the Office of Student Leadership and Activities, room 260 Student Center. Drop the keys and mileage form by noon to the next day in room 260 Student Center. This is the only acceptable place to return keys. *Keys must be dropped off by 12pm the following day, NO EXCEPTIONS! Weekends and holidays are not valid excuses.*

Failure to return van keys prior to 12 p.m. on the day following completion of van use or loss of van keys will result in loss of the \$25.00 deposit. Loss of keys and replacement of lock will cost approximately \$300 (subject to change) and payment must be submitted before the group will be permitted future van use. (Where applicable, a budget transfer will be made).

## Cancellation

Due to the large volume of requests, if you do not plan on using your scheduled van you must cancel your reservation at (516) 463-6914. Failure to do so could jeopardize the use of vans in the future and loss of \$25.00 deposit.

## Emergency Procedures

In case of disablement, accident or general emergency, follow these guidelines:

- 1) Organize group in safe location away from traffic. If there is an accident, gather all information that you can and write it down (i.e. Witness license numbers, insurance information, police names, location of vehicles after impact, etc.) You MUST contact the police in the event of an accident, NO MATTER how minor.
- 2) The driver will take responsibility for the van. The driver must have a valid drivers' license and a credit card. The van should never be left abandoned. If the van is disabled, the driver must be prepared to stay with vehicle near the point of disablement for up to forty-eight hours or until the van can be repaired, or be prepared to return to pick up the van once it has been repaired. Designee must also be prepared to write a full statement on what occurred, as this may be requested.
- 3) If someone is injured, first contact the local police department @ 911, and then immediately contact Public Safety at (516) 463-6606. *Ask Public Safety to contact the Office of Student Leadership and Activities staff member who is on call and the Director of Student Leadership and Activities.*
- 4) Contact the Office of Student Leadership and Activities:  
From 9:00am-5:00pm (516) 463-6914. Any other time after 5:00pm and before 9:00am (Cell number): Anita Ellis: (516) 610-6913 or Kimberly Rhyan (516) 603-0167. Be prepared to receive incoming calls. The Student Leadership and Activities representative will help you coordinate to wing, repairs, or even over night stays as necessary. Organizations and departments may be held responsible for a portion of related emergency expenses.  
Those groups, organizations, and departments that do get into an accident causing significant damage will be subject to sanctions and fiscal fines appointed by the Office of Student Leadership and Activities. The driver must go to Phillips Hall room 100 to fill out an Insurance Accident Form. Failure to do so will result in additional penalties and suspension from future utilization.

## Student Leadership & Activities

### VAN REQUEST APPLICATION

Name of Organization/Group: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_

Destination: \_\_\_\_\_

Time van is needed: \_\_\_\_\_ to \_\_\_\_\_ Date Needed: \_\_\_\_\_  
(Advisor is required to be present on any overnight or 24hr trips)

Purpose for Request: \_\_\_\_\_  
\_\_\_\_\_

Name of Requester: \_\_\_\_\_

Position in Organization/Group: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Address of Requestor: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Expected Round Trip Mileage: \_\_\_\_\_ (Cannot exceed 200 miles. If over 50 miles, an advisor/coach must accompany group)

Name of Advisor: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

#### Organization Category (Please Check One)

\_\_\_ SGA Funded Publication-\$25 Deposit

\_\_\_ Fraternity /Sorority-\$25 Deposit

\_\_\_ SGA Funded Organization-\$25 Deposit

\_\_\_ University Department-\$25 Deposit

\_\_\_ Non-SGA Organization/Other-\$25 Deposit and \$25 Fee

Budget Number of Deposit: \_\_\_\_\_ Deposit on File: \_\_\_\_\_

Signature for Utilization of Budget Transfer \_\_\_\_\_

Updated 9.15.2009 KCR

Passenger List: Please list all passengers and emergency numbers on the following page. Changes in passenger list must be submitted in writing before vans are to be used, to the Office of Student Activities in 260 Student Center.

Passenger List	Emergency Contact	700 #
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____
11) _____	_____	_____
12) _____	_____	_____
13) _____	_____	_____
14) _____	_____	_____

## Student Leadership & Activities

### VAN REQUEST APPLICATION/DRIVER INFORMATION

Full Name: \_\_\_\_\_ Campus Extension: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Full Time Hofstra Employee: YES NO

Hofstra 700 Number: \_\_\_\_\_

New York Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Is this your first time utilizing the SGA vans: YES NO

Is your license currently on file? \_\_\_\_\_

Has any of this information changed since last request? \_\_\_\_\_

If yes, you must resubmit your information otherwise this request will be denied.

- 1) A photocopy of your drivers' license must be submitted with this request.
- 2) All licenses may be checked for prior violations. EACH driver must complete an additional Drive Information Sheet.
- 3) All drivers MUST be either current students, faculty, or staff of Hofstra University.
- 4) An advisor must be present if the van will be away from campus overnight. An advisor must also be present if the van is going to exceed a fifty-mile radius from campus.
- 5) The van, once finished for use by the student group or organization, must be returned to the Student Center SGA van parking spaces.
- 6) All required paperwork must be completed and submitted. The required deposit/fee must also be submitted. Policy violations from prior utilization may result in denial of request.
- 7) Vans must be returned EXACTLY as your organization received them (which include correct gas volume).
- 8) Misuse of vans or violations of van usage policy will result in a loss of your deposit, and possibly result in further sanctions and suspension.

I have read and thoroughly understand the policies and registration for the use of the Hofstra University Student Government Association vans contained in this packet. I also understand the ramifications if any of these policies or regulations are violated. I understand I must use the van during the indicated times designed to my organization/group only. I understand that I am responsible for all actions while driving the van, and that I must follow all state traffic regulations. I am also responsible for any traffic infractions such as speeding tickets and parking violations, while the van is designated and signed out to myself for my organization's use. I understand that ANY misuse of the van could result in Hofstra University judicial action and loss of deposit. I have been provided with a copy of the Hofstra University SGA Van Usage Policies & Procedures, and I have read it fully and understand and agree to comply with it.

Driver Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Leadership and Activities  
MILAGE AND GAS LEVEL INFORMATION

(Please fill out this section and return with the key to the van in the envelope provided.)

Organization/Group Name: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Date Returned: \_\_\_\_\_

SGA Van #: \_\_\_\_\_ Van Key #: \_\_\_\_\_ Van Plate #: \_\_\_\_\_

Starting Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_

Total Mileage Utilized (end-start): \_\_\_\_\_

Starting Gas Level

Ending Gas Level

E

½

F

E

½

F

(Please draw a needle to show the amount at start and end. Will be checked)

Please list any maintenance concerns:

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The van is only to be utilized during the time designated. Keys are to be returned no later than 12:00P.M. the following day. Drop the key and this sheet in the envelope provided outside the Office of Student Activities (260 Student Center). When you return the van, make sure it is returned in the same condition you received it. It must be returned to the designated spot in the lot. Failure to turn in this sheet and/or the van keys will result in various sanctions and penalties. Have a safe trip!

I hereby understand the policies concerning this log, and this valid information to my best knowledge. I have returned the van exactly as I received it, and with the adequate amount of fuel.

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Driver's Name

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Driver's Signature

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Date & time of key drop off

FOR OFFICE USE ONLY:  
Student Leadership & Activities  
VAN REPORT

Organization/Group Name: \_\_\_\_\_

Driver's License Found on File:	_____	YES	_____	NO
Deposit/Fee received:	_____	Mileage:	_____	
Deposit Returned:	_____	Key Released on:	_____	
Key Returned:	_____	Key log signed out:	_____	
Adequate Gas:	_____	Checked out by:	_____	
Checked in by:	_____	Condition:	_____	

Student Leadership and Activities Check list

Mileage guidelines followed (If not, group has lost deposit)

Keys returned on time with mileage sheet and proper documents (If not, group has lost deposit)

Van clean (If not, group has lost deposit)

Van parked in appropriate parking spot (If not, group has lost deposit)

OSLA staff member

Signature: \_\_\_\_\_ Date: \_\_\_\_\_