

Hartwick College Student Senate Vehicle Contract

Student Senate vehicles are available to all Senate-sponsored clubs and, under the discretion of the Student Life Administrative 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 specific tasks that must be completed before and after vehicle usage. Please read the reverse side of this contract and make sure you understand all the rules and regulations before the contract is turned in and finalized. This contract must be signed by the Club President and the 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. Please take the time to read and fill out the form completely, including the back of the contract.

Organization's name _____

Purpose of trip _____

Date(s) of the trip _____

Pickup and drop-off time (estimated) _____

Vehicle(s) requested _____

Number of people attending this trip _____

Driver(s) _____ **Contact phone** _____

_____ **Contact phone** _____

_____ **Contact phone** _____

Date Driver(s) Cleared by Campus Safety _____

Club Contact _____ **Phone** _____ **Box** _____

This form should be returned to Allison Spears, Student Life Assistant - 4th floor, Dewar Union no later than *two weeks* before the desired use of the vehicles. If you have any questions, please contact the Student Life Assistant in the Office of Student Life at extension 4545 or SpearsA@hartwick.edu.

Who has access to the vehicles?

- Any club that is Senate-sponsored, meaning they have an updated constitution filed with the VP of Judicial Affairs and a budget maintained by the Treasurer and the VP of Finance. Student organizations get priority over athletics, academics, etc.
- Athletic and academic organizations that are allowed access to the 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. **ABSOLUTELY NO NON-HARTWICK RIDERS.**

Key Pickup and Drop Off

- All keys to the vehicles are located in the Office of the Student Life Administrative Assistant on the 4th Floor of Dewar Union. The keys will be picked up/dropped off at this office. The driver will have to sign for them and will be responsible for returning them on time.
- Keys are due back immediately when you return, along with a completed trip log, which is located next to the driver's seat of each vehicle. The keys and log must be given to the Office of the Student Life Administrative Assistant on the 4th Floor of Dewar Union.
- 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 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.
- Keep all receipts. Senate-sponsored clubs and organizations can SMR Senate for a reimbursement of gas and tolls.
- If vehicles are returned without a full tank of gas:
 - Your group will receive a written warning.
 - A \$50 fine plus the money to fill up the gas tank will be charged to club. Once again, this will not come from the club's Senate budget.
 - After a second offense, vehicle privileges may be suspended.

Vehicle Cleanliness

- When Senate vehicles are returned they should be in the same condition as they were when they were picked up; when they are not, a \$100 maintenance fee will be applied for cleanup and a warning will be issued. Future offenses may result in vehicle privileges being suspended. Money used to pay for the maintenance fee will not come out of the club's Senate budget.

Approved Drivers

- Drivers must be cleared each year by the Director of Campus Safety. **This will be strictly enforced.**
- The paperwork necessary can be found on the 3rd floor of Dewar Union at the Campus Safety Office.
- All drivers must have a U.S. driver's license and a clean record.
- **Only 21-year-old drivers can drive the 15-passenger van.** The driver must receive an orientation through Campus Safety. **This will be strictly enforced.**

Trouble/Accidents

- Accidents must be reported immediately to the Director of Campus Safety and Associate Dean of Student Life by calling the Switchboard, which will direct you to the appropriate person for the situation.
- Breakdown/Vehicle Trouble: Call the 1-800 number located on the sticker of the windshield of the vehicle or driver's manual.
- Insurance information is located in the glove compartment.
- Please follow all the local and state laws when it comes to driving.

Signature (Club President) _____

Print Name _____ Date _____

Signature (Advisor) _____

Print Name _____ Date _____