

## Center for Community Service, AMU 329

### Community Service Van Policy

#### Priority in Usage of Vehicles by Marquette Community:

Priority for vehicle reservation is used to ensure that the intent of the vehicles is followed to maximize availability and usage for service projects. While van reservation is first-come first-serve (based on the priority list below) it is balanced with the need to ensure that no one group/organization monopolizes use that may hinder others' usage for travel to/from a local service project site.

#### Priority List for Service-Focused Uses

- Center for Community Service programming and events
- Service Student Organizations traveling to/from a local service project
- Student Organizations/Greek Chapters traveling to/from a local service site
- Groups of Students (not a student organization) traveling to/from a service site
- Groups of Staff/Administrators/Faculty traveling to/from a local service site
- Groups traveling for purposes directly supporting service project logistics

Exceptions for non-service related needs may potentially be made pending the **availability of at least 2 vehicles** that may be reserved for new, additional service-focused uses stated in priority order above.

All permitted uses apply to Marquette Community passengers only. Any proposal to use the vans for travel with non-Marquette passengers requires consultation with, approval from and appropriate forms through General Counsel.

If an exception is made for a non-service related travel need, note that the group, organization, or department will be required to pay the current IRS governmental **rate of \$.555/mile** in order to ensure adequate maintenance and usage available for future service-related priorities.

#### Usage of Vehicles:

**All Wisconsin driving laws, regulations and local ordinances must be observed at all times.** Per University Policy and Procedures, the Community Service Vans **may not** be used for travel outside Milwaukee County.

**Only those authorized through OSD can drive the vans.** Authorization requires completion of an authorization form in AMU 329, completion of online training and receipt of passing test score (sent electronically to OSD), and copy of valid driver's license for a motor vehicle background check to ensure acceptable driving history. Allow 2 weeks to process background check to complete authorization.

Office of Student Development, AMU 329, (414) 288-1412

## Center for Community Service Van Policy (continued)

Refer to [Risk Management's Accident Policy and Procedures](#). A copy is kept in each vehicle. Authorized drivers must familiarize themselves with the instructions to respond appropriately to various accident scenarios. All accidents **MUST** be reported promptly (see report form in vehicle). Any unreported accident/vehicle damage may result in group/organization/department's loss of privileges to use the Community Service Vans. As always, call 911 in cases of emergency and follow-up as appropriate and able.

All groups/organizations utilizing the Community Service Vans must have the group's authorized driver **complete the required Vehicle Checkout Form** (located in each van's glove compartment) each time of use in order **to ensure safety and comfort for communal, sustainable use of vehicles for service projects**.

Vehicle Checkout Forms require the date, name of authorized driver, name of group, pre and post approximate fuel level and specific mileage, notation of vehicle needs or concerns observed before/during/after trip, reporting of concerns, and signature indicating responsibility for cleaning vans after use.

For vehicle needs/concerns that do not hinder safe travel, report to OSD 329 following trip. If assistance is needed during trip due to functional concerns impeding safe travel, call Center for Community Service at 288-1412 during business day or DPS 288-6800 after hours.

It is vital that **vehicle needs, concerns or accidents are reported** and that **trash be cleaned-up immediately** after use. For example, a liquid container left under a seat runs the risk of leaking into the wiring of the vehicle. Both garbage left in a vehicle and vehicle needs left unreported can hinder usage by the next group/organization.

Vehicle Checkout Forms will be reviewed; if it is determined that a pattern of non/incomplete use of forms or non-compliance with van policy exists with a group/organization, **OSD reserves the right to revoke van use privileges for the group/organization for a semester or a time determined appropriate for the sake of other users' comfort and safety**.

Thank you for your support and assistance with the vans and **for your service within our Milwaukee community!**