



AS Van Guidelines

So, you wanna drive around without using your own car. You've come to the right place.



Overview

Due to the efforts of the 75th AS Senate and the AS Controls and Compliance Office, the AS Van is available for general use by the Association.

Following "A Bill To Dissolve The A.S. Public Safety Commission & The A.S. Student Initiated Recruitment And Retention Committee," passed 1/29/25 by Senate, and report R-25WQ02-031541 by the CCO, the AS Van usage is no longer an asset of SIRRC. This van is now a communal vehicle to be used for AS purposes by any AS BCU with the proper paperwork. The maintenance and paperwork are administered by TPS and AS Admin respectively.

Every year, during the budget cycle, the yearly cost of operating and maintaining the van is factored into a general Admin account to be used as the primary transactional account for the van. As such, AS Entities need only to pay a small rental fee to utilize the van, with the most up-to-date rates available in AS Admin. AS Admin will also have a calendar in order to show the usage of the van and to help coordinate timing. RCOs and other departments outside the Association will not have access to the van.

Note below that all mentions of the "waiver" below refers to the collection of liability waivers, good conduct forms, and other agreements an individual has to sign before AS Admin releases the van.



How to Become a Driver

Unfortunately, you can't just hop into the van and go off. There is some paperwork you will need to complete (liability and legality blah blah blah).

First and foremost, you obviously need to have a driver's license and be over the age of 18. It cannot be suspended and must be in good standing. You will need to provide a copy (front and back) to AS Admin to keep on file.

Second, you will need to complete defensive driving training. This training is only valid for one fiscal year, so you will need to complete this every new school year. Of course, career staff do not need to recomplete this request yearly due to their permanent position. As of 01/25/2025, the Association uses *Smith-System Key 6 Online Defensive Driver Training - 5 Keys to Forward Motion and Backing - Small Vehicle* as the course to complete. Contact AS Admin to be added to the training database, and you will receive an email link to access and complete the course. Once finished, you will receive your digital certificate of completion in your inbox. Save a copy of this certificate for your records and send a copy via email to AS Admin to be put on your file.

Third, drivers and passengers need to fill out a waiver of liability. Contact AS Admin for a copy of this waiver or stop by in person to sign it. If you are younger than 18, a parent or guardian must also sign the waiver with you.

Once AS Admin has received all three items, congratulations! You are now authorized to drive the Van!

How to Be a Passenger

Anyone can be a passenger for the van. However, everyone needs to fill out and submit a waiver of liability for riding in the van. Contact AS Admin for a copy of this waiver or stop by in person to sign it.

Calendar, Contacts, and Scheduling

For contacts on the specifics of the AS Van, please email AS Admin for more information. AS Admin is located upstairs in AS Main. AS Admin can be contacted via a BCU advisor or by visiting in person for more information.

Currently, the AS Van is managed through [Cheqroom](#). Please contact AS Admin to be added onto the platform. As this platform is shared with multiple internal organizations, you may receive some emails and notifications that do not apply to the AS Van. All relevant information is listed in this document and will supersede anything that is written on Cheqroom.



How to Rent and Check-out the Van

Before anyone even thinks about submitting the request form, there is a financial matter to take care of. While the Association will cover the cost of the van rental, it will not cover the cost of gas. As such, a requisition form must be submitted and on file with AS Admin, and a requisition number assigned, before the request form can be submitted. The amount to put for the gas surcharge on the requisition form should be an educated guess of how much the van will be driven.

In addition, the requisition form must also include a deposit for \$650 (in the form of a PO), the amount deductible in case of repairs by the insurance. Of course, that does not mean that if the damages exceed this amount, the BCU is not liable. Such liability and damage payments will be decided on a case-by-case basis. Failure to pay off any damage debt will result in loss of privilege to use the van by that BCU.

This requisition should be a journal entry made payable to the AS Admin account managing the expenses of the van. Please contact AS Admin for more information on the specific account.

Next, it is finally time to reserve the van. Go onto Cheqroom and reserve for the date and time that you need. Please make sure to upload any waivers and paperwork as required onto your reservation, or bring them with you on the day when you check the van out.

All groups must comply with the AS van policies set forth by AS Admin, including maintaining cleanliness, adhering to the reservation schedule, and ensuring only approved drivers operate the vehicle.

Finally, it is time to check out the van. Come by AS Admin the day of the reservation. If the reservation start time is not during the normal business hours of AS Admin, come by the previous business day to receive the keys. Here, AS Admin will complete one final check of the paperwork, brief any necessary information, and instruct on how to complete the inspection, with photos.

The van must be inspected before and after each reservation by the Lead Approved Driver, noting any existing damage. An inspection checklist will be provided and must be signed by the driver. This signed checklist must be returned AS Admin before the keys and mileage book are turned over.

Once all paperwork is in place, the keys and mileage book are handed over and it is time to drive.



How to Return and Check-in the Van

The van must be returned by the scheduled time in your reservation with a full tank of gas. All receipts for the purchase of gas must be kept and turned in at the end. That is, the van must be back on campus, parked, and locked in one of two parking lots:

Parking Lot A: The parking lot between the Multicultural Center Building, Ortega Dining Commons, and San Miguel Residence Hall.

Parking Lot B: The parking lot between the College of Creative Studies building and Santa Rosa Residence Hall.

Pictures of the AS Van must be taken and date and time-stamped from all 4 sides to ensure no damage has been done to the van during the checkout period. Damage must be documented with photos and a written description, detailing when and how the damage occurred.

The group using the van at the time of damage will be held responsible for repair costs unless the damage is determined to be due to mechanical failure or prior incidents. In the event of an accident, the responsible group must provide a copy of the incident report and any police documentation.

The mileage must be logged in the logbook with the following information:

Date(s)

Mileage Out

Mileage In

Usage Group

The keys must be returned to AS Admin by the current or next business day. For example:

If the van is returned at 3:00 PM on a Tuesday, the keys must be returned to AS Admin by the same day.

If the van is returned at 6:00 PM on a Thursday, the keys must be returned to AS Admin by the end of day on Friday.

If the van is returned at 12:00 PM on a Saturday, the keys must be returned to AS Admin by the end of business day on Monday (i.e., 5:00 PM).

Once AS Admin verifies all items, your AS account will be charged the amount paid by the fuel card during your checkout period, your deposit refunded as necessary, and your checkout will be complete.

TLDR Checklists

Below are summary checklists for your convenience.

Becoming a Driver

- ☐ Be over the age of 18
- ☐ Have and submit your valid driver's license to AS Admin
- ☐ Contact AS Admin to be added to the defensive driving course
- ☐ Complete the defensive driving course
- ☐ Submit your defensive driving course certificate of completion to AS Admin
- ☐ Sign and submit a waiver of liability for the van

Becoming a Passenger

- ☐ Sign and submit a waiver of liability for the van

Check-out the Van

- ☐ Ensure the requester has completed the *Becoming a Driver* checklist
- ☐ Ensure all intended passengers have completed the waiver
- ☐ Submit a requisition that includes the cost of the rental, gas, and the deposit (as a PO)
- ☐ Fill out the Google Request Form
- ☐ Wait for the approval notification and/or work with AS Admin to find an alternative time
- ☐ Verify the reservation is on the Google Calendar
- ☐ Complete and sign the inspection checklist in AS Admin the day of, or prior to, your reservation
- ☐ Keep the keys and mileage book safe

Check-in the Van

- ☐ Ensure the van has a full tank of gas
- ☐ Return the van to one of the approved parking lots
- ☐ Pictures of all 4 sides of the van have been taken
- ☐ Record any and all damages to the van
- ☐ Ensure the mileage book has been filled out completely
- ☐ Return keys to AS Admin