

Community Service Center  
**Van Use Contract**

**ALL NEW AND RETURNING VAN DRIVERS MUST READ, DATE, AND SIGN THIS FORM BEFORE SCHEDULING USE OF THE VAN. FAILURE TO DO SO WILL RESULT IN REVOCATION OF VAN PRIVILEGES. THIS FORM WILL BE KEPT ON FILE IN THE COMMUNITY SERVICE CENTER.**

By using the Community Service Center Van, I agree to the following terms and conditions:

- I have been certified to use University vehicles by AUTO.
- I have read and am aware of AUTO's Accident Procedures Sheet and know that a copy of this information is located in the van. I also agree to follow these procedures if I am involved in an accident.
- I have read and am aware of AUTO's 15 Passenger Vehicle Safety Sheet and know that a copy of this information is located in the van. I will adhere to the safety rules and guidelines at all times while driving.
- I will pick up the keys to the van at the Community Service Center (MGC 273) and never receive them from someone outside of that office. I will also never give the keys directly to anyone except a CSC Staff member.
- I understand that I must fill out a manifest in order to reserve the van. I also have read and understand the fines associated with violations of van regulations.
- I will return the keys to the van to the Community Service Center soon as I am finished with them but never later than the time specified on the manifest.
- If the van reaches the ¼ gas level, I will refill it following the directions found in the van and the van binder. I will save the gas receipt and turn it in with the keys. I understand that I am only to fill the van with gas from the Citgo on Westbard Avenue.
- I will fill out a van maintenance form found in the van each time I use the van and return the form to the Community Service Center with the keys. I am aware that the van contains the following and will report any missing or used items to the Community Service Center:
  - (1) fire extinguisher
  - (1) first aid kit
  - (1) set of jumper cables
  - (1) emergency repair kit
  - (1) ice scraper
  - maps
- I will drive safely, carefully, and defensively, keeping my well-being and the well-being of my passengers in mind at all times.
- I am not traveling a distance of more than 50 miles. Trips outside of a 50 mile radius from American University are not allowed.

Name of AUTO Certified Van Driver: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only**

AUTO Certification verified? \_\_\_\_\_ Date certification expires: \_\_\_\_\_

Community Service AUTO Training Session completed? \_\_\_\_\_

