

Community Service Center Van Manifest

Manifests must be submitted within 2 business days of request. You will be notified via e-mail concerning the approval of your request.

Name of Requesting Organization	
Date Needed (include day of week) <i>A separate manifest must be filled out for each day the van is needed</i>	Departure Time: Return Time:
Destination	Purpose
Number to be transported	Additional Comments
Name of Requestor	Cell phone number: E-mail address:

Name of Driver	When was driver last AUTO certified?
Cell Phone number Alternate contact number	E-mail Address:
Names of additional drivers	When were they last AUTO certified?
Cell Phone number Alternate contact numbers	E-mail Addresses:

On behalf of the organization making the above request, I understand and abide by all University and Community Service Center policies and procedures. I agree to abide by all applicable laws regarding motor vehicle usage. I assume the responsibility for any vehicle accident that occurs while the van is in the possession and use of the organization that I represent. I also assume responsibility for any accident or non-accident related damage to the Community Service Center van or other vehicles that is a direct result of my organization's use of the van.

Group Representative's Signature

_____ **Date:** _____

Community Service Center Representative's Signature

_____ **Date:** _____

Community Service Center Van Guide

Reserving the Van

- Obtain a van request manifest from the Community Service Center (MGC 273).
- Complete the manifest no later 2 business days prior to the date of request.
- Turn request into the Completed Van Manifest Request Box in the Community Service Center.
- Confirmation will be sent via e-mail.

Checking Out the Van

- On the day of your request, present your AU ID to the Community Service Center staff. You are not permitted to check out the van until the time specified on your manifest.
- In exchange for your AU ID, you will receive the keys to the van. When you return the keys along a completed mileage sheet, your ID will be returned.
- If your reservation is for after 5pm, or on a weekend, you must turn in your AU ID before 5 pm on the day of your request or 5 pm on Friday. The Community Service Center Staff will work out the method in which you will receive the actual keys. (This will depend on other groups that may also have the van reserved). You will receive your ID the following business day.

You must return the mileage sheet with the van keys in order to receive your AU ID. Vans can only be checked out by students and staff who are AUTO certified and have signed the *Community Service Center Van Use Contract*.

Fines

Van Returned Late	\$10
Incomplete Mileage Sheet	\$5
No Mileage Sheet	\$10
Failure to Cancel within 24 hours	\$10
Dirty Van	\$15
Van Returned with less than ¼ tank of gas	\$20
Late Van Request	\$15
Damaged/Missing Fire Extinguisher	\$30
Damaged/Missing First Aid Kit	\$30