



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 van certified driver on the day they travel, or Friday between 1-4:30PM for weekend use. Keys and the completed van log (mileage, safety 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. Your team's gas pin can be found on your team's ledger.
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. Additionally, they must complete the online training modules and attend a Zoom Van Training. Coaches do not have to attend the driver's education class, but his/her license must be on file.



6. **All accidents or damages to a vehicle (minor or major)** should be reported immediately to the Manager of Competitive Sports.
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 Lansgam Garage is where our 12-passenger vans are parked. 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 7-passenger vans. There are four spots designated for these vans. 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.



PERD Van Violations/Infractions

Using PERD vans is a privilege of Club Sports teams for as long as they are able to follow and abide by our usage and travel policies. Failure by Clubs to adhere to usage and travel policies puts an undue strain on the department through increased expenses and staff time commitments.

Listed below is a list of common infractions made by Clubs on a weekly/yearly basis. Committing any of these listed infractions will carry with it a penalty of the stated number of points. Clubs who accumulate certain levels of points will have their van use privileges suspended or revoked for a designated amount of time. All drivers will receive this list upon completion of their driver certification/recertification course and acknowledge understanding of these policies and potential ramifications on their Club's future use of vans.

Point Levels

Accumulation of 3 points – loss of one scheduled van reservation

Accumulation of 5 points – loss of three scheduled van reservations

Accumulation of 7 points – loss of van use for the remainder of semester (or similar penalty if team travel has concluded for that semester)

Clubs who accumulate 3 or less points during a semester will have their total reset to zero to start the next semester. Clubs who accumulate 4 or more points will have their total roll over to start the next semester.

Moving Violations

- (3) Minor accident (requires body work)
- (3) Major accident (requires extensive body work)
- (3) Non-reported dent/scratch/etc.
- (2) Minor dent/scratch (not requiring body work)
- (2) Toll violation
- (2) Van towed

Non-Moving Violations

- (2) Returning van binders/keys late
- (2) Failure to fill gas tank
- (2) Lost key/binder/gas card
- (2) Failure to pick up binders/keys by 4:30PM
- (2) Damage to binder/gas card holder
- (2) Failure to follow "special" instructions
- (2) Missing med kit or ice scraper
- (2) Parking violation – Agganis or 808 (wrong spot, crooked, on/outside lines, etc.)
- (2) Unpaid parking ticket

Travel Related Violation

- (1) Failure to log mileage
- (1) Failure to remove all trash from van interior
- (1) Failure to complete a safety inspection checklist

Immediate Revocation

- Transporting non-club members
- Non-certified driver driving van
- Using vans for non-competition/practice related purposes
- In-van substance use

PERD Van Usage Costs

There is a fee associated with the use of PERD vehicle. **This fee is charged to the club's operating account at the end of the academic year so please plan your budget accordingly.** The breakdown for how the fee is assessed is as follows:

Miles	Amount Charged
<100	No Charge
100-300	\$275
300-600	\$375
600-900	\$475
900-1200	\$575
1200-1500	\$675
1500-1800	\$775
1800-2100	\$875
2100-2400	\$975
2400-2700	\$1,075
2700-3000	\$1,175
3000-3300	\$1,275
>3300	\$1,375

- Toll costs incurred by Clubs using an E-ZPass will be added to the Club's total van charge for the year. Toll amounts will be periodically updated on Club's ledgers.
- Teams that request and receive vans during peak usage weekends (weekends that necessitate the rental of additional vans) will each be charged a portion of the total cost of rentals for that weekend.
 - **EXAMPLE:** 10 teams each request 2 vans on the same weekend. Our department owns 16 vans which means 5 additional vans must be rented. If the cost to rent these 5 vans is \$375, that cost will be divided by 10 and each team using vans that weekend will pay an additional \$37.50 to travel on that weekend.