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## Club Sports Van Travel Policies

The Department of Physical Education, Recreation, and Dance (PERD) owns vans that may be rented by Club Sports at a reduced rate pending availability. This is clearly a privilege, and clubs violating PERD van usage rules and regulations are subject to losing this privilege. Clubs must realize that PERD vans will not always be available to them and must periodically plan to utilize alternate transportation such as public transportation, personal vehicle (may only transport yourself and not other club members in personal vehicles), rental car, etc. (NOTE: individuals who choose to use their own personal vehicle to transport themselves understand that their vehicle is not covered by the university liability policy and their owners are responsible for any damages and/or liabilities resulting from their use).

To arrange use of vans, your club representative or coach should contact your advisor well in advance. You should contact your advisor **AT LEAST** two weeks prior to an away competition to confirm PERD van usage. The use of the PERD Van is granted only to carry out authorized University business. Travel is restricted to a direct route to and from the site of the away contest. The driver and all passengers must be Boston University personnel or students. **No personal use of the vans is allowed.**

### Van Travel and Use Procedures

1. Van keys must be checked out by a club sport representative on the day they travel, or Friday between 1-4:30pm for weekend use. Keys and the completed van log (mileage, condition checklist) must be returned to the FitRec Pro Shop by 11am the following business day.
  2. If a van is dirty when you check it out, please tidy the van and report it in your log. We will follow up with the last club to use the van.
  3. Report any maintenance problems immediately (minor or major). This includes steering, brakes, tires, seat belts, directionals, headlights, etc.
  4. Van gas levels should be returned to full prior to returning to campus. Clubs should pay for gas at an authorized station using the supplied gas card and their team's pin number (do not share your team's pin with anyone else!) Use **unleaded** gas only. Be sure gas cap is secure upon departure from gas stations.
  5. Drivers must have validated licenses in order to operate the vans. A student can only become an authorized driver when a copy of his/her license is on file with the department and they have attended the designated driver education class as well as the van driver safety meeting held by the club sport office. Drivers must also complete and pass the virtual exam offered by AlertDriving.com and read the "Tips for Van Drivers" Booklet. Coaches do not have to attend the driver's education class, but his/her license must be on file.
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6. **All accidents or damages to a vehicle (minor or major)** should be reported immediately to the Club Sports Coordinator.
7. **Tickets received while the van is assigned to an individual or group are the responsibility of the Club.** Even though you are driving a Boston University van, you must still abide by the parking rules: only park in designated lots, no double-parking, etc.
8. Check the spare tire, jack, flares, etc. to be sure they are in the van before departing.
9. Vans must be returned to an appropriate spot in its designated parking lot (see below). You may not park the van or 'stop by' your apartment, dormitory, etc.
10. **Only players and coaches may ride in the PERD vans** and capacity limits must be adhered to for 12 and 7 passenger vans.
11. A travel itinerary must be submitted prior to all trips. The itinerary should include the name of the club, purpose, destination, leaving and returning times, type of transportation, accommodations (if staying overnight), contact person at the site, and the names of all traveling club members. A single itinerary may be submitted for a reoccurring practice schedule only.

## Important Points to Remember

- No driver should use their **CELL PHONE** for any reason while operating a vehicle.
- All drivers and passengers must wear **SEAT BELTS**
- Remember to turn the interior cab light off or you will **KILL THE BATTERY!**
- Any time you leave a vehicle please be sure all the windows and doors are **LOCKED**

## Parking Diagrams

The 808 Commonwealth Avenue garage is the parking lot for all of our 12-passenger vans, and our three Ford Windstar vans. Vans should be parked in a spot designated for the size of that vehicle. We recognize that these spots are tight, but if this parking format is followed and care given, we should be able to avoid all incidents. Due to the tight nature of these spots, it is recommended that you pull your van out of its spot before loading passengers and/or cargo. Remember you should always use **SPOTTERS** when parking or backing out of a spot. Assign one person to supervise and communicate from outside the van to avoid needless accidents.

The P2 level of the Agganis Arena garage is where we keep all four of our Toyota Siena Vans. There are four spots designated for these vans. Make sure to park only in the green spaces. If spot "A" is unavailable, park in spot "E." Upon your return, record the letter of your spot on the Mileage Log in the van binder.