



## **College Van**

### **Purpose**

The purpose of this document is to outline the procedure for using the college van.

### **Persons Affected**

All college faculty and staff

### **Policy**

The college owns an eight-passenger van that is available for use by any college faculty and staff member for university business. Departments using the van are responsible for reimbursing the college for the cost of fuel.

SFA HOP 05-412 Transportation Services that governs the use of university-owned vehicles and the certification requirements for all drivers of university vehicles and SFA HOP 04-125 Student Travel must be followed at all times.

### **Procedures**

#### **A. Reserving the Van**

1. The requestor sends an email to Julie Stephens ([Stephensjd@sfasu.edu](mailto:Stephensjd@sfasu.edu)) to inquire about availability.
2. If the van is available, Julie sends a Van Request Form to be completed by the requestor and approved by the unit head.
3. The requestor returns the approved Van Request Form to Julie along with copies of the van certification of each driver who will drive the van.
4. After the dean approves, Julie confirms the reservation with the requestor.

#### **B. Using the Van**

1. On the business day before the trip, the driver checks out the van packet from the dean's office. The packet includes the mileage log, vehicle insurance and registration cards, and the fuel card.

*Note:* The fuel card is only accepted at stations that accept fleet cards. The driver should verify that the station accepts fleet cards prior to purchasing fuel; otherwise, the driver will have to pay for the fuel and seek reimbursement from the department.

2. After completion of the trip:
  - a. The driver fills the fuel tank to FULL before returning the van.
  - b. The driver completes the mileage log for the trip and places all gas receipts in the van packet.



- c. The driver returns the van packet to the dean's office.
- d. After the fuel charges are paid and posted to Banner, the dean's office submits an expenditure transfer request to charge the department's FOP for the fuel charges.

**Related Statutes or Regulations, Rules, Policies, or Standards**

[SFA HOP 04-125 Student Travel](#)

[SFA HOP 05-519 Training and Certification of University Vehicle Operators](#)

[SFA HOP 05-412 Transportation Services](#)

[Defensive Driving and Van Certification](#), SFAU University Police Department's website

**Responsible Executive**

Dean, College of Sciences and Mathematics

**Forms**

Van Request Form

**Revision History**

December 19, 2022