

VAN RESERVATION POLICY

Final Revised 5-4-2017

Policy

The University Centers Van is for use by University Centers employees only. To reserve the van you must have driver's authorization first. Read through and complete the *Drivers Authorization Application* before you reserve the University Centers van. Note: If you have an out of state driver's license, please complete the Notarized Statement of Driving Record Form as well.

<https://www.uwlax.edu/Risk-Management/Driver-Approval/>

Procedure:

1. Check **the UC Administration - Van Checkout Schedule** calendar for availability (this is found in the Shared Calendars that includes all University Centers Staff).
2. Create a reservation by blocking out your time with your name on the *Van Checkout* calendar.
3. On the day of your reservations pickup and return the key to University Centers Administration Office, Suite 3200, Student Union
 - a. Business hours are 7:45am-4:30pm
4. If you are running late, call University Centers Administrative Office at 785-8888 to let them know.
 - a. Keys need to be returned to the Information Center if after 4:30pm, or returned to University Centers Administrative Office the next business day 7:45am-4:30pm.

Regular reservations for the van can be made.

If you are not going to use the van during your reserved time, you must change your van reservation on the calendar.