

OFFICE FOR CAMPUS LIFE VAN POLICIES

UPDATED August 2013

You must take the [Tufts University On-line Van Driving exam](#) to receive access to the “Mayer Campus Center Vans” reservations through [Tufts Space & Resource Reservation System](#). All reservations must be entered a MINIMUM of 3 business days in advance and are on a “first come first served” basis. The reservation will not be confirmed until the OCL approves the trip destination (must be within a 30 mile radius of the university for local trips), and a completed Interdepartmental Requisition (IDR) for charges.

Van Rental Fees: 1 hour to 8 hours: \$10.00 per hour

One day (Over 8 hours to 24 hours): \$80.00

Overnight, One night: \$125.00

Under no circumstances will a reservation be accepted for one particular block of more than three (3) days at a time, except at the discretion of the Office for Campus Life.

- **University Business Only:** The van is available for use by recognized, registered student organizations and University departments. Drivers must be members of the Tufts University community. Personal use is prohibited and will result in disciplinary action; and denial of any insurance benefits should an accident occur.
- **Van Key Pick-up:** Keys are picked up from the Office for Campus Life (Mon-Fri 8am-5pm) or Information Booth (Mon-Fri 5pm-1am, Weekends & Holidays 10am-1am). Only the listed driver(s) are authorized to pick up keys. Be sure to have your driver’s license with you – it will be checked.
- **Van Parking Location:** The vans are parked at the loading dock of the Mayer Campus Center. The two vans should be parked next to each other, not one behind the other. If the van cannot be parked there, notify the Office for Campus Life immediately.
- **Seat belts** must be worn by all passengers at all times. **Please remove the Emergency Brake before driving.**
- **Filling the Gas Tank:** Users MUST REFILL THE GAS TANK before returning the vehicle. There is a full-service gas station at 590 Boston Avenue Medford, MA 02155. Failure to refill the gas tank will result in additional charges, and may affect future opportunities to use the vans.
 - **Gas Reimbursement:** You must bring an itemized receipt (price per gallon should be stated) to the OCL Financial Office in Room 213 of the Campus Center.
- **Automobile Insurance Coverage:** You do not need personal automobile insurance to drive a Tufts University vehicle. As an approved Tufts University driver, you are covered by Tufts University’s insurance within a radius of **115 miles** from Tufts University, with the exception of the Loj.
- **Accident Procedures:** Tufts University carries full insurance on the vans. However, in the case of an accident, the driver and the sponsoring group will be held responsible for the cost of the \$300.00 deductible fee. This fee will be applied directly to the previously submitted IDR. Lock all doors and windows when leaving the vehicle, even on Tufts University property. All damage should be reported to the Office for Campus Life and the Tufts Police immediately. The driver(s) may be held financially responsible for any damage caused intentionally or by negligent acts.
 - In case of accident, an Accident Report must be completed both with the local police and the Tufts University Police. A copy must be given to the Office for Campus Life within 24 hours.
- **Towing:** If the van fails to operate within 115 miles of the university, the Office for Campus Life will pay for towing back to the university and repairs to the van. If the van fails to operate beyond 115 miles from the university, the user is responsible for towing the vehicle to the university garage and for repairs necessary for the vehicle. The user will also face additional fines and the loss of vehicle privileges for violation of the distance regulation.
- **Van’s Registration & Insurance:** A copy is kept in the glove compartment; originals are on file in the Office for Campus Life.
- **Alcohol** is NOT permitted in the van at any time, for any purposes.
- **Citations/Tickets:** Users are completely responsible for paying any citations received during time of usage.
- **Cancellations:** Must be received at least one business day in advance of the reservation. If a cancellation is not received within this period, the organization or department will be expected to pay 20% of the total charge. Repeated cancellations will result in the loss of van privileges for that group.
 - The Office for Campus Life and Tufts Police reserve the right to cancel any van reservation in the event of inclement weather.

In case of emergency, contact the Office for Campus Life (617) 627-3212 during regular business hours, and/or the Tufts University Police at (617) 627-3030 any time.