

Hartwick College Student Senate Vehicle Contract



Student Senate vehicles are available to all Senate-sponsored clubs and, under the discretion of the Student Affairs Assistant, to other authorized groups such as athletic teams. The vehicles will be issued on a first-come, first-served basis. Hartwick College's policy for vehicle use requires completion of specific tasks before and after vehicle usage. *Please read the Senate Vehicle Guidelines to make sure you understand the rules and regulations before the contract is finalized (pg 2 of this document).* This contract must be signed by the Club President and Club Advisor. The front of the form must be completely filled out or it will not be filed and the vehicles will not be reserved for the club.

Organization's Name: _____

Purpose of Trip: _____

Date(s) of the Trip _____

Pickup and Drop-off Time (Estimated) _____

Of Vans Requested (Maximum is 3) _____

Number of people participating in trip: _____

Driver(s) _____ **Contact Phone** _____

_____ **Contact Phone** _____

_____ **Contact Phone** _____

Date Driver(s) Cleared by Campus Safety _____

Organization

Contact: _____ **Contact Phone** _____

Signature (Club President) _____

Print Name _____ **Date** _____

Signature (Advisor) _____

Print Name _____ **Date** _____

Vehicle(s) are reserved when the Student Affairs Assistant – 4th floor Dewar Union, confirms the reservation.

Senate Van Guidelines (p2)

Who has access to the vehicles? (ABSOLUTELY NO NON-HARTWICK RIDERS)

- Any club that is senate sponsored, meaning they have updated constitution filed with the Coordinator of Senate Affairs and a budget maintained by the Treasurer and Associate Treasurer. Student organizations get priority over athletics, academics, etc.
- Athletic and academic organizations that are allowed access to vehicles will be charged a fee of \$50 per day plus gas expenses effective for vehicle usage. (Effective 12/31/2007)
- Only Hartwick College students, faculty, and staff are allowed to ride in the senate vehicles.

Key Pickup/Drop Off & Logs

- All keys to the vehicles are located in the office of Student Affairs Assistant on the 4th floor of Dewar Union. Pick up keys from the Student Affairs Assistant's office. Return keys to switchboard upon the vehicle return to campus. The driver will be responsible for returning keys.
- Each Senate vehicle has a folder supplied with log sheets to chart mileage and other miscellaneous information for each vehicle. The driver is responsible for returning a vehicle log sheet with keys.
- If keys and/or logs are late, the club will be charged \$50 per day that they are late. This money will not come from your Club/organizations Student Senate Budget. **It will come directly from club members to ensure responsibility among the clubs.**

Gasoline Tank

- All vehicles must be returned with a full tank of gas.
- If vehicles are returned without a full tank of gas:*
- Your club/organization will receive a written warning.
 - A \$50 dollar fine plus the money to fill up the gas tank will be charged to the club. **The fine plus the cost of the gas will come directly from club members to ensure responsibility among the clubs.**
 - After the second offense, vehicle privileges may be suspended
 - Gas and toll receipts must be submitted to the business office. A copy should be submitted to senate.
 - It is strongly recommended that you submit a pre-gas SMR. This will allow your club to know exactly how much is guaranteed for gas.
 - If you choose not to submit a pre-gas SMR you may file an SMR once you return. However, **YOU RUN THE RISK THAT SENATE WILL NOT FULLY REIMBURSE YOU!!**

Vehicle Cleanliness

- The vehicles on the outside should be as clean as the weather allows. (If it's snowing out and there is sand and salt on the road, no washing is necessary. If it's bright and sunny and your club/organization was on back roads and the outside of the van just looks like it took a mud bath then it needs to be washed.)
- Interiors should remain clean. Vehicles should still look as new as the day Senate purchased the vans.
- If not cleaned, a \$100 dollar maintenance fee will be charged *per van*. This will be strictly enforced. **The fine will come directly from club members to ensure responsibility among the clubs.**

Approved Drivers

- Drivers must have a U.S. driver's license; a clean record and be cleared *each* year.
- The paperwork necessary can be found on the 3rd floor of Dewar Union at the Campus Safety office.
- Please make sure that all of the paperwork is filled out at least two weeks before your trip. This is essential so that Campus Safety has enough time to process the paperwork.

Trouble/Accidents

- Accidents must be reported immediately to the Director of Campus Safety and the Director of Greek Life and Leadership by calling the switchboard, which will direct you to the appropriate person for the situation.
- Insurance information is located in the glove compartment. Please follow all local and state laws when it comes to driving.